

REGULAR MEETING OF THE BOARD OF TRUSTEES



Minutes

February 24th, 2021

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 June 4th, 2020 to the Coaster and June 2nd, 2020 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 6:04 PM.

Flag Salute

Staff present: Linda Hoxha, Dwayne McNeil

Roll Call: The Board of Trustees meet via live stream WebEx, available to the public via our school website.

<i>Present</i>	<i>Present</i>	<i>Present</i>	<i>Present</i>	<i>Present</i>	<i>Present</i>	<i>Present</i>	<i>Present</i>
Claudia Morgan President	Sheree Sanders-Jones Vice President	Kevin Elam Board Member	Jakora Holman Board Member	Kaneshia Jones Board Member	DaVisha Pratt Superintendent/ CSA	Dawn Fossnes Principal	Donna Torres SBA/Board Secretary

The Board adopts the agenda of February 24th, 2021: Motions and votes

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	Kaneshia Jones Board Member
Vote:	Yes	Yes	Yes	Yes	Yes

II. MINUTES

The secretary presents the minutes of the regular Board Meeting of **January 27th, 2021** as printed and distributes and recommends them for approval and adoption.

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

III. COMMITTEE REPORTS

- **Executive**—Claudia Morgan, Kaneshia Jones, DaVisha Pratt, Donna Torres
- **Personnel**- Jakora Holman, Kaneshia Jones, DaVisha Pratt, Donna Torres
- **Finance & Building**-Claudia Morgan, DaVisha Pratt, Donna Torres, Sheree Sanders-Jones: **Report of the February 18th at 10:00AM committee meeting, reviewing the 2021-22 budget by Ms. Claudia Morgan**
- **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, Kristin Zink, Dawn Fossnes
- **Nominating Committee**-Claudia Morgan, Angela Martinez, Kevin Elam, DaVisha Pratt, Donna Torres, Dawn Fossnes.

Closed Executive Session: To discuss 1) Mrs. Donna Torres retirement 2) Business Office transition and 3) Mid-year review of contact tracing.

Go into a Closed Executive session at 6:15 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

Motions to go into Open Public Session at 6:50 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	Kanesha Jones Board Member
Vote:	Yes	Yes	Yes	Yes	Yes

Resolution(s) resulting from executive session:

Resolution 02-21B10: The Board authorizes a **stipend of \$5,000 for Mrs. Davisha Pratt** payable March 15th payroll for additional responsibilities for re-opening and managing the school day-to-day activities during the pandemic in a successful manner, allowing the school to have been open with in person classes four days a week.

Moved by (1st) and seconded (2nd)		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

IV. NEW BUSINESS:

A. DISCUSSION/INFORMATION ITEMS

1. **Superintendent/CSA and Principal Report** – next phase of school re-opening plan
2. Presentation by the SBA of the proposed **2021-22 Financial Budget** to be sent to the DOE by March 31st.
3. Discussion of the proposed improvements to 500 Grand Ave by Mr. McNeil

V. RESOLUTIONS:

A. Financial:

1. **Resolution 02-21A1:** Approval of **Monthly Disbursements for February; Payrolls for January 30th and February 15th as presented.**
2. **Resolution 02-21A2:** Approval of **Board Secretary Report for January 2021** as presented.
3. **Resolution 02-21A3:** Approval of **Treasurer’s Report for January 2021** as presented.

B. Personnel

1. **Resolution 02-21B1:** Approval of **professional development and mileage** as presented.

Name	Event	Date	Purpose	Sponsored by:	Time	Cost	Mileage
Dwayne McNeil Linda Hoxha Donna Torres	SBA Procurement Training	2/8, 2/9, 2/11 & 2/16	To Prepare for Procurement Procedures	Shoop SBA LLC.	9am-12pm	\$450. Per day For 3 employees Total = \$1800	Virtual
Dwayne McNeil	NJASBO Membership	Through 6/30/2021	Resources for SBA	NJASBO	N/A	412.50	N/A

2. **Resolution 02-21B2:** The Board approves the new positions of **Business Office Manager, Accountant/Treasurer/Board Secretary and Lead Secretary** replacing the positions of Administrative Assistant, Bookkeeper and Bi-lingual Secretary effective July 1st, 2021 and separating the Board Secretary position from the SBA position effective March 1st, 2021.
3. **Resolution 02-21B3:** The Board appoints **Linda Hoxha as Board Secretary** effective March 1st, 2021 with a \$5,000 stipend payable March 15th and June 15th for additional responsibilities per the presented addendum.
4. **Resolution 02-21B4:** The Board approves the presented contract for **Dwayne McNeil** with a pro-rated salary of **\$100,000**, effective February 3rd, 2021, as the School Business Administrator and appoints **Mr. McNeil as the SBA of record as of March 1st, 2021.**
5. **Resolution 02-21B5:** The Board approves a **\$5,000 stipend** payable March 15th and June 15th for **Ms. Felicia Kennedy** for additional responsibilities.

5. **Resolution 02-21C5:** Approval to submit an application for the **Mary Borden grant**, deadline March 15th, to be used for the creation of an afterschool K-2nd program and the Math program, if awarded.
6. **Resolution 02-21C6:** Approval of **Dwayne McNeil as the Public Agency Compliance Officer (P.A.C.O.)** for the year 2021 under the auspices of the Division of Purchase and Property Contract Compliance Audit Unit-EEO Monitoring Program.
7. **Resolution 02-21C7:** Approval of the **School Calendar for 2021-2022** as presented.
8. **Resolution 02-21C8:** Approval of the request for a waiver for participation in the **Special Education Medicaid Initiative (SEMI)** as we have below the minimum number of special education eligible students.

D. Vendor Contracts:

1. **Resolution 02-21D1:** The Hope Academy Charter School Board of Education, hereby authorizes the use of the Competitive Contracting process in accordance with N.J.S.A 18A:18A-4.1 et seq., to procure the following services:

Facilities Custodial Services Contract

The technical specifications and evaluation criteria will be prepared and administered by the School Business Administrator / Purchasing Agent.

2. **Resolution 02-21D2:** The Board approves the list of presented **improvements for 500 Grand Ave** and authorizes the SBA/Purchasing Agent to request proposals and award contracts under the bid limit for these improvements.

E. Policies/Curriculum:

None

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

Move to approve and adopt Resolutions: 02-21A1-3; 02-21B1-9; 02-21C1-8; 02-21D1-2;

Moved by (1st) and seconded (2nd)			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

VI. Public Comments: No public present

Motions to open the public comment session:

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

Motions to close the public comment session:

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

Comments by Board:

MEETING ADJOURNED AT 7:44 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	Kanesha Jones Board Member
Vote:	Yes	Yes	Yes	Yes	Yes