

REGULAR MEETING OF THE BOARD OF TRUSTEES



Minutes

September 25, 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 6:10 PM.

Flag Salute

Roll Call:

present	present	present	Present: 6:18	present	present	present	present	present
Claudia Morgan President	Sheree Sanders-Jones Vice President	Kevin Elam Board Member	Jakora Holman Board Member	Kanesha Jones 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 September 25th, 2019

Teacher Presentations: Middle School English Language Arts

Public present:

II. MINUTES

The secretary presents the minutes of the regular Board Meeting of **August 28, 2019** as printed and distributed, and recommends them for approval and adoption.

Moved by (1 st) and seconded (2 nd)		1	2		
	Claudia Morgan President	Sheree Sanders-Jones Vice President	Kevin Elam Board Member	Jakora Holman Board Member	Kanesha Jones Board Member
Vote:	YES	YES	YES		YES

III. COMMITTEE REPORTS

- **Executive**—Claudia Morgan, Kaneshia Jones, DaVisha Pratt, Donna Torres, and Dennis Daniels (as necessary):
- **Personnel**- Jakora Holman, Kaneshia Jones, 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, 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. Correction to the August 29th change in the **Education Assistance program**: the “1-3 years : up to \$6,000” should be 1-4 years: up to \$6,000.” (Policy to be revised in the SOP).
2. Inform the board that Anna Washack’s contract approved last month has been terminated.
3. **Closed Executive Session:** Discuss the purchase of 500 Grand Ave. and Support and Administration salaries in closed session.

Go into Closed Executive session at 6:20 PM.

Moved by (1st) and seconded (2nd)		1	2		
	Claudia Morgan President	Sheree Sanders-Jones Vice President	Kevin Elam Board Member	Jakora Holman Board Member	Kaneshia Jones Board Member
Vote:	Yes	Yes	Yes	Yes	Yes

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

Moved by (1st) and seconded (2nd)		2	1		
	Claudia Morgan President	Sheree Sanders-Jones Vice President	Kevin Elam Board Member	Jakora Holman Board Member	Kaneshia Jones Board Member
Vote:	Yes	Yes	Yes	Yes	Yes

Resolution(s) resulting from executive session:

Resolution 09-19D5 presented to the board and included in the minutes

Moved by (1 st) and seconded (2 nd)		1	2		
	Claudia Morgan President	Sheree Sanders-Jones Vice President	Kevin Elam Board Member	Jakora Holman Board Member	Kanesha Jones Board Member
Vote:	Yes	Yes	Yes	Yes	Yes

NEW BUSINESS:

II. DISCUSSION/INFORMATION ITEMS

- A. Add **Kanesha Jones** to Committee assignments as follows: Personnel and Executive
- B. The NJDOE approved the **2019-20 Bilingual Program Waiver** request due to not exceeding 20 eligible students.
- C. The **Annual Report was submitted on August 1, 2019** to the Charter and Renaissance School data drive.

III. Resolutions:

- A. **Financial:**
 1. **Resolution 09-19A1:** Approval of **Monthly Disbursements for September 2019; and Payrolls for August 31st and September 15th** as presented
 2. **Resolution 09-19A2:** Approval of **Unaudited Board Secretary Report for July 2019** as presented.
 3. **Resolution 09-19A3:** Approval of **Treasurer’s Report for July 2019** as presented
 4. **Resolution 09-19A4:** Approval of the **budgetary transfers for July and August 2019** as presented.
 5. **Resolution 09-19A5:** Approval of the state aid tuition **refund payment** to Asbury Park School district of \$282,171 for the overpayment during the 2018-19 school year.

B. Personnel:

1. **Resolution 09-19B1:** Approval of the **school field trips** for the 2019-20 school year as presented.
2. **Resolution 09-19B2:** Approval of professional development and mileage as presented.
3. **Resolution 09-19B3:** accepts the **resignations of Roslyn Meredith, Business Office Secretary** on September 22, 2019, her last day being September September 21, 2019 and Felicity Joshua, on September 4th, having not begun her contract.
4. **Resolution 09-19B4:** Approves the **stipend** for \$2,100 payable to **Angela Martinez** for beginning work a half hour earlier daily to fill a need by the school for coverage from 7:30-8:00, beginning September 17th. The stipend will be paid half on December 15th and half on June 15th.
5. **Resolution 09-19B5:** Approval of the contract changes for 2019-20 as follows:
 - a. **Lauren Sherman:** Hours increased from 18 to 19 at an annual salary of \$25,175.
 - b. **Syron Davis:** added 25 minutes daily for breakfast duty, increasing salary by \$1,183 for the year.
 - c. **Lauretta Clark:** hours will be decreased from 5 hours daily to 4.5 hours daily at \$12.62 per hour.
6. **Resolution 09-19B6:** Approval to change the **Facility Maintenance Technician** position to 12 month F/T position with no change to salary range, benefits, etc.
7. **Resolution 09-19B7:** Approval of **Lynn Neiberlien as a substitute nurse** at the rate of \$150 per day for the 2019-20 school year.

