**REGULAR MEETING OF THE BOARD OF TRUSTEES**

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Description automatically generated

Minutes

**June 29, 2022**

**6:00PM**

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 24, 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.

1. **MEETING CALLED TO ORDER 6:06 PM.**

**Flag Salute**

**Public present:** Todd Luttman (Did not attend the meeting due personal matter)

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 |
| Claudia Morgan  President | Sheree Sanders-Jones Vice President | Kevin Elam  Board  Member | Jakora Holman-  Thompson  Board Member | Kanesha  Jones  Board  Member | DaVisha Pratt  Superintendent/CSA | Dwayne McNeil  SBA / Board Secretary |

**The Board adopts the agenda of June 29, 2022: Motions and Votes**

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

1. **MINUTES**

The secretary presents the minutes of the regular Board Meeting of **May 25, 2022,** as distributed and recommends them for approval and adoption.

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

1. **COMMITTEE REPORTS:**

* **Executive** – Claudia Morgan, Kanesha Jones, DaVisha Pratt, Linda Mambelli**,** Dwayne McNeil
* **Personnel** Jakora Holman-Thompson, Kanesha Jones, DaVisha Pratt, Dwayne McNeil
  + Report given by Jakora Holman-Thompson
* **Finance & Building –** Claudia Morgan, DaVisha Pratt, Linda Mambelli, Sheree Sanders-Jones, Dwayne McNeil
* **Curriculum –** DaVisha Pratt, Sheree Sanders-Jones, Kristin Zink
* **Policy –** Claudia Morgan, Kevin Elam, John Thorp, DaVisha Pratt, Linda Mambelli, Dwayne McNeil
* **Attendance/Discipline** –Kevin Elam, Jakora Holman-Thompson, Kristin Zink.
* **Nominating Committee** – Claudia Morgan, Angela Martinez, Kevin Elam, DaVisha Pratt, Dwayne McNeil.

1. **NEW BUSINESS:**

* Renew member of the Board of Trustees:

Renew the term for Sharee Sanders-Jones from 7/1/22 – 6/30/24 as Board Member

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

**A. DISCUSSION/INFORMATION ITEMS:**

* + 1. CSA Report – Graduation, Summer School, School Security Drill Statement of Assurance, and Comprehensive Equity Plan Statement of Assurance
    2. Facilities Update – RFQ Architectural Services and Inspections
    3. CSP Update – Grant funds use and goals discussion

**Closed Executive Session:** To discuss 1) Board Member roles and upcoming retreat, 2) Salary discussion for staff 2022-23 and summer, and revision to Policy 4151.3 Staff Bereavement and further discussion of HSA contribution

**Go into a Closed Executive session at 6:49 PM.**

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

**Motions to go into Open Public Session at 7:22 PM**

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

**Resolution(s) resulting from executive session:**

1. Approval to adopt the revision to Policy 4151.3 Staff Bereavement which will result in the removal of the provision that allows for a case-by-case request of staff to be eligible for bereavement leave for friends or relatives that are not defined as immediate family.
2. Approve merit stipend for CSA DaVisha Pratt in the amount of $6,000 for exemplary leadership and additional responsibilities related to managing the CSP Grant to be paid from general fund on the payroll for July 15, 2022.

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

**V. RESOLUTIONS:**

1. **Financial:** 
   * + 1. **Resolution 06-22A1:** Approval of Monthly Disbursements for June 2022, Payrolls for May 31, 2022 and June 15, 2022 and 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 06-22A2:** Approval of audited Board Secretary Report for May 2022 as presented.
       3. **Resolution 06-22A3:** Approval of Treasurer’s Report for May 2022 as presented.
       4. **Resolution 06-22A4:** Approval of Budgetary Transfers for May 2022 as presented.

