

Academy Charter High School

1725 Main Street

Lake Como, New Jersey 07719

Phone (732) 681-8377

THURSDAY, JULY 22, 2026 6:00 P.M. REGULAR MEETING MINUTES

CALL TO ORDER BY SECRETARY: 6:10pm

This meeting is being held in compliance with the provisions of Chapter 231, Public Law 1975 known as the "Open Public Meeting Act". Notice of this Meeting was furnished to the Asbury Park Press, Coaster and/or the Coast Star and posted upon the front door of the Academy Charter High School and/or the Bulletin Board located on the first floor of the school. There will be NO smoking during the public meeting. The exits are marked for emergency purposes.

ROLL CALL	☐ P ☐ Perry Lattiboudere	☐ P ☐ Michael Forcella
	☐ P ☐ Kerri Darling	☐ P ☐ Timothy Brennan
	☐ P ☐ Nate Pacius	
	☐ P ☐ Shawn Heeter	☐ P ☐ David Block
	☐ P ☐ Klarissa Martin	☐ P ☐ Sikaya Aston

Open Public Forum: Agenda Items Only

OLD BUSINESS:

NEW BUSINESS:

Mr. Heeter Update – Organization

Mr. Heeter spoke about the work that is being put on on the Annual Report, which is due to the county office, as well as sending school districts on August 3rd. Next, he spoke about the credit completion hours that have been taking place throughout the summer, as well as the transportation coordination that is being worked on for the upcoming Freshman Program.

Ms. Klarissa Martin – Academic / Instructional Update

Ms. Martin spoke about the curriculum being completed and in good shape for the upcoming school year. She then mentioned to the board that state test scores had not been received yet. Finally, Ms. Martin touched on the master schedule for 26.27, which is nearing completion.

Dr. Alston Update – Counseling / Recruitment

Dr. Alston spoke about the upcoming National Night Out on August 4th, which is annually help by police departments throughout the nation. She then spoke about school representatives attending Together Fest on August 30th. Finally, Dr. Alston spoke about participation in the Alliance for Student Success.

A. Election of Board Officers

A1. WHEREAS, the Board of Trustees of Academy Charter High School has an approved charter from the Department of Education that provides for the creation and appointment of the following Board Officers: President and Vice-President and;

WHEREAS, the following named individuals have been deemed qualified to fill the positions of officers to Academy Charter High School and are willing to serve in said positions;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that the officers and terms of office are approved as listed below.

OFFICE
President: Michael Forcella

TERM OF OFFICE
July 1, 2026 to June 30, 2027

Motion __P. Lattiboudere__

Second __T. Brennan__

Roll Call:

P. Lattiboudere __Y__ M. Forcella __Y__ K. Darling __Y__ T. Brennan __Y__ N. Pacius __Y__

OFFICE
Vice-President: Perry Lattiboudere

TERM OF OFFICE
July 1, 2026 to June 30, 2027

Motion __M. Forcella__

Second __T. Brennan__

Roll Call:

P. Lattiboudere __Y__ M. Forcella __Y__ K. Darling __Y__ T. Brennan __Y__ N. Pacius __Y__

B. Approval of Minutes

B1. BE IT HEREBY RESOLVED BY THE ACADEMY CHARTER BOARD OF TRUSTEES to accept the minutes of the following Board of Trustees Meeting; Regular Meeting for June 24, 2026
(Attachment #1):

Motion __P. Lattiboudere__

Second __K. Darling__

Roll Call:

P. Lattiboudere __Y__ M. Forcella __Y__ K. Darling __Y__ T. Brennan __Y__ N. Pacius __Y__

RECOMMENDATIONS OF THE LEAD PERSON:

C. Actions for 2026-2027 School Year:

C1. Appoint Board Secretary, David P. Block (1 year term)

Motion __P. Lattiboudere__

Second __K. Darling__

Roll Call:

P. Lattiboudere __Y__ M. Forcella __Y__ K. Darling __Y__ T. Brennan __Y__ N. Pacius __Y__

C2. Appoint Board Attorney, the firm of Hanlon Neimann, at an annual cost not to exceed \$7,500 (1 year term)

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

C3. Appoint Auditor, Jump, Perry & Company, at an annual cost not to exceed \$20,000

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

C4. Appointment of the Public Agency Compliance Officer (P.A.C.O.), David P. Block

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

C5. Motion to appoint David P. Block the District's Qualified Purchasing Agent, authorization to award contracts up to bid threshold (currently \$53,000 bid threshold) and set quote threshold (\$7,950 quote threshold).

