

**PRINCIPLE ACADEMY CHARTER  
MINUTES FOR BOARD OF TRUSTEES REGULAR MEETING**  
Thursday, August 8, 2019, Public Session – 6:30 PM  
6718 Black Horse Pike, Egg Harbor Township, NJ 08234  
FORMAL ACTION WILL OR MAY BE TAKEN

---

**I. Open Public Meeting Statement – 6:30 pm**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Principle Academy Charter Board of Trustees has caused notice of this meeting to be given by having the date; time and place advertised in The Press of Atlantic City and Daily Journal.

**II. Salute to Flag**

**III. Roll Call**

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta		X				Gary Hill		X			
Jeanne Eisele		X				Dr. Albert Monillas		X			
Dr. Joseph Stevenson											

**Others Present:** Michael Falkowski, Board Secretary

**IV. Board Business**

**1. Motion to approve the following resolution pertaining to the February 15, 2019 Board Meeting:**

**WHEREAS**, the Board of Trustees of Principle Academy Charter School (the “Board”) convened a Trustee Board Meeting on February 15, 2019; and

**WHEREAS**, the Board of Trustees of Principle Academy Charter School is aware that allegations have been made alleging purported irregularities in the required public notices under the Open Public Meetings Act (“OPMA”), *N.J.S.A. 10:4-6 et seq.* for the meeting of February 15, 2019; and

**WHEREAS**, the Board of Trustees of Principle Academy Charter School desires to ratify all Board actions and votes taken at the February 15, 2019 Board meeting so as to correct, remediate, and resolve any such notice irregularities;

**WHEREAS**, the OPMA, *N.J.S.A. 10:4-15a*, specifically provides:

“...that a public body may take corrective or remedial action by acting de novo at a public meeting”

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Principle Academy Charter School that the Board does so ratify all the actions taken at the February 15, 2019 meeting;

**WHEREAS**, the following three (3) actions were approved on February 15, 2019:

- *Motion to approve the agenda for the February 15, 2019 regular meeting of the Board of Trustees.*
- *Motion to approve the minutes from the February 8, 2019 meeting of the Board of Trustees.*
- *Motion approving Polymath services contract:*

**WHEREAS**, Principle Academy Charter School (the “School”), is a public body corporate and politic of the State of New Jersey, pursuant to *N.J.S.A. 18A:36A-1 et seq.*; and

**WHEREAS**, the School is authorized under the law to enter into contracts for extraordinary unspecifiable services as deemed necessary for the efficient operation of the School; and

**WHEREAS**, the School requires the guidance of professionals with experience and a proven reputation and leadership in the area of educational management services; and

**WHEREAS**, the School has determined that it is appropriate to retain an educational management organization that will provide it with an effective administration to advance the unique mission of this school;

**WHEREAS**, the School contacted the Polymath Achievement Charters, LLC (“Polymath”), which has the specialized ability to perform the above stated services and a proven reputation in this area; and

**WHEREAS**, the School will derive meaningful benefit from its engagement of Polymath; and

**WHEREAS**, the School desires to enter into an extraordinary unspecifiable services contract with Polymath substantially in the form as that attached hereto as Exhibit A; and

**WHEREAS**, the extraordinary unspecifiable services contract involves the provision of services that are specialized and qualitative in nature requiring expertise, training and proven reputation in the field of endeavor; and

**WHEREAS**, the aforementioned services constitute extraordinary unspecifiable services under the Local Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq. (the “Local Public School Contracts Law”) and are therefore not required to be competitively bid, and funds are available for this purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the Principle Academy Charter School Board of Trustees as follows:

1. The aforementioned recitals are incorporated herein as though fully set forth at length; and
2. The extraordinary unspecifiable services contract attached hereto as Exhibit A be and hereby is approved, in accordance with the terms therein; and
3. The School hereby authorizes the Board Chair to sign the extraordinary unspecifiable services contract on behalf of the School.

