

PRINCIPLE ACADEMY CHARTER SCHOOL
Regular MEETING MINUTES
Thursday July 17, 2025
6718 Black Horse Pike, Egg Harbor Township, NJ 08234
FORMAL ACTION WILL OR MAY BE TAKEN

I. Open Public Meeting Statements – 3:07 PM

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Principle Academy Charter Board of Trustees has caused notice of this meeting to be given by having the date; time and place advertised in The Press of Atlantic City and Daily Journal.

II. Pledge to the Flag

III. Roll Call

Board Member	Term Expires	Present	Absent
Dirk DaCosta	June 30, 2026	X	
Jeanne Eisele	June 30, 2027		x
Gary Hill	June 30, 2027	X	
Dr. Albert Monillas	June 30, 2027	X	

Others Present
Peter & Sara Caporilli, Polymath

III. Approve Agenda

- 1.** Motion to approve the agenda for the July 17, 2025 regular meeting of the Board of Trustees.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	2 nd	X				Gary Hill	1 st	X			
Jeanne Eisele					X	Dr. Albert Monillas		X			

IV. Acceptance of Meeting Minutes

- 1.** Motion to approve the minutes from the June 03, 2025 meeting of the Board of Trustees.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	1 st	X				Gary Hill	2 nd	X			
Jeanne Eisele					X	Dr. Albert Monillas		X			

V. Public Comment - NONE

VI. Reports – Submitted to the Board

VII. Regular Motions for Approval

- 1.** Finance:

- a. Board Secretary's Report and Bank Reconciliation Report: To approve the FINAL Board Secretary's Report and Bank Reconciliation Report for May 2025, as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the Principle Academy Charter Board of Trustees acknowledges receipt of the secretary's certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of May 2025 major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year.
- b. Bills List: To approve bills list through July 17, 2025
- c. Payroll: To approve the following payrolls:

April 15, 2025	\$304,865.21
April 30, 2025	\$286,379.53
May 15, 2025	\$297,791.71
May 30, 2025	\$291,687.97
June 13, 2025	\$313,183.83
June 27, 2025	\$315,744.18

- d. Bid Threshold: Adjustment to Public School Bid Threshold:

WHEREAS, Michael Falkowski, School Business Administrator/Board Secretary, possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$44,000 to \$53,000, effective July 1, 2025;

NOW, THEREFORE BE IT RESOLVED that the Principle Academy Charter School Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a), establishes and sets the bid threshold amount of \$53,000 for the school district, and further authorizes the School Business Administrator/Board Secretary, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Furthermore, for contracts in the aggregate that are less than the bid threshold but fifteen (15%) or more of the amount, the School Business Administrator/Board Secretary shall award contracts after soliciting at least two competitive quotations. The School Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-37 (c), is authorized to award contracts that are in the aggregate less than fifteen (15%) percent of the bid threshold without soliciting competitive quotations.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	1 st	X				Gary Hill	2 nd	X			
Jeanne Eisele					X	Dr. Albert Monillas		X			

