

PRINCIPLE ACADEMY CHARTER
MINUTES FOR BOARD OF TRUSTEES - REGULAR MEETING
 Thursday June 11, 2020, Public Session
 6718 Black Horse Pike, Egg Harbor Township, NJ 08234
 FORMAL ACTION WILL OR MAY BE TAKEN

I. Open Public Meeting Statement – 4:03 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. Roll Call

Board Member	Present	Absent
Dirk DaCosta		X
Jeanne Eisele		X
Gary Hill	X	
Dr. Albert Monillas	X	
Dr. Joseph Stevenson	X	

Others Present: Cydnee, Sara, Peter, Al Corez

III. Board Business

IV. Approve Agenda

Motion to approve the agenda for the **June 11, 2020** 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	2 nd	X			
Jeanne Eisele					X	Dr. Albert Monillas	1 st	X			
Dr. Joseph Stevenson		X									

V. Acceptance of Meeting Minutes

Motion to approve the minutes from the **May 5, 2020** 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					X	Dr. Albert Monillas	1 st	X			
Dr. Joseph Stevenson	2 nd	X									

VI. 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.

VII. School Director’s Report & Academic Update – Submitted

VIII. Management Company Report - Submitted

IX. Committee Reports – No Meeting

X. Adjourn Public Session and Open Executive Session

XI. Adjourn Executive Session and Open Public Session

XII. Reorganization Motions

1. Regular Meeting Dates – 2020/2021 School Year

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2020-2021 school year in accordance with 18A:10-6. Executive session to be called as necessary during Regular Meeting.

Day	Date	Regular Meeting	Notes
Thursday	August 6, 2020	5:30 PM	Regular Meeting
Thursday	October 8, 2020	5:30 PM	Regular Meeting
Thursday	December 10, 2020	5:30 PM	Regular Meeting
Thursday	February 11, 2021	5:30 PM	Regular Meeting
Thursday	April 8, 2021	5:30 PM	Regular Meeting
Thursday	June 10, 2021	5:30 PM	Regular Meeting

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2020/2021 school year, may be called 48 hours or more prior to the meeting by giving written notice of the date, time, location and agenda (if known) of the special meeting, and also whether formal action may or may not be taken.

3. Appoint School Business Administrator/Board Secretary

BE IT RESOLVED: that the Principle Academy Charter School, Board of Trustees approves the Resolution to appoint **Dr. Brian Falkowski** as the Business Administrator/Board Secretary for the 2020/2021 school year for \$0.00. In Dr. Brian Falkowski's absence **Michael Falkowski** will serve as the Acting Board Secretary for \$0.00.

4. Adoption of Code of Ethics

RESOLVED, that the Principle Academy Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics, as attached, for its members, for the 2020-2021 school year.

18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

5. Adoption of Policies
RESOLVED, that the current board policies adopted by the Principle Academy Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2020/2021 school year.
6. Appoint Public Agency Compliance Officer (PACO) and Custodian of School Records
BE IT RESOLVED: that the Principle Academy Charter School, Board of Trustees approves the Resolution to appoint **Dr. Brian Falkowski** as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2020/2021 school year.
7. Appoint Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator
BE IT RESOLVED: that the Principle Academy Charter School, Board of Trustees approves the Resolution to appoint **Mr. Roderick Knox** as Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator for the 2020/2021 school year.
8. Depository of Funds
BE IT RESOLVED: that the Principle Academy Charter School, Board of Trustees upon the recommendation of the School Director, approves **TD Bank** as the depository of funds for the 2020/2021 school year.
9. Newspaper of Record
BE IT RESOLVED: that the Principle Academy Charter School, Board of Trustees upon the recommendation of the School Director, herewith designates the **Atlantic City Press and Daily Journal** as the official Newspapers of Record; be it Resolved the official Website is <https://principleacademycharter.org/> for the 2020/2021 school year.
10. Authorize the School Business Administrator to Audit and School Director to Approve Bill Payments
BE IT RESOLVED: that the Principle Academy Charter School, Board of Trustees upon the recommendation of the School Director, herewith designates the School Business Administrator/Board Secretary with the approval of School Director, in accordance with N.J.S.A 18A:19-1, as the person designated to audit accounts and demands and to approve accounts and demands prior to presentation to the Board of Trustees for the 2020/2021 school year.
11. Authorize Payment of Bills Between Meetings
BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, authorizes the Business Administrator to approve the Payment of Bills, as may be necessary between Board meetings and present the aforementioned payments to the Board for approval at the next regularly scheduled meeting for the 2020/2021 school year.
12. Appoint School Safety Specialist
BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, Hereby appoints **Mr. Alvaro Cores** to be the School Safety Specialist.
13. Appoint Bilingual Advisory Committee Coordinator and Title 3 Coordinator
BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, Hereby appoints **Mr. Alvaro Cores** to be the Bilingual Advisory Committee Coordinator and Title 3 Coordinator.
14. Appoint School Improvement Panel (SciP) Coordinator
BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, Hereby appoints **Ms. Georgette Meister** as the School Improvement Panel (SciP) Coordinator.
15. Appoint an Affirmative Action Officer, Title IX Compliance Officer and Substance Awareness Coordinator