* + - 1. **Resolution 06-22A5:** Approves of the petty cash account expenses for 2021-22 as presented and the replenishing of $451.09 for 2022-23 to begin the year with $500.
      2. **Resolution 06-22A6:** Approval to accept the funds for the Preschool and Charter Security Grant in the amount of $20,000.
      3. **Resolution 06-22A7:** Approves the budget of the Preschool and Charter Security Grant as follows:

|  |  |  |
| --- | --- | --- |
| **VENDOR** | **PROJECT DESCRIPTION** | **Security Grant** |
| NJSMART | 601 Panic Button | $2,365.00 |
| NJSMART | 500 Panic Button | $975.00 |
| Doors for All | 500 Front Door | $8,452.50 |
| Atlantic Lock Safe | Keyless locking - 5 interior doors + 1 nurse | $1,155.00 |
| R. Caruso & Sons Inc. | Flood lights | $2,839.55 |
| Atlantic Lock Safe | Fob system at 500 Grand | $3,132.95 |
| NJSMART | Cameras at 500 Grand | $1,080.00 |

* + - 1. **Resolution 06-22A8: -** Approve the 22-23 budget for Title I grant as presented:

a. Instructional Salaries: $114,000 (for summer surge salaries and TLC after-school program)

b. Instructional Purchased Services $25,000 (for Interactive Learning)

c. Instructional Supplies $759.10

d. Non-Instructional Salaries $8,600 (for summer school nurse and social worker)

e. FICA Benefits $9,378.90

* + - 1. **Resolution 06-22A9:** Authorizes the submission of the IDEA application as follows, and accepts the funds:
* IDEA Basic: $69,782
* IDEA Preschool: $1,990

**10. Resolution 06-22A10:** Approves the 2022-23 budget for Title II grant in the amount of $13,650 to be used for Professional Development.

1. **Personnel**
   * 1. **Resolution 06-22B1:** Approval of Madeline Jean-Mary as **Title IX & Affirmative Action** officer for the 2022-23 school year.
     2. **Resolution 06-22B2:** Approval of **DaVisha Pratt,** CSA as Certified School Safety Specialist for the 2022-23 school year.

* + 1. **Resolution 06-22B3:** Approval of the **School Safety Committee** for 2022-23:
    - DaVisha Pratt
    - Madeline Jean-Mary
    - Kristin Zink
    - John Thorp
    - Angela Martinez
    1. **Resolution 06-22B4:** Approval of **The Green Team** for 2022-23:
* Syron Davis
* Bill McCurdy
* Felicia Kennedy
* Janesia Joshua
* Angela Martinez

**5. Resolution 06-22B5:** Approval of an increase of 1 step on the salary guide and subsequent salary increases for the following teachers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Teacher | Previous Step | Adjusted Step | Previous Salary | Adjusted Salary |
| Shannon Hargrove | 7 | 8 | $57,100 | $58,450 |
| Barbara Lloyd | 4 | 5 | $53,550 | $55,850 |
| Lisa Nicoletti | 8 | 9 | $58,850 | $60,550 |

**6. Resolution 06-22B6:** Approval of salary increase from $46,800 to $49,800 for the 2022-23 SY for Linda Mambelli due to reevaluation of assigned duties.

**7. Resolution 06-22B7:** Approval of stipend for $3,000 for the 2022-23 school year for Syron Davis to support facility coordination, to be paid out of general fund.

**8. Resolution 06-22B8:** Approves the following pay rates during the summer enrichment program 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 8:30 am - 1:30 pm for summer food program and as needed to complete summer cleaning/maintenance, at a rate $15/hour.
* Lauretta Clark: Monday to Thursday, from 10:30 am - 1:30 pm for summer food program and as needed to complete summer cleaning/maintenance, at her regular hourly pay at $15/hour.
* Pamela James: Monday to Thursday, from 10:30 am - 1:30 pm 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 am - 1:30 pm at $25/hour with additional hours as needed
* Jessica Rojas: Monday to Thursday for student and main office support from 8:00 am -1:00 at $16/hour
* Cassandra Oresko: Monday to Thursday, from 8:00 am - 1:00 pm for student and ELL support services at rate of $45/hour.
* Clerical and facility help as needed not to exceed $7,000 per budget.
* Two student staff: Monday to Thursday for additional program support from 8:30 am – 12:30 pm at an hourly rate of $13/hour to be paid out of ESSER III, pending approval of the grant.

9. **Resolution 06-22B9:** Approval to increase the hourly rate of summer teaching staff from $42/hour to $45/hour.

10. **Resolution 06-22B10:** Approval to hire Yessica Rivera as the full-time Business Office Secretary for 12 months at a pro-rated salary of $50,000 for the 2022-23 school year. From July 1st to July 31st will be a part-time training period in which she will receive $30/hour from 1:00 pm to 4:00 pm Monday – Thursday.

