

## Minutes – Board of Trustees Regular Meeting, November 9, 2021

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.

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

Valarie Smith (Board Secretary), Lorna Hassel (Principal) Absent, Dawn Dobb-Fossnes (Middle School Principal), David Block (School Business Administrator), Thomas McMahon (Facilities Consultant), and David Hesse (Board Attorney).

Meeting to be Called to Order by the Board Secretary at 6:20 pm

Salute to the Flag

### Action Agenda

#### Open Public Forum: Agenda Items Only

##### Old Business:

**First Item:** Facilities Update by Tom McMahon

**Second Item:** Bonding / Sale of School by Tom McMahon

**Third Item:** Covid compliance by Valarie Smith

**Fourth Item:** Issue on Tier 2 Ranking – Presented by Valarie Smith

##### Principal’s Report Schoolwide – Month of October presented by Dawn Cobb-Fossnes:

HIB Report – 0 reported, 0 investigated, 0 confirmed

Staff Attendance Report – 75 Total Full Days off & 14 Half Days (not related to Covid or quarantine)

Student Attendance Report – 203 (non-covid related)

Student Discipline Report - 1

Enrollment – 379 students

**OCEAN ACADEMY CHARTER SCHOOL  
BOARD OF TRUSTEES**

**Personnel – Changes & Additions**

Staff Changes and Hires presented by Dawn Cobb-Fossnes

**Staff Changes for November 2021**

NAME	POSITION	SALARY	CHANGE
Melany Pietrowski	Sub-Teacher	\$200 per day Temporary position	Substitute for Ms. Consoli for 3-Weeks

Motion to Approve the Temporary Substitute Position as above made by Jim Muzikowski.

Second by Roxanne Martin

Vote: Unanimously Approved by the Board

**Approval of Minutes of the October 12th, 2021 Board of Trustee Meeting**

Be it hereby resolved by the Board of Trustees of Ocean Academy Charter School to accept and approve the minutes of the October 12th, 2021 Board of Trustees meeting.

Motion by Anita Lepelstat

Second by Jim Muzikowski

Vote: Unanimously Approved by the Board

**Ethics Training by Board Attorney, David Hespe**

Yearly update on Ethics Training to All Board Members

**Additional Reports & Discussions**

Charter School Expansion Grant – Change for Strategic Planning: presented by Valarie Smith  
Under the guidelines of the Federal Charter School Expansion Grant, Strategic Planning needs to be put into place. The Executive Director is recommending that Ocean Academy uses Porzio Compliance Services to fulfill the grant’s requirement.

Contract to be approved – Following:

October 18, 2021  
Valarie Smith, Executive Director  
Ocean Academy Charter School  
1650 Massachusetts Avenue  
Lakewood, NJ 08701

# OCEAN ACADEMY CHARTER SCHOOL

## BOARD OF TRUSTEES

Re: Strategic Planning Process

File No.: *Pending*

Dear Ms. Smith,

Thank you for giving Porzio Compliance Services LLC ("PorzioCS") the opportunity to provide consulting services to Ocean Academy Charter School.

### **Scope of Services**

You have requested that PorzioCS, provide consulting services regarding a Strategic Planning Process:

1. Prepare Data Analysis and Public Presentations;
2. Conduct Public Outreach including Forums and Survey;
3. Prepare minutes of meetings and compile comments;
4. Compile and organize survey data;
5. Work with leadership on developing goals, strategies and timelines for initiatives;
6. Prepare Draft Report; and
7. Develop tracking metrics.

Ocean Academy Charter School understands and acknowledges PorzioCS is not being engaged to provide legal services or legal advice to you and Ocean Academy Charter School.

### **Personnel**

I will be your primary contact in this matter to best serve the needs of Ocean Academy Charter School.

Our objective is to make it as easy as possible for you to contact us, find out the current status of the matter, and to obtain answers to any questions you may have. We want you to feel comfortable and confident in your relationship with us. To that end, feel free to call me concerning the matter.

### **Fees and Expenses**

PorzioCS will provide the Services for a fixed fee of \$17,500. One half of the fee will be due within 30 days of our beginning work on the project and the remaining 50% will be due at conclusion of the project. Our fee includes reasonable expenses for telephone, photocopying, and mail. PorzioCS will bill for other costs and disbursements that it incurs during the course of performing the Services. These include travel costs, including transportation, lodging, meals, tolls, parking fees, and incidental costs of travel on your business if required. All out-of-pocket expenses will be billed at cost with a documented receipt. These charges will be identified in monthly invoices.