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby appoints **Mr. Roderick Knox** as the Affirmative Action Officer, pursuant to N.J.A.C 6:4-1.4 and Title IX Officer and Substance Awareness Coordinator for the 2020/2021 school year.

16. NCLB (ESSA) Title I & II Coordinator

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby retroactively appoints **Ms. Rita Baccari** as the NCLB Title I & II Coordinator for the 2020/2021 school year.

17. Appoint Homeless Liaison

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby appoints **Ms. Cydnee Phoenix** as the Homeless Liaison for the 2020-2021 school year.

18. Appoint Section 504 Administrator & SEMI Coordinator

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby appoints **Dr. Georgette Meister** as the Section 504 Administrator, pursuant to N.J.A.C 6:4-1.4 , SEMI Coordinator and I&RS Coordinator for the 2020/2021 school year.

19. Appoint a Section 504 Compliance Officer

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby appoints **Dr. Georgette Meister** as the 504 Compliance Officer, pursuant to Section 504-1973 Rehabilitation Act, for the 2020/2021 school year.

20. Appoint a HIB/Anti-Bully Coordinator

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby appoints **Mr. Alvaro Cores** as the HIB/Anti-Bully Coordinator for the 2020/2021 school year.

21. Appoint a School Purchasing Agent

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby appoints **Dr. Brian Falkowski** as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$40,000 and \$6,000 respectively pursuant to Local Public Contract Laws and Public School Contract Law N.J.S.A 40A:11-3 (c), N.J.S.A 40A:11-9 (b), N.J.S.A 40A11-6.1 (a) and N.J.S.A 18A:18A-2, N.J.S.A 18A:18A-3 (a), N.J.S.A 18A:18A-37 (a), for the 2020/2021 school year.

22. Authorize purchases below 15% of the Bid Threshold without competitive quotations

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2020/2021 school year.

23. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2020/2021 school year.

24. Resolution to authorize the School Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting.

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby authorizes the School Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting for the 2020/2021 school year.

~~25. Appoint External Audit Firm – TBD~~

~~BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby approves the appointment of _____ to prepare the school's Comprehensive Annual~~

~~Financial Report & Auditors Management Report for the fiscal year ending June 30, 2021, at a cost not to exceed \$25,000.~~

26. Appoint Board Attorney

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby approves the appointment of **Cooper Levenson, Attorney at Law** to provide legal services for the 2020/2021 school year.

27. Approve Voluntary Payroll Deduction Companies

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby approves the following voluntary deduction companies for the 2020/2021 school year:

Voluntary Insurance	Aflac
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28. Approve NJ Uniform Chart of Accounts

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby approves the NJ Uniform Chart of Accounts for the 2020/2021 school year.

29. Resolution to Appoint School Doctor

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, hereby approves the appointment of **Dr. Jon Regis Reliance Medical** as School Doctor for the 2020/2021 school year at a cost not to exceed \$1,000.

30. Cooperative Purchasing

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, to participate with National Cooperative Pricing System with PEPPM National Cooperative Contracts, Approved County Educational Services, Ed-Data Services, Middlesex County Cooperative, & Hunterdon County Cooperative for 2020/2021 school year.

31. Approve Use of Facsimile Signatures

BE IT RESOLVED: that the Principle Academy Charter School, upon the recommendation of the School Director, to approve use of facsimile signatures for the following: Warrant Account, Net Payroll Account, Payroll Agency Account, Summer Savings Accounts and Purchase Orders and Contracts and Letters for the 2020/2021 school year.