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

C6. Motion to approve the Board Policies (NJSBA Critical Policy Manual) and Curriculum of Academy Charter Board of Trustees.

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

C7. Appoint Brian Reilly, Centric Benefit Consulting, as the Insurance Broker of Record for the District's Dental Insurance Benefits.

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

C8. Appoint David P. Block as the District's Affirmative Action Officer.

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

C9. Appoint Shawn Heeter as the District's Title IX Officer.

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

C10. Appoint Matthew Matsutani as the District's Section 504 Officer.

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

C11. Appoint David P. Block as the District's Custodian of Petty Cash.

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

C12. Appoint Official Newspaper of the District-
The Coaster, The Coast Star, and Asbury Park Press

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

C13. Motion to approve the following Tax Shelter Annuity Funds for employee contribution:
AXA Equitable and Lincoln Investment.

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

D. Personnel

D1. RESOLUTION FOR STAFF HIRES BETWEEN BOARD OF TRUSTEE MEETINGS BY LEAD PERSON

Motion by P. Lattiboudere, Seconded by K. Darling, on recommendation of the Lead Person, authorize Mr. Shawn Heeter, Lead Person, to hire staff during the periods July 23, 2026 through September 3, 2026; with the understanding that these requests for appointments will be brought before the full Academy Charter High School Board of Trustees at the next regularly scheduled board meeting.

Roll Call:

P. Lattiboudere __Y__ M. Forcella __Y__ K. Darling __Y__ T. Brennan __Y__ N. Pacius __Y__

D2. RESOLUTION TO APPROVE CURRICULUM WRITING FOR THE SUMMER OF 2026

Motion by P. Lattiboudere, Seconded by K. Darling, on recommendation of the Lead Person to approve the following teachers for curriculum writing at a rate of \$300.00 (curriculum revision) & \$600.00 (new course writing):

A. Reiss – Algebra II (Revision)

Roll Call:

P. Lattiboudere __Y__ M. Forcella __Y__ K. Darling __Y__ T. Brennan __Y__ N. Pacius __Y__

E. Additional Reports and Discussion:

E1. RESOLUTION TO JOIN THE NJSIAA FOR THE 2026-2027 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) supports the continuation of an interscholastic athletic program; and

WHEREAS, the Board has been presented by the Lead Person with the application to join NJSIAA,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that

Academy Charter High School agrees to join NJSIAA for the 2026 - 2027 school year with payment of dues in the amount \$2,500 *Budget Line: 11-000-213-300*

Motion __P. Lattiboudere__

Second __K. Darling__

Roll Call:

P. Lattiboudere __Y__ M. Forcella __Y__ K. Darling __Y__ T. Brennan __Y__ N. Pacius __Y__

E2. RESOLUTION TO ACCEPT AND APPLY FOR THE FY27 IDEA GRANT

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for IDEA FY 27 in the following amounts:

Basic Grant Award - \$ 51,119

WHEREAS, the Board certifies that the grant shall be used for the purposes described in the grant application in compliance with the structure of the grant,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that Academy Charter High School agrees to accept the IDEA - B allocation.

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

E3. RESOLUTION TO ACCEPT AND APPLY FOR THE FY27 ESEA GRANT

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for ESEA FY 27 in the following amounts:

Title I Award	- \$95,868
Title IIA Award	- <u>\$7,543</u>
Total Award	- \$103,411

WHEREAS, the Board certifies that the grant shall be used for the purposes described in the grant application in compliance with the structure of the grant,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that Academy Charter High School agrees to accept the FY27 ESSA Grant Awards for Title I & Title IIA.