11. **Resolution 06-22B11:** Approval to hire Dwayne McNeil as SBA Business Office Consultant for transition services from July 1st to July 31st to be paid in bi-monthly amounts of $4,606.66 and a per diem daily rate in August, as needed, of $425.23.

12. **Resolution 06-22B12:** Approval to compensate Linda Mambelli $4,000 for 4 months of PD training of the Finance Consultant from March 1, 2022 to June 30, 2022 and $2,000 from July 1, 2022 to July 14, 2022 (TBA) approximate maternity leave date.

13. **Resolution 06-22B13:** Approval to appoint Felicia Kennedy as the School Business Administrator for the 2022-23 school year effective July 1, 2022 at an annual salary of $85,000 and will increase to $90,000 upon receiving standard certification.

**14. Resolution 06-22B14:** Approval to hire J & J Construction to provide building security coverage for the 2022-23 school year for a total $2,400 to be paid in the amount of $1,200 in December 2022 and $1,200 in June 2023.

**15. Resolution 06-22B15:** Approval to hire Nicole Smith as 4th Grade Teacher for the 2022-23 school year at an annual salary of $58,700.

**16. Resolution 06-22B16:** Approval to hire Sara Shanahan as 5th Grade Teacher for the 2022-23 school year at an annual salary of $58,700.

**17. Resolution 06-22B17:** Approval to increase the security stipend from $1,200 to $2,400.

**18. Resolution 06-22B18:** Approval to compensate Felicia Kennedy with a stipend of $3500 for the 2022-23 school year with $1,750 in December 2022 and $1,750 June 2023 for training of the new Business Office Secretary.

1. **Miscellaneous:**

**Resolution 06-22C1:** Approval of monthly security drills as presented

**Campus 1 (601 Grand)**

* *Fire Drill Entire School (all staff, faculty and students) 6/8/2022 @ 1:45 pm*
* *Emergency Drill – Lockdown – (all staff, faculty and students) 6/15/2022 @ 9:00 am*

**Campus 2 (500 Grand),**

* *Fire Drill Entire School (all staff, faculty and students) 6/8/2022 @ 2:00 pm*
* *Emergency Drill – Lockdown – (all staff, faculty and students) 6/15/2022 @ 9:15 am*

**2. Resolution 06-22C2:** Approves the submission of the **2021-22 Annual Report** due as of August 1, 2022.

**3. Resolution 06-22C3:** Approval of use of the following bus companies for the 2022-23 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 Hanover, NJ
    - DMC Bus Service                             P.O. Box 3111                      West End, NJ
    - Ocean Public School District 163 Monmouth Road Oakhurst, NJ

**4. Resolution 06-22C4:**

Reappoint the Board of Trustees and Committees/Members for the 2022-23 school year as presented.

Claudia Morgan – President

Sheree Sanders-Jones: Vice President

Kevin Elam: Trustee

Jakora Holman: Trustee

Kanesha Jones – Trustee

Appoint new board members for the 2022-23 school year as presented:

Estelle Cadet – Trustee

Jasmine Marshall-Butler – Trustee

**5. Resolution 06-22C5:** Approval **of kindergarten toilet waiver** to utilize an alternate method of compliance for 2022-23 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 06-22C6:** 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 06-22C7:** Approves the **rental agreement with International Ministry** for the 2022-23 school year to rent the Hope Academy parking lot located on Sewall Avenue on Sunday mornings and Wednesday evenings at a monthly rate of $550.

8. **Resolution 06-22C8:** Approves the increase in the communication stipend for the 2022-23 school year from $20 to $30 per pay period for the following staff members:

- Shanna Armour

- Syron Davis

- Felicia Kennedy

- Linda Mambelli

- Angela Martinez

- DaVisha Pratt

- Kristin Zink

-Yessica Rivera

**9. Resolution 06-22C9:** Approve the following summer program field trips:

LiveWell Center

* July 14, 2022
* July 21, 2022
* July 28, 2022
* August 4, 2022

Oak Tree Lodge

* August 1, 2022.

