

Minutes: October 1, 2019

## Ocean Academy Charter School - Board of Trustees Meeting

678 5<sup>th</sup> Street, Lakewood, NJ – Meeting Started at 6:00 PM

206 b Main St, Lakewood, NJ 08701

In Accordance with the Open Public Meetings Act: Public Notice of this Meeting pursuant to the Open Public Meetings Act has been given by the Board Secretary in the Asbury Park Press – Paper of Record.

Marshall White – President

Ken Seda – Vice President

Jeanmarie Lamme

Anita Raynes Lepelstat

Rosanne Martin

Reverend Juan Angel Monge-Santiago

Jim Muzikowski

Aase Marie Schults Hare

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Salute the Flag – Board President Opens the Meeting - 6:00 pm

**Minutes of August 27th meeting were read. Motion to accept the June 1, 2019 minutes made by Aase Hare. Second by Father Juan. Unanimous vote in the affirmative.**

- 1. Tom McMahon, Facilities Consultant, presented on updates the Board on new building developments.**
- 2. Expired Terms of Office – to be re-instated for another 3-year term to expire September 2022**

Marshall White

Anita Lepelstat

Roxanne Martin

Father Juan motions that Marshall White, Anita Lepelstat, and Roxanne Martin be appointed to serve another 3-year term of office, Jim Muzikowski seconds the motion, vote unanimously approved.

### **3. Nominations and Vote for President and Vice President of the Board of Trustees**

Roxanne Martin nominated Marshall White for President of the Board of Trustees, Father Juan seconds, and the motion is unanimously carried.

Jim Muzikowski nominates Ken Seda to serve as Vice President of the Board of Trustees, Roxanne Martin seconds, and the motion is unanimously carried.

**4. Motion Requested to affirm David C. Hesse, Esq of Porzio, Bromberg & Newman, P.C. 100 Southgate Pkwy, Morristown, NJ 07960 to be Attorney of Record for Ocean Academy Charter School for the 2019-20 school year.**

Motion made by Anita Lepelstat, second by Jim Muzikowski, vote unanimously carried.

**4. Lorna Hassel presents on the Self-Assessment of the HIB report/program. A motion is needed by the Board to accept the Self-Assessment report prior to it being submitted to the State.**

Jim Muzkowski motions to accept the HIB Self-Assessment Report, Roxanne Martin seconds, and the motion is unanimously carried.

Lorna also pointed out to Board Members that an HIB class would be given at the Annual NJ School Boards Association Conference in Atlantic City and asked members attending the conference to please take the HIB class.

**5. Valarie Smith is requesting rewording of the Resolution for the New Building as per the Department of Education Request: Switching words “Waiver” to “Amendment”.**

*Ocean Academy Charter School*

*Board of Trustees*

*RESOLUTION FOR AMENDMENT TO [N.J.A.C. 6A:11-2.6](#)*

*Move to a New K-8 Facility Campus*

***Whereas***, Ocean Academy Charter School (OACS) is out growing the school’s current facilities, which comprises of two locations; and

***Whereas***, OACS has been fortunate to have a builder/investor that is building a new facility for OACS at 1650 Massachusetts Avenue in Lakewood, NJ which will be able to house a Kindergarten through 8<sup>th</sup> school configuration which aligns to OACS’ charter agreement with the NJ Department of Education; and

***Whereas***, Lakewood Township has approved the site as a Charter School; and

***Whereas***, the school’s administration and Board of Trustees believes it is in the best interest of the entire student body to secure more and better designed classroom space for students; and

***Whereas***, this additional space will help OACS in keeping with the school’s mission to provide students with a rigorous curriculum in a safe nurturing environment, so that all students can achieve their highest level of academic success; and

***Whereas***, the new facility is scheduled to be ready for OACS’s use in July 2020; and

***Whereas***, it is necessary to apply for an Amendment to [N.J.A.C. 6A:11-2.6](#) so that these plans may be executed in a seamless and thorough manner in the best interest for all our students; and

*Whereas, this Board of Trustees firmly believes that such an Amendment meets all of the criteria and the spirit and intent of N.J.A.C. 6A:5-1.3(a) which calls for adherence to all applicable federal and state laws & regulations, and that a thorough & efficient education is not compromised as a result of the Amendment, and that there is no risk to student health, safety, or civil rights by granting the Amendment;*

*Now, therefore be it resolved; this Board of Trustees supports and advocates for an Amendment to Administrative Code 6A:11-2.6 to allow OACS to move and grow in a one location facility campus which is currently being built at 1650 Massachusetts Avenue, Lakewood.*

Father Juan motions to accept the “Resolution for Amendment”, Roxanne Martin seconds, the motion is carried unanimously.