Motion ___P. Lattiboudere_____

Second ___K. Darling_____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

E4. RESOLUTION TO REFUSE FY27 ESEA TITLE III GRANT FUNDS

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for ESEA FY 27 in the following amounts:

Title III Award - <u>\$1,443</u>
Total Award - \$1,443

WHEREAS, the Board certifies that the grant shall be used for the purposes described in the grant application in compliance with the structure of the grant,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that Academy Charter High School refuses to accept and apply for the FY26 ESSA Grant Awards for Title III.

Motion ___ *P. Lattiboudere* _____

Second ___ *K. Darling* _____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

E5. RESOLUTION TO JOIN THE NJPCSA FOR THE 2026-2027 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) recognizes the need to unite with charter schools throughout that State and advocate to promote the success of charter schools; and

WHEREAS, the Board of Trustees recognizes that the New Jersey Charter Public Schools Association is one method through which ACHS may be accomplish the above goal;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that Academy Charter High School joins the New Jersey Charter Public Schools Association at a cost of \$25 per student or \$ 3,875 *Budget Line: 11-000-240-300*

Motion ___ *P. Lattiboudere* _____

Second ___ *K. Darling* _____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

E6. RESOLUTION TO JOIN THE NJSBA FOR THE 2026-2027 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) recognizes the benefit of support from state organizations; and

WHEREAS, the Board has been presented by the Business Administrator with the application to join New Jersey School Boards Association,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that Academy Charter High School agrees to join NJSBA for the 2026-2027 school year with payment of dues in the amount \$3,300.

Motion ___ *P. Lattiboudere* _____

Second ___ *K. Darling* _____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

E7. RESOLUTION TO APPROVE THE 2025-2026 ACADEMY CHARTER HIGH SCHOOL ANNUAL REPORT

WHEREAS, the Board of Trustees has reviewed the 2025 - 2026 Annual Report as prepared by the Director; and

WHEREAS, the Board of Trustees finds the Report to be a factual and accurate depiction of the 2025 - 2026 school year at Academy Charter High School;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that the Annual Report is accepted and approved.

(Attachment Available at Meeting)

Motion ___ *P. Lattiboudere* _____

Second ___ *K. Darling* _____

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

E8. RESOLUTION TO APPROVE THE EMERGENCY VIRTUAL / REMOTE INSTRUCTION PLAN FOR THE 2026-2027 SCHOOL YEAR

Motion by P. Lattiboudere, Seconded by K. Darling, on recommendation of the Lead Person to approve the Emergency Virtual / Remote Instruction Plan for the 2026-2027 school year. **(Attachment #2)**

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

RECOMMENDATIONS OF THE CHIEF FINANCIAL OFFICER:

F. FINANCIAL

F1. APPROVAL OF MONTHLY FINANCIAL REPORTS

Motion by P. Lattiboudere, Seconded by K. Darling, BE IT HEREBY RESOLVED BY THE ACADEMY CHARTER HIGH SCHOOL BOARD OF TRUSTEES, to approve the following –

Bill's List for FY26 & FY27 **(Attachment #3)**

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

F2. APPROVAL OF VENDED MEAL SERVICE FOR THE 2026-2027 SCHOOL YEAR

Motion by P. Lattiboudere, Seconded by K. Darling, on recommendation of the Lead Person to approve Vended Meal Services contract, for school breakfast and lunch, to be extended for an optional fourth year (one year extension) with Karson Food Service Inc. from July 1, 2026 through June 30, 2027 at an estimated cost of \$126,652.50 for the 2026-2027 school year.

Breakfast: \$ 2.05 per meal Lunch \$ 3.50

Roll Call:

P. Lattiboudere ___Y___ M. Forcella ___Y___ K. Darling ___Y___ T. Brennan ___Y___ N. Pacius ___Y___

Open Public Forum:

Board Comments: Review of Leadership & Board Evaluations

Announcement

The next Board of Trustees meeting is scheduled for Thursday, September 3, 2026 at 5:30 pm

Adjourn

Motion by P. Lattiboudere, Seconded by K. Darling, to adjourn at 7:04pm.

Ayes__5__ Nays__0__