1. **Vendor Contracts:**

**1. Resolution 06-22D1:** Authorization for 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 06-22D2:** Approves of the Chapter 47 Report of 2021-22 contracts to be renewed, awarded, or to expire during the school year – PL 2015

**3. Resolution 06-22D3:** Approve the extension of all multi-year contracts in Chapter 47 Report and the following 2021-22 contracts:

**4. Resolution 06-22D4:** Approval of the following support contracts for 2022-23:

Behaviorist: Dawn Richardson-Fowler $45 per hr. ($4,000 max)

Physician of Record: Edwin Wymer, DO No cost

School Psychologist: Leonory Rodriquez $45 per hr. & $250 per report

Dove Therapy $73 per hr.

MOESC Varies

**5. Resolution 06-22D5:** Approval of the contract with **School Alliance Insurance Fund** (SAIF), to provide the following insurance for 2022-23 at an annual cost of $93,935 (2021-22 cost $82,334) at an 14.09% 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)

**6. Resolution 06-22D6:** Approval of the presented engagement letter with Meshinsky & Associates, LLC to perform the audit of the 2021-22 fiscal year. The fee is not to exceed $15,620.

**7. Resolution 06-22D7:** Approve the contract with **Interactive Learning** to provide administrative, recruiting and academic support for the summer program to be paid out of ESSER II.

**8. Resolution 06-22D8:** Approves the increased labor cost addendum to the existing multi-year service agreement with Jersey Elevator which will change the monthly cost from $637.10 to $662.58.

**9. Resolution 06-22D9:** Approves the agreement with **Todd W. Luttman of Conover Beyer Associates-Broker**, to provide health insurance services for the 2022-23 school year per the presented contract.

**10. Resolution 06-22D10:** Approves the license renewal with **Realtime** for the student data system as presented at a cost of **$17,740.93** for the 2022-23 school year.

**11. Resolution 06-22D11:** Approves the service contract with Inspiroz-ACS International Resources, Inc. to provide **IT support** for the 2022-23 school year at an annual cost up to $28,664.

**12. Resolution 06-22D12:** Approves the service agreement with **Delisa Waste Services** to provide trash collection and recycling services for the 2022-23 school year at an annual cost $7,672.

**13. Resolution 06-22D13:** Approves the consortium membership with NJ Education Consortium for the 2022-23 school year to provide discounted purchasing of supplies through Ed-Data at an annual cost of $1,663.

**14. Resolution 06-22D14:** Approves the NWEA License renewal for the 2022-23 school year at an annual cost of $4,435.50 for diagnostic student assessments.

**15. Resolution 06-22D15:** Approves the service agreement for **legal services with Adams Gutierrez & Lattiboudere** (AG&L) for the 2022-23 school year at an hourly rate of $170 per hour not to exceed an annual cost of $15,292.

**16. Resolution 06-22D16:** Approves the service agreement with Black Board for school-wide notification at an annual cost of $621.96.

**17. Resolution 06-22D17:** Approves the service agreement with NJSMART for school security services at an annual cost of $2274.

**18. Resolution 06-22D18:** Approves di cara rubino as the Architect of Record for the 2022-23 school year.

**19. Resolution 06-22D19:** Approves the IXL license renewal for 2022-23 school year at an annual cost of $5,458.

**20. Resolution 06-22D20:** Approves Donna Torres as maternity leave Finance Consultant beginning July 1, 2022 at $52,000 to be paid over six months.

**21. Resolution 06-22D21:** Approves Bone-In Food to provide assorted food packages to approximately 60 families at a rate of $35 per family, not to exceed $2,100 and will be paid out of ESSER II funds.

**22. Resolution 06-22D22:** Approves Karson Food Service to provide breakfast bars for the Summer Program for $701.10, but not to exceed $1,000.

**23. Resolution 06-22D23:** Approval to hire facilities coordination support for the 2022-23 school year not to exceed $30/hour.

1. **Policies/Curriculum:**

**1. Resolution 06-22E1:** Approval and adoption of the Stronge Teacher & School Leader Evaluation System for the 2022-23 school year.

**2. Resolution 06-22E2:** Approval and adoption of McGraw K-8 Science Curriculum.

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

**Move to approve and adopt Resolutions: 06-22A1-A10, 06-22B1-B18, 06-22C1-C9, 06-22D1-D23, and 06-22E1-E2**

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

**Public Comments:**

**Motions to open the public comment session:**

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

**Motions to close the public comment session:**

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

**Comments by Board:**

**MEETING ADJOURNED AT PM**

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