

REGULAR MEETING OF THE BOARD OF TRUSTEES



Minutes

June 29th, 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 April 22, 2021 to the Coaster and 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 6:07 PM.

Flag Salute

Public present: Todd Lutman

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

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 Superintendent /CSA	Dawn Fossnes Principal	Dwayne McNeil SBA	Linda Hoxha Board Secretary

The Board adopts the agenda of June 29th, 2021: Motions and votes

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

II. MINUTES

The secretary presents the minutes of the regular Board Meeting of **May 26th, 2021** and the as 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	Kaneshia Jones Board Member
Vote:	Yes	Yes		Yes	Yes

III. COMMITTEE REPORTS

- **Executive**—Claudia Morgan, Kaneshia Jones, DaVisha Pratt, Linda Hoxha, Dwayne McNeil
- **Personnel**- Jakora Holman, Kaneshia Jones, DaVisha Pratt, Dwayne McNeil
- **Finance & Building**-Claudia Morgan, DaVisha Pratt, Linda Hoxha, Sheree Sanders-Jones, Dwayne McNeil
- **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, Dawn Fossnes, Kristin Zink
- **Policy**-Claudia Morgan, Kevin Elam, John Thorp, DaVisha Pratt, Linda Hoxha, Dwayne McNeil
- **Attendance/Discipline**- Kevin Elam, Jakora Holman, Kristin Zink, Dawn Fossnes -
- **Nominating Committee**-Claudia Morgan, Angela Martinez, Kevin Elam, DaVisha Pratt, Dwayne McNeil, Dawn Fossnes.

IV. NEW BUSINESS:

- Todd Lutman presentation
- Renewed member of the Board of Trustees:

Mr. Elam joined at 6:10 pm

Renew the term for Claudia Morgan from 7/1/21 – 6/30/23 as Board Member

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

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

Closed Executive Session: To discuss 1) Board Member roles and upcoming retreat and 2) Salary discussion for staff 2021-2022

Go into a Closed Executive session at 6:28 PM.

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

Motions to go into Open Public Session at (TIME ISN'T RECORDED)

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

Resolution(s) resulting from executive session:

Approval of Virtual Board Retreat on August 12, 2021 from 4:30 pm to 6:30 pm.

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

V. NEW BUSINESS:

Renewed member of the Board of Trustees:

Renew the term for Claudia Morgan from 7/1/21 – 6/30/23 as Board Member

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

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

A. DISCUSSION/INFORMATION ITEMS

1. Superintendent/CSA and Principal Report – 1) Summer Program update 2) staffing needs update 3) 500 Grand Update
2. Set a date for the Board Retreat in August
3. Reminder to complete the mandated training from NJSBA and the Board Self Evaluation by June 30th.

V. RESOLUTIONS:

A. Financial:

1. **Resolution 06-21A1:** Approval of **Monthly Disbursements for June and revised May 2021 Bills List; Payrolls for May 31st and June 15th as presented.** The board additionally authorizes the payment of supplemental June bill lists as needed and authorizes the Business Administrator to process payrolls as due and invoices for July with Board confirmation at the next regular meeting to ensure obligations are met.
2. **Resolution 06-21A2:** Approval of **Board Secretary Report for May 2021** as presented.
3. **Resolution 06-21A3:** Approval of **Treasurer’s Report for May 2021** as presented.