2. Contracts/Engagements/Conference

- a. To approve LinkIt to provide Benchmark Assessments, Intervention Manager, SGO Manager, Data Warehousing and comprehensive reporting cloud-based software solutions FY26, NTE \$30,350.00.
- b. To approve/ratify PowerSchool Group LLC to provide School Messenger Communicate License and Subscription FY25 NTE \$1,352.
- c. To approve Whirl Construction to provide overall equipment hardware / routine turf maintenance NTE \$1,750.
- d. To approve AMN Language Services to provide phone and video remote language interpreting services FY26; NTE \$2,100.
- e. To approve Preferred Home Health Care & Nursing Services, Inc. DBA Care Options For Kids to provide substitute school nurse staff FY26 at \$72/hour.
- f. To approve Para-Plus to provide CST translation services, as needed FY26.
- g. To approve Frontline Recruiting & Hiring software subscription NTE \$5,925.00.
- h. To approve Frontline Professional Growth employee evaluation management software subscription NTE \$5,100.00.
- i. To approve Frontline Time & Attendance employee absence management and timekeeping software subscription, NTE \$7,675.00.
- j. To approve Frontline IEP Direct and 504 program management software subscription NTE \$9,525.00.
- k. To approve Shutterfly Lifetouch, LLC to provide on-site photography services to students and staff FY26.
- l. To approve WebIDCard Inc. Swipe K12 Solutions software/API plugin and support NTE \$3,100.00.
- m. To approve the use of the PAC facility for Parent/Teacher Connection, Title I Committee, Bilingual Advisory Committee meetings FY26.
- n. To approve the FY26 contract renewal with Interstate Maintenance for nightly cleaning and daily porter.
- o. To approve/ratify Interstate Maintenance to provide all materials/labor and strip and wax approximately 27,000 square feet of floors school-wide NTE \$12890.
- p. To approve/ratify Alexander Fine Design to provide supplies and labor to install base cabinets in one classroom, remove and replace vinyl floor tiles in seven student and staff bathrooms and remove and replace fifty damaged vinyl floor tiles throughout the building NTE \$8500.
- q. To approve ieComfort to provide and deliver materials for the service of 23 portable air filtration units, including Carbon Pre-filters and Carbon/Potassium Permanganate Final Filters, Main HEPA UV Lamps and PCO Filters, NTE \$6,731.00
- r. To approve ieComfort for labor and supplies to clean, install, verify UV and functional test 23 portable air filtration units NTE \$4667.00.
- s. To approve a partnership with Bright & Beautiful Therapy Dogs and implementation of a "Reading Dogs" program for students at no cost to PAC.
- t. To approve Family Leadership Inc to provide comprehensive "Parenting Partners" training, materials and resources that will enable trained staff to facilitate support sessions to help empower families to better support student achievement through enhanced communication skills NTE \$7,500.00.
- u. To approve the following evaluation methods for the 2025-2026 school year:
 - Danielson Framework for Teaching to evaluate teaching staff.
 - New Jersey Principal Evaluation for Professional Learning (NJPEPL) Process and Observation Instrument to evaluate school administrators.
- v. To approve a new school insurance plan from Selective and cancel existing coverage.
- w. To approve the FY26 Auditor Contract with Olubenga Olabintan, CPA, NTE \$40,000.
- x. To approve the Board Self Evaluation Tool for FY25
- y. To approve the distribution of the Board Self Evaluation Tool.
- z. To approve the Contracted Education Service Provider Evaluation Tool for FY25
- aa. To approve the distribution of the Contracted Education Service Provider Evaluation Tool.
- bb. To approve the following Field Trips / Activities:

Field Trip and Activities	Grade Level	Cost	Date
ESY/Summer School Field Trip to Atlantic City Aquarium	ESY/Summer School Students	NTE \$3,500	TBD
Family BBQ/Orientation At PAC	PAC Students and Families	NTE \$7,000	09/03/25
Back to School Night/Hispanic Heritage Month event at PAC	PAC Students and Families	NTE \$9,000	09/24/25

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	1 st	X				Gary Hill	2 nd	X			
Jeanne Eisele					X	Dr. Albert Monillas		X			

