**REGULAR MEETING OF THE BOARD OF TRUSTEES**



Minutes

**May 25, 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 6:08 PM.**

**Flag Salute**

**Public present:** Felicia Kennedy, Estelle Cadet, and Jasmine Marshall-Butler

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

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| --- | --- | --- | --- | --- | --- | --- |
| P | P | P |  |  | P | P |
| 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 May 25, 2022: Motions and Votes**

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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:** | Y | Y | Y |  |  |

1. **MINUTES**

The secretary presents the minutes of the regular Board Meeting of **April 27, 2022,** as distributed and recommends them for approval and adoption.

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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:** | Y | Y | y |  |  |

1. **COMMITTEE REPORTS:**

* **Executive** – Claudia Morgan, Kanesha Jones, DaVisha Pratt, Linda Mambelli**,** Dwayne McNeil
* **Personnel –** (May 25, 2022 at 5:30 pm) Jakora Holman-Thompson, Kanesha Jones, DaVisha Pratt, Dwayne McNeil
  + Ms. DaVisha Pratt will provide report
* **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** (May 24, 2022 at 2:45 pm) –Kevin Elam, Jakora Holman-Thompson (not present), Kristin Zink.
  + Mr. Kevin Elam will provide report
* **Nominating Committee** – (May 25, 2022 at 3:00 pm) Claudia Morgan, Angela Martinez, Kevin Elam, DaVisha Pratt, Dwayne McNeil.
  + Ms. Claudia Morgan will provide report

1. **NEW BUSINESS: None**

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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:** |  |  |  |  |  |

**A. DISCUSSION/INFORMATION ITEMS:**

* + 1. CSA Report – Parents Academy, TLC Extension, Summer Surge, Graduation, and Sara Shanahan
    2. Facilities Update – RFQ, Inspections, parking lot rental, and Campus 2 Power Outages

**Closed Executive Session:** Business office transition planning and campus 1 electricity bill

**Go into a Closed Executive session at 6:43 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:** | Y | Y | y |  |  |

**Motions to go into Open Public Session at 7:12 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:** | Y | Y | Y |  |  |

**Resolution(s) resulting from executive session: None**

|  |  |  |  |  |  |
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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:** |  |  |  |  |  |

**V. RESOLUTIONS:**

1. **Financial:** 
   * + 1. **Resolution 05-22A1:** Approval of Monthly Disbursements for May, payrolls for April 30, 2022 and May 15, 2022, as well as additional bills as needed prior to the next meeting with a list for ratification as presented.
       2. **Resolution 05-22A2:** Approval of Unaudited Board Secretary Report for April 2022 as presented.
       3. **Resolution 05-22A3:** Approval of Treasurer’s Report for April 2022 as presented.
       4. **Resolution 05-22A4:** Approval of Budgetary Transfers for April 2022 as presented.
       5. **Resolution 05-22A5:** Approves the submission of the **ESSA** applications as follows, and accepts the funds:
2. ESSA: Title 1A: $145,370
3. ESSA: Title IIA: $13,650
4. ESSA: Title III: $3,610 (consortium)
5. ESSA: Title IVA: $12,368 (move to Title 1A)
6. **Resolution 05-22A6:** Approves the agreement with **Lindenwold School District** to participate in their Title III consortium if required, utilizing the Title III award of $3,610.
7. **Resolution 05-22A7:** Approve the payment of bi-annual Health Waivers totaling $18,070.62 to be paid on May 31, 2022 payroll per Critical policy: 4144-Health Insurance Policy.
8. **Resolution 05-22A8:** Approves and authorizes the Business Administrator to pay Attendance Incentive of approximately $47,000 and unused vacation pay of approximately $14,000 in the June 30, 2022 payroll per Critical Policies: 4151.1/4251.1. Exact payment amount will depend on the sick and vacation days used for the remainder of the school year. Half of these payments will be paid by the general fund and the other half from ESSER III funds upon grant approval, otherwise ESSER II.
9. **Resolution 05-22A9:** The Board approves expenditures for the graduation ceremony not to exceed $7,000 to be paid out of the general fund, mostly spent for stage, tent, tables, chairs rental, decorations, and refreshments.
10. **Resolution 05-22A10:** Approve the payment of the current year Longevity Provision based on the number of years of service as of June 30, 2021 totaling $74,500 to be paid June 15, 2022 to be allocated as follows:
    1. New employees for the 2021-22 school year or those that have less than one full year of service as of 6-30-2021 will receive $300
    2. Employees completing their first year but less than 2 years of service as of 6-30-2021 will receive $1,100
    3. Employees completing 2 years but less than 5 years of service as of 6-30-2021 will receive $2,300
    4. Employees with at least 5 complete years as of 6-30-2021 will receive $3,550
    5. Those who are not providing work to the district on June 15th, at the time of payment, will be paid on June 30th, on a prorated basis.
11. **Personnel**

1. **Resolution 05-22B1:** The Board approves the **professional development and mileage** as presented.

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| **PD and Mileage – May 2022** | | | | | | | |
| **Name** | **Event** | **Date** | **Purpose** | **Sponsored by:** | **Time** | **Cost** | **Mileage** |
| Dwayne  McNeil | NJASBO Conference  Ocean Casino Resort  500 Boardwalk,  Atlantic City NJ 08401 | 6-7-22 to 6-10-22 | Strengthen knowledge of profession, learn best practices, and stay abreast of future topics and trends. | NJASBO | Workshops  From 8:30 am to 4:30 pm | $275 Registration  $262 Lodging  Total $537 | 156  miles |
| Tiffany Lafauci | NJAAP Annual Conference & Exhibition (Virtual) | 6-15-2022 | Strengthen knowledge of profession, learn best practices, and stay abreast of future topics and trends. | NJASBO | 8:00 am – 5:00 pm | $75 | Virtual |

1. **Resolution 05-22B2:** Approval of the following **payroll stipends** to be paid on **June 15, 2022:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE** | **PAYMENT AMOUNT** | **DESCRIPTION** | **FUNDING SOURCