



**Minutes**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**June 28, 2018**

In accordance with the Open Public Meetings Act, notice of this Regular Meeting of the Hope Academy Charter School Board of Trustees was given on April 28, 2017 to the Asbury Park Press and the Coaster newspapers, the Asbury Park Municipal Hall, and posted at the school. A copy of this notice is available upon request.

**I. MEETING CALLED TO ORDER 6:03 PM.**

**Flag Salute**

Roll Call:

Present	Present	Present	Present	Absent	Present	Present	Present	Present
Claudia Morgan President	Frankie Winrow Vice President	Sheree Sanders-Jones Board Member	Dennis Carroll Board Member	Kevin Elam Board Member	DaVisha Pratt CSA/ Principal	Donna Torres Board Secretary	Dennis Daniels Dean of Students	Dawn Fossnes Vice Principal

**Todd Luttmann presented liability insurance coverage for 2018-19**

Public present:

**II. MINUTES**

The secretary presents the minutes of the regular Board Meeting of **May 24, 2018** as printed and distributed, and recommends them for approval and adoption.

<b>Moved by (1<sup>st</sup>) and seconded (2<sup>nd</sup>)</b>			2nd	1st	
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
<b>Vote:</b>	Yes	Yes	Yes	Yes	

**III. COMMITTEE REPORTS**

- **Executive**—Claudia Morgan, DaVisha Pratt, Donna Torres, and Dennis Daniels as appropriate:
- **Personnel**- Frankie Winrow, Dennis Carroll, DaVisha Pratt, Donna Torres:
- **Finance & Building**-Claudia Morgan, DaVisha Pratt, Donna Torres, Sheree Sanders-Jones, Dennis Daniels-as appropriate:
- **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, Dennis Carroll, Dawn Fossnes, Kristin Zink:
- **Policy**-Claudia Morgan, Kevin Elam, John Thorp, DaVisha Pratt, Donna Torres:
- **Attendance/Discipline**-Frankie Winrow, Kevin Elam, Dennis Daniels, Kristin Zink, Dawn Fossnes:
- **Nominating Committee**-Claudia Morgan, Dennis Carroll, PTO President, DaVisha Pratt, Donna Torres, Dawn Fossnes.

**IV. DISCUSSION/INFORMATION ITEMS**

1. Discussion of **Summer facilities maintenance and improvement projects**. SBA requesting authorization **to move forward with contracts to complete projects, under bid limit.**
2. **School Security Drill Statement of Assurance** was filed in June, 2018.
3. Installation of the **video camera system** scheduled for June 2018 with Premier Security is being pushed forward into 18-19. Further research is being completed to determine the best fit for our needs. A RAID sytem and back-up system are being considered.
4. Possible discussion regarding **educational assistance program.**
5. The **SSDS report** will be submitted by July 16<sup>th</sup>.
6. **Ms. Faloba’s fourth grade class** collected pennies for the 11<sup>th</sup> year in a row, donating \$272.12 to the Asbury Park Public Library in June, 2018.
7. Our **school psychologist, Dr. Rebecca Sears**, independent contractor, will not be renewing her contract for 2018-19.
8. **Thank you to Ms. Frankie Winrow**, who has served on our Board of Trustees since 2003. The Board and School Staff wish to thank you, Ms. Winrow, for your faithful service and the time you have spent making a difference at Hope Academy. We know you will make a difference wherever you path leads you.

**V. NEW BUSINESS**

**Closed Session-** probationary status of employee

**Go into Closed Executive session** at 7:03PM.

Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> )		1st		2nd	
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
<b>Vote:</b>	Yes	Yes	Yes	Yes	

**Motions to go into Public Open Session at 7:22 PM**

<b>Moved by (1<sup>st</sup>) and seconded (2<sup>nd</sup>)</b>	2nd		1st		
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
<b>Vote:</b>	Yes	Yes	Yes	Yes	

**Resolutions resulting from Closed Session:**

**Resolution 06-18B14: BE IT RESOLVED** The Board of Trustees of Hope Academy Charter School, County of Monmouth, State of New Jersey during a public meeting authorizes the implementation of a 30 day probationary period for Santori Nicholson; and authorizing an additional 30 day probation if improvement is shown or a termination if deemed appropriate by the Administration. Probationary period(s) with no contract. The Board authorizes hiring of a replacement if necessary. Action to be reported at next regular board meeting.

