

**PRINCIPLE ACADEMY CHARTER
REGULAR MEETING MINUTES**
Thursday, April 07, 2022 – 4:30 PM
6718 Black Horse Pike, Egg Harbor Township, NJ 08234
FORMAL ACTION WILL OR MAY BE TAKEN

I. Open Public Meeting Statements – 4:32 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, 4:37 pm	
Gary Hill	X	
Dr. Albert Monillas	X	

Others Present
Peter, Sara, Al Cores

III. Approve Agenda

1. Motion to approve the agenda for the **April 7, 2022** regular meeting of the Board of Trustees.

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

IV. Acceptance of Meeting Minutes

1. Motion to approve the minutes from the **February 10, 2022** meeting of the Board of Trustees.

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

V. 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.

VI. Reports

VII. Adjourn Public Session and Open Executive Session - NONE

VIII. Adjourn Executive Session and Open Public Session

IX. Regular Motions for Approval

1. Finance

- a. **Board Secretary’s Report and Bank Reconciliation Report:** To approve the Board Secretary’s Report and Bank Reconciliation Report for **February 2022 and March 2022**, 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 **February 2022**

and March 2022 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. **Bills List:** To approve bills list through **April 07, 2022.**
- c. **Payroll:** To approve the following payrolls:

February 15, 2022	\$223,861.68
February 28, 2022	\$222,081.35
March 15, 2022	\$230,448.56
March 31, 2022	\$241,396.53

- d. **SEMI Waiver:** To approve the submission of the SEMI waiver for the 2022-2023 school year.
- e. **Audit:** To approve the 2020-2021 Comprehensive Annual Financial Report (CAFR) and the Auditors Management Report (AMR), with no findings.
- f. **Food Service:** To approve/ratify the Emergency Food Service contract with **Revolution Foods Inc.** to be in effect from January 1st through June 30th, 2022.
 - Breakfast: \$2.14
 - Lunch: \$3.65
 - Snack: \$1.05

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

2. Contracts/Engagements/Conferences

- a. To approve/ratify South Jersey Family Medical on-site Covid-19 vaccination services to be offered to PAC staff, families, and community members ages 5 and older periodically at no cost starting February 10th.
- b. To approve **Shutterfly Lifetouch, LLC** to provide on-site photography services to students and staff.
- c. To approve the purchase of **Lovely Affirmations** educational affirmation cards for students/classrooms; NTE \$5,000.
- d. To approve **Webroot** antivirus software license renewal; NTE \$1,230.
- e. To approve the **PAC Roller Skating Party** fundraiser to be held on Saturday, June 4th at Young’s Skating in Mays Landing.
- f. To approve participation in the **Stockton University Annual Community Clean-Up Day** activity on Saturday April 23rd 8:30am-4:00pm (rain date Sunday April 24) to help beautify Atlantic City in a city-wide street and beach clean-up event followed by a celebration at O’Donnell Park.
- g. To approve **AMN Language Services** to provide phone and video remote language interpreting services; NTE \$2,100.
- h. To approve the purchase of PAC promo items for recruitment from **George Jackson Promotions**; NTE \$2,035.

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

3. Building and Grounds

- a. To approve **ieComfort** to provide, deliver and install OEM replacement MERV 11 rooftop air filters for 6 rooftop units; NTE \$1,216.

- b. To approve **ieComfort** to provide, deliver and install Carbon Pre-filters and Carbon/Potassium Permanganate Final Filters for 23 portable air filtration units; NTE \$4,472.
- c. To approve **Alexander Fine Design** to provide/install cabinets, install ramp, mount hand sanitizer dispenser, and hang white cork boards; NTE \$1,350.

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

4. School Instruction:

- a. To approve **Blakes Gymnastics** Sessions 3 and 4 Gymnastics Lessons for K through 2nd Grades; NTE \$2,600.
- b. To approve **Brigantine Aquatics** Session 3 Swim Lessons for 2nd, 3rd, and 5th Grades; NTE \$2,500.
- c. To approve the following Field Trips/Activities:
- **Stockton University Performing Arts Center**; May 10th 9:30am -12:30pm; Grades 3-6 will visit Stockton University courtesy of the Schultz-Hill Foundation to experience the Bay Symphony Orchestra’s performance of Appalachian Spring.
 - Bus Transportation; NTE \$3,800
 - 6th Grade Field Day; **Shellum Field**, June 2nd 10:15am-1:30pm
 - DiOasis and Shug’s (hamburgers, hot dogs, french fries) NTE \$1,000
 - Petrosch’s Big Top (Chairs, tables, activities) NTE \$604
 - Bus Transportation; NTE \$790
 - Kindergarten Field Trip; **Adventure Aquarium**, June 3rd 9am – 2pm
 - Admission to aquarium; NTE \$960
 - Bus transportation; NTE \$525
- d. To ratify/approve the rental of Atlantic City’s **Shellum Field** for Saturdays from April 2nd to May 29th; NTE \$600.
- e. To approve the **Eduporium** purchase of Edison Robots; NTE \$800.
- f. To approve additions to the PAC Student Activities Program including Art Club, Academic Challenge Club, Chorus Club, Dance Club, Flag Football and Soccer.
- g. To approve building materials for the **Craftsmanship Club**; NTE \$1,000.
- h. To approve costumes for the **Dance Club**; NTE \$1,000.
- i. To approve materials for **Football**; NTE \$1,000.
- j. To approve uniforms for **Cheerleading**; NTE \$1,000.
- k. To approve props and facilities for the **Chorus Club**; NTE \$1,000.
- l. To approve supplies for the **Art Club**; NTE \$400.
- m. To approve supplies for the **Chess Club**; NTE \$1,000.
- n. To approve the purchase of KG and 6th Grade materials from Graduation Outlet; NTE \$3,000.

