

**Minutes  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

**April 27, 2017**

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 August 25, 2016 to the Asbury Park Press and the Coaster newspapers, the Asbury Park Municipal Hall, and posted at the school. A copy of this notice is available upon request.

**I. MEETING CALLED TO ORDER 6:01 PM.**

**Flag Salute**

Roll Call:

present	present	present	present	present	present	absent	present	present
Claudia Morgan President	Frankie Winrow Vice President	Sheree Sanders-Jones Board Member	Dennis Carroll Board Member	Kevin Elam Board Member	DaVisha Pratt CSA/ Principal	Donna Torres Board Secretary	Dennis Daniels Dean of Students	Dawn Fossnes Vice Principal

Guests:

Public: Magdelana Cancel

Teacher Presentations: Misty Palombo and Kindergarten teachers: Lisa Strassle and Ashley Fabien

**Recognition of Board Member for fifteen years of service: Frankie Winrow**

**II. MINUTES**

The secretary presents the minutes of the Board Meeting of March 23, 2017 as printed and distributed, and recommends them for approval and adoption.

<b>Moved by (1<sup>st</sup>) and seconded (2<sup>nd</sup>)</b>		1st		2nd	
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
<b>Vote:</b>	yes	yes	yes	yes	yes

**III. COMMITTEE REPORTS**

- **Executive**—Claudia Morgan, DaVisha Pratt, Donna Torres, and Dennis Daniels as appropriate
  - **Meeting set for June 14<sup>th</sup> at 9:30AM**
- **Personnel**- Frankie Winrow, Dennis Carroll, DaVisha Pratt, Donna Torres:
  - **Meeting set for May 15<sup>th</sup> at 9:30AM**
- **Finance & Building**-Claudia Morgan, DaVisha Pratt, Donna Torres, Sheree Sanders-Jones, Dennis Daniels-as appropriate:

- **Meeting set for June 8<sup>th</sup> at 9:30AM**
- **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, Dennis Carroll, Dawn Fossnes, Kristin Zink:
  - **Meeting set for June 6<sup>th</sup> at 9:30AM**
- **Policy**-Claudia Morgan, Kevin Elam, John Thorp, DaVisha Pratt, Donna Torres:
- **Attendance/Discipline**-Frankie Winrow, Kevin Elam, Dennis Daniels, Kristin Zink, Dawn Fossnes:
  - **Meeting set for June 19<sup>th</sup> at 9:30AM**
- **Nominating Committee**-Claudia Morgan, Dennis Carroll, PTO President, DaVisha Pratt, Donna Torres, Dawn Fossnes.

**Ms. Malvasio addressed the board regarding her employment, stating that she has struggled this year, but has previously received effective evaluations. She also shared that third grade PARCC scores for the past two years have been the highest of all grades. She also noted that she has received a lot of support this year from Administrators.**

**The board discussed her employment in public session at the written request of the employee. The CSA reviewed the staff improvement plan, noted some improvement; but also noted several areas that continue to need improvement. Specifically instructional delivery, professional knowledge and learning environment.**

#### CLOSED SESSION – Personnel Issues

- A. Motion to go into closed session by Ms. Morgan and seconded by Mr. Carroll at 6:30 PM and all board members voted yes.
  
- B. Motion to go into open session by Ms. Morgan and seconded by Mr. Carroll at 6:43 PM and all board members voted yes.

**Vote resulting from closed session and public discussion of employment: none**

#### **DISCUSSION/INFORMATION ITEMS**

1. Discussed continued marketing efforts to let the community know about our accomplishments and commitment to students and families. Ms Pratt met with the mayor of Asbury Park and both Ms. Pratt and Ms. Torres attended evening meetings for

the new charter opening in September and met with Jon Leidersdorf of Lakehouse Music to get ideas.

- a) Advertising on buses costs \$75 per week
  - b) Suggestion to add our school logo to flagpole
  - c) Use local sign making company: “Yes” and “Graphic” are two local companies.
2. Discussed the possibility of retaining legal advise on an hourly basis as needed by the school as opposed to an annual contract, which we currently have, that may increase costs but not lower them. This would involve obtaining proposals based upon the RFP presented to the board.
    - a) Provide comparison data on rates compared to annual retainer.
  3. Discussed and agreed to move forward with hiring a part-time technology staff person to resolve the day to day technology issues, as approved in the 17-18 budget, and reduce areas of outsourcing. The structure change to addressing technology issues is an attempt to resolve in a more timely manner to better equip teachers.
  4. Staff Attendance through March 23<sup>rd</sup> was presented to the board via drop box.
  5. Lead Testing letter required by the DOE is presented to the board, indicating all levels below the actionable level.
  6. Second vote on Revised Special Education Code IDEA and NJAC 6A:14-1.19 (b) and ensue adoption of related policies.