## 6. Minimum wage increases and impacts to salaries at OACS Presented by Valarie Smith

### Request for Salary Increases – January 1<sup>st</sup>, 2020

#### Based on Increase of Minimum Wage of \$11.00 an Hour

All the employees below will be receiving increases for the 2020-21 school year in June of 2020.

This issue concerns the State’s new Minimum Wage Guidelines which calls for an increase from \$10.00 per hour to \$11.00 an hour as of January 1, 2020. Guidelines call for a \$1.00 increase every January First until the minimum wage hits \$15.00 an hour in the year of 2024.

Be advised that according to CareerEmployer, the **average** wage for a **childcare worker in New Jersey** is around \$11.76 per hour. This was based on the 2018 minimum wage of \$8.60 per hour. Currently, as of July 1, 2019, the minimum wage is now \$10.00 and will increase to \$11.00 on January 1, 2020.

We would like to be one step ahead at this point. This increase causes a domino effect for our staffers.

### HOURLY EMPLOYEES

Diana Romero	After School Care Program	\$10.00	\$12.00
Giselle Campos-Rosa	After School Care Program	\$10.00	\$12.00
Jackolin Lopez-Hernandez	After School Care Program	\$10.00	\$12.00
Ashley Hernandez	Custodial	\$10.00	\$12.00
Jeimi Hernandez	Custodial	\$10.00	\$12.00
Yaneska Fonseca-Martinez	Fill-In: Various Positions	\$10.00	\$12.00

We are asking that our minimum wage for Ocean Academy hourly employees be at \$12.00 per hour.

**Asking the Board to approve a one-time “Appreciation Christmas Bonus” of \$150 each for our current Hourly Employees.**

## SALARY EMPLOYEES IMPACTED

Elizabeth Martinez	Cafeteria and Custodial	\$19,000	\$20,800
Mary Noguera Gomez	Cafeteria and After School Care	\$19,000	\$20,800
Laura Campos	Receptionist & Clerical	\$20,000	\$24,000*

\* Laura Campos job description change: No longer working with After-Care Program. 10:00 AM to 6:00 PM Clerical/receptionist at Kindergarten Center and Main Building. 3:00 pm – 6:00 pm helps to handle busing and issues associated with busing (4:00pm to 6:00pm alone). This salary is more reflective of the job she is doing.

## PARAPROFESSIONALS

The average salary for a **Paraprofessional** is \$15.87 per hour in **New Jersey**, which is 25% above the national average. (July 25, 2019) This comes to about \$27,296 a year & needs to be addressed based again on the minimum wage increase.

Recommendation is to give all para's (including Nancy Hernandez) a \$1,000 increase on January 1, 2020. This spring we will re-address this issue for the 2020-21 school year.

New starting salary for new para's without degrees will have to be \$20,800

Motion to accept the new salary guidelines made by Father Juan, second by Roxanne Martin, vote unanimously carried in favor.

