



Minutes

REGULAR MEETING OF THE BOARD OF TRUSTEES

September 26, 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 September 6th to the Coaster and September 7th, 2018 to the Asbury Park Press and the Asbury Park Municipal Hall, and posted at the school. A copy of this notice is available upon request.

I. MEETING CALLED TO ORDER 6:00 PM.

Flag Salute

Roll Call:

present	present	present	present	present	present	present	present
Claudia Morgan 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

The Board President adopts the agenda of September 26th

Teacher Presentations: 5th Grade: Ms. Shanahan and Ms. Mancuso

Public present:

BOARD OF TRUSTEE INTERVIEW AND NOMINATION:

Prospective Board member: Jakora Holman, MA; introductions and questions by the Board. Resume provided and recommendation by the Nominating committee.

Board President: Nominations are now in order for the replacement the the 5th board trustee position.

Claudia Morgan nominates Ms. Jakora Holman; Dennis Carroll seconds ; and the board votes:

	Claudia Morgan	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
Vote:	Yes	Yes	Yes	yes

The chair declares the nominee, Jakora Holman elected to a three year term, beginning October 1, 2018 and ending on September 30, 2021.

The new member swears the **oath of allegiance** and is given the **code of ethics**, new board member packet as well as instructed regarding the Financial Disclosure Form required by the Ethics Commission within 30 days of being appointed to the board.

II. MINUTES

The secretary presents the minutes of the regular Board Meeting of **August 28, 2018** as printed and distributed, and recommends them for approval and adoption.

Moved by (1st) and seconded (2nd)		2nd	1st	
	Claudia Morgan	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
Vote:	Yes	Yes	Yes	Yes

III. COMMITTEE REPORTS

- **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 necessary):
- **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. **Report of Sept. 17th meeting at 1:00PM**

NEW BUSINESS

IV. DISCUSSION/INFORMATION ITEMS

1. Reviewed the “**School Grade Under the Anti-bullying Bill of Rights Act**” for 2017-18 report due for October 31st submission by Mr. Daniels. The school grade is 75/78.
2. **Dr. Richens, Monmouth County Interim Superintendent** visited the school on September 5th to observe an alternate method of compliance by providing bathrooms outside the kindergarten classroom in lieu of individual toilet rooms in each classroom. He suggested we provide assigned staff to escort kindergarten

- students outside of classwide visit to restrooms for room 101 kindergarten. The school assigned staff to be available for Ms. Palombo's class.
3. Discuss custodial responsibilities
 4. Discussed additional clerical position of Business Office Secretary for Human Resources, Technology, expanded Safety & Security and Federal/State Reporting requirements, etc.
 5. Discussed Dawn Richardson – Fowler, Behavior Analyst, needed for students.
 6. **Lead Testing Statement of Assurance** was submitted to the state and county certifying the school is in compliance with water testing required every 5 years.
 7. Supreme Court ruled that public bodies need not issue **Rice notices** to anyone who may be discussed at an upcoming meeting. They only need to be issued a Rice notice if the public body plans to discuss them in private AND plans to take action afterwards. Also, executive session minutes need to be redacted and available within a reasonable time after the session. This ruling was issued in an email from NJASBO's Executive Director, John F. Donahue.
 8. **The Statement of Assurance regarding the use of paraprofessional staff for 2018-19** was submitted to the Monmouth County Office of Education-due Sept. 30th and Jan. 31st each year.

V. Resolutions:

A. Financial:

1. **Resolution 09-18A1:** Approval of **Monthly Disbursements for September and Payrolls for August 31st and September 14th.**
2. **Resolution 09-18A2:** Approval of **Unaudited Board Secretary Reports for July and August 2018.**
3. **Resolution 09-18A3:** Approval of **Treasurer's Report for July and August, 2018**
4. **Resolution 09-18A4:** Approval of **budgetary transfers for July** as presented.

B. Personnel:

1. **Resolution 09-18B1:** Approval of the **Professional Development** and associated mileage reimbursements as presented.
2. **Resolution 09-18B2:** Approval of **Field Trips** for the 2018-19 School Year as presented.
3. **Resolution 09-18B3:** Approval of **Anthony Verdoni** as **substitute teacher** for the 2018-19 school year at \$100 per day.
4. **Resolution 09-18B4:** Approval of the **Education Assistance Request** by **Dawn Fossnes** to prepay tuition to Liberty University for Course 750-Survey of Educational Research for 3 credits for the Fall term costing \$1,785. This course is part of the program **for the EDD.**
5. **Resolution 09-18B5:** Approval of **the TLC Targeted After-School Program for Fall Term of 2018-19** and Supervisor Stipend, beginning in October through December, with a budget of \$5,380 paid with Federal Grant Funds: Title 1A as presented.

6. Resolution 09-18B6: Approval of the **following changes and additions in support / secretarial personnel:**

- a. New position of **Business Office Secretary** at a salary of \$31,000 for the 2018-19 school year, to assist with additional responsibilities of the Business Office in the following areas: Human Resources/Benefits, Technology, State & Federal Reporting requirements, Expanded Safety & Security requirements and increasing # of staff / students.
- b. **Janesia Joshua** to Custodian/Lunch Aide for 2018-19 at a salary of \$21,070 for 10 months, increasing hours to 7:30 to 3:00 PM with full benefits.
- c. **Ms. Laretta Clark** for additional hours as substitute when needed at current rate.
- d. Hiring of **maintenance** staff person at 16 hours week to complete handyman repairs and heavy lifting responsibilities.
- e. **Angela Martinez** to receive an increase of \$4,000 stipend to supervise the lunchroom/custodial staff paid out as stipend for 2018-19 and added to salary for 2019-2020.
- f. Approve **Gabriela Syzmanik** to Business Office Secretary position.
- g. Fill the open position of **Support Secretary** at \$31,000 for 10 month salary + 2 weeks in the summer per contract.

