

Minutes



REGULAR MEETING OF THE BOARD OF TRUSTEES

November 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 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 6:21 PM.

Flag Salute

Roll Call:

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

The Board adopts the agenda of November 28, 2018

Teacher Presentations:

Public present:

II. MINUTES

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

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

III. COMMITTEE REPORTS

- **Executive**—Claudia Morgan, DaVisha Pratt, Donna Torres, and Dennis Daniels as appropriate:
- **Personnel**- Dennis Carroll, Jakora Holman, 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, Jakora Holman, Dennis Daniels, Kristin Zink, Dawn Fossnes:
- **Nominating Committee**-Claudia Morgan, Dennis Carroll, PTO President, DaVisha Pratt, Donna Torres, Dawn Fossnes.

NEW BUSINESS

Closed Session- Discussion regarding five year strategic planning for the school

Go into Closed Executive session at 6:25 PM.

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

Motions to go into Public Open Session at 6:35PM

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

Resolutions or statements resulting from Closed Session: The Board was in agreement that the Administration should research the purchase of 500 and 502 Grand Ave.

IV. DISCUSSION/INFORMATION ITEMS

1. Discuss the change in board meeting dates for 2019.
2. Discuss the lockdown of November 15, 2018

V. Resolutions:

A. Financial:

1. **Resolution 11-18A1:** Approval of **Monthly Disbursements for November, 2018 and Payrolls for October 31st and November 15th.**
2. **Resolution 11-18A2:** Approval of **Board Secretary Reports for October, 2018 and the final audited Board Secretary Report for June 30, 2018.**
3. **Resolution 11-18A3:** Approval of **Treasurer's Report for October, 2018**
4. **Resolution 11-18A4:** Approval of the **Budgetary transfers for October, 2018** as presented.

B. Personnel:

1. **Resolution 11-18B1:** Approval of the **Professional Development** and associated mileage reimbursements as presented.
2. **Resolution 11-18B2:** Accept the **rescinding of the resignation for Samantha Mancuso**, who requested to continue employment with Hope Academy to provide long term maternity leave coverage as needed for Nicole Smith-5th grade.
3. **Resolution 11-18B3:** Accept the unpaid **leave request by Nicole Smith** for the remainder of the 2018-19 school year due to medical care of her infant per the letter presented to the board.
4. **Resolution 11-18B4:** Approval of the **use of the 1st floor cafeteria by Alphabets Preschool** on Saturday, December 1st from 3:30-6:30 PM. They will be responsible to clean and will provide \$100 to the person that opens and closes our building.
5. **Resolution 11-18B5:** Approval of the contract with **Emily Springer** as **Middle School ELA** maternity leave replacement teacher for Erin Ruscigno as needed at a per pay amount of \$2,250 as presented.
6. **Resolution 11-18B6:** Approval of **Cassandra Oresko to replace Sara Shanahan**, (on maternity leave), to run the **Math Blast** program at 1.5 hrs week at \$30 per hour.
7. **Resolution 11-18B7:** Approval of **2018-19 Staff bonuses** totaling \$64,875 as presented in the resolution.
8. **Resolution 11-18B8:** Approval of **December 15th payment of half the annual Health Waivers due to staff members according to critical policy# 4144 for a total of \$17,633.86**
9. **Resolution 11-18B9:** Approval of the payment of the following **stipends** payable on **December 15th**, previously approved:
 - a. **Kristin Zink \$1,000 oversite of TLC program**
 - b. **Patt Callahan \$1,250 additional training responsibilities**
 - c. **Felicia Kennedy \$1,250 additional training responsibilities**
 - d. **Donna Torres \$1,000 additional training and technology responsibilities**
 - e. **Angela Martinez \$2,000 additional responsibilities**

10. Resolution 11-18B10: Approval of **tuition payment** for **Dawn Fossnes**, to Liberty University in the partial amount of \$2,430 for 3 courses as presented and reaching the annual fiscal limit of \$6,000 per policy.

11. Resolution 11-18B11: Approval of staff celebration dinner scheduled for December 20th from 4:00-8:00PM at **Simko’s Grill in Neptune** at a cost of \$29.95 per person to be paid using miscellaneous income from the rental of the parking lot. Funds previously approved and allocated for half staff appreciation and half student activities. The check will be included on the December Bill List.

C. Miscellaneous:

1. Resolution 11-18C1: Approval of **Security drills** conducted as presented:

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Hope Academy Charter School	Fire Drill:	Entire School (all staff, faculty and students)	11/27/18 @ 1:40pm
Hope Academy Charter School	Emergency Drill: Lockdown	Entire School (all staff, faculty and students)	11/28/18 @ 1:45pm

2. Resolution 11-18C2: Approval of **2018-19 revised School Calendar** and **revised Board Meeting Dates for January through June 2019** as presented.

D. Vendors and Contracts:

1. Resolution 11-18D1: Approval to **request proposals** from three contractors to **install heating/CAC in the records room**. The estimated cost is \$8,500 plus permit costs; \$5,000 to be contributed by JBA Architects, \$1,688 remaining from the original bid and the balance paid by HACS. This was omitted in the bid plans when the music room was renovated and therefore, the cost was not in the bid price. JBA will oversee at no cost.

2. Resolution 11-18D2: Approve the following Bus Company for the 2018-19 school year:

1. DMC, Inc.: 718 Harrison Ave. Oakhurst, NJ 07755

E. Policies/Curriculum:

1. Resolution 11-18E1: Final Read and adoption of the following critical policies:

Policy #	Policy Name	NJSBA Date Revised	HACS FINAL ADOPTION
1250	Visitors	Nov-2017	November 2018
5131.1	Harrassment, Intimidation and Bullying	Mar-2018	November 2018
5131.6	Drug, Alcohol, Steroids, Tabacco (Substance Abuse)	Mar-2018	November 2018
4111	Recruitment, Selection and Hiring (p. 3,4 addition)	Jun-2018	November 2018

2. First Read for the following revisions to critical policies as presented:

Policy #	Policy Name
3516	Safety
3542.2	School Meal Program Arrears
4111	Recruitment, Selection and Hiring
4115	Supervision
5141.21	Adminstering Medication
5145.7	Gender, Identity and Expression
6114	Emergencies and Disaster Preparedness
6171.3	Title I Improving the Academic Achievement and Parent and Family Engagement
6171.4	Special Education
6145.1/6145.2	Intramural Competition; Interscholastic Competition

Are there any resolutions the board wants to vote on separately or table? No

11-18A1-4; 11-18B1-11; 11-18C1-2; 11-18D1-2; 11-18E1

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

F. Statements by the Public

G. Statements by Trustees:

H. MEETING ADJOURNED AT 6:54 PM

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