

**PRINCIPLE ACADEMY CHARTER  
REGULAR MEETING MINUTES**

Thursday, August 18, 2022

6718 Black Horse Pike, Egg Harbor Township, NJ 08234

FORMAL ACTION WILL OR MAY BE TAKEN

**I. Open Public Meeting Statements – 4:34 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	Term Expires	Present	Absent
Dirk DaCosta	June 30, 2023	X	
Jeanne Eisele	June 30, 2024	X	
Gary Hill	June 30, 2024		X
Dr. Albert Monillas	June 30, 2024	X	

Others Present
Dr. Peter Caporilli, Polymath
Sara Caporilli, Polymath
Al Cores, PAC

**III. Approve Agenda**

1. Motion to approve the agenda for the **August 18, 2022** regular meeting of the Board of Trustees.

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	2 <sup>nd</sup>	X				Dr. Albert Monillas		X			

**IV. Acceptance of Meeting Minutes**

1. Motion to approve the minutes from the **July 7, 2022** meeting of the Board of Trustees.

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		X				Dr. Albert Monillas	1 <sup>st</sup>	X			

**V. Board Business**

**VI. Public Comment – no public**

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. Reports**

**VIII. Adjourn Public Session and Open Executive Session – NONE**

**IX. Adjourn Executive Session and Open Public Session**

**X. Regular Motions for Approval**

1. **Finance**
  - a. **Bills List:** To approve bills list through **August 18, 2022**.
  - b. **Payroll:** To approve the following payrolls:

July 15, 2022	\$74,933.32
July 29, 2022	\$80,402.63
August 15, 2022	\$81,750.68

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			
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**2. Contracts/Engagements/Conferences**

- a. To approve Strauss Esmay Associates policy and regulation consulting services, NTE \$10,000.
- b. To approve DIBELS Data System subscription renewal, NTE \$300.
- c. To approve Generation Genius School Plan (Science and Math) Educational Streaming video and lesson subscription, NTE \$1,800.
- d. To approve Fountas & Pinell LLI and Guided Reading Bookroom K-6, NTE \$66,500.
- e. To approve Houghton Mifflin Harcourt Journeys ELA Curriculum materials for FY23, NTE \$6,500.
- f. To approve Wilson Language Just Words Student & Teacher’s materials, NTE \$24,000.
- g. To approve Edmark reading program curriculum materials, NTE \$3,200.
- h. To approve XTraMath Premium Program School License renewal, NTE \$550.
- i. To approve Essential Elements Music Class subscription, NTE \$300.
- j. To approve Livestream Learning Studio 12 Month subscription of Arts and SEL Enrichment Livestreams and Digital Resources, NTE \$2,650.
- k. To approve/ratify Ideal Institute of Technology STEM Summer Program, NTE \$5,400.
- l. To approve participation in the Hooked on Fishing Not on Drugs (HOFNOD) community fishing day with Absecon Police Officers on Saturday August 20, 2022, 9 am – 12 noon.
- m. To approve the Family BBQ/Orientation to be held at PAC August 29, 2022 at a total cost NTE \$5,200.
- n. To approve/ratify Petrosch tent rental for Summer Accelerated Learning Field Day, NTE \$1,560.
- o. To approve/ratify Atlantic City Convention Center Graduation Parking, NTE \$1,400.
- p. To approve CDW-G purchase of wall mounting brackets for ActivPanels, NTE \$5,000.
- q. To approve TPT Teacher Synergy LLC resources for teachers, NTE \$5,400.
- r. To approve Alexander Fine Design for removal of classroom smartboards and projectors, NTE \$1,500.
- s. To approve Alexander Fine Design for installation of classroom ActivPanels, NTE \$6,500.
- t. To approve Atlantic Coast Alarm to supply and install additional DVR storage and additional surveillance cameras for the student dismissal area, playground, lobby, and hallways, NTE \$12,500.
- u. To approve Mister Sparky to install a dedicated circuit and 2 wall mounted fans in the food prep area, NTE \$4,650.
- v. To approve South Jersey Glass & Door for materials and labor to remove and replace dining hall exterior doors and front exterior doors closer mechanism at a cost, NTE \$5,100.
- w. To approve the purchase of materials and labor to replace the front office doors/windows with security shield safety glass panels along with the installation of reflective security film on all front windows, Vendor TBD, NTE \$23,500.
- x. To approve Lucky Dog to provide student uniform items, NTE \$15,000.
- y. To approve Lucky Dog to provide staff uniform items, NTE \$15,000.
- z. To approve the purchase of Fuzzy Feet Floor Protectors for student desks, NTE \$4,200.

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			

**3. Building and Grounds**

- a. To approve the use of the PAC facility for Parent/Teacher Connection meetings FY23.
- b. To approve the purchase of a pick-up/utility vehicle for facility materials transportation, NTE \$39,000.

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	2 <sup>nd</sup>	X				Dr. Albert Monillas		X			

**4. Policy and Compliance**

- a. To approve the updated 2022-2023 Calendar.
- b. To approve the FY22 Annual Report.
- c. To approve the Employee Handbook for FY 2022-2023.
- d. To approve the Student/Parent Handbook for FY 2022-2023.
- e. To approve the Emergency Virtual Instruction Plan for FY 2022-2023.

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	2 <sup>nd</sup>	X				Dr. Albert Monillas		X			

**5. Personnel**

a. To approve elimination of the following positions:

- 2<sup>nd</sup> School Social Worker as a RIF
- Attendance Officer

b. To approve the following resignations/terminations:

Staff Member	Salary	Position	Effective
Yvonne Flynn	\$61,640	School Social Worker	Immediate Termination
Antoine Braithwaite	\$38,347	Custodian	Immediate Termination
Despina Bara-Protesto	\$62,562	ESL Teacher	6/30/22 Resignation
Sharnice Frazier	\$43,050	Attendance Officer	6/30/22 Resignation
Cynthia Stokes	\$68,354	Special Education Teacher	8/13/22 Resignation

c. To approve the following FY23 New Hires:

Staff Member	Position	Salary	Start Date	10/12
Kevin Allen	Paraprofessional	\$35,896	9/01/22	10
Lisa Davis-Pikunas	Special Education Teacher	\$71,849	9/01/22	10
Breanne Delprete	Special Education Teacher	\$58,080	9/01/22	10
Holly Egan	Special Education Teacher	\$55,584	9/01/22	10
Terri Fox	Assistant School Director	\$105,000	TBD	12
Teneka Jackson	Paraprofessional	\$35,896	9/01/22	10
Alaire Kupseta	Teacher	\$59,181	9/01/22	10
Sandra Marple	Paraprofessional	\$35,896	9/01/22	10
Patricia Mitchell	Confidential Secretary	\$65,000	TBD	12
Sandra Siddons	ESL Teacher	\$68,562	9/01/22	10
Lynn Sooy	Teacher	\$60,697	9/01/22	10
Marc Weidlich	STEM/Computer Teacher	\$55,584	TBD	10
Kimberly Wroniuk	Teacher	\$61,640	9/01/22	10
Jose Uchillan	Spanish Teacher	\$56,305	9/01/22	10
John Werkheiser	Teacher	\$55,584	9/01/22	10

d. To approve Eddie Escalera for an unpaid Leave of Absence beginning July 12, 2022 and ending TBD.

e. To approve the following employees for the Staff Longevity award of \$1,800 annually to each staff member who attains five years of service at PAC:

- Marlene Crump \$1800 effective 9/1/22.
- Erica Armour \$1800 effective 9/1/22.
- Morgan Silverman \$3000 effective 9/1/22.

f. To approve the following employees for the Teacher Longevity Award of \$3,000 annually to each staff member who attains five years of service at PAC as a Teacher:

- Christian Rickards \$3000 effective 9/1/22.

g. To approve the following employees for the Summer Accelerated Learning Program:

- Sonia Jones Summer Accelerated Learning Teacher \$45/hour NTE 40 hours.
- Jose Uchillan Summer Accelerated Learning Teacher \$45/hour NTE 80 hours.
- Antwone Snead \$28/hour Summer Office Staff NTE 200 hours.
- Shannon O’Neal Summer School Nurse work at a rate of \$300/day NTE 13 days.

h. To approve the following contractual changes:

Staff Member	Position	Salary	Start Date	10/12
Donna King	Executive Administrative Assistant	\$63,000	9/1/22	12
Marcus Philips	Armed Security Officer	\$75,000	9/1/22	10

i. To approve the following staff for the 2022-2023 School Year:

