

REGULAR MEETING OF THE BOARD OF TRUSTEES

Minutes

April 17, 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 6:14 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 April 17, 2019

Teacher Presentations: Ms. Norkus - Special Education, Ms. Tyson - Art; and Ms. Leadem and Ms. Mancuso-Humanities/ELA.

Board attorney: Steve Kornas in attendance

Public present:

II. MINUTES

The secretary presents the minutes of the regular Board Meeting **March 28, 2019** 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: **Report of 4/17 Committee meeting in Executive Session.**
- **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 date for May 30th at 5:30.**
- **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. Correction to May 2018 minutes approving salary for **Maria Ottavianno** at \$46,000. Her contract, the budget, actual payroll and adherence to old salary guide had the correct salary of \$43,500. (discussed this with Ms. Ottaviano)

- IV. Closed Session-** Personnel issues regarding suspension/termination of employee, salary guide requests, renewal discussion and purchase of 500 Grand Ave.

Go into Closed Executive session at 6:26 PM.

Moved by (1 st) and seconded (2 nd)		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 7:06 PM

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

Resolution resulting from executive session, voted separately.

Resolution 04-19B8: BE IT RESOLVED The Board of Trustees of Hope Academy Charter School, County of Monmouth, State of New Jersey during a public meeting approves, the suspension as of April 10th and the termination as of April 17th of Emily Springer for cause as documented in the letter of April 10th emailed and mailed to her home. Ms. Springer will be paid for 2 weeks through May 1st, 2019. Official resolution to be drafted by school attorney and included in the record.

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

V. Resolutions:

A. Financial:

1. **Resolution 04-19A1:** Approval of **Monthly Disbursements for April 2019 and Payrolls for March 31, 2019 and April 12th, 2019.**
2. **Resolution 04-19A2:** Approval of **Board Secretary Report for March 2019** as presented.
3. **Resolution 04-19A3:** Approval of **Treasurer’s Report for March 2019**
4. **Resolution 04-19A4:** Approval of the **budgetary transfers for March 2019** as presented.

B. Personnel:

1. **Resolution 04-19B1:** Approval of additional **Field Trips for 2018-19** as presented.
2. **Resolution 04-19B2:** Approval of payment to **Rutgers University** in the amount of \$6,624 for **DaVisha Pratt** for 9 summer credits due May 1st for the following courses (March check held for approval): **Learners & Learning II, Leadership II, and Social Context II.**
3. **Resolution 04-19B3:** Approval of payment to **Liberty University** in July 2019 for tuition for **Dawn Fossnes**, program previously approved. Courses: EDUC980 and EDU872 for summer courses, totaling \$3,570.
4. **Resolution 04-19B4:** Approval of **Cassandra Oresko** and **Samantha Mancuso** to be paid **\$35 hr for home instruction** as needed through June 30, 2019.
5. **Resolution 04-19B5:** Approval of **Felicity Joshua** and **Cecilia Ortiz** as **substitute lunch aides** at \$10.00 per hour as needed through 6/30/19.
6. **Resolution 04-19B6:** Approval of the **Summer Surge 2019 targeted program** as follows for a total of **\$48,610** to be paid by Title 1A funds (detail included in resolution):
 - Program runs for 23 days for grades K-7th
 - Staff hours: 8:00-12:30 Monday through Thursday
 - Student hours: 8:30-12:30
 - 11 Teachers and 1 Social Worker (5th-7th) at \$32 hr. from

- 1 supervisor at \$38 hr from 8:00-12:30 Monday through Thursday.
- 1 Nurse at \$38 hr. from 8:00-12:30 Monday through Thursday.
- 2 Trips

7. **Resolution 04-19B7: Summer hours** (Monday through Thursday) for twelve month employees to begin June 28th and end August 30th.

C. Miscellaneous:

1. **Resolution 04-19C1:** Approval of monthly **Security drills** as presented:

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Hope Academy Charter School	Fire Drill:	Entire School (all staff, faculty and students)	4/17/19 @ 10:45am
Hope Academy Charter School	Emergency Drill: Lock Down	Entire School (all staff, faculty and students)	4/17/19 @ 1:20pm

D. Vendors and Contracts:

1. **Resolution 04-19D1:** Approval of the implementation of the **Direct Install program** and the contract with **Hutchinson**, terms as presented, for a total estimate **\$52,515.44; at a cost to Hope Academy of \$15,754.63** (financed over 3 years, no interest) to implement the energy savings features included in the ESIP.
2. **Resolution 04-19D2:** Approval of the audit engagement letter with **Meshinsky & Associates LLC for the 2019-2020 annual financial audit** at a cost of \$12,200 and preparation of the 990 Tax Return at a cost of \$1,540 as per the presented agreement. Additional costs if unexpected circumstances occur at \$175 hr for partners, \$160 for seniors and \$150 for staff.
3. **Resolution 04-19D3:** Approval of **Franklen Sheet Metal Co. Inc.** to remove and relocate existing HP-4 wall mount unit to the File Storage Room at a cost of \$1,600.
4. **Resolution 04-19D4:** Approval of the **commercial vendor contract addendum with Karson Food Service, Inc.** extending the terms of the contract for one year, effective July 1, 2019 and ending June 30, 2020.

1. Breakfast: \$1.29 2.3% increase .03
2. Lunch: \$2.55 2.8% increase .06
3. Snack: \$.63 1.6% increase .01

E. Policies/Curriculum:

a. **Resolution 04-19E1: Adopt the following critical policies:**

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? 04-19B8

04-19A1-4; 04-19B1-7; 04-19C1; 04-19D1-4; 04-19E1

Moved by (1 st) and seconded (2 nd)		1 st			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 7:11 PM

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