#### IV. NEW BUSINESS

##### A. Financial

1. **Resolution 04-17A1:** Approval of Monthly Disbursements- April Bill List and Payroll for March 31st and April 13<sup>th</sup>.
2. **Resolution 04-17A2:** Approval of Board Secretary’s Report for March 2017
3. **Resolution 04-17A3:** March 2017 Treasurer’s Report
4. **Resolution 04-17A4:** Approve Budgetary Transfers for March due to budgetary shortage as presented.
5. **Resolution 04-17A5:** Approve the renewal of the \$200,000 line of credit with TD Bank at a cost of \$47.25, and the associated annual loan documents as presented to the board..

**B. Personnel**

1. **Resolution 04-17B1:** Approve additional Field Trips for the 2016-17 school year.
2. **Resolution 04-17B2:** Approve the 2017 Summer School Program for the following days: July 5<sup>th</sup>-6<sup>th</sup>, July 10-August10th (22 days; with 7 teachers at \$32 per hour, 4.5 hours per day; 1 nurse at \$38.00 per hour at 3.5 hours per day; one supervisor at 3.5 for one hour per day at a stipend of \$500, for a total payroll cost of \$27,186.
3. **Resolution 04-17B3:** Accept the resignation of Khristina Schultz, Middle School Math teacher as of June 30, 2017.
4. **Resolution 04-17B4:** Accept the resignation of Kimberly Franzo, school nurse as of May 5<sup>th</sup>, 2017.

**C. Miscellaneous**

1. **Resolution 04-17C1:** Approve security drills for the month of April as follows:

<i>SCHOOL NAME</i>	<i>DRILL TYPE</i>	<i>OCCUPANTS INVOLVED</i>	<i>DATE &amp; TIME</i>
<i>Hope Academy Charter School</i>	<i>Fire Drill</i>	<i>Entire School (all staff, faculty and students)</i>	<i>Wednesday 4/26/17; 1:15pm</i>
<i>Hope Academy Charter School</i>	<i>Emergency Drill: Lock Down</i>	<i>Entire School (all staff, faculty and students)</i>	<i>Thursday 4/27/17; 10:30am</i>

2. **Resolution 04-17C2:** Approve the Board Meeting Dates for the year- ending June 30, 2018
3. **Resolution 04-17C3:** Approve the application to the Sustainable NJ program and the implementation of efforts within the school to green initiatives as outlined within the program.
4. **Resolution 04-17C4:** Approve the Assurance Statement to demonstrate compliance with Part B of the IDEA and N.J.A.C. 6A:14-1.1 9 (b), and assure adoption of the related policies.

**D. Vendor Contracts**

1. **Resolution 04-17D1:** Approve the contract with Tarracon Construction for the replacement of the first floor Cafeteria exterior door at a price of \$1,116.50.
2. **Resolution 04-17D2:** Approves the contract with L & L Paving to replace damaged sidewalk as required by the city of Asbury Park; pending a revised contract to include permit completion and costs and being on-site for inspections. The landlord was informed of this violation in July 2016 and failed to make the repairs. Upon our purchasing of the building, the violation was transferred to the school. The city is

requiring immediate repair. Contractor includes completing and submitting permits, and all inspections.

3. **Resolution 04-17D-3:** Approve the contract with Doors for All, LLC to replace double metal outside doors and frame outside the boiler room, including painting with exterior enamel paint at a cost of \$1,862.50.
4. **Resolution 04-17D-4:** Approve the contract with XTEL for VOIP and internet fiber services for a three year term ending June 30, 2020, at a monthly cost of \$1,408.00.
5. **Resolution 04-17D-5:** Approve authorization for the SBA to select and contract with an architectural firm based upon design and time frame discussions, proposals and experience, execute the contract, purchase the HVAC system as suggested by the firm, develop the design and advertise the bid.

**E. Policies/Curriculum**

1. **Table revisions until time line finalized:** critical board policies-bylaws: 9110, 9112, 9113
2. **Resolution 04-17E1 Critical Policy #6171.4:** Special Education and 6171.4 Addendum-Special Education

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

**Move to approve and adopt Resolutions: 04-17A1-5; 04-17B1-5, 04-17C1-4, 04-17D1-5; 04-17E1**

Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> )		1st	2nd		
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
<b>Vote:</b>	Yes	Yes	Yes	Yes	yes

**V. Statements by the Public**

**VI. Statements by Trustees:**

- A. Ms. Fossnes to discuss volunteers for June 14<sup>th</sup> dinner at 2PM

**VII. MEETING ADJOURNED at 7:39 PM**

<b>Moved by (1<sup>st</sup>) and seconded (2<sup>nd</sup>)</b>	1st	2nd			
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
<b>Vote:</b>	Yes	Yes	Yes	Yes	Yes