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

5. Personnel

- a. To approve/ratify the following New Hires FY22:

Staff Member	Position	Salary	Start Date	10/12
Nairobi Hathaway	Substitute Teacher	\$150/Day	3/08/22	10
Antwone Snead	School Safety Specialist	\$75,000	3/14/22	10
Arlene Bieshda	Human Resources Assistant	\$900/week	4/08/22	12

Eddie Escalera	Bathroom Monitor/Custodian	\$31,200	TBD	12
Krystal Torres	Bathroom Monitor/Custodian	\$31,200	TBD	12
Cynthia Stokes	Teacher	\$68,354	TBD	10

- b. To approve the termination of Lisa Kopischke, 10 month teacher, effective immediately.
c. To approve the following contractual change for FY22:

Staff Member	Position	Salary Change	Start Date
Emily Rowe	Teacher	\$55,884 to \$57,938	01/05/22

- d. To ratify/approve the following staff for the 2021-2022 School Year:

Staff Member	Position	Rate
Wanda Allen	Substitute	\$150 per diem
Michael Bailey	Music Specialist	\$200 per diem
Jim Fraser	Substitute	\$150 per diem
Jim Fraser	Clerk of Works	\$175 per diem
Nefertiti Hathaway	Substitute	\$150 per diem
Kathryn Kanoff	Psychologist	\$70 per meeting/\$270 per psych evaluation
Kivien Shannon	Social Worker	\$70 per meeting/\$270 per social evaluation
Anjum Siddiqui	Substitute	\$150 per diem

- e. To approve the AL Security stipend 5:15pm-6pm, \$40/day.
f. To ratify/approve a rate change for all bus monitors to \$40/trip, effective March 6, 2022.
g. To approve the In-house Professional Development/Training stipend of \$50/day.
h. To ratify/approve the following activity/program stipends:

Staff Member	Stipend	Term/Effective	Program/Role
James Dionne	\$58/Session NTE \$870	15 Sessions Jan-March	Karate
Ryan Lee	\$58/Session NTE \$1508	NTE 26 Sessions Feb-Jun	Craftsmanship Club
Julianne Vannella	\$58/Session NTE \$1508	NTE 26 Sessions Feb-Jun	Chess Club
Jim Fraser	\$58/Session NTE \$754	NTE 13 Sessions April-Jun	Golf
Kathleen McWilliams	\$58/Session NTE \$754	NTE 13 Sessions Mar -Jun	Art Club
Serena Pearson	\$58/Session NTE \$754	NTE 13 Sessions Mar-Jun	Academic Challenge Club
Sonia Jones	\$58/Session NTE \$754	NTE 13 Sessions Mar-Jun	Academic Challenge Club
Rebecca Palamara	\$58/Session NTE \$1160	NTE 20 Sessions Mar-Jun	Chorus Club
Patrice Leatherberry	\$58/Session NTE \$1160	NTE 20 Sessions Mar-Jun	Chorus Club
James Dionne	\$58/Session NTE \$1508	NTE 26 Sessions Mar-Jun	Karate
Erica Armour	\$58/Session NTE \$754	NTE 13 Sessions April -Jun	Dance Club
Whitney Brown	\$58/Session NTE \$754	NTE 13 Sessions April -Jun	Cheerleading
TBD	\$58/Session NTE \$754	NTE 13 Sessions April -Jun	Flag Football
TBD	\$58/Session NTE \$464	NTE 8 Sessions April- Jun	Basketball

- i. To approve the following staff to provide in-house PD/Training, \$50/day; NTE \$2,150.
- Elveda Marcellin
- j. To approve the High Volume Home/School Liaison stipend of \$150/day:
- Eli Gbayee
 - Sharnice Frazier
- k. To approve/ratify the following staff as Bus Monitors, \$40/trip:
- Whitney Brown
 - Sharnice Frazier
 - James Fraser
- l. To approve/ratify the following as Accelerated Learning Tutorial Program Staff:
- Dorothy Becker-Russo
 - Courtney Braxton
 - Donna King
 - Antwone Snead

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

X. Old/New Business

1. HIB Reporting: 3 Investigation 1 HIB.
2. Review of Fire/Lockdown drills conducted:

Date	Time	Type	Duration	Egress	# of students	# Staff	Weather
2/17/22	1:45 PM	Fire Drill	4:31	2:07	427	66	Sunny 40's
2/28/22	9:21 AM	Active Shooter	4:35		415	67	Sunny 50's
3/15/22	2:22 PM	Fire Drill	4:15	1:48	431	67	Partly sunny 50's
3/31/22	2:50 PM	Bomb Evacuation	12:00	2:43	432	71	Cloudy 50's

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

XI. Adjourn Public Session and Open Executive Session - NONE

XII. Adjourn Executive Session and Open Public Session

XIII. Adjournment – 4:46 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			