**BE IT FURTHER RESOLVED**, the Board of Trustees of Principle Academy Charter School that all decisions of the Board of February 15, 2019 are so ratified, such action includes all items listed in the agenda for February 15, 2019 and;

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Board of Trustees of the Principle Academy Charter School authorizes its Business Administrator, Board Secretary, Solicitor, Management Company and such other persons to take any action necessary to effectuate this action.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	1 <sup>st</sup>	X				Gary Hill		X			
Jeanne Eisele		X				Dr. Albert Monillas	2 <sup>nd</sup>	X			
Dr. Joseph Stevenson					X						

**V. Approve Agenda**

Motion to approve the agenda for the **August 8, 2019** regular meeting of the Board of Trustees.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta		X				Gary Hill	1 <sup>st</sup>	X			
Jeanne Eisele		X				Dr. Albert Monillas	2 <sup>nd</sup>	X			
Dr. Joseph Stevenson					X						

**VI. Acceptance of Meeting Minutes**

Motion to approve the minutes from the **June 10, 2019** meeting of the Board of Trustees.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta		X				Gary Hill		x			
Jeanne Eisele	1 <sup>st</sup>	X				Dr. Albert Monillas	2 <sup>nd</sup>				
Dr. Joseph Stevenson					X						

**VII. Public Comment - NONE**

This meeting will now be open to the public for comments on specific Agenda Items only. Please state your name and address. Comments must be limited to three minutes per person.

- VIII. School Director’s Report & Academic Update - Submitted
- IX. Management Company Report (Polymath) – Submitted
- X. Committee Reports - NONE
- XI. Adjourn Public Meeting and Open Executive Session - NONE
- XII. Adjourn Executive Session and Open Public Session - NONE

XIII. Regular Motion for Approval

1. Finance

- a. **Board Secretary’s Report and Bank Reconciliation Report:** To approve the preliminary Board Secretary’s Report and Bank Reconciliation Report for **June 2019**, as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the Principle Academy Charter Board of Trustees acknowledges receipt of the secretary’s certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of **June 2019**, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal Approve Board Secretary Report ending **June 2019**.
- b. **Bills List:** To approve bills list from **June 11, 2019 to August 8, 2019**.
- c. **Payroll:** To approve the following payrolls:

June 15, 2019	\$98,269.35
June 21, 2019	\$103,263.98
June 25, 2019	\$43,625.00
July 15, 2019	\$33,633.17
July 31, 2019	\$43,793.22

- d. To approve a \$2,500 healthcare opt out stipend, to be paid out of 20 pays starting September 15, 2019.
- e. To rescind the SEMI Waiver for 2019-2020 from the February 8, 2019 Board Meeting Minutes.
- f. To approve participation in the SEMI for 2019-2020.
- g. To approve a Summer Savings Program for all 10-month staff through ABCO Credit Union, contract to begin September 1, 2019.
- h. BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby approves the contract with **Revolution Foods** as the Food Services Vended Meals provider for the 2019-2020 school year. The per meal prices are as follows:

Breakfast: \$1.75  
Lunch: \$2.90  
Snack: \$0.85

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta		X				Gary Hill	1 <sup>st</sup>	X			
Jeanne Eisele		X				Dr. Albert Monillas	2 <sup>nd</sup>	X			
Dr. Joseph Stevenson					X						

2. Contracts/Engagements/Conferences

- a. To approve the following contracts for FY20:

Vendor	Contract	Cost, NTE
Dr. Lisa Nappi	Staff Professional Development Speaker	\$ 400.00
Dr. Bonnie Sabasyian	Staff Professional Development Speaker	\$ 600.00
Stockton University	Professional Development 8/29/19	\$443.00
Stockton University	Professional Development 8/30/19	\$443.00

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	1 <sup>st</sup>	X				Gary Hill	2 <sup>nd</sup>	X			
Jeanne Eisele		X				Dr. Albert Monillas		X			
Dr. Joseph Stevenson					X						

3. Building & Grounds

- a. To approve Master A Fence contract not to exceed \$5,999 for 25'x75' fencing off of the southeast corner in the rear of the building.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta		X				Gary Hill	1 <sup>st</sup>	X			
Jeanne Eisele		X				Dr. Albert Monillas	2 <sup>nd</sup>	X			
Dr. Joseph Stevenson					X						

#### 4. Policy & Compliance

- a. To approve the Danielson Method as the Staff Evaluation Tool.
- b. To approve the Annual Report for 2018-2019.
- c. To approve the Staff Handbook for FY20.
- 12-month Employee Vacation/Holiday Utilization Policy for 2019-2020.
  - 12-month Employee Sick Leave Policy for 2019-2020.
  - 10-month Employee Sick Leave Policy for 2019-2020.
  - Employee Personal Leave Policy for 2019-2020.
  - Employee Insurance Opt-Out Policy for 2019-2020.
  - Employee Tardiness Policy for 2019-2020.
- d. To approve Board Self-Evaluation Tool for 2019-2020.
- e. To approve the HIB Self-Assessment for 2019-2020.
- f. To approve the 2019-2020 School Calendar.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	1 <sup>st</sup>	X				Gary Hill	2 <sup>nd</sup>	X			
Jeanne Eisele		X				Dr. Albert Monillas		X			
Dr. Joseph Stevenson					X						