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

XIII. Regular Motions 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 **April and May 2020**, 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 **April and May 2020** 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 year.
- b. **To approve the renewal contract for Vended Meals:**

Be it resolved: that Principle Academy Charter School, upon the recommendation of the School Director, hereby approves the renewal of the contract with Revolution Foods, Inc. for the 2020-2021 school year.

Breakfast: \$1.80
Lunch: \$2.98
Snack: \$0.87

- c. **Bills List:** To approve bills list through **June 11, 2020**
- d. **Payroll:** To approve the following payrolls:

May 15, 2020	\$187,818.69
May 29, 2020	\$187,887.03

- e. **COI:** To approve the completion of the FY19 Corrective Action Plan (CAP) for the 2019 Comprehensive Annual Financial Report (CAFR).

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	1 st	X			
Dr. Joseph Stevenson	2 nd	X									

2. Contracts/Engagements/Conferences.

- a. To approve Polymath Achievement Charters, LLC contract effective July 1, 2020 through June 30, 2022.
- b. To approve the contract with School Business Office, LLC to provide School Business Administrator services for the 2020-2021 school year.

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

3. Building & Grounds

4. Policy & Compliance

- a. To approve the PAC Health-related Closure Plan
- b. To approve the 2020/21 Employee Handbook
- c. To approve the following evaluation methods:
 - Danielson Framework for Teaching to evaluate teaching staff
 - New Leaders Principal Evaluation Rubric in order to evaluate school administrators

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	1 st	X			
Dr. Joseph Stevenson	2 nd	X									

5. Personnel

- a. Kivlen Shannon as a social worker NTE \$70 per meeting / \$270 per social evaluation
- b. Rita Baccari as the NCLB Title I & II coordinator for the 2020/21 school year with a stipend of \$3,500
- c. To approve Summer Enrichment / ESY Paraprofessionals at \$25 per hour NTE 64 hours
 - Marlene Crump
 - Ariana Drye
 - Sharnice Frazier
 - Eli Gbayee
 - Donna King
 - Susan Loo
 - Antwone Snead
 - Elveda Marcelin
 - Erica Armour
- d. To approve Summer Enrichment / ESY Special Ed Teachers at \$35 per hour NTE 64 hours
 - Dorothy Becker Russo
 - Jeanine Bethel
 - Camika Holland
 - Deborah Rodriguez
- e. To approve Summer Enrichment / ESY Teachers at \$35 per hour NTE 64 hours

- Rita Baccari
 - Hope Bernstein
 - Carissa Clark
 - Larissa Cronick
 - Lisa DiGiovanni
 - Cherese Gardner
 - Sonia Jones
 - Kristin King
 - Joon Lee
 - Amanda Lomagno
 - Hayley Oliver
 - Christian Rickards
 - Barbara Spaulding
 - Alyece Thompson
 - Debra Scott
 - Kelly Riley
- f. To approve Summer / ESY Attendance Officer at \$25 per hour NTE 64 Hours
- Shatira Williams
- g. To approve Summer/ ESY Counselor at \$25 per hour NTE 64 hours
- Treasure Utuk
- h. To approve Summer/ ESY ESL Teacher at \$35 per hour NTE 64 hours
- Diadina Lugo
- i. To approve Summer/ ESY Office staff at \$25 per hour NTE 64 hours
- Camille Nurse
- j. To approve Summer / ESY Security Staff at \$25 per hour NTE 64 hours
- Hollie Simmons
- k. To approve the following staff to participate in Child Study Team meetings at \$35 per hour NTE 4 hours
- Rebecca Nadeau
 - Kristin King
 - LaRissa Cronick
 - Debra Scott
- l. To Eliminate the position of Dean of Athletics
- m. To accept the following resignations:
- Kathleen Dvorsky – non renewed Effective 6/30/20
 - Antione Braithwaite – non renewed Effective 6/30/20
 - Kristy Rodriguez- resigned Effective 6/30/20

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

XIV. Old/New Business

1. HIB Reporting: 0 Investigations, 0 HIBs
2. To approve the following: Summer Enrichment/ ESY Program Effective July 6th - July 31st 8 am to noon

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

3. Dr. Joseph Stevenson Presentation: Preparing Children and Youth for Higher Learning Using Backward Design Theory from Grade 12 backwards to Pre-K and Paper called “Lowering Higher Learning Early”

XV. Adjournment – 4:30 pm

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