<b>Moved by (1<sup>st</sup>) and seconded (2<sup>nd</sup>)</b>		1st		2nd	
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
<b>Vote:</b>	Yes	Yes	Yes	Yes	

**A. Financial:**

1. **Resolution 06-18A1: Approval of Monthly Disbursements-** June Bill List and Payroll for May 31<sup>st</sup> and June 15<sup>th</sup>. The board additionally authorizes the payment of a supplemental June bill lists as needed and authorizes the Business Administrator to process payroll as due and invoices for July with Board confirmation at the August meeting to ensure obligations are met.
2. **Resolution 06-18A2: Approval of Board Secretary’s Report for May 2018.**
3. **Resolution 06-18A3: Approval of Treasurer’s Report for May 2018**
4. **Resolution 06-18A4: Approval of budgetary transfers** for May as presented and authorize the Business Administrator to do budgetary account transfers that may be needed to close the fiscal year with Board confirmation at the next regular meeting.
5. **Resolution 06-18A5:** Board approval: Pursuant to PL 2015, **Chapter 47** the Hope Academy Board of Trustees intends to renew, award, or permit to expire the following contracts previously awarded by the board of trustees and adds known new contracts. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.
6. **Resolution 06-18A6:** Approval to submit the **IDEA and ESSA** applications for the 2018-19 school year and acceptance of funds as follows:

- ESSA: Title 1A: \$180,143
  - ES: Title IIA: \$14,417
  - IDEA Basic: \$54,929 to be used for salaries and benefits
  - IDEA Preschool: \$1,427 to be used for supplies
7. **Resolution 06-18A7:** Approval of the agreement with **Lindenwold School District** to join their **consortium** to utilize **Title III award of \$5,570** below the minimum level and approve the budget for ELL professional development.
  8. **Resolution 06-18A8:** Approval of the **petty cash** account expenses for 2017-18 as presented and replenishing of cash of \$441.25 for 2018-19.
  9. **Resolution 06-18A9:** Approval of **Health Insurance Waivers** in the amount of \$15,437.58, **Sick Incentive bonus** in the amount of \$15,587.50 and **unused vacation pay** of \$ 8,205.95 to be paid with the June 29, 2018 payroll per Critical Policies: 4151.1/4251.1; 4152/4252; 4144.

**B. Personnel:**

1. **Resolution 06-18B1:** Approval of the **Professional Development** and associated mileage reimbursements as presented.
2. **Resolution 06-18B2:** Acceptance of the **resignation of Melia Segal**, School Social Worker, effective June 30, 2018.
3. **Resolution 06-18B3:** Approval of **substitute teachers** for the 2018-19 school year at \$100 per day.

<b>Barbara Klein</b>
<b>Jeffrey Brace</b>
<b>Phabienne Cimeus</b>
<b>Theraline Smith</b>
<b>Mary Ambrose</b>
<b>Janet Holt-Harris</b>

4. **Resolution 06-18B4:** Approval of the following hires and costs for **part-time summer hours** as follows:
  - **Angela Martinez:** Monday to Thursday, from 8:00-1:00PM at her 2018-19 regular rate of \$18.42 hr. for approximately 20 days.
  - **Janesia Joshua:** \$13.00 per hour as needed to complete summer maintenance.
  - **Other clerical/custodial costs** as needed to accomplish all summer jobs not to exceed \$7,000.
5. **Resolution 06-18B5:** Authorize **Donna M Torres**, School Business Administrator to **Purchase** in accordance with New Jersey Public School contracts law and appoint her as **Board Secretary** for the 2018-19 school year per the resolution detail.