#### 5. Curriculum / Student Services

- a. To approve the following contracts for FY20:

Vendor	Contract	Cost, NTE
Houghton Mifflin Harcourt	Journeys, Go Math & Social Studies	\$ 114,131.10
PowerSchool	Student Performance Software	\$ 20,743.50
Fundations		\$ 13,088.67
Argyle Interactive	Brand Positioning	\$ 3,000/month
TBD	Purchase of Chromebooks	Purchase of 400 @ \$350/each finance over a minimum of 3-years, not to exceed \$55,000/year
STAR Renaissance	Reading Benchmark	\$ 10,250.00
iReady /Ready Classroom	Online Instruction and Assessment for ELA and Math	\$29,657.80
Dr. Laura Bieder	School Psychologist	\$375/Case; \$75/hr additional
Stockton University	Student Consortium; Writing with SPICE	\$1,306.00

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	2 <sup>nd</sup>	X				Gary Hill		X			
Jeanne Eisele	1 <sup>st</sup>	X				Dr. Albert Monillas		X			
Dr. Joseph Stevenson					X						

#### 6. Personnel

- a. To approve Dr. Phillip Heery as Principal Substitute for FY20 at a rate of \$300/Day
- b. To approve the following FY20 stipends:

Name	Assignment	Rate	Work Completed	Stipend Paid
Bethel, Jeanine	Annual Report Prep	\$550	August 10, 2019	September 30, 2019
Bethel, Jeanine	Child Study Team	\$175	August 10, 2019	September 30, 2019
Fraser, James	Substitute Manual Preparation	\$2,500	August 10, 2019	September 30, 2019

Jones, Arminta	Child Study Team	\$175	August 10, 2019	September 30, 2019
Rickards, Christian	Resiliency Training Workshop	\$450	August 10, 2019	September 30, 2019
Rodriguez, Kristy	Resiliency Training Workshop	\$450	August 10, 2019	September 30, 2019
Spaulding, Barbara	Resiliency Training Workshop	\$450	August 10, 2019	September 30, 2019
Spaulding, Barbara	Curriculum Writing	\$2,800	August xx, 2019	September 30, 2019
Scott, Debra	Data Export SIS Upload	\$500	August 16, 2019	September 30, 2019
Riccardi, Ashley	Curriculum Writing	\$1,400	August xx, 2019	September 30, 2019

c. To accept the following resignations:

Name	Disposition/Action Taken	Effective
Gregory Freelon	Position Eliminated	June 30, 2019
Pamela Fitzsimmons	Non-renewed	June 30, 2019
Jose Rivera	Non-renewed	June 30, 2019
Donna Sims	Non Eligible for FT; Substitute Teacher for FY20	June 30, 2019
Madelyn Roderiguez	Resigned	July 31, 2019
Arminta Jones	Resigned	July 31, 2019
Riccardi, Ashley	Resigned	August 28, 2019

d. To approve the following Community BBQ Event staff: Event Date August 24, 2019, not to exceed \$2,350.

Employee Full Day (7 Hours \$175)	Half Day (4 Hours \$100)
Arango, Rafael	Scott, Deb
Frazier, Sharnice	Bethel, Jeanine
Harris, Tywan	DiGiovanni, Lisa
Espinosa, Paula	Oglesby, Emily
Cronick, Larissa	Martin, Takenya
Hagen, Amanda	Leatherberry, Patrice
Silverman, Morgan	
Middleton, Jade	
Nurse, Camille	
Simmons, Hollie	

e. To ratify/approve the following Summer School Program Staff: 18 hrs/week, not to exceed 72 hours/employee & pending student enrollment