3. Building and Grounds
4. Policy and Compliance

- a. To approve/ratify the updated Organization Chart FY25.
- b. To approve the Emergency Virtual or Remote Instruction Plan for FY26.
- c. To approve the School Integrated Pest Management Plan for FY26
- d. To approve revised Board Policy 5141.21 - Administering Medication, which has been updated per P.L.2025, c.38 to include policies concerning student use of sunscreen and sun-protective clothing at school and school-sponsored functions.
- e. To authorize/ratify the Affirmative Action Officer and team to develop a Needs Assessment and a Comprehensive Equity Plan.
- f. To approve the Three-Year (2025-2028) Comprehensive Equity Plan and its submission to the NJDOE.
- g. To appoint Robert Shappell to the following roles for the 2025/2026 school year:
 - Bilingual Advisory Committee Coordinator and Title 3 Coordinator
 - School Improvement Panel (SciP) Coordinator
 - Affirmative Action Officer, Title IX Compliance Officer and Substance Awareness Coordinator
 - NCLB (ESSA) Title I & II Coordinator
 - Title VI/ 504 Compliance Officer, pursuant to the Civil Rights Act of 1964 (Title VI) and the Rehabilitation Act of 1973 (Section 504)
 - HIB/Anti-Bullying Coordinator

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	2 nd	X				Gary Hill	1 st	X			
Jeanne Eisele					X	Dr. Albert Monillas		X			

5. Personnel

- a. To approve the following longevity stipends FY26:\$3,000 annually to each staff member who attains TEN years of service at PAC as a Teacher, effective 09/01/2025:
 - Amanda Doring
- b. To approve the following longevity stipends FY26; \$2,200 annually to each staff member who attains TEN years of service at PAC, effective 8/1/2025:
 - Paula Espinosa
- c. To approve the following longevity stipends FY26; \$2,200 annually to each staff member who attains TEN years of service at PAC, effective 9/1/2025:
 - Kelly Snyder
- d. To approve the following longevity stipends FY26; \$1,800 annually to each staff member who attains FIVE years of service at PAC, effective 9/1/2025:
 - Antwone Snead
- e. To approve the following FY26 contract changes:

Employee	10/12	Position	Salary	Effective
Robert Adams	12	Custodian	\$38,807	7/1/25
Patricia Mitchell	12	Confidential Secretary/HR Coordinator	\$75,006	7/1/25
Camille Nurse	12	Student Services Coordinator	\$76,500	7/1/25
Morgan Silverman	10	Teacher	\$71,094	9/1/25

- f. To approve the following resignations:

Employee	10/12	Position	Effective
John Chirigos	10	Teacher	7/31/25

- g. To approve/ratify the following staff to provide Homebound Instruction FY25 at \$45/hour:
 - Francesca Torres
 - Jennifer Hutter
- h. To approve the Employee Vacation Time “Sell Back” benefit in July and January for any accumulated vacation time in excess of 15 days. Days that are “sold back” will be purchased at the employee’s current rate of pay and on the subsequent payroll.
- i. To approve Frankie Davis as the Summer Accelerated Learning Tutorial/ESY Program Coordinator.
- j. To appoint Jennifer Manno as the Educational Stability Liaison for the 2025/2026 school year.
- k. To approve the following Summer Accelerated Learning Tutorial/ESY Staff Members:
 - Dreana Algarin
 - Wanda Allen
 - Kara Arcidiacono
 - Erica Armour
 - Charlene Baker
 - John Chirigos
 - Holly Egan
 - Alicia Gandia
 - Cherese Gardner
 - Eli Gbayee
 - Samuel Gottschall
 - Teneka Jackson
 - Alicia Johnson
 - Sherrise King

