

REGULAR MEETING OF THE BOARD OF TRUSTEES



Minutes

August 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 July 18th to the Coaster and 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	present	present	present	present	present	present
Claudia Morgan President	Sheree Sanders-Jones Vice President	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 August 28, 2019

Teacher Presentations: none

Public present:

II. MINUTES

The secretary presents the minutes of the regular Board Meeting of **June 27, 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	Kevin Elam	Jakora Holman
Vote:	yes	yes	yes	yes

III. COMMITTEE REPORTS

- **Executive**—Claudia Morgan, DaVisha Pratt, Donna Torres, and Dennis Daniels (as necessary):
- **Personnel**- Jakora Holman, DaVisha Pratt, Donna Torres: **August 28th meeting-5PM: report given in closed session**
- **Finance & Building**-Claudia Morgan, DaVisha Pratt, Donna Torres, Sheree Sanders-Jones, Dennis Daniels (as necessary):
- **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, 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, PTO President, DaVisha Pratt, Donna Torres, Dawn Fossnes.

OLD BUSINESS:

1. Discuss the **purchase of 500 Grand Ave.** in closed session.

NEW BUSINESS:

New member of the Board of Trustees:

Kanesha Jones to fill the vacated board seat, effective 9/1/2019 -8/31/2022.

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

Kanesha Jones is given the Code of Ethics 18A:12-24.1 and takes the State of New Jersey required oath for school board members.

I. DISCUSSION/INFORMATION ITEMS

- A. Discuss the **Teacher evaluation criteria of HACS** verses the DOE to earn effective rating. The board decided to change effective parameter to 2.9-3.49.

- B.** We received **DOE approval** to operate a 2nd location at 500 Grand Ave and we received a **CO for E use**.
 - C.** **Central Jersey Club** donated \$250 to the school. Much thanks for their donation.
 - D.** We received a thank you letter from the **Asbury Park Library** for our donation, the fundraiser headed by **Ms. Faloba**.
 - E.** Inform the board that **Ms. Callahan donated** ties to the school in the amount of **\$447**.
Much appreciation to Ms. Callahan.
 - F.** Discussed and decided to add the **EDS to the salary guide as an advanced degree** over master’s level at \$1,000 and **the EDD at \$3,000 (only \$2,000 if interim degree increase was obtained)**. **The Board will add this to the salary guide.**
 - G.** **Included in the SOP Revision to be approved:** Revision to Education Assistance program to change tenure terminology for administrators to years of service in an “administrator’s position” and change the maximum assistance as follows:
1-3 years: up to \$6,000
Over 4 years: up to \$8,000
 - H.** The discussion with Asbury Park regarding **valet parking** rental of our parking lot. The Board decided we should continue to research this, getting the details from the city.
- II. Closed Executive Session:** Discuss the purchase of 500 Grand Ave, with respect to inspections and ending of due diligence period, employee tenure policy for Administrators, and VP position contract terms; administration and support salaries; credit for out of state standard license on salary scale.

Go into Closed Executive session at 6:32PM.

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

Motions to go into Public Open Session at 7:30 PM

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

Resolution(s) resulting from executive session, voted separately.

Resolution 08-19D6: BE IT RESOLVED The Board of Trustees of Hope Academy Charter School, County of Monmouth, State of New Jersey during a public meeting approves informing the seller of the major concerns resulting from the recent inspections, requesting the sales amount be reduced to 1,100,000 or the seller remedies the concerns and HACS will split the cost. The Board authorizes the termination of the contract if the terms in the resolution are not met, recognizing the due diligence period is ending on September 7th.

(Attorney advised contract to be terminated unless seller responds to concerns and extends the contract due to September 7th due diligence period end. Major concern with possible oil tank on property).

Move to approve and adopt Resolution resulting from Closed session: 08-19D6

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

III. Resolutions:

A. Financial:

- 1. Resolution 08-19A1: Approval of Monthly Disbursements for June Supplemental, July and August; Payrolls for June 30th, July 15th, July 30th and August 15th as presented**
- 2. Resolution 08-19A2: Approval of Unaudited Board Secretary Report for June 2019 as presented.**
- 3. Resolution 08-19A3: Approval of Treasurer’s Report for June 2019**
- 4. Resolution 08-19A4: Approval of the budgetary transfers for June 2019 as presented.**
- 5. Resolution 08-19A5: Approval of the submission of the final reports for ESSA and IDEA for 2019-20 and the Title 1A carryover of \$11,548 amended from salaries—FICA only to capital expenditures to be used for 4 Promethean Boards: three in small group rooms and one in RTI room.**

B. Personnel:

- 1. Resolution 08-19B1: Approval of the following school field trips for the 2019-20 school year:**

DATE	GRADE	DESTINATION	TRIP COST	TRANSPORTATION COMPANY	TRANS COST:
9/26 & 9/27	6-8th	America's Keswick	\$1,264.00	TBD	TBD