4. **Resolution 06-21A4:** Approval of **budgetary transfers for May 2021** as presented and authorizes budgetary transfers needed to close the fiscal year with Board confirmation at the next regular meeting.
5. **Resolution 06-21A5:** Approves of the **Chapter 47 Report of 2021-22 contracts** to be renewed, awarded, or to expire during the school year – PL 2015
6. **Resolution 06-21A6:** Approval of the **petty cash account** expenses for 2020-21 as presented and the replenishing of \$69.15 for 2021-22 to begin the year with \$500.
7. **Resolution 06-21A7:** Approves the extension of the **TD bank credit line of \$200,000** at a renewal cost of \$53.73 to be available if needed.
8. **Resolution 06-21A8:** Authorizes the submission of the **ESSA and IDEA** applications as follows, and accepts the funds:
 - ESSA: Title 1A: \$149,214
 - ESSA: Title IIA: \$12,548
 - ESSA: Title III: 9,925 (consortium)
 - ESSA: Title IVA: 11,633 (move to Title 1A)
 - IDEA Basic: \$65,754
 - IDEA Preschool: \$1,624
9. **Resolution 06-21A9:** Approves the agreement with **Lindenwold School District** to participate in their Title III consortium if required, utilizing the Title III award of \$9,925.
10. **Resolution 06-21A10:** Approves the purchase of **Elementary Program and Lending Library Kit** for ELL students and parents as presented from Lectura Books, totaling \$5,430 to be paid out of Title III funds.
11. **Resolution 06-21A11:** Approves the purchase of the **Lumos Learning** online learning platform as presented for the summer program and school year 2021-2022 totaling \$5,660.71 to be paid out of ESSER II – Learning Acceleration funds.

B. Personnel

1. **Resolution 06-21B1:** Approves the contracts for the following costs for part-time summer hours as well as additional help if needed, not to exceed the budgeted funds as follows:
 - Janesia Joshua: Monday to Thursday, from 9:00-2:00 for summer food program and as needed to complete summer cleaning/maintenance, at her regular hourly pay at \$15/hour.
 - Syron Davis: Monday to Thursday for student and facility support from 8:00-2:00 at \$17.50/hour

- Alyza Ramirez: Monday to Thursday for student and main office support from 8:00-1:00 at \$15/hour
- Clerical and facility help as needed not to exceed \$7,000 per budget.

2. Resolution 06-21B2: Approval of the reappointment of **Dwayne McNeil as the School Business Administrator** for the 2021-2022 year (reminder the QPA appointment was approved in March meeting).

3. Resolution 06-21B3: Approval of the presented **Staff Employment Contracts** for the 2021-22 fiscal year.

4. Resolution 06-21B4: Approval of Madeline Jean-Mary as **Title IX & Affirmative Action** officer for the 2021-22 school year.

5. Resolution 05-21B5: Approval of **DaVisha Pratt, CSA** as Certified School Safety Specialist for 2021-22.

6. Resolution 05-21B6: Approval of the **School Safety Committee** for 2021-22:

- DaVisha Pratt
- Madeline Jean - Mary
- Kristin Zink
- John Thorpe
- Angela Martinez

7. Resolution 05-21B7: Approval of **The Green Team** for 2021-22:

- Ahmed Lawson
- Syron Davis
- Bill McCurdy
- Felicia Kennedy
- Janesia Joshua
- Angela Martinez
- Dwayne McNeil

8. Resolution 05-21B8: Approves the hiring of **Amanda Russell** as an Interventionist teacher for 2021-2022 at a salary of \$50,400 with benefits to be paid out of ESSER II grant.

9. Resolution 05-21B9: The Board accepts the **resignation of Nicole Smith** as of June 30, 2021.

10. Resolution 05-21B10: Approves the hiring of **Jessica Kuc** as 5th grade Teacher (Math/Science) for 2021-2022 at a salary of \$53,500 with benefits.

11. **Resolution 05-21B11:** Approves the hiring of **Isabella Sessa** as 3rd grade teacher for 2021-2022 at a salary of 50,200 with benefits.
12. **Resolution 05-21B12:** The Board accepts the resignation of **Samantha Vallone** as of June 30, 2021.
13. **Resolution 05-21B13:** The Board approves the payment of a **\$1,500 stipend to Maria Ottaviano**, payable on July 15th payroll for the Google Fundamentals training refresher prepared for all staff as presented, to be paid out of Title II funds.
14. **Resolution 05-21B14:** The Board approves the payment of an additional **\$25/hour to Maria Ottaviano** for 10 hours of organizing the Family Fun Night events, totaling \$250 to be paid out of the General Fund.
15. **Resolution 05-21B15:** Approves the hiring of **Isabella Sessa** as a teacher for the summer program starting July 6th, 2021.
16. **Resolution 05-21B16:** Approves the salary increase of **Syron Davis** from \$37,000 to \$40,500 for the 2021-2022 school year due to increased responsibility with student and facility support and comparability of salaries for this position.

