

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Minutes**

**December 19, 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 November 26, 2019 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 6:29 PM.**

**Flag Salute**

Roll Call:

present	present	present	present	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 December 19, 2019 as amended with the addition of Resolution 12-19D4**

**Teacher Presentations:** Middle School Science and Math

Public present:

**II. MINUTES**

The secretary presents the minutes of the regular Board Meeting of **November 20, 2019** and the special board meeting of **December 12, 2019** as printed and distributed, and recommends them for approval and adoption.

Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> )		1	2		
	Claudia Morgan President	Sheree Sanders-Jones Vice President	Kevin Elam Board Member	Jakora Holman Board Member	Kanesha Jones Board Member
<b>Vote:</b>	Yes	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. **Set a date of January 23<sup>rd</sup> at 5:30 for meeting.**

#### OLD BUSINESS:

- I. **ByLaws** were sent to all board members in December to review for the January meeting.
- II. Information as requested by the Personnel Committee per the meeting of 11/20/19: FLMA is available for a total of 12 weeks combined when spouse works for same employer for newborn child.

#### NEW BUSINESS:

##### I. DISCUSSION/INFORMATION ITEMS

1. Principal’s Report-Discussion of Pilot Study:DaVisha Pratt, Hope Academy CSA/Principal, Principal Investigative Researcher, Rutgers University Ed.D program. Approximate duration 1/21/20-3/30/20.
2. Discussion of School Safety Data System (SSDS) by Mr. Daniels.

##### II. RESOLUTIONS:

###### A. Financial:

1. **Resolution 12-19A1:** Approval of **Monthly Disbursements for December 2019; and Payrolls for November 29th and December 13<sup>th</sup>** as presented.
2. **Resolution 12-19A2:** Approval of **the Board Secretary Report for November 2019** as presented.
3. **Resolution 12-19A3:** Approval of **Treasurer’s Report for November 2019** as presented.
4. **Resolution 12-19A4:** Approval of the **budgetary transfers for December 2019** as presented.

###### B. Personnel:

1. **Resolution 12-19B1:** Approval of the **school field trips** for the 2019-20 school year as presented.
2. **Resolution 12-19B2:** Approval of **professional development and mileage** as presented.

- 3. **Resolution 12-19B3:** Change the position title previously approved for January 2020 hiring from “Facility Support Technician” to “**Facility Support Coordinator**”.
- 4. **Resolution 12-19B4: Approve the hiring of Ahmed Lawson for a 12 month employment contract as presented in a part-time position as follows:**
  - **Hours:** 15 hours week to begin January 6<sup>th</sup>, 2020 at \$27 hour, reporting to the SBA, per the terms of the presented contract, on an hourly basis, without benefits.
  - **Job Description:** Train with Ms. Torres and Mr. Daniels to learn facility oversight, including: scheduling contractors and providing access to building, knowledge of building system information and location, preparing price quotes and requisitions, overseeing contractor work and custodians, overall facility care, bi-monthly meetings with Business Administrator.
  - **Training:** Consider providing CEFM cert. and classes. (Certified Educational Facility Manager) for 2020/21
- 5. **Resolution 12-19B5:** Approve **Syron Davis** for the following contract changes for the 2019/20 school year as presented in the revised contract:
  - Increase hours from 3:00pm to 3:30PM
  - Increase responsibilities to learn several duties that Mr. Daniels is currently doing as he decreases his hours as student aide.
  - Increase salary by \$4,182 prorated beginning January 1<sup>st</sup>, 2020 (salary position with benefits).
- 6. **Resolution 12-19B6:** Approve the following **substitute teachers** at our standard \$100 per day pay pending any criminal history requirements (see resumes presented):
  - Christina Zicopoulos
  - Jason Mitchell

**C. Miscellaneous**

**1. Resolution 12-19C1: Approval of monthly Security drills as presented:**

<i>Fire Drill</i>	<i>Entire School (all staff, faculty and students)</i>	<i>12/10/19 @ 8:35 AM</i>
<i>Lockdown Drill</i>	<i>Entire School (all staff, faculty and students)</i>	<i>12/16/19 @ 1:45PM</i>

- 2. **Resolution 12-19C2:** Approval of the **Strengthening Families Program** to conduct weekly, Thursday evening workshops at the school, beginning January 23, 2020 headed by Barnabas Health and the Institute for Prevention and Recovery , details as presented.

**D. Vendors and Contracts:**

- 1. **Resolution 12-19D1:** Approve the payment of \$750 to the **NJ Economic Development Authority to extend the commitment period** for the financing of \$178,000 to accommodate the purchase of 500 Grand Avenue, which currently expires on January 13<sup>th</sup>.

2. **Resolution 12-19D2:** The board authorizes the **Business Administrator to submit a new deposit amount**, if required, for the purchase of 500 Grand Avenue, to be held in trust by the seller’s attorney and included in the purchase price at closing. The prior deposit was returned to the school.
3. **Resolution 12-19D3:** The board authorizes the **Business Administrator to extend the commitment period for financing with TD bank** if required for the closing of the purchase of 500 Grand Avenue at no cost with no change in terms.
4. **Resolution 12-19D4:** Approving the 2<sup>nd</sup> amended agreement for the purchase of 500 Grand Avenue as presented.

**E. Policies/Curriculum:**

1. **Resolution 12-19E1:** Update the Travel Regulation Policy with OMB Circular 20-04-OMB issued September 16, 2019, replacing the 2016 issuance as part of the Hope Academy Travel Policy.

**Are there any resolutions the board wants to vote on separately or table? no**

**Move to approve and adopt Resolutions: 12-19A1-4; 12-19B1-6; 12-19C1-2; 12-19D1-4; and 12-19E1**

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

**5. Statements by the Public**

**6. Statements by Trustees:**

**7. MEETING ADJOURNED AT 7:08 PM**

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