

Ocean Academy Charter School Board of Trustees

Minutes – Board of Trustees Meeting, April 13th, 2021 – 6:00 PM

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.

[Join by phone](#)

(US) +1 815-797-2825 PIN: 152 718 535#

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

Also in attendance, Valarie Smith (Executive Director), Lorna Hassel (Head of School), Cindy Coughlin (School Business Administrator) - Absent, David Hespe (Board Attorney), Tom McMahon (Facilities Consultant), David Block (Financial Consultant).

Meeting Call to Order by Board President
Salute to the Flag

ACTION AGENDA

1. Review and Approval of the Minutes of the March 9th, 2021 Board of Trustees Meeting.

[Motion to Approve Minutes by Anita Lepelstat, Second by Sharon Hollander.](#)

[Motion unanimously approved.](#)

2. Report on breaking, entering, & robbery of April 3rd presented by Valarie Smith
3. Executive Session for Executive Director Review.

[Motion to Discuss the Executive Director’s review in Executive Session by Sharon Hollander.](#)

[Motion seconded by Aase Hare. Motion unanimously approved.](#)

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The board entered executive session at 6:15 to discuss the annual evaluation of the Executive Director. There were six board members present (all except for Tom D'Ambola, Father Juan, and Jeanmarie Lamme). The board President presented to the board members on the evaluation process used for the Executive Director as well as the results of the evaluation. The board members provided additional input on the evaluation and authorized the President to discuss the results with the Executive Director on behalf of the board. The executive session ended at 6:45 and the board returned to public session."

Motion to leave Executive Session and return to Public Session made by Anita Lepelstat. Seconded by Jim Muzikowski. Motion unanimously approved.

4. Tom McMahon presents on Facility Issues
5. David Block & Valarie Smith on Federal Expansion Grant
6. David Block on ESSR Grants
7. Valarie Smith & Lorna Hassel on changes in Admin, salary increases, and contracts.

Structural Increases (Step & Stipends):

Step Increase for Special Education Certifications to be increased to \$2,000.

Stipends for two Lead Teachers for Kindergarten & First Grade / Transition Program at \$2,500 each.

Stipend for Head ELL Teacher at \$2,500

Stipend for School Parent Liaison at \$10,000.

Anita Lepelstat motioned to approve of the Step Increase & Stipends. Jim Muzikowski seconded the motion. Motion carried unanimously.

Summer School Salaries (4 Full Weeks during the month of July. Hours 8:30 AM to 12:30 PM)

Teachers @ \$50.00 per hour

Paras @ \$25.00 per hour

Cafeteria Workers @ \$20.00 per hour

Jim Muzikowski motioned to approve Summer School Salaries. Rosanne Martin seconded the motion. Motion carried unanimously.

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Contractual Services: Tom McMahon to continue as Facilities Consultant (maintenance issues & dealing with the Builder, third Floor issues, etc) for the 2021-22 School Year. David C. Hespe of Porzio, Bromberg, & Newman to continue as legal council for the 2021-22 School Year.

Jim Muzikowski motioned to approve both contractual services (Tom McMahon and David Hespe for the 2021-22 School Year. Seconded by Sharon Hollander. Motion Unanimously approved by the Board.

Salary adjustment (raise) for teachers at 6% increase for the 2021-22 School Year. In addition, the starting salary for teachers is increased to \$50,000 for the 2021-22 School Year.

Aase Hare Motions to approve the increase in teachers' salaries and the increase in teacher base pay for the 2021-22 School Year. Jim Muzikowski Seconds the Motion. Board unanimously approved of the motion.

One-Time salary adjustment for Teachers only: working with in-class and virtual during quarantines, changing curriculum, and other adjustments made for the 2020-21 school year.

Roxanne Martin motioned in favor of the 2020-21 one-time salary adjustment for all teachers at \$3,000 per teacher to be given at the end of the 2020-21 school year. Second by Anita Lepelstat. Board unanimously approved.

It is recommended that all Para's receive an increase of \$2,000 for the 2021-22 school year. It is also recommended that the New Para starting salary be changed to \$23,000 and if teacher certificated at \$25,000.

Roxanne Martin motioned to approve the recommendation for Para increases for the 2021-22 school year. Anita Lepelstat seconded the motion. Board unanimously approved.

Due to the expansion to Middle School and increasing personnel responsibilities along with an increase of responsibilities with the planning of the facility purchase, a new position is being established, Manager of School Finances & Chief Compliance Officer. Cindy Coughlin will take over this position with David Block filling the position of School Business Administrator.

Aase Hare motion to approve the recommendation of the new position of Manager of School Finances & Chief Compliance Officer to be filled by Cindy Coughlin and for David Block to fill the position of School Business Administrator in preparation of the upcoming facility purchase. Anita Lepelstat seconds the motion. Board Unanimously approved.

David Block to be School Business Administrator (12 Month Part Time Employee) @ \$55,000 for the 2021-22 School Year.

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Anita Lepelstat motions to approve the recommendation of David Block as School Business Administrator at \$55,000 (12 Month, Part Time). Second by Jim Muzikowski. Unanimously approved by the Board.

