

# Ocean Academy Charter School Board of Education

## Minutes – Board of Trustees Regular Meeting, March 12, 2024

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  
Aase Marie Hare  
Sharon Hollander  
Roxanne Martin  
Wendy Osorio  
David Corso

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 Called to Order by Anita Lepelstat at 6:25 PM – All Present

Salute to the Flag by Board President Anita Lepelstat

### **Action Agenda**

#### **Public Session:**

#### **Old Business**

#### **Approval of Meeting Minutes of January 9<sup>th</sup>, 2024**

Motion to approve the minutes of January 9<sup>th</sup>, 2024 made by Aase Hare

Seconded by Roxanne Martin

Vote: Unanimously Approved

**Principal's Report** Presented by Lorna Hassel

#### **Month of January 2024**

Staff total full days out – 109 and half days - 32

Total Enrollment 491

Student incidents of absence – 280

## **Month of February 2024**

Staff total full days out – 146 and 26 Half Days  
Total Enrollment 488

Student incidents of absence – 268

**High School Application Approval – General Information** – Presented by Valarie Smith

Copies of our successful High School Application were distributed to all Board Members.

### **New Business**

**High School Principal Selection As Recommended** Presented by Ryan Shiffer (Human Services Director)

We received a total of 25 resumes for the position of High School Principal – Review Team consisted of Ryan Shiffer, Dawn Cobb-Fossnes, and Valarie Smith

The CSA is putting forth Stephen Nichol as the High School Principal

Motion to Accept made by David Corso

Seconded by Anita Lepelstat

Vote: 7 in the Affirmative, 1 Not Voting

**High School Facilities Review** – Presented by Tom McMahon

Update on High School construction project and temporary High School Location

Christ United Methodist Church – Tom reported that the lease was being worked out with Christ United and all in all, things were moving forward.

Trailer – More Township Approvals Needed but we should be able to use the facility soon.

**Discussion on 9<sup>th</sup> Grade Class Size** – Presented by Valarie Smith & Dawn Cobb-Fossnes

For Informational Purposes: Administration presented that there are 30 students currently enrolled in 8<sup>th</sup> grade. The State has approved Ocean Academy's high school with a 70-student enrollment in each of the four grade levels.

Administration intends to keep the class size small since it is the lead class. This idea/strategy was advised by several well-seasoned educators who were consulted in the initial K-8 charter application.

Principal Dr. Cobb-Fossnes held a student meeting asking the students about class size growth.

Students presented to her that all but 2 would like to see the class size expanded. They suggested that

they would like to see the class size expanded by 10 to 15 students. Administration is going to review this request.

**Update on State Funded Tutoring Program** – Presented by Dawn Cobb-Fossnes

Dr. Cobb-Fossnes reported on our bifurcated tutoring program: 1. Tutoring in Person and 2. Virtual Tutoring. Both programs appear to be doing very well. Students and parents have been most cooperative with the program.

**Proposed Eighth Grade Field Trip** – Presented by Dawn Cobb-Fossnes

Dr. Cobb-Fossnes addressed the Board Members on a plan to take the 8<sup>th</sup> grade students on an overnight field trip to Washington D.C. She has taken many middle school students on such a trip and is enthusiastic about planning and taking this class.

Motion to Approve the 8<sup>th</sup> Grade Field Trip made by Marshall White

Seconded by Jim Muzikowski

Vote: Unanimously Approved

**Temporary Change in Kindergarten Class Configuration** – Presented by Lorna Hassel

For Informational Purposes: Lorna Hassel addressed the Board on changes that had to be made with our Kindergarten classes. Unexpectedly, one of the Kindergarten teachers had to go out on a 12 week medical leave. After consultation with our Academic Team, it was concluded that it is in the best interest of the students to move the students into three classes rather than keeping the four classes and finding a substitute teacher.

**2024-24 Certified Teacher Staff Increase** – Presented by Valarie Smith

Proposed Salary Increase for the 2024-25 School Year (5% general + 2% earned)

Summary review of the 2% incentive increase of last year.

Motion to Approve the 2024-25 Teacher Increase as stated made by Anita Lepelstat

Second: Roxanne Martin

Unanimously Approved by the Board

**Results of Financial Audit for the 2022-23 School Year** – Presented by David Block

3 Findings by Ocean Academy's Audit Firm Jump, Perry, & Company LLP

## **APPROVAL OF THE OCEAN ACADEMY CHARTER SCHOOL 2022-2023 ANNUAL FISCAL AUDIT**

WHEREAS, the Board of Trustees has been presented the Comprehensive Annual Financial Report for the Fiscal year ending June 30, 2023 prepared by Jump, Perry and Company, L.L.P. for Ocean Academy Charter School; and

WHEREAS, a corrective action plan addressing the recommendations of the audit is developed;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Ocean Academy Charter School, County of Ocean, State of New Jersey that the FY 24 Annual Comprehensive Financial Report and Corrective Action Plan is approved.

Motion to Accept the Audit Findings made by David Corso

Seconded by Jim Muzikowski

Vote: Unanimously Approved

## **APPROVAL OF REVISED FISCAL YEAR 2024 BUDGET**

WHEREAS, the Board of Trustees of the Ocean Academy Charter School (hereinafter “Board”) has been presented with the revised FY 24 budget; and

WHEREAS, the budget reflects current enrollment data, federal grant allocations and expenditure figures; and

WHEREAS, the budget reflects allocation of expenses in accordance with Department of Education recommendations, code, statute and approved charter as best as possible under current funding;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Ocean Academy Charter School, County of Ocean, State of New Jersey that the revised FY 24 budget is approved.

Motion to Accept the Audit Findings made by Anita Lepelstat

Seconded by Sharon Hollander

Vote: Unanimously Approved by the Board

**Financials** – Presented by David Block

Motion to Approve Financials as presented by SBA David Block: January Bills List, February Bills List, and Board Secretary Report made by Aase Hare

Seconded by David Corso

Vote: Unanimously Approved by the Board

## **Board Comments:**

Due to Easter/Spring Break, the next Board of Trustee Meeting will be on the Third Tuesday of April. Next Board Meeting is scheduled for Tuesday, April 16<sup>th</sup>, 2024.

**Announcements:** None

**Motion to Adjourn:**

Made by Aase Hare

Seconded by Anita Lepelstat

Vote: Unanimously Approved

Adjourned at 7:40 PM

Minutes Approved 4/16/2024