- Shahid Lovett
 - Elveda Marcelin
 - Ashley Martinez
 - Melanie Mendez-Ordonez
 - Deborah Rodriguez
 - Ariana Sacco
 - Debra Scott
 - Katherine Stanley
 - Sandra Tate
 - Francesca Torres
 - Kiara Vance
 - Erik Wagner
- l. To approve the following staff to provide summer registration/office assistance at \$28/hour:
- Erica Armour
 - Sherrise King
- m. To approve the following staff to provide summer inventory/distribution assistance at \$28/hour:
- Kelly Snyder
- n. To approve the following staff to provide summer facility preparation assistance at \$28/hour:
- Elveda Marcelin
- o. To approve the following staff to provide Summer Social Work at \$45/hour:
- Jennifer Manno
- p. To approve the following staff to provide summer assessment and placement assistance at \$45/hour:
- Christine Kile
- q. To approve the following staff for CST meeting participation, as needed, at \$45/hour:
- Jennifer Manno
 - Lauren Sliwinski
 - Christian Rickards
 - Debra Scott
 - Zachary Ware
 - Katherine Stanley
 - Morgan Silverman
- r. To approve the following staff for Curriculum Writing NTE 80 hours each at \$45/hour:
- Frankie Davis
 - Amanda Doring
 - Christine Garbaravage
 - Jennifer Hutter
 - Emily Oglesby
 - Christian Rickards
 - Morgan Silverman
- s. To approve the following staff to provide Summer Security at \$50/hour:
- Marcus Phillips
 - Antwone Snead
- t. To approve the following staff to provide Summer Transportation at \$120/session:
- Teneka Jackson
- u. To approve the following staff to provide Summer Custodial assistance at \$125/day:
- Jairus Mitchell
- v. To approve the following staff to provide Summer/ESY Nursing at \$300/day:
- Gwen Judice
- w. To approve/ratify the following employees for the \$150 Monthly Attendance Bonus for May 2025 for Regularly Scheduled Staff:
- Wanda Allen
 - Kara Arcidiacono
 - Dorothy Becker-Russo
 - Amanda Doring
 - Diane Friel
 - Eli Gbayee
 - Samuel Gottschall
 - Shanta Green
 - Donnell Holland
 - Teneka Jackson
 - Lindsay Johnson
 - Christine Kile
 - Donna King
 - Kevin Larcombe
 - Patrice Leatherberry
 - Shahid Lovett
 - Jennifer Manno
 - Elveda Marcelin
 - Georgette Meister

- Patricia Mitchell
- Camille Nurse
- Marcus Phillips
- Christian Rickards
- Sandra Siddons
- Kelly Snyder
- Jodie Soto
- Zachary Ware
- John Werkheiser
- Connor Wilsbach

x. To approve/ratify the following employees for the \$150 Monthly Attendance Bonus for June 2025 for Regularly Scheduled Staff:

- Robert Adams
- Dreana Algarin
- Kara Arcidiacono
- Marta Armour
- Whitney Brown
- Larissa Cronick
- Breanne Delprete
- Mikal Demby
- James Dionne
- Holly Egan
- Paula Espinosa
- Diane Friel
- Alicia Gandia
- Eli Gbayee
- Samuel Gottschall
- Jennifer Hutter
- Lindsay Johnson
- Gwen Judice
- Christine Kile
- Donna King
- Kevin Larcombe
- Patrice Leatherberry
- Ashley Martinez
- Emily Oglesby
- Marcus Phillips
- Matthew Puorro
- Christian Rickards
- Deborah Rodriguez
- Ariana Sacco
- Debra Scott
- Sandra Siddons
- Morgan Silverman
- Antwone Snead
- Katherine Stanley
- Sandy Tate
- Francesca Torres
- Kiara Vance
- Cesar Vasquez
- Erik Wagner
- Zachary Ware
- Connor Wilsbach

y. To ratify the following staff to receive a K/6 Graduation Assistance Stipend of \$95 each:

- Bob Adams
- Wanda Allen
- Erica Armour
- Giovanna Baccari
- Charlene Baker
- John Chirigos
- Frankie Davis
- Mikal Demby
- Paula Espinosa
- Eli Gbayee
- Shanta Green
- Donnell Holland
- Jen Hutter
- Teneka Jackson
- Alycia Johnson