6. **Resolutions 06-18B6:** Approve the hiring of staff to fill **vacant positions:** M.S. Science Teacher, M.S. English-Language Arts Teacher, M.S. Math Teacher and School Social Worker.
7. **Resolution 06-18B7:** Authorize the **position of Support Secretary** to assist with front desk management and 4<sup>th</sup> Floor Secretary with a salary of \$29,000.
8. **Resolution 06-18B8:** Appoint Dawn Fossnes as Title IX & Affirmative Action officer for the 2018-19 school year.
9. **Resolution 06-18B9:** Approve the following **Summer Surge Teachers** and **substitutes** at \$32 hr:
  - **Substitutes:** Mary Ambrose, Theraline Smith, Maria Ottovianna
  - **Teachers:** Ashley Fabien, Jennifer Turchyn, Pallas Gruben, Anna Washack, Tara Tyson, Sara Shanahan, Arlene Faloba, Kristin Zink.
10. **Resolution 06-18B10:** Approve the reappointment of Donna M. Torres as Public Agency Compliance Officer (P.A.C.O.) for 2018-19.
11. **Resolution 06-18B11:** Approve **DaVisha Pratt as Certified School Safety Specialist** for 2018-19, replacing Dennis Daniels as same.
12. **Resolution 06-18B12:** Approve the 12 month annual contract with **DaVisha Pratt as Chief School Administrator/Principal** at a salary of \$124,160 with other benefits as presented for the 2018-19 school year.
13. **Resolution 06-18B13:** Approve the **stipend for Erin Ruscigno** for \$3,000 to develop comprehensive English Language Arts curriculum for Middle School during the summer of 2018 payable per the presented contract.

**C. Miscellaneous:**

- A. **Resolution 06-18C1:** Approval of **Security drills** conducted as presented:

Fire Drill: Fire escape use training-in service	Staff	Wednesday, June 13 <sup>th</sup> at 1:00PM
<i>Emergency Drill: Lockdown</i>	<i>Entire School (all staff, faculty and students)</i>	Tuesday, June 12th at 10:50 AM

1. **Resolution 06-18C2:** Approve the **School Safety Committee for 2018-19:**  
Committee Members:
  - DaVisha Pratt
  - Donna Torres
  - Dawn Cobb Fossnes
  - Dennis Daniels
  - Kristin Zink
  - John Thorpe
  - Angela Martinez
2. **Resolution 06-18C3:** Approve **The Green Team** for 2018-19:
  - Dennis Daniels
  - Science Teacher
  - Felicia Kennedy

- Janesia Joshua
  - Santori Nicholson
  - Patt Callahan
3. **Resolution 06-18C4:** Approve the submission of the **Annual Report** for the year ending June 30, 2018 as presented.
  4. **Resolution 06-18C5:** Approve the **2018-19 calendar revisions** as presented.
  5. **Resolution 06-18C6:** The Board of Trustees with regret, accepts the **resignation** of **Ms. Frankie Winrow** from her position of Vice President of the Board of Trustees, as of June 30, 2018.
  6. **Resolution 06-18C7:** Approve the **Bilingual Waiver State Data Submission** requested due to a “less than minimum” number of ELL students in grades 1-6 as presented to the Board.
  7. **Resolution 06-18C8: Reappoint** the following **board members** for the **2018-19 school year: Claudia Morgan as President, members: Sheree Sanders-Jones; Dennis Carroll; Kevin Elam** and all **committees/ members** as follows:
    - **Executive**—Claudia Morgan, DaVisha Pratt, Donna Torres, and Dennis Daniels as appropriate:
    - **Personnel**- Dennis Carroll, DaVisha Pratt, Donna Torres:
    - **Finance & Building**-Claudia Morgan, DaVisha Pratt, Donna Torres, Sheree Sanders-Jones, Dennis Daniels-as appropriate:
    - **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, Dennis Carroll, Dawn Fossnes, Kristin Zink:
    - **Policy**-Claudia Morgan, Kevin Elam, John Thorp, DaVisha Pratt, Donna Torres:
    - **Attendance/Discipline**- Kevin Elam, Dennis Daniels, Kristin Zink, Dawn Fossnes:
    - **Nominating Committee**-Claudia Morgan, Dennis Carroll, PTO President, DaVisha Pratt, Donna Torres, Dawn Fossnes.
  8. **Resolution 06-18C9:** Approve the following **bus companies** for class trips for the 2018-19 school year:
    - Central Regional School District – 509 Forest Hills Parkway, Bayville, 08721
    - Semen – Tov - 505 Memorial Drive Neptune, 07753
    - First Student - 89 3rd Ave Neptune City, 07753
    - Jay’s Bus Service - 180 Park Ave S Lakewood, 08701
    - Durham School Services - 113 Crow Hill Rd., Neptune, NJ 07753
    - Raritan Valley Bus Service - 115 S. Main St. Edison, 08817
    - My Limousine Service - 235 Route 10 East Hanover, 07936