C. Miscellaneous:

1. **Resolution 06-21C1:** Approval of monthly **Security drills** as presented:

Fire Drill *Entire School (all staff, faculty and students)* *6/9/21 @ 1:10PM*

Shelter in Place Drill *Entire School (all staff, faculty and students)* *6/10/21 @ 2:00PM*

2. **Resolution 06-21C2:** Approves the submission of the **2020-21 Annual Report** due as of August 2nd.
3. **Resolution 06-21C3:** Approval of use of the following bus companies for the 2021-22 school year:

- Central Regional School District 509 Forest Hills Parkway Bayville, NJ
- Durham School Service 113 Crow Hill Rd Freehold, NJ
- First Student 89 3rd Ave Neptune City, NJ
- Jay's Bus Service 180 Park Ave. Lakewood, NJ
- Raritan Valley Bus Service 11 Main St. Edison, NJ

- Seman-Tov 505 Memorial Drive Neptune, NJ
- My Limousine 235 RT. 10 East
- DMC Bus Service Hanover, NJ P.O. Box 3111 West End, NJ

4. **Resolution 06-21C4:** Reappoint the Board of Trustees and Committees/Members for 2021-22 as presented.
 - Claudia Morgan – President
 - Sheree Sanders-Jones: Vice President
 - Kevin Elam: Trustee
 - Jakora Holman: Trustee
 - Kanesha Jones - Trustee

5. **Resolution 06-21C5:** Approval of **kindergarten toilet waiver** to utilize an alternate method of compliance for 2021-22 as follows: The 3 kindergarten classrooms (Room 1, 2 and 3) located at 500 Grand Ave are adjacent to the bathroom. A staff member will escort students to the bathroom.

6. **Resolution 06-21C6:** Approves the **Bilingual Waiver State Data Submission** requested by the school due to a “less than minimum” number of ELL students in grades K-6.

7. **Resolution 06-21C7:** Approves the **rental agreement with International Ministry** for the 2021-22 school year to rent the Hope Academy parking lot located on Sewell Avenue on Sunday mornings and Wednesday evenings at a monthly rate of \$550.

D. Vendor Contracts:

1. **Resolution 05-21D1:** Authorization to SBA to approve and complete summer facilities projects as needed as well as needed repairs that are below the bid threshold, to be reported to the Board at the next board meeting as presented.

2. **Resolution 05-21D2:** Approve the extension of all multi-year contracts in 06-20D4-Chapter 47 Report and the following 2021-22 contracts:

NJ School Jobs	Job postings	\$500
Blackboard	Phone broadcast system	\$565
Dove Therapy	Provide Speech Therapy for Sp Ed.	\$70 hr. for 10-15 hours as required.

Jersey Elevator	Maintenance agreement for 2 elevators per contract	\$7,645.20
Miriam Skydell	Occupational Therapy	\$65 per session, \$350 per evaluation
NJPCSA	Membership	\$3,780
Lakehouse Musci	Music Instruction	\$21,000
Hair Service Corporation	Camera Maintenance	\$600
NJSBA	Membership	\$2,500
R&L Payroll	Payroll processing	\$6,300

3. **Resolution 05-21D3:** Approval of the following support contracts for 2021-22:

Behaviorist: Dawn Richardson-Fowler	\$45 per hr. (\$4,000 max)
LDTC: Shanna Armour	\$45 per hr. (\$8,000 max)
Physician of Record: Edwin Wymer, DO	No cost
School Psychologist: Lenore Rodriquez	\$45 per hr. & \$250 per report

4. **Resolution 06-21D4:** Approval of the contract with **School Alliance Insurance Fund (SAIF)**, to provide the following insurance for 2020-21 at an annual cost of \$82,334 (2020-21 cost \$71,643) at an 15% increase for both buildings: **601 Grand Ave. and 500 Grand Ave**

