

Minutes



**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**December 19, 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 6<sup>th</sup> to the Coaster and September 7<sup>th</sup>, 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 6:13 PM.**

**Flag Salute**

Roll Call:

Absent	present	Absent	present	present	present	present	present	present
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 December 19, 2018**

Teacher Presentations: Middle School Math teachers: Timothy Sizemore and Kristin Zink

Public present:

**II. MINUTES**

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

Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> )		1st		2nd	
	Claudia Morgan	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam	Jakora Holman
<b>Vote:</b>		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-** Discuss the purchase/lease of 500 Grand Avenue, Longevity Provisions for 2018-19 and student discipline issue.

**Go into Closed Executive session at 6:20PM.**

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

**Motions to go into Public Open Session at 7:03PM**

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

**Resolutions resulting from Closed Session:**

**Resolution 12-18C3: 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 SBA and CSA to work with our lawfirm, Hanlon, Niemann and Wright, to negotiate the purchase of 500 Grand Avenue, including the appraisal with sales contract to be presented to the Board for approval, at a price not to exceed \$1,650,000; and a possible contingency to purchase 502 Grand Avenue, in the future for a total price of \$3,500,000.

**Resolution 12-18C4: BE IT RESOLVED** The Board of Trustees of Hope Academy Charter School, County of Monmouth, State of New Jersey during a public meeting approves and adopts the revised criteria for the Longevity Provision paid to staff members on November 30<sup>th</sup> and to be paid on June 30<sup>th</sup> as discussed and presented.

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

**DISCUSSION/INFORMATION ITEMS**

1. The CAFR for year ending 6-30-2018 has been completed since October, but the submission upload into the AUDSUM program in NJ Homeroom was delayed from its December 5<sup>th</sup> deadline, awaiting new financial information required by the FASB #75, related to pensions. On December 6<sup>th</sup>, The DOE requested we upload to the AUDSUM by December 21<sup>st</sup> classifying the audit opinion as “undetermined” until the NJ Division of Pensions and Benefits provides the required information. This was completed on Dec 17<sup>th</sup>.
2. The owner of 500 Grand Avenue will allow the school to use the downstairs area during January and February for 10 hours at no cost.

**IV. Resolutions:**

**A. Financial:**

1. **Resolution 12-18A1:** Approval of **Monthly Disbursements for December, 2018 and Payrolls for November 30<sup>th</sup> and December 14<sup>th</sup>.**
2. **Resolution 12-18A2:** Approval of **Board Secretary Reports for November, 2018** as presented.
3. **Resolution 12-18A3:** Approval of **Treasurer’s Report for November, 2018**
4. **Resolution 12-18A4:** Approval of the **Budgetary transfers for November, 2018** as presented.

**B. Personnel:**

- 1. Resolution 12-18B1:** Approval of the **Professional Development** and associated mileage reimbursements as presented.

Name	Event	Date	Purpose	Sponsored by:	Time	Cost	Mileage
Michele Cinti	Next Generation Science Standards	02/13/19 & 02/14/19	Effectively incorporate grades 6-8 Science Standards into curriculum	Bureau of Education & Research	8:00 – 3:15	\$645.00	\$51.83

- 2. Resolution 12-18B2:** Approval of payment of a stipend to **Samantha Vallone** for oversight of the **Fun Friday** program of \$485 on **December 31<sup>th</sup>** and \$500 at **May 31<sup>th</sup>**.
- 3. Resolution 12-18B3:** Approval of **tuition payment** for **DaVisha Pratt**, to Rutgers University, for the Spring term, in the amount of \$4,724 for 6 credits per employment contract.
- 4. Resolution 12-18B4:** Approval of the hiring of and contract for **Tiffany Quinn**, RN for the School Nurse position at an annual 10 month salary of \$55,000, prorated, and pending all required certifications, including satisfactory criminal history report. Upon proof of receipt of Standard School Nurse, salary will increase to \$59,000
- 5. Resolution 12-18B5:** Approval to hire **Roberta Washington, Title II Consultant**, for one day at a cost of \$850.
- 6. Resolution 12-18B6:** Approval of the hiring of and the contract for **Alexandra Arboleda** for the 10 month and 2 week **Support Secretary** position at an annual salary of \$31,000 with full benefits as presented in the contract, prorated for the 2018-19 school year, to begin upon receipt of satisfactory criminal history report.

**C. Miscellaneous:**

- 1. Resolution 12-18C1:** Approval of **Security drills** conducted as presented:

<i>DRILL TYPE</i>	<i>OCCUPANTS INVOLVED</i>	<i>DATE &amp; TIME</i>
<i>Fire Drill:</i>	<i>Entire School (all staff, faculty and students)</i>	<i>12/3/18 @ 2:05pm</i>
<i>Emergency Drill: getdown (outdoor threat response)</i>	<i>Recess staff and k-5<sup>th</sup> grade students</i>	<i>12/3/18 @ 11:05am-K; 11:35am-1<sup>st</sup> &amp; 2<sup>nd</sup>; 12:05pm-3<sup>rd</sup> &amp; 4<sup>th</sup>; 1:05pm-5<sup>th</sup></i>

- 2. Resolution 12-18C2:** Approval of the submission of the **“Health and Safety Evaluation of School Buildings Checklist Statement of Assurance”** for the 2018-19 School year.

**D. Vendors and Contracts:**

1. **Resolution 12-18D1:** Approve the contract for the 2018-19 school year to contract with **Delta-T Group**, for staffing needs at the prices presented to the board, as needed to properly staff the school.
2. **Resolution 12-18D2:** Approve the contract with **Espinoza Painting** to paint and repair walls in the 1<sup>st</sup> and 4<sup>th</sup> floor cafeterias during the winter recess for a labor cost of \$1,550, supplies additional.

**E. Policies/Curriculum:**

1. **Resolution 12-18E1:** Final Read and adoption of the following critical policies:

<b>Policy #</b>	<b>Policy Name</b>
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? Yes 12-18C3 & C4**

**12-18A1-4; 12-18B1-6; 12-18C1-2; 12-18D1-2; 12-18E1**

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

**F. Statements by the Public**

**G. Statements by Trustees:**

**H. MEETING ADJOURNED AT 7:11PM**

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