## **7. Finances Presented by Cindy Coughlin**

### **Budget Adjustments**

11-000-230-100-000-052 Administrative Salaries increase by 29,225.00 from unallocated funds

New budget line to equal \$439,725 Increase to adjust for raises approved by Board at August meeting

### **Paid**

#### **Recurring**

##### **Rent**

GCU – 21,458.33 + 850

CUMC – 20,068.70

Optimum – 378.49

Markel – 3879.00

Atlantic -401.91 + 289.57

Action Data 179.66

Renaissance -

Family Life – 656.07

American Educators – 561.00

Watchung Water – 216.16  
Owners Rep Consulting – 2,000  
Machree Paul – 800.00  
Staples -  
NJ SHB – 18157.69  
**Paid - New**  
Alejandra Morales – 858.12 + 2,200.00  
Valarie – 556.64 + 115.10 + 2200  
Lorna Hassel – 1517.88  
CDW – 51,645.00 – Title I  
Heather Schulties – 84.99  
NJCSA – 3,360.00 – dues  
NJCSA – 6,250.00 – conference  
Orkin – 299.99  
Lorna Hassel – 3430.40 (3 PO's for supplies)  
Valarie Smith - 434.10  
Sandria Wilmot – 3,717.80 – tuition  
Elizabeth Montalvo – 4,080.00 – tuition  
US Coachways – 2000.92 Deposit – field trip  
Scholastic – 2,135.23  
TELEX – 585.00 +  
Worthington Direct – 11,162.71  
Allen Academic Pub. - 265.95

### **New – October payments**

#### **Recurring**

##### Rent

GCU – 21,458.33 + 850

CUMC – 20,068.70

Optimum – 378.49

Markel – 3879.00

Atlantic -401.91 + 289.57

Action Data 179.66 +157.52

Renaissance -

Family Life – 656.07

American Educators – 561.00

Watchung Water – 216.16

Machree Paul – 800.00

Staples – 12,665.78

NJ SHB – 28,515.09

Owners Rep Consulting – 2,000

Wright Specialty Ins. 7,322.00

Alejandra Morales – 1789.80  
Diana Romero – 362.50  
Lakewood Public Schools – 24,071.20

**New**

Latino Family Literacy – 200.00  
Edmentum – 9,544.00 Title I funds  
Porzio – 627.00  
NJASBO – dues – 850.00  
Cindy Coughlin – 180.20 – vacuum cleaner  
    176.00 - August Board meeting  
    308.20 – finger printing – 4 employees  
    77.05 - finger printing – 1 employee  
OnCourse – 1,615.56  
Bright Star – 1,145.00 – Title I – assembly - HIB  
Bright Star – 1145.00 - Enrichment  
La Casa De La Tia – 740.00 lunch 9/4  
US Coachways – Balance – 4,686.32  
Sandria Wilmot – 50.17  
Carezley Martinez – 210.55  
Pearson – 212.72

Motion to accept the financial report as presented by the School Business Administrator motioned by Father Juan, second by Jim Muzikowski, and unanimously approved by the Board.

**Contracts** presented by Valarie Smith. Ocean Academy has two contracts to approve for financial, enrollment data, and IT consulting. Three separate agreements (Attached)

Motion to approve all three contracts made by Jim Muzikowski, second by Anita Lepelstat, and unanimously approved by the Board.

**8. New Business**

Marshall White advises the Board that she was able to get a Boy Scout program for Ocean Academy! Scout Masters will hold meetings once a month for Kindergarteners and twice a month for grades 1-4.

**9. Adjourn**

Motion to Adjourn Made by Jim Muzikowski, second by Anita Lepelstat, unanimously approved.

These minutes were unanimous approved by the Board  
December 3<sup>rd</sup>, 2019

**OCEAN ACADEMY CHARTER SCHOOL – CONSULTING/EMPLOYMENT AGREEMENTS**

**EMPLOYMENT AGREEMENTS**

This agreement is made and entered into this 1st day of July 2019 by and between the Ocean Academy Charter School Board of Trustees, hereinafter referred to as “Board” and David P. Block, 217 Westray Avenue, Island Heights, NJ, hereinafter referred to as “Supervisor to the Business Administrator”.

**TERMS OF AGREEMENT**

This agreement shall be in effect for the period commencing July 1, 2019 and ending June 30, 2020 to perform the duties of assisting the with School Business Administrator / Board Secretary.

**DUTIES**

The Supervisor to the Business Administrator shall hold current certification as a School Business Administrator and shall provide administrative services to the School Business Administrator.

**TERMINATION**

This employment contract may be terminated by either party at any point during the duration of this contract.

