

Minutes



REGULAR MEETING OF THE BOARD OF TRUSTEES

January 24, 2019

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 6:05 PM.

Flag Salute

Roll Call:

Table with 9 columns and 2 rows listing board members and their attendance status (present, absent).

The Board adopts the agenda of January 24, 2019

Teacher Presentations: Second Grade Teachers: Tiffany Varley and Samantha Vallone

Presentation to the Board of the 2017-18 financial audit and review of the synopsis by Meshinsky & Associates LLC. , Phil Meshinsky-CPA. 6:05-6:28

Public present: Frankie Winrow, parent and student

II. MINUTES

The secretary presents the minutes of the regular Board Meeting of December 19th 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>		1st		2 <sup>nd</sup>	
	Claudia Morgan	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam	Jakora Holman
<b>Vote:</b>	yes	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): **Meeting on February 20<sup>th</sup> at 10:00AM**
- **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: Report by Dennis Daniels and further discipline discussion in closed session
- **Nominating Committee**-Claudia Morgan, Dennis Carroll, PTO President, DaVisha Pratt, Donna Torres, Dawn Fossnes.

**OLD BUSINESS:**

**Closed Session-** Discuss the purchase/lease of 500 Grand Avenue and discipline meeting with parent and student present.

**Go into Closed Executive session at 6:30PM.**

<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	yes	

**Motions to go into Public Open Session at 7:45 PM**

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

**Resolutions resulting from Closed Session:**

**Resolution 01-19C3:** Authorizes our lawfirm, Hanlon, Niemann and Wright, to negotiate the purchase of 500 Grand Avenue, for the SBA and CSA to go into contract for the purchase and begin financing with TD bank based on the presented bank term sheet and contingent upon approval by the city of Asbury of the continued use application for preschool through first grade; the purchase price not to exceed \$1,200,000.

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

**NEW BUSINESS**

**DISCUSSION/INFORMATION ITEMS**

1. The results of the **2017-18 Audit** of our Financial Statements conducted by Meshinsky & Associates, LLC. will be discussed with the board by Mr. Phil Meshinsky, CPA. The Synopsis will be distributed to all board members, with restrictions due to FASB75.
2. Discussion of the **SSDS Report** due to be submitted by January 31, 2019.
3. To inform the board that the **Statement of Assurance Regarding the Use of Paraprofessional Staff for 2018-19 School Year** to be submitted to the DOE by January 31, 2019.
4. Discussion regarding changes in the revised **Memorandum of Agreement with Law Enforcement (MOA)**.

**IV. Resolutions:**

**A. Financial:**

1. **Resolution 01-19A1:** Approval of **Monthly Disbursements for January 2019 and Payrolls for December 31, 2018 and January 15, 2019.**
2. **Resolution 01-19A2:** Approval of **Board Secretary Reports for December 2018** as presented.
3. **Resolution 01-19A3:** Approval of **Treasurer’s Report for December 2018**
4. **Resolution 01-19A4:** Approval of the **Budgetary transfers for December 2018** as presented.
5. **Resolution 01-19A5:** Approval of **Revised budget for 2018-19** to be submitted to the Department of Education-Charter School office, including The Operating Budget Template, the Cash Flow Statement and The Budget Narrative and the 10-15-18 revised State Aid Schedules resulting in a reduction of revenue of \$7,337. Budget Expenditures reduced \$7,337 to reflect the decrease in revenue.

6. ~~**Resolution 01-19A6:** The Board of Trustees accepts and approves the results of the 2017-18 financial audit disclosing no findings, including the CAFR, Synopsis, Auditor’s Management Report and 990. The Board of Trustees reviewed the 6.30.18 synopsis as presented by Meshinsky and Associates, LLC and was informed regarding the delay of the official opinion and CAFR due to FASB75.~~

**B. Personnel:**

1. **Resolution 01-19B1:** Approval of the **Professional Development** and associated mileage reimbursements as presented.

Name	Event	Date	Purpose	Sponsored by:	Time	Cost	Mileage
Samantha Vallone	Using Number Talks and Practical Manipulatives to Enhance Math Engagement and Learning  K - 2	2/05/2019	Learn effective instructional techniques for enhancing math learning more exciting, interactive and instructionally impactful	Institute for Educational Development	8:00 – 3:15	\$259.00	\$11.22

2. **Resolution 01-19B2:** Approval of additional **Field Trips for 2018-19** as follows:

DATE	GRADE	DESTINATION	TRIP COST	TRANSPORTATION COMPANY	TRANS COST:
3/20/19	4 <sup>th</sup> -5 <sup>th</sup> Grade	Drumthwacket Foundation	Free	Jay’s Bus Service	\$525
5/22/19	6 <sup>th</sup> ,7 <sup>th</sup> ,8 <sup>th</sup> Grade	Six Flags Great Adventures	\$670.80	Central Regional	\$589

3. **Resolution 01-19B3:** Approve the **Nutrition Committee for the 2018-19 school year as follows:**

1. Angela Martinez: Parent and School Secretary
2. Mr. Kevin Elam: Parent and Board member
3. Patt Callahan: Administrative Asst.
4. Felicia Kennedy: Food Services Manager
5. Tiffany Quinn: Nurse (2/1/19)
6. Cindy Norkus: Middle School Special Ed. Teacher
7. John Thorp: PE Teacher
8. Gabriela Szymanik: School Secretary
9. Alexandra Arboleda: School Secretary

**C. Miscellaneous:**

**1. Resolution 01-19C1: Approval of Security drills conducted as presented:**

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Hope Academy Charter School	Fire Drill: Video and drill review during varied home room class times	All school (staff and students)	Viewed and reviewed between 1/23/19 and 1/25/2019
Hope Academy Charter School	Emergency Drill: Lockdown	All school (staff and students)	1/24/19 At 10:15AM

**2. Resolution 01-19C2: Approval of the submission of the “Summer Food Service Program Waiver Request Form” requesting a one year waiver pursuant to N.J.S.A. 18A:33-24 -36**

**D. Vendors and Contracts:**

- Resolution 01-19D1:** Approval the contract with **Inspired Instruction**, using Title II funds to provide professional development per the terms of the presented contract, for a total of \$5700.

**E. Policies/Curriculum:**

- Resolution 01-19E1:** Approve the revision to the following critical policy: **5113-Attendance, Absences and Excuses.**

**Are there any resolutions the board wants to vote on separately or table? 01-19C3**

**01-19A1-6; 01-19B1-3; 01-19C1-2; 01-19D1, 01-19E1**

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

**F. Statements by the Public**

**G. Statements by Trustees:**

**H. MEETING ADJOURNED AT 7:59 PM**

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