We will submit statements to you on a monthly basis. Payment is due to PorzioCS within 30 days of receipt of the billing statement. Any terms set forth in a Purchase Order that are not contained in this agreement, or that are inconsistent with any term herein, are not binding upon PorzioCS, regardless of whether the Purchase Order purports to take precedence over the terms of this agreement or whether PorzioCS accepts the Purchase Order.

If Ocean Academy Charter School desires work that falls outside the scope referenced in this letter, PorzioCS will advise Ocean Academy Charter School of that fact. Prior to commencing any additional work, the parties will negotiate either a fixed or hourly fee agreement.

If you have questions concerning the contents of this letter, please feel free to contact me. If you agree with the foregoing, please sign and return a copy of this letter. Again, we appreciate your engaging PorzioCS to serve you in this matter and look forward to providing you with the best in quality services.

Very truly yours,

David C. Hespe

DCH:ct

**Accepted and agreed:  
OCEAN ACADEMY CHARTER SCHOOL**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**OCEAN ACADEMY CHARTER SCHOOL**  
**BOARD OF TRUSTEES**

Motion to Approve the Executive Director's recommendation in using Porzio's Compliance Services to fulfill the Strategic Planning requirement of the federal Charter School Expansion Grant made by Sharon Hollander.

Second by Jim Muzikowski

Vote: Unanimously Approved by the Board

**Convention Request:** Presented by Valarie Smith

Blue Ribbon Schools founded by Bart Teal. Blue Ribbon Schools of Excellence (BRSE) is a non-profit 501C3 organization that has been serving schools across the nation since 2001. The Blue Ribbon Schools of Excellence is nationally recognized and is hosting a dynamic conference November 30<sup>th</sup> – December 3, 2021

The Blue Ribbon Schools of Excellence message is simple; a positive culture is the single most important make-up of a school and determinate of success. We are at a crossroads in education with budgets reducing, class sizes increasing, and with the sentiment of many communities being satisfied with mediocrity. As a result of such challenges, we are missing that drive for excellence that has been a cornerstone for our communities. Now is the time for us to become involved and make EDUCATION the top priority in our country. I believe that this is an obligation that we must have for our children. Let's make this moment the opportunity for us to raise the bar of educational excellence and create a design that provides exemplary opportunities for all children and all schools.

The following participants to represent Ocean Academy Charter School at the Convention:

Dawn Cobb-Fossnes, Marshall White, and Anita Lepelstat

Motion made by Jim Muzikowski to have Dawn Cobb-Fossnes (Middle School Principal), Marshall White (Board President) and Anita Lepelstat (Board Vice President) to attend the Blue Ribbon Conference on behalf of Ocean Academy.

Second by Roxanne Martin

Vote: Unanimously Approved by the Board

**Recommendation of the School Business Administrator**

Approval of Monthly Financial Reports

Anita Lepelstat made the motion to approve of the monthly Bill List

Seconded by Jim Muzikowski

Vote: Unanimously Approved by the Board

**OCEAN ACADEMY CHARTER SCHOOL**  
**BOARD OF TRUSTEES**

**Public Comment** – No Public Comment

**Board Comments** - Aase Hare presented that the paraprofessionals have exceeded responsibilities/duties due to Covid concerns and asked that a one-time salary adjustment of \$1,000 be made. Discussion followed.

Aase Hare motioned that a one-time salary adjustment of \$1,000 be made to all paraprofessionals and presented in the December 15<sup>th</sup> pay period.

Anita Lepelstat seconded the motion.

Vote: Unanimously Approved by the Board

**Announcements** - Valarie Smith

No Meeting for December.

Next meeting to be held on the second Tuesday of the Month – January 11<sup>th</sup>, 2022, 6:00 PM

Reminder to the Board that Ocean Academy is in its fifth year of educating students and that at the end of this school year, tenure will be achieved.

**7:40 PM – Motion to Adjourn**

Motion to Adjourn by Aase Hare

Seconded by Marshall White

Vote: Unanimously Approved by the Board

**These minutes approved by the BOT on January 11, 2022**