**COMPENSATION**

The Board shall compensate the Business Administrator as follows: for the period July 1, 2019 through June 30, 2020, a rate of \$25,000 per year.

\_\_\_\_\_  
Valarie Smith, Lead Person

\_\_\_\_\_  
David P. Block, Supervisor to the Business Administrator

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This agreement is made between the Ocean Academy Charter School, herein referred to as “OACS”, Board of Trustees, hereinafter referred to as “Board” and Sikemia Wright, hereinafter referred to as “Student Management System Administrator”. Board Approval 10/1/2019.

**TERMS OF AGREEMENT**

This agreement shall be in effect for the period commencing October 1, 2019 and ending June 30, 2020 to perform the duties of managing the school’s Student Management System (OnCourse, NJOE Homeroom, and NJSmart) and to train OACS staff in same

**DUTIES**

The Student Management System Administrator shall be knowledgeable, as well as current in all issues regarding the State Department of Education Student / Personnel mandated reporting.

**TERMINATION**

This employment contract may be terminated by either party at any point during the duration of this contract.

**COMPENSATION**

The Board shall compensate the Student Management System Administrator as follows: for the period October 1, 2019 through June 30, 2020, a rate of \$10,000.

\_\_\_\_\_  
Valarie M. Smith, Executive Director

\_\_\_\_\_  
Wright, Student Management System Administrator

Sikemia

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**IT SHARED SERVICES AGREEMENT**

**Academy High School & Ocean Academy Charter School - 2019-2020**

Agreement made between the Academy Charter High School (hereinafter referred to as "ACHS") and the Ocean Academy Charter School, (hereinafter referred to as "OACS"). Board Approval Date: 10/1/2019

**WHEREAS**, OACS desires to engage of ACHS to provide Technology Services; and,

**WHEREAS**, ACHS is willing to provide OACS with Technology Services,

**NOW THEREFORE BE IT RESOLVED that** the parties, intending to be legally bound, hereby agree as follows:

1. ACHS shall provide for the services Technical Support to OACS from July 1, 2019 through June 30, 2020.
2. ACHS shall provide for the services of Network Administration to OACS from July 1, 2019 through June 30, 2020. Description of Service on Page 2 of this Agreement.
3. OACS shall compensate ACHS at a rate of \$2,166.67 per month, payable monthly.
4. The services provided shall be in accordance with the attached Description of Services.
5. This agreement will require ACHS to provide OACS with eight (8) hours of onsite Technical Support per week.
6. This Agreement constitutes the entire understanding of the parties with respect to the matters contemplated and dealt with hereby. Any modifications or changes hereto shall be in writing and signed by both parties.
7. If any provision or part of this Agreement shall be deemed unlawful or invalid for any reason, the remaining provision(s) or part (s) hereof shall remain valid and binding upon the parties

This Agreement shall be governed by and construed in accordance with the applicable laws of the State of New Jersey.

In Witness Whereof, and intending to be legally bound, the parties hereto set their hands and seals:

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Date Signed      Academy Charter High School      Signature (David Block)

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Date Signed      Ocean Academy Charter School      Signature (Valarie M. Smith)

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Date Signed      Witness

## DESCRIPTION OF IT SHARED SERVICES

1. ACHS will provide to OACS Technical Support Services
  - a. Technicians will be based out of and dispatched from ACHS
  - b. Technicians will be capable of hardware and software installation and configuration
  - c. Technicians will be skilled in troubleshooting problems related to hardware, software and networking
  - d. Technicians will provide support to end-users (telephone, e-mail, desk side, and remote)
  
2. ACHS will provide the Services of Network Administrator
  - a. Administrator will be based out of and dispatched from ACHS
  - b. Administrator will manage district technology including:
    1. Server maintenance (If applicable)
    2. Network monitoring
    3. Data backup and integrity
    4. Coordination of all repairs and purchasing of technology related supplies
    5. Provide assistance in the development of the district's tech plan
    6. Services may be extended to additional remote facilities as needed
    7. Project planning/management
    8. Technology Inventory Management

Minutes Approved – Board of Trustees Meeting on December 3, 2019 by unanimous vote.