**D. Vendor Contracts:**

1. **Resolution 06-18D1:** Approve the **additional contracts** below the bid limit for the 2018-19 school year as presented to The Board.
2. **Resolution 06-18D2:** Approve the **Summer Facility Maintenance/Improvement List**, authorizing Business Administrator to approve related contracts and expenditures, under the bid limit, to complete the work as presented.
3. **Resolution 06-18D3:** Approve the agreement with **Todd W. Luttmann, Conover Beyer Associates-Broker**, to provide **insurance services** for the 2018-19 school year per the presented contract.
4. **Resolution 06-18D4:** Approve the **consulting agreement with TriTech Consulting** to provide up to 21 hours of support as needed through October 31, 2018 to facilitate the technology services transition for a cost of \$4,000, payable monthly from July through October. Additional hourly rate of \$190 will ensue if more support is required.
5. **Resolution 06-18D5:** Approve the renewal of contract with **School Alliance Insurance Fund (SAIF)**, to provide the following insurance at an annual cost of \$ 64,330 (\$62,389 for 17-18; a 4% increase):
  1. Workers' Compensation
  2. Package-Property, Boiler and Machinery, General and Auto Liability, Environmental Impairment Liability
  3. Excess Liability (AL/GL)
  4. School Leaders professional Liability
  5. Excess Liability (SLPL)
  6. Supplemental Indemnity-Workers' Compensation
6. **Resolution 06-18D6:** Approve the **Student Accident Insurance** policy with **Conover-Beyer** for **\$1,250** for the 18-19 school year.
7. **Resolution 06-18D7:** Approve the agreement with Dr. Edwin Wymer of 516 Bangs Ave., Asbury Park, NJ 07712 as our **School Physician** for 2018-19, at no cost.
8. **Resolution 06-18D8:** Approve the **Technology Purchase Proposal** resulting from Technology Evaluation by ACS-Inspiroz, authorizing the purchase and installation of the presented list of infrastructure, equipment, support and also the purchase of previously budgeted technology purchases, by the SBA, all under the bid limit. All contracts and/or invoices to be reported at the next regular board meeting.

**E. Policies/Curriculum:**

**1. First Read for the following policies:**

<b>Policy #</b>	<b>Policy Name</b>	<b>Date Revised by NJSBA</b>
5111	Admission	16-Dec
5131	Conduct/Discipline	18-Mar
5131.5	Vandalism/Violence	18-Mar

5134	Married/Pregnant Students	16-Dec
5141	Health	16-Dec
5141.4	Missing, Abused and Neglected Children	17-May
5118.2/5118.2R	Foster Care and Educational Stability	16-Nov
4110/4210	Streamline Tenure Acquisition and Dismissal	16-Aug
4112.2	Certification	16-Sep
4112.4/4212.4	Employee Health	16-Aug
4112.6/4212.6	Personnel Records	16-Aug

2. **Resolution 06-18E1:** Adopt revision to **critical policies #4211 and #4111: Recruitment, Selection and hiring** as presented.
3. **Resolution 06-18E2:** Adopt revision to SOP policy-**Educational Assistance Program** as presented.
4. **Resolution 06-18E3:** Adopt the **Strong Teacher & School Leader Evaluation System** for 2018-19.

Are there any resolutions the board wants to vote on separately or table? **Yes 06-18B14**

Move to approve and adopt Resolutions: 06-18A1-9; 06-18B1-13; 06-18C1-9; 06-18D1-8; 06-18E1-3

Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> )		1ST		2ND	
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
	Yes	Yes	Yes	Yes	

VI. Statements by the Public

F. Statements by Trustees:

G. MEETING ADJOURNED AT 7:40 PM

Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> )		1st		2nd	
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
<b>Vote:</b>	Yes	Yes	Yes	Yes	