2. **Resolution 08-19B2:** accepts the **resignation of Michelle Cinti, M.S. Science Teacher** on August 22, 2019 and the **resignation of Enriqueta Rodriquez de Duncan, Spanish Teacher** on July 25, 2019; their last day being June 30, 2019.
3. **Resolution 08-19B3:** Approves the contracts for the following new hires per presented contracts:
 - **William McCurdy as the 2019-20 M.S. Science Teacher**-10 mo. contract with full benefits at a salary of \$52,200 for the 2019-20 school year
 - **Syron Davis: One on One Student Aide** required by IEP from 8:00-3:00 from 9/1/19-6/19/2020 at an annual salary of \$19,635 with benefits.
 - **Felicity Joshua:** Add additional hour per day added to existing contract for breakfast duty at \$11.50 per hour per revised contract.
 - **Penny Rigney: Third Grade Teacher** -10 mo. contract with full benefits at a salary of \$50,300 for the 2019-20 school year.
 - **Lauren Sherman: Spanish Teacher**-10 month Part-Time contract from 9:00-3:00 – 3 days per week for the 2019-20 school year at an annual salary of \$23,850.
 - **Roslyn Meredith: Business Office Secretary** - 10 month and 2 week contract with full benefits for the 2019-20 school year at \$35,000.
 - **Gabriella Szymanik:** Return to the position of **Support Secretary**, replacing the vacant position. This represents a lateral position change with no change in salary.
4. **Resolution 08-19B4:** Approval of the reimbursement of \$15.00 per pay to the following employees for the school use of their personal cell phone:
 - **Continued from prior year:** DaVisha Pratt, Donna Torres, Dawn Fossnes, Dennis Daniels, Angela Martinez
 - **Additions as of 9/1/2019:** Felicia Kennedy and Gabriella Szymanik
5. **Resolution 08-19B5:** Approval the **tuition payment for DaVisha Pratt** for the Fall 2019 semester for previously approved program for 6 credits at a cost of \$4,863, course descriptions as presented.
6. **Resolution 08-19B6:** Approval to change the position title from Maintenance/Custodial to **Facility Maintenance Technician** and allow flexibility in salary range based on prior experience from \$35-55. The position would be 12 month, with 40 hrs week from 9/1 to 6/30 and 21 hours for 7/1 to 8/31. The funds are budgeted in other areas and require a budget transfer.

C. Miscellaneous:

1. **Resolution 08-19C1:** Approval of monthly **Security drills** as presented:

<i>Hope Academy Charter School</i>	<i>Fire Drill: Evacuation video review</i>	<i>All summer surge staff and students</i>	<i>7/8/19 @9:15am</i>
<i>Hope Academy Charter School</i>	<i>Emergency Drill: Get Down (outdoor shooter)</i>	<i>All summer surge staff and students</i>	<i>7/9/19 @ 8:40am</i>

D. Vendors and Contracts:

1. Resolution 08-19D1: Approval of the following contracts for the 2019-20 school year as presented:

<u>Vendor/description</u>	<u>Annual Cost</u>
• Lakehouse Music - music program for 2019-20	\$21,000
• Monmouth Precision Alarms, Inc: 500 Grand Inspection (exit lights, security system and security monitoring unit)	\$985
• GBC: laminator support through August 29, 2022	\$1,084.23
• Polo & Associates: 500 Grand Inspections	\$2,125

MECHANICALS ONLY (INCLUDING MAJOR ELECTRIC, PLUMBING, CENTRAL AIR CONDITIONING & HEATING), LEAD PAINT TESTING, C/O TESTING OF HEATING SYSTEMS, WDI (TERMITE INSPECTION), SUSPECTED MOLD AND ASBESTOS IDENTIFICATION AS SEEN (MOLD & ASBESTOS SAMPLING & LAB RESULTS WILL BE DISCOUNTED AT \$95.00 ADDITIONAL PER SAMPLE IF ELECTED BY THE CLIENT AND PERFORMED DURING THE MECHANICALS INSPECTION

2. Resolution 08-19D2: Approval of the following summer work contracts as presented (list previously approved in June):

Rocon General Contractors -Building repairs per contract presented	\$5,105
Rocon -5 th floor window install and café concrete floor repair	\$3,470
American Architectural Restoration: Roof repairs per contract	\$5,900
Espinoza Professional Painting -paint 1 st , 4 th and 5 th floors, repair walls (paint extra)	\$9,650
Sanders Contractors, LLC -paint 2 nd , 3 rd , stairwells & repair walls as needed with paint	\$10,320

3. Resolution 08-19D3 Approval of the continuation of the three contract with **XTEL** for **VOIP** services for the 2019-20 year at a cost of **\$396.60 plus taxes**.

4. Resolution 08-19D4: Approval of payments required for **purchase of 500 Grand Avenue** as follows:

- **Trust Acct. Bressler, Amery & Ross:** CK # 12077, 7/8/19 for \$210,000: Deposit held in escrow
- **Legacy Arts, LLC:** Recurring \$6,000 payment due on the 1st of the month for extension of contract period. Ck#12076 on 7/8/19; ck#12140 on 7/31/19, and current month 8/28/19.
- **NJEDA:** Ck# 12078 on 7/11/19 for loan application fee of \$1,000

5. Resolution 08-19D5: Approve the contract with **Anna Washack** for the 2019/20 school year as independent contractor for 16 weeks, to support 3rd grade teacher and small group pull out for targeted students using **Title IIA funds**, not to exceed \$4,000.

E. Policies/Curriculum:

1. **Resolution 08-19E1:** Approval of the **HACS K-8 curriculum** as reported in the 18-19 Annual Report.
2. **Resolution 08-19E2:** Approve and adopt the revised **Purchasing Manual and SOP Manual at 8/28/19.**
3. **Resolution 08-19E3:** Approve the change of the school’s “**effective rating**” from 3.0-3.49 to 2.9-3.49 to its **Teacher Evaluation Tool, effective 9/1/2019.**

Are there any resolutions the board wants to vote on separately or table? 08-19D6

Move to approve and adopt Resolutions: 08-19A1-5; 08-19B1-6; 08-19C1; 08-19D1-5; 08-19E1-3.

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

IV. Statements by the Public

V. Statements by Trustees:

VI. MEETING ADJOURNED AT 7:45 PM

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