C. Miscellaneous:

1. **Resolution 09-19C1:** Approval of monthly **Security drills** as presented:

<i>Fire Drill</i>	<i>Entire School (all staff, faculty and students)</i>	<i>9/18/19 @ 10:30 AM</i>
<i>Emergency Drill</i>	<i>Entire School (all staff, faculty and students)</i>	<i>9/17/19 @ 1:45 PM</i>

2. **Resolutin 09-19C2:** Approval of the use of our facility by **Platinum Minds** as presented in the 9/5/2019 letter from Debra Giordana as follows: every 2nd and 4th Saturday, for their family program, beginning October 12th at no cost.
3. **Resolution 09-19C3:** Approval of the **Affirmative Action Team** to conduct a needs assessment and develop the Comprehensive Equity Plan as follows:
 - a. Dawn Cobb-Fossnes:Affirmative Action Officer
 - b. Dennis Daniels:School Dean/Facilities Supervisor
 - c. John Thorp:Physical Education/Health Teacher
 - d. Preston Smith:Student
 - e. Angela Martinez: Parent
 - f. DaVisha Pratt:CSA/Principal
 - g. Alexandra D’Errico: Social Worker
4. **Resolution 09-19C4:** The Board of Trustees authorizes the submission of the proposed three year **Comprehensive Equity Plan**, effective for fiscal years 2019-2022 as presented.

5. **Resolution 09-19C5:** The Board of Trustees authorizes and approves of the submission of the **Charter School Application** with expansion to be submitted to the NJ Department of Education by October 10, 2019.
6. **Resolution 09-19C6:** Approves the **Memo of Understanding (MOU)** between Hope Academy Charter School and **Law Enforcement Officials** for 2019-20 school year.

D. Vendors and Contracts:

1. Resolution 09-19D1: Approval of the following contracts for the 2019-20 school year as presented:

- a. **NJ Natural Gas** loan contract as part of the previously approved energy audit upgrades that extend a three year, no interest, loan, payable at \$428.90 monthly for 36 months for the school's portion of the upgrades completed this summer.
- b. **Westchester Environmental** to complete lead water sampling at a cost of \$1,135 at 500 Grand Avenue.
- c. **Grill Brothers** for removal of old and installation of new condenser unit servicing rooms 304-307 at a cost of \$5,900.
- d. **Legacy Arts, LLC:** Recurring \$6,000 payment due on the 1st of the month for extension of contract period. September 1st payment.
- e. **Linda Rette:** Approval of the agreement to work three days in the business office in August, to inventory technology and complete health insurance worksheets at a rate of \$25 per hour, with funds previously approved for summer clerical work as needed.
- f. **Ahera Consultants:** Approval of the contract to inspect 500 Grand Avenue for **Asbestos** and compile a detailed report and management plan for a cost of \$5,800.
- g. **International Ministry:** Approval of contract to allow use of HACS parking lot on Sundays AM and PM and Thursday evenings for a monthly cost of \$550 for the 2019-20 school year.

2. Resolution 09-19D2: Approval of the contracts be paid using **Title II Professional Development funds** as follows:

- a. \$1,000 each for **Candice Ledet, Sara Shanahan, Lisa Nicoletti and Jennifer Turchyn** for the monitoring of the scope and sequence and working with teachers throughout 2019-20 as presented in the contract.
- b. \$500 to **Sara Shanahan** for analysis of staff data binders and informing teachers as presented in the contract.

3. Resolution 09-19D3: Approval of the **commitment agreement** and option #2 for the mortgage of \$712,000, 10 year term, 20 yr amortization at 4.49% with **TD Bank** as presented.

E. Policies/Curriculum:

1. First Read: Critical Policy 5141.21-Series 500-Students: Administering Medication-Mandated

- 2. **Resolution 09-19E1:** Approval to add the **Salary Guide** to the Standard Operating Procedure (**SOP**) manual.
- 3. **Resolution 09-19E2:** Approve the **revision to the Travel Policy** and adopt the **increase in mileage reimbursement from .31 to .35**, effective July 1, 2019 per the updated OMB circular.

Are there any resolutions the board wants to vote on separately or table? Any resolutions resulting from closed sessions

Move to approve and adopt Resolutions: 09-19A1-5; 09-19B1-7; 09-19C1-6; 09-19D1-3; 09-19E1-2.

Moved by (1 st) and seconded (2 nd)		2	1		
	Claudia Morgan President	Sheree Sanders-Jones Vice President	Kevin Elam Board Member	Jakora Holman Board Member	Kanesha Jones Board Member
Vote:	Yes	Yes	Yes	Yes	Yes

IV. Statements by the Public

V. Statements by Trustees: The individual board members will meet with CSA to discuss upcoming charter renewal visit on October 24th.

VI. MEETING ADJOURNED AT 8:07 PM

Moved by (1 st) and seconded (2 nd)		2	1		
	Claudia Morgan President	Sheree Sanders-Jones Vice President	Kevin Elam Board Member	Jakora Holman Board Member	Kanesha Jones Board Member
Vote:	Yes	Yes	Yes	Yes	Yes