



Minutes

REGULAR MEETING OF THE BOARD OF TRUSTEES

March 28, 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 6:12 PM.

Flag Salute

Roll Call:

present	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 March 28, 2019

Teacher Presentations: Third grade Teacher; Ms. Hargrove and Ms. Ambrose:

Public present:

II. MINUTES

The secretary presents the minutes of the regular Board Meeting of **February 28, 2019** 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	Jakora Holman
Vote:	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):
- **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, Dennis Carroll, Dawn Fossnes, Kristin Zink (Set meeting in April)
- **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.

OLD BUSINESS:

NEW BUSINESS:

DISCUSSION/INFORMATION ITEMS

1. **Principal's Report** to the Board by Ms.Pratt.
2. Presentation of the final **2019-20 Budget** and “proposed **Teacher's salary guide**” by Ms. Torres.
3. The **continued use for 500 Grand Avenue was approved**. We will be proceeding with the purchase of the building, as previously approved by the Board, following an architectural or commercial inspection company evaluation and price reduction or repair negotiation with seller.
4. Discussed moving forward with a **facility management firm** to evaluate our current building, recommend repairs, oversee the bid process for the 5th floor renovation, as well as necessary improvements to 500 Grand, if the purchase is completed. Proposals will be requested from two or more architectural and/or facility management firms. The estimated price per month not to exceed \$2800 monthly. This will determine how to proceed with the leaks and other issues. The Board agreed- Resolution approved.
5. The **big goals for the summer** are to renovate the 5th floor space, purchase 500 Grand Ave and begin improvements, complete the upgrades proposed by the Energy Audit (LED lighting and new thermostats/sensors, organize the records room and supply closet, add a MDO outside side in the side parking lot, purchase 2 sheds for Physical Education supplies and gardening supplies, and discuss how to improve the side parking lot: turf for PE or future building. This is in addition to the standard painting, waxing and repairs normally completed in the summer. The Business Office and Facility staff will do our best to try to meet these big goals.
6. The board agreed to move forward with testing of air quality on the first floor.

IV. Resolutions:

A. Financial:

- 1. Resolution 03-19A1:** Approval of **Monthly Disbursements for March 2019** and **Payrolls for February 28, 2019 and March 15th, 2019.**
- 2. Resolution 02-19A2:** Approval of **Board Secretary Report for February 2019** as presented.
- 3. Resolution 03-19A3:** Approval of **Treasurer’s Report for February 2019**
- 4. Resolution 03-19A4:** Approval of the **2019-20 Budget, including Operating Budget Template, Cash Flow and Budget Narrative** to be submitted to the DOE by March 29, 2019.
- 5. Resolution 03-19A5** Approval of the presented **“Teachers Salary Guide” for a three year period,** for fiscal years 2019-20, 2020-21 and 2021-22.

B. Personnel:

- 1. Resolution 03-19B1:** Approval of the **Professional Development** and associated mileage reimbursements as presented.
- 2. Resolution 03-19B2:** Approval of additional **Field Trips for 2018-19** as presented:

C. Miscellaneous:

- 1. Resolution 03-19C1:** Approval of monthly **Security drills** as presented:

<i>SCHOOL NAME</i>	<i>DRILL TYPE</i>	<i>OCCUPANTS INVOLVED</i>	<i>DATE & TIME</i>
<i>Hope Academy Charter School</i>	<i>Fire Drill:</i>	<i>Entire School (all staff, faculty and students)</i>	<i>3/28/19 @1:45pm</i>
<i>Hope Academy Charter School</i>	<i>Emergency Drill: Lock Down</i>	<i>Entire School (all staff, faculty and students)</i>	<i>3/27/19 @ 10:10am</i>

- 2. Resolution 03-19C2:** Approval for **NJ Sea Grant Consortium and CJC** to use our building on Saturday, April 13th (rain date: May 4th) to meet in the AM and have lunch between 9-2PM.

D. Vendors and Contracts:

- 1. Resolution 03-19D1:**Approval of the contract with **Roberta Washington** to provide instructional support-PD for **\$5,000** as presented; to be paid with **Title II funds.**
- 2. Resolution 03-19D2:** Approval of contracts with **Inspired Instruction** for Title III as follows and presented:
 - 1. ELL Targeted Lesson Plans** (Title III Instructional Supplies) PO#19423 \$981
 - 2. ELL Targeted Lesson Plans** (Title III Instructional Supplies) via Consortium: \$ 1,517.
- 3. Resolution 03-19D3:** Approval to move forward to complete the upgrades specified in the **Local Government Energy Audit (LGEA)** completed last year, with **Hutchinson,** the

state assigned contractor. The agreement includes a grant for 2/3 of the cost of improvements and 1/3 to be financed by the utility company over a 3 year period with no interest, charged on our monthly bill. The total is estimated at \$45,000 to \$50,000 (awaiting final cost), including the following:

- LED lighting with sensors in all lighting fixtures (5 year bulbs).
- Replace all 13 thermostats
- Faucet filter replacements in all faucets.
- Water pipe wrapping
- **Other misc.** items identified as presented.
- **At additional cost:** sensors for all rooms to report back to thermostat in an effort to facilitate consistent heating throughout the building (awaiting final cost).

The 1/3 cost to the school is estimated to be recouped in one year with the cost savings created by these measures, and the improvements qualify towards our sustainable NJ certification.

4. **Resolution 03-19D4:** Approval of contract with **NJ Charter School Association** for **Level 2 Renewal Services** in preparation for the Charter School renewal process to occur in the fall of 2019 as presented, at a cost of 5,000.
5. **Resolution 03-19D5:** Approval of the presented contract with **Inspired Instruction** as follows:
 - **Title 1A Targeted Lesson Plans** (Title 1A-Instructional Supplies) \$2,994
6. **Resolution 03-19D6: Authorization for Business Administrator** to receive proposals from and contract with:
 1. an **architectural firm or Commercial Building Inspection firm** to complete an in-depth inspection of 500 Grand Avenue; cost not to exceed \$7,000.
 2. A **facilities management company** to provide on-going expertise and support regarding necessary facility repairs and improvements, oversee bids and proposals, prepare specifications, not to exceed \$2800 monthly.
 3. An architect to begin specifications and the bid process for renovation of the **unfinished 5th floor space.**

E. Policies/Curriculum:

1. **Resolution 03-19E1:** Adopt the revised **critical policies:**

Policy #	Policy Name	NJSBA Date Revised
3541.33	Transportation Safety	17-Sep
6146	Graduation Requirements	17-Jan
6162.5	Research	16-Dec
6163.1	Media Center / Library	16-Aug
6164.4	Child Study Team	17-Jan
4116P; 4116LR; 4116R	Evaluation of Teaching Staff Members	18-Feb

2. First Read of the following critical policy revisions:

Policy #	Policy Name	NJSBA Date Revised
5119	Transfers	17-Jan
6010	Goals and Objectives	17-Jan
6140	Curriculum Adoption	17-Jan
6141	Curriculum Design/Development	17-Jan
6142	Subject Fields	17-Jan
6142.4	Physical Education and Health	17-Jan
6142.10	Internet Safety and Technology	17-Jan
6171	Special Instructional Programs	17-Jan
6173	Home Instruction	17-Jan
6200	Adult/Community Education	17-Jan

Are there any resolutions the board wants to vote on separately or table?

03-19A1-5; 03-19B1-2; 03-19C1-2; 03-19D1-6; 03-19E1

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