Employee	Position	Rate	Effective Date
Hopkins, LaTajah	ESY Coordinator	\$40/hr	Effective July 8, NTE 80 Hours
Jones, Arminta	ESY Teacher	\$35/hr	Effective July 8, NTE 72 Hours
Baccari, Rita	ESY Teacher	\$35/hr	Effective July 8, NTE 72 Hours
Thompson, Aleyce	ESY Teacher	\$35/hr	Effective July 8, NTE 72 Hours
Willie Hunter	ESY Teacher	\$35/hr	Effective July 8, NTE 72 Hours
Riccardi, Ashley	ESY Teacher	\$35/hr	Effective July 8, NTE 72Hours
Clark, Carissa	ESY Teacher	\$35/hr	Effective July 8, NTE 72 Hours
Bethel, Jeanine	ESY Teacher	\$35/hr	Effective July 8, NTE 72 Hours
Frazier, Sharnice	ESY Paraprofessional	\$25/hr	Effective July 8, NTE 72 Hours
Knox, Amber	ESY Paraprofessional	\$25/hr	Effective July 8, NTE 72 Hours
Fisher, Kathleen	ESY Paraprofessional	\$25/hr	Effective July 8, NTE 72 Hours
Armour, Erica	ESY Paraprofessional	\$25/hr	Effective July 8, NTE 72 Hours
Simmons, Hollie	ESY Security	\$25/hr	Effective July 8, NTE 72 Hours

f. To approve the following Outreach Staff for FY20: 11/hours max per employee, not to exceed 100 hours for the fiscal year; \$15,000.

Name	Assignment	Rate
Arango, Rafael	Outreach	\$18/hr
Espinosa, Paula	Outreach	\$18/hr
Harris, Tywan	Outreach	\$18/hr
Martin, Takenya	Outreach	\$18/hr
Nurse, Camille	Outreach	\$15/hr
Mendoza, Sayuris	Outreach	\$15/hr
Frazier, Sharnice	Outreach	\$15/hr

Middleton, Jade	Outreach	\$15/hr
James, Dominique	Outreach	\$15/hr

- g. To approve the following staff for Before & Aftercare; Before-care runs from 7 a.m. to 8 a.m.; After-care runs from 4 p.m. to 6 p.m.; a total of (4) staff members working per day – (1) para, (2) teachers, (1) coordinator, not to exceed 3 hrs/day/employee, not to exceed \$63,480 (\$345 per day x 184 days).

Name	Assignment	Rate
Latajah Hopkins	Coordinator	\$35/hr
Rita Baccari	Teacher	\$30/hr
Barbara Spaulding	Teacher	\$30/hr
Jeanine Bethel	Teacher	\$30/hr
Erica Armour	Paraprofessional	\$20/hr
Takenya Martin	Substitute	\$20/hr

- h. To approve the following new hires for FY20:

Name	Position	Salary	10/12	Effective
Gardner, Chereese	Teacher	\$55,500	10	August 19, 2019
McClure, Alexandria	Teacher	\$51,200	10	August 19, 2019
Garbarvage, Christine	Teacher	\$51,400	10	August 19, 2019
Murray, Shari Kay	Teacher	\$57,421	10	August 19, 2019
Byrd, Keith	Assistant to the CSA for Student Affairs	\$69,151	10	August 19, 2019
Bernstein, Hope	Reading Specialist	\$56,031	10	August 19, 2019
Datillo, Maria	Teacher	\$64,121	10	August 19, 2019
Dominique, James	Outreach	\$15/Hour		July 22, 2019
Dvorsky, Kathleen E	Special Education Teacher	\$67,319	10	August 19, 2019
Jones, Sonia	Teacher	\$51,400	10	August 19, 2019
Lamagno, Amanda	Teacher	\$55,321	10	August 19, 2019
Meister, Georgette	Assistant School Director	\$105,000	12	August 1, 2019
Kluttz-Drye, Benita	Dean of Special Education	\$85,000	12	August 1, 2019
Kerr, Susan	Child Study Team Secretary	\$25/Hour	hrly	August 1, 2019
Deboise, Diane	Teacher	\$64,121	10	August 19, 2019
Nadeau, Rebecca	Teacher	\$53,489	10	August 19, 2019
Miles, Keisha	Substitute Teacher	\$150/Day		August 19, 2019
Montague, Carolyn T	Substitute Teacher	\$150/Day		August 19, 2019
Noreen, Samar	Substitute Teacher	\$150/Day		August 19, 2019
Nurse, Camille B	Outreach	\$15/Hour		July 22, 2019
Mendoza, Sayuris D	Outreach	\$15/Hour		July 22, 2019
Middleton, Jade	Outreach	\$15/Hour		July 22, 2019
Vasquez, Cesar	Paraprofessional	\$33,500	10	August 19, 2019
Syder, Wayne	IT Support	NTE \$5,000	hrly	June 30, 2019
Spare, Sandra	Substitute Teacher	\$150/Day	10	August 19, 2019

- i. To approve the contractual changes for FY20:

