

# Ocean Academy Charter School Board of Education

## Minutes – Board of Trustees Regular Meeting, December 13, 2022

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. Ocean Academy Charter School, 1650 Massachusetts Avenue, Lakewood, NJ. Attendance by virtual or in person.

Anita Raynes Lepelstat – President  
Jim Muzikowski – Vice President  
Marshall White  
Thomas A. D’Ambola  
Aase Marie Hare  
Sharon Hollander  
Roxanne Martin - Absent  
Reverend Juan Angel Monge-Santiago - Absent  
Stephen Nichol

Valarie Smith (Board Secretary), Lorna Hassel (Head of School), Dawn Cobb-Fossnes (Middle School Principal), David Block (School Business Administrator), Thomas McMahon (Facilities Consultant), and David Hespe (Board Attorney).

Meeting to be Called to Order –

Salute to the Flag by Board President Anita Lepelstat

### **Action Agenda**

**Old Business - Approval of Meeting Minutes of November 8th, 2022** Presented by Valarie Smith

Motion to Approve the Minutes of November 8th, 2022 by Aase Hare

Second by Stephen Nichol

Vote: Unanimously Approved

**Old Business** – Answers to Board Questions (November 2022 Meeting) Valarie Smith

#### 1. Use of Kitchen

At the November 7<sup>th</sup> Board Meeting there was a question (Marshall White) regarding the use of the School’s Kitchen by P.T.O. members. Valarie Smith, David Hespe, and David Block investigated the feasibility of the P.T.O. using the kitchen.

David Hespe, School Board Attorney, reviewed the current food service contract with Maschio’s. He reported that the contract provides that the school can use the kitchen outside of mealtimes, but the food service provider may require one of its employees to be present at the school’s expense to supervise in order to ensure the safe use of equipment and for safe food handling and storage.

David Block, School Business Administrator, indicated we would also likely need additional insurance coverage.

Valarie Smith spoke with Gary Haddad, Maschio's Area Supervisor, about such kitchen use and Mr. Haddad had voiced concerns regarding possible food & surface contamination.

Dave Hespe indicated that we should identify a couple of situations in which the school might want to use the kitchen which we could run by the food service vendor to see what they would require and what the cost would be. We would also run that by our insurance company to identify what additional coverage we would need.

## 2. Trailer Update (facilities)

Tom McMahon, Facilities Consultant, reported that the School has purchased a 68 x 24 foot trailer to be placed in the fenced in area by the student Garden. The trailer will house two rooms.

## 3. HIB Score – State Average

There had been a question regarding the average HIB score of all the school districts. Valarie Smith had investigated this and the Department has no "average score" listing.

## 4. Blue Ribbon Program

Dawn Cobb-Fossnes reported on Ocean Academy earning Beacon Status on the roadmap of the Blue Ribbon School Program – Ocean Academy has achieved 80% of the performance areas. According to Blue Ribbon officials, no other school has successfully achieved so quickly in the history of the program.

Dr. Fossnes also reported on high lights of the Blue Ribbon Convention.

[New Business - Principal's Attendance Report](#) Presented by Lorna Hassel, Head of School

### **Attendance for the Month of November**

Staff Days off: 111 Half Days 34

Student occurrences of absence - 199 (not related to Covid)

Total Enrollment – 447

[Update on High School Building & Lease -](#) Presented by Tom McMahon

Tom reported that we have a lease for the High School pending expansion approval by the NJ Department of Education. Construction should start soon on the building.

[Update on Expansion Application](#) Presented by Valarie Smith

The application for expansion was presented to the NJ Department of Education before the December First deadline. It is expected but not certain that the Commissioner will be making decisions public on February First.

[Update on Security Measures](#) Presented by Valarie Smith

We continue to work on security measures as presented on our State Police Assessment report. We have fenced in as much as the property as reasonably practicable.

Marshall White raised the Question about having the Security Guard hours increased to include AfterSchool hours.

[Disability Issue](#) – Presented by David Block

To expand the school's co-pay of staff disability insurance to 100% rather than the current 50%.

Motion made by Aase Hare

Seconded by Anita Lepelstat

Vote: Unanimously Approved by the Board

[Lunch Program – Conversion to Whole School Title 1](#) – Presented by Valarie Smith & Tom McMahan

Ocean Academy is well over the threshold to be a Whole School Title 1 for meals. Currently, we have only 32 families (42 children) that need to pay for lunch. We will need to formally apply for this status in April for the 2023-24 School Year.

Currently, we subscribe to a payment and an accounting system called PaySchools. We are finding the implementation of payment to be extremely difficult for our paying 32 families. The system is taking up more time and energy of administration that is reasonable – and is exceeding the actual costs of meals.

Since we qualify for Whole School Title 1 (to be put into place for the 2023-24 School Year) and since we only have 32 families that need to pay for the 2022-23 School year, we believe it to be in the best interest of all if the school pays for these meals.

Motion made by Jim Muzikowski

Seconded by Sharon Hollander

Vote: Unanimously Approved by the Board

[Financials](#) – Presented by David Block

1, RESOLUTION TO APPROVE 2022-2023 ANNUAL CHARTER SCHOOL FISCAL QUESTIONNAIRE and TO APPROVE OF THE BILL LIST FOR FY 23 AND THE BOARD SECRETARY'S REPORT (October 31, 2022).

Motion: The Board of Trustees of Ocean Academy Charter School accepts and approves the 2022-23 Annual Charter School Fiscal Questionnaire and The Board approves of the following: Bill List for FY23 and the Board Secretary's Report (October 31, 2022) made by Tom D'Ambola.

Second: Jim Muzikowski

Vote: Unanimously Approved by the Board

Board Comments -

Anita Lepelstat would like to look into forming an “Operations” Committee.

Announcements – Next Board of Trustees Meeting will be Tuesday, February 14<sup>th</sup>, 2023  
There is no January Meeting

Motion to Adjourn: Made by Stephen Nichols  
Second Anita Lepelstat  
Vote: Unanimously Approved by the Board

**MINUTES APPROVED BY THE BOARD FEBRUARY 15, 2023**