Staff	Position	Rate
Jill Goldenberg	Substitute Staff	\$300 per diem
Michael Bailey	Music Specialist	\$200 per diem
James Fraser	Substitute Teacher	\$150 per diem
James Fraser	Clerk of Works	\$175 per diem

Arlene Bieshda	Human Resources Assistant	\$1500/week
Marc Weidlich	Substitute Teacher	\$150 per diem
Daniel Mergenthaler	Substitute Teacher	\$150 per diem
Gabriella Munoz	Substitute Teacher	\$150 per diem

j. To approve Staff

Professional Development to take place from August 23<sup>rd</sup> - August 31<sup>st</sup>; daily Teacher/Certificated Staff stipend of \$100 and a daily Paraprofessional/ Non-certificated Staff stipend of \$50.

- k. To approve a Peer-To-Peer Professional Development Program and (5) teachers TBD as Peer -To -Peer Professional Development presenters. Compensation will be \$370 per PD session (3 hours at \$40 per hour prep plus \$250) .
- l. To approve a \$2,500 healthcare opt-out stipend to be paid out of 20 pays starting September 15, 2022.
- m. To approve a Summer Savings Program for all 10-month staff through ABCO Credit Union, contract to begin September 1, 2022.
- n. To approve Fountas & Pinnell Professional Development, NTE \$3,600.
- o. To approve Just Words training through AIM Academy, NTE \$3600.
- p. To approve the Minutes Matter Professional Development provided by the American Red Cross Adult & Pediatric First Aid CPR/AED-Blended Learning CPR Training, 20 Staff members, NTE \$1700.
- q. To approve/ratify Marlene Crump to attend the New Jersey DEP Fish and Wildlife Hooked On Fishing Not Drugs training July 30<sup>th</sup> – July 31<sup>st</sup>.
- r. To approve Marlene Crump as Fishing Club Advisor \$58/session NTE 26 Sessions.

s. To approve the following stipends:

Title	Stipend Amount	Coordinator
Family BBQ/Orientation Coordinator	\$750	TBD
NCLB Title I & II Coordinator	\$3,500/ FY 23	TBD
Before/After Care Coordinator	\$1,000/month FY 23	TBD
(2) Student Activities Coordinator	\$1,000/month FY 23	TBD
Student Records Coordinator	\$1,000/12 months FY 23	TBD
Transportation Coordinator	\$1,000/12 months FY 23	TBD
Family/School Connection Coordinator	\$500/month FY 23	TBD
Administrative After Hours	\$75/weekday daily rate \$225/Saturday rate	TBD

t. To approve the PAC Student Activities Program for the 2022-2023 School Year to include: Golf, Karate, Basketball, Fishing, Chorus, Cheerleading, Dance, Chess, Student Council, Soccer, Gymnastics, Swimming, Academic Challenge Club, and Flag Football.

u. To approve the Before and After Care Program for the 2022-2023 School Year:

Before Care 7am – 8 am	Rate (per diem)	After Care 4pm – 6pm	Rate (per diem)
Teachers (2)	\$22.50	Teachers (2)	\$60
Paraprofessionals (1)	\$15	Paraprofessionals (1)	\$40
Office/Security (1)	\$15	Office/Security (1)	\$40

v. To approve the addition of a voluntary 403b option for staff, Details TBD.

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	2 <sup>nd</sup>	X				Dr. Albert Monillas		X			

## XI. Old/New Business

- HIB Reporting: 0 investigation 0 HIBs
- Review of Fire/Lockdown drills conducted:

Date	Time	Type	Duration	Egress	# of students	# Staff	Weather
7/28	9:18 am	Fire Drill	5:32	1:25	42	27	Cloudy 80's
7/28	11:45 am	Lockdown	6:53	n/a	42	27	Sunny 80's
8/4	10:22 am	Fire Drill	5:35	1:34	32	29	Sunny 80's
8/4	11:40 am	Active Shooter	6:12	n/a	32	29	Sunny 80's

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	2 <sup>nd</sup>	X				Dr. Albert Monillas		X			

**XII. Adjourn Public Session and Open Executive Session - NONE**

**XIII. Adjourn Executive Session and Open Public Session**

**XIV. Adjournment – 4:56 pm**

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		X				Dr. Albert Monillas	1 <sup>st</sup>	X			