Last Name	First Name	Position	Salary	10/12	Effective
Abdullah-Johnson	Amira	Teacher	\$54,000	10	8/19/19
Armour	Erica	Paraprofessional	\$33,500	10	8/19/19
Baccari	Rita	Math Specialist	\$64,500	10	8/19/19
Becker	Dorothy	Special Ed Teacher	\$56,321	10	8/19/19
Bethel	Jeanine	Special Education Teacher	\$74,500	10	8/19/19
Clark	Carissa	Paraprofessional	\$33,500	10	8/19/19
Cronick - Perks	Larissa	Teacher	\$55,321	10	8/19/19
Crump	Marlene	Paraprofessional	\$33,500	10	8/19/19
DiGiovanni	Lisa	Teacher	\$52,200	10	8/19/19
Trojan	Lauren	Teacher	\$51,400	10	8/19/19
Ferrara	Frank	PE/Health Teacher	\$53,500	10	8/19/19
Frazier	Sharnice	Paraprofessional	\$33,500	10	8/19/19
Hagen	Amanda	Teacher	\$53,500	10	8/19/19
Hopkins	LaTajah	Reading Intervention Teacher	\$59,922	10	8/19/19
Loo	Susan	Paraprofessional	\$33,500	10	8/19/19
Marcelin	Elveda	Paraprofessional	\$33,500	10	8/19/19

Maxwell	William	Music Teacher	\$59,361	10	8/19/19
Oglesby	Emily	Teacher	\$53,300	10	8/19/19
Ricciardi	Ashley	Special Education Teacher	\$55,321	10	8/19/19
Rickards	Christian	Teacher	\$56,455	10	8/19/19
Rodriguez	Deborah	Special Education Teacher	\$52,200	10	8/19/19
Rodriguez	Kristy	Teacher	\$52,918	10	8/19/19
Scott	Debra	Computer Teacher	\$57,000	10	8/19/19
Silverman	Morgan	Paraprofessional	\$33,500	10	8/19/19
Simmons	Hollie	School Security Guard	\$33,500	10	8/19/19
Singer	Lindsey	PE/Health Teacher	\$53,000	10	8/19/19
Snyder	Kelly	Cafeteria Manager	\$35,000	10	8/19/19
Spaulding	Barbara	Instructional Coach	\$61,500	10	8/19/19
Thompson	Aleyce	Teacher	\$58,200	10	8/19/19
Willie	Hunter	Teacher	\$51,650	10	8/19/19
Harris	Tywan	Maintenance Supervisor	\$39,000	12	8/1/19
Knox	Roderick	Assistant to the CSA for Business Affairs	\$65,000	12	8/1/19
Martin	Takenya	Business Manager	\$42,000	12	8/1/19
Phoenix	Cyndee	Dean of Community	\$97,850	12	8/1/19
Small	Marty	Dean of Athletics	\$93,000	12	8/1/19
Dionne	James	Technology Team Leader	\$78,000	12	7/1/19 (approved at 6/10/19 meeting)
Cores	Alvaro	Chief School Administrator	\$129,900	12	7/1/19 (approved at 6/10/19 meeting)
Arango	Rafael	Communications Officer	\$42,900	12	8/1/19
Gilliard	Silka		\$16.47/hr		8/19/19
Hare	Veda		\$13.84/hr		8/19/19
Victoria	Juana		\$13.15/hr		8/19/19
Meusberger	Beatrice	School Nurse	\$180/day	10	8/19/19
Espinosa	Paula	School Ambassador	\$40,000	12	7/1/19 (approved at 6/10/19 meeting)

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	1 <sup>st</sup>	X				Gary Hill		X			
Jeanne Eisele		X				Dr. Albert Monillas	2 <sup>nd</sup>	X			
Dr. Joseph Stevenson					X						

**XIV. Old/New Business**

Motion to approve the change of the start of the list of Boards for the 2019-2020 from 6:30pm to 5:00pm.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta		X				Gary Hill	2 <sup>nd</sup>	X			
Jeanne Eisele	1 <sup>st</sup>	X				Dr. Albert Monillas		X			
Dr. Joseph Stevenson					X						

Mr. DaCosta asked that the Board Agenda and packet be supplied to the Board as soon as possible. Mr. Monillas asked how communication was going amongst Polymath and SBOOffice, and Polymath confirmed everything was good.

**XV. Adjournment – 6:58 pm**

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta		X				Gary Hill		X			
Jeanne Eisele	1 <sup>st</sup>	X				Dr. Albert Monillas	2 <sup>nd</sup>	X			
Dr. Joseph Stevenson					X						