- Gwen Judice
- Christine Kile
- Donna King
- Sherrise King
- Lakeisha Lewis
- Jennifer Manno
- Elveda Marcelin
- Georgette Meister
- Melanie Mendez
- Pat Mitchell
- Abdullah Moktadir
- Maria Naugle
- Camille Nurse
- Matt Puorro
- Ariana Sacco
- Robert Shappell
- Sandra Siddons
- Stacie Sooy
- Katherine Stanley
- Sandy Tate
- Kiara Vance
- Cesar Vasquez
- Erik Wagner
- Zach Ware

z. To approve/ratify the following staff to receive a 6th Grade Dance Assistance Stipend of \$65 each:

- Bob Adams
- Wanda Allen
- Marta Armour
- Erica Armour Cash
- Charlene Baker
- Whitney Brown
- Larissa Cronick
- Mikal Demby
- Holly Egan
- Paula Espinosa
- Eli Gbayee
- Shanta Green
- Donnell Holland Jr
- Jennifer Hutter
- Teneka Jackson
- Alycia Johnson
- Donna King
- Sherrise King
- Lakeisha Lewis
- Georgette Meister
- Melanie Mendez
- Camille Nurse
- Matt Puorro
- Robert Shappell
- Lauren Sliwinski
- Stacie Sooy
- Sandy Tate
- Kiara Vance
- Erik Wagner

aa. To approve/ratify the following staff to receive a Spring Performing Arts Showcase Assistance Stipend of \$65 each:

- Wanda Allen
- Marta Armour
- Erica Armour
- Charlene Baker
- Whitney Brown
- Frankie Davis
- Paula Espinosa
- Eli Gbayee
- Shanta Green
- Donnell Holland, Jr
- Jen Hutter
- Teneka Jackson
- Alycia Johnson
- Christine Kile

- Donna King
 - Sherrise King
 - Patrice Leatherberry
 - Lakeisha Lewis
 - Elveda Marcelin
 - Georgette Meister
 - Melanie Mendez
 - Pat Mitchell
 - Camille Nurse
 - Emily Oglesby
 - Robert Shappell
 - Sandy Tate
 - Kiara Vance
 - Erik Wagner
- bb. To approve/ratify the following staff to receive a 6th Grade Field Trip Administrator Stipend of \$150 each:
- Shanta Green
 - Georgette Meister
 - Matt Puorro
- cc. To approve/ratify the following staff to receive a 6th Grade Field Trip Chaperone Stipend of \$100 each:
- Giovanna Baccari
 - John Chirigos
 - Frankie Davis
 - Marie DeGaetano
 - Mikal Demby
 - Patrice Leatherberry
 - Stacie Sooy
 - Katherine Stanley
 - Kiara Vance
 - Zachary Ware
- dd. To approve tuition reimbursement for the following staff members upon successful completion of approved Summer 2025 college coursework:
- Ashley Griffiths Martinez : \$3308.17
 - Patricia Mitchell : \$667.00
 - Katherine Stanley : \$2570.40
 - Sandra Tate : \$2,570.40
 - Zachary Ware : \$5140.80
- ee. To approve the following daily stipends for Professional Development attendance from August 21 to August 29, 2025:
- Teacher/Certificated Staff \$200 per day
 - Paraprofessional/Non-Certificated Staff \$100 per day

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	1 st	X				Gary Hill	2 nd	X			
Jeanne Eisele				X		Dr. Albert Monillas		X			

VIII. Old/New Business

1. HIB Reporting: 0 investigation; 0 HIB; 0 BTAM Incident; 0 Threats
2. Review of Fire/Lockdown drills conducted:

Date	Time	Type	Duration	Egress	# of students	# Staff	Weather
6/5/25	2:38 PM	Fire Drill	2:48	7:43	397	72	Sunny 80s
6/10/25	2:35 PM	Lock Down	3:24	3:24	388	67	70s Cloudy

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	2 nd	X				Gary Hill	1 st	X			
Jeanne Eisele					X	Dr. Albert Monillas		X			

IX. Adjournment – 3:24pm

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Dirk DaCosta	1 st	X				Gary Hill	2 nd	X			
Jeanne Eisele					X	Dr. Albert Monillas		X			