Academic Supervisor to receive a pay increase of 4% along with a one-time salary adjustment of \$5,000 for the 2021-22 School Year.

Anita Lepelstat motions for the Academic Supervisor's increase at 4% and one-time salary adjustment (Stipend). Jim Muzikowski second the motion. Unanimously approved by the Board.

An increase at 4% for the Manager of School Funds & Chief Compliance Officer for the 2021-22 School Year.

Aase Hare motions for a 4% salary increase for the Manager of School Funds & Chief Compliance Officer. Sharon Hollander seconds the motion. Unanimously approved by the Board.

An increase of 4% for the School Nurse for the 2021-22 school year.

Jim Muzikowski motions to increase the salary of the school nurse 4% for the 2021-22 School Year. Second by Anita Lepelstat. Unanimously approved by the Board for the 2021-22 School Year.

To create a new position of Guidance Counselor for a Ten-Month Term at \$50,500.

Jim Muzikowski motions to create the position of School Guidance Counselor for a ten-month term at \$50,500 for the 2021-22 school year. Roxanne Martin seconds the motion. Unanimously approved by the Board.

Hire Director of School-Wide Technology (12-month employee) part time at \$24,000.

Aase Hare motioned to hire the Director of School-Wide Technology at \$24,000 for the 2021-22 school year. Second by Anita Lepelstat. Unanimously approved by the Board.

Expand the position of IT Manager to a full-time 10-Month position at \$57,500.

Aase Hare motioned to approve the move to make the Manager of IT to a full-time position at \$57,500 for the 2021-22 school year. Jim Muzikowski seconds the motion. Unanimously approved by the Board.

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To create a new position as Social Media Manager as a 12-Month employee at \$24,000.

Sharon Hollander motioned to create the position of Social Media Manager at a salary of \$24,000 for the 2021-22 School Year. Roxanne Martin second the motion. Approved by 8 members of the Board. Aase Hare abstained.

To continue the services of Data Supervisor as a 10-Month employee at a salary of \$13,500.

Motion to continue the services of Data Supervisor at a salary of \$13,500 for the 2021-22 School Year (10 Month Employee) by Aase Hare. Jim Muzikowski seconded the motion. Unanimously approved by the Board.

Front Office Staff: 4% increase to Administrative Assistant #1, \$5,000 increase to Administrative Assistant #2, and a \$1,000 increase to Administrative Assistant #3.

Jim Muzikowski motions to accept and approve salary increases for the Front Office Staff for the 2021-22 School Year. Marshall White seconds the motion. Unanimously approved by the Board.

To create a new part-time position as Head of After School Program at \$24,000, 10-Month Position.

Roxanne Martin Motions to accept and approve the Head of After School position for the 2021-22 School year at a salary of \$24,000. Anita Lepelstat seconds the motion. Unanimously approved by the Board.

Day-Time Cleaning Person (12-Month) at a 4% increase.

Motion to approve Day-Time Cleaning Person increase at 4% for the 2021-22 School Year made by Jim Muzikowski. Second by Aase Hare. Unanimously approved by the Board.

Head of Maintenance at a 4% Increase for the 2021-22 School Year.

Motion to approve Head of Maintenance increase at 4% for the 2021-22 School Year made by Anita Lepelstat. Second by Roxanne Martin. Unanimously approved by the Board.

Cafeteria Workers to receive \$2,000 increase for the 2021-22 School Year.

Sharon Hollander motions to approve the increase of \$2,000 for the cafeteria workers for the 2021-22 School Year. Roxanne Martin seconds the motion. Unanimously approved by the Board.

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All Hourly Employees to increase pay to \$13.00 an hour for the 2021-22 school year.

Motion to raise hourly employees to \$13.00 an hour for the 2021-22 School year motioned by Aase Hare. Second by Sharon Hollander. Unanimously approved by the Board.

8. Finances

Petty Cash – Monthly amount to be raised to \$750

Motion to raise petty cash from \$500 to \$750 Monthly by Anita Lepelstat. Second by Sharon Hollander. Unanimously approved by the Board.

Tazmo Landscaping – Lawn Care for 2021 Season at \$120 per cut, additional services / labor cost at \$50.00 per hour

Motion to Approve Tazmo Lawn Care Service & Clean Up by Anita Lepelstat. Second by Jim Muzikowski. Vote: Unanimously approved by the Board.

Archway Drapery – Gym and Third Floor Windows @ \$19,443

Motion to Approve Archway Drapery Service for Gym Windows and Third Floor by Roxanne Martin. Second by Sharon Hollander. Unanimously approved by the Board.

Monthly Bill List Presented to the Board

Motion to Approve the Bill List by Aase Hare. Second by Sharon Hollander. Unanimously approved by the Board.

9. Public Input – No public Input.

10. New Business – No New Business

11. Motion made by Anita Lepelstat to adjourn the meeting. Second by Sharon Hollander. Unanimously approved by the Board. Meeting Adjourned.