C. Miscellaneous:

- 1. **Resolution 09-18C1:** Approval of **Security drills** conducted as presented:

<i>DRILL TYPE</i>	<i>OCCUPANTS INVOLVED</i>	<i>DATE & TIME</i>
<i>Fire Drill: Physical instruction on Fire Drill escape route</i>	<i>Kindergarten students (attending staff)</i>	<i>9/20/18 @ 11:00am</i>
<i>Fire Drill: Physical instruction on the Fire Escape</i>	<i>6th, 7th and 8th grades (attending staff)</i>	<i>9/24/18 @ 8:30am</i>
<i>Fire Drill:</i>	<i>Entire School (all staff, faculty and students)</i>	<i>9/26/18 @ 8:30am</i>
<i>Emergency Drill: Lockdown</i>	<i>Entire School (all staff, faculty and students)</i>	<i>9/21/18 @ 11:25am</i>

D. Vendor Contracts:

- 1. **Resolution 09-18D1:** Approve the Revised contract with **Nakia Callands** to expand **LDTC/Case Management** services for the 2018-19 school year to two full days per week, as an annual cost of \$25,000 payable monthly September 2018 through June 2019 as presented.

2. **Resolution 09-18D2: Approval of Shared Services Agreement as presented between the Township of Ocean Board of Education and HACS for shared maintenance services billable per hour as used.**

E. Policies/Curriculum:

1. **Resolution 09-18E1: Final read and adoption of the following policies as presented:**

Policy #	Policy Name	NJSBA Date Revised
1120	Board of Trustees Meetings	Aug-2018
1330	Use of School Facilities	Aug-2018
2131	Lead Person	Aug-2018
2255	Action Planning	Aug-2018
3100	Budget Planning and Preparation	Aug-2018
3510	Operation and Maintenance of Plant	Aug-2018
3515	Smoking Prohibition	Aug-2018
5145.4	Equal Educational Opportunity	Aug-2018
6164.2	Guidance Services	Aug-2018
6171.1	Remedial Instruction	Aug-2018
6171.2	Gifted and Talented	Aug-2018
3542.1 / 3542.1E	Wellness and Nutrition	Aug-2018
4113/4213	Assignment; Transfer Staff Development; Inservice	Aug-2018
4131/4131.1	Education/Visitation/Conferences	Aug-2018

Are there any resolutions the board wants to vote on separately or table? Yes 09-18B7 and 09-18B8

Move to approve and adopt Resolutions: 09-18A1-4; 09-18B1-6; 09-18C1, 09-18D1-2; 09-18E1

Moved by (1 st) and seconded (2 nd)		1st		2nd
	Claudia Morgan	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
Vote:	Yes	Yes	Yes	Yes

The Board moved to go into closed session at 6:52 PM regarding recommendation from the Personnel committee regarding position changes, stipends and administrative contract discussion.

Moved by (1 st) and seconded (2 nd)		1 st		2 nd
	Claudia Morgan	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
Vote:	Yes	Yes	Yes	Yes

Motion to return to open public session at 7:09 PM

Moved by (1 st) and seconded (2 nd)	1 st		2 nd	
	Claudia Morgan	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
Vote:	Yes	Yes	Yes	Yes

Resolutions resulting from closed session to be voted upon separately:

1. Resolution 09-18B7: Bonus for CSA and SBA and contract addendum

The Board of Trustees of Hope Academy Charter School, County of Monmouth, State of New Jersey during a public meeting approves and authorizes a bonus for CSA, DaVisha Pratt and SBA, Donna Torres, equal to half the annual **waived** health premium savings realized by the school per their contracts less the waiver given by virtue of critical policy # 4144. This benefit is given with their employment contract and the Board further authorizes an addendum to clarify this benefit for 2018-19 and going forward. The bonuses will be paid November 30th and May 31st.

The Board moves to approve and adopt Resolution: 09-18B7

Moved by (1st) and seconded (2nd)	1 st		2 nd	
	Claudia Morgan	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
Vote:	Yes	Yes	Yes	Yes

The Board moves to approve and adopt Resolution 09-18B8:

2. Resolution 09-18B8: SBA stipend

The Board of Trustees of Hope Academy Charter School, County of Monmouth, State of New Jersey during a public meeting approves and authorizes a stipend for Donna Torres for \$2,000 for 2018-19 for additional responsibilities related to training, technology oversight, benefits and added reporting requirements.

Moved by (1st) and seconded (2nd)		2 nd	1 st	
	Claudia Morgan	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
Vote:	Yes	Yes	Yes	Yes

F. Statements by the Public

G. Statements by Trustees:

H. MEETING ADJOURNED AT 7:14 PM

Moved by (1st) and seconded (2nd)	1 st		2 nd	
	Claudia Morgan	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
Vote:	Yes	Yes	Yes	Yes