1. Workers' Compensation
2. Package-Property, Boiler and Machinery, General and Auto Liability, Environmental Impairment Liability
3. Excess Liability (AL/GL)
4. School Leaders professional Liability
5. Excess Liability (SLPL)

5. **Resolution 05-21D5:** Approve the contract with **Jenn Floyd** as presented to update the **school's website** at a total estimated cost of **\$2,672.**

6. **Resolution 05-21D6:** Approve the contract with **Conover Beyer for bond insurance** for the SBA, Dwayne McNeil (\$840) and the Treasurer, Linda Hoxha at a cost of (\$720) for the 2020-21 fiscal year.

7. **Resolution 05-21D7:** Approve the contract with **Edmund Markman** to provide services relating to the completion and guidance of grant applications for 2021-2022 school in the annual **amount of \$8,500.**

8. **Resolution 05-21D8:** Approve the contract with **Interactive Learning** to provide administrative, recruiting and academic support for the summer program at a cost of \$42,500 to be paid out of ESSER II grant.
9. **Resolution 05-21D9:** Approves the hiring of **Sidney Washington** and **Raigene Miller** (Hope Academy alumni) to assist during the Summer program at \$13/hour each, 5 hour/day for 19 program days, total cost of \$2,470 to be paid out of the ESSER II Grant.
10. **Resolution 05-21D10:** Approves the hiring of **the presented 7 New Jersey Institute of Technology students** for summer STEM tutoring at \$30/hour (max 3 students/week each), not to exceed \$4,000.
11. **Resolution 05-21D11:** Approves the **Foundations Trainings for K-3 teachers** (up to 12 teachers) at \$285 per teacher, totaling \$3,420 to be paid out of ESSER II funds.
12. **Resolution 05-21D12:** Approves the agreement with **Todd W. Luttmann of Conover Beyer Associates-Broker**, to provide health insurance services for the 2021-22 school year per the presented contract.
13. **Resolution 05-21D13:** Approves the license renewal with **Realtime** for the student data system as presented at a cost of **\$10,993.50** for the 2021-22 school year.
14. **Resolution 05-21D14:** Approves the service contract with Inspiroz-ACS International Resources, Inc. in response to ERATE Application 470 for Category II maintenance of internal connections for the 2021-22 school year as presented at an annual cost up to \$12,441.80.
15. **Resolution 05-21D15:** Approves the service contract with Inspiroz-ACS International Resources, Inc. to provide **IT support** for the 2021-22 school year at an annual cost up to \$24,012.
16. **Resolution 05-21D16:** Approves the service agreement with **Delisa Waste Services** to provide trash collection and recycling services for the 2021-22 school year at an annual cost of **\$4,620**.
17. **Resolution 05-21D17:** Approves the shared services agreement with the **Central Regional School District** for the provision of charter bus services for the 2021-22 school year at a cost of \$250 plus \$29/hour and \$1.75/mile.
18. **Resolution 05-21D18:** Approves the consortium membership with NJ Education Consortium for the 2021-22 school to provide discounted purchasing of supplies through **Ed-Data at an annual cost \$1,663**.
19. **Resolution 05-21D19:** Approves the NWEA License renewal for 2021-22 at an annual cost of \$4,320 for diagnostic student assessments.

20. **Resolution 05-21D20:** Approves the service agreement for **legal services with Adams Gutierrez & Lattiboudere** for the 2021-22 SY at an hourly rate of \$175 per hour not to exceed an annual cost of \$12,250.

E. Policies/Curriculum:

1. **Resolution 05-21E1:** Approval and adoption of the **Stronge Teacher & School Leader Evaluation System** for the 2021-22 school year.

First read:

- Policy 2224.1 – Title IX – Sex-Based Discrimination

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

Move to approve and adopt Resolutions: 05-21A1-11; 05-21B1-16; 05-21C1-C7; 05-21D1-19; 05-21E1;

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

VI. Public Comments:

Motions to open the public comment session:

Moved by (1 st) and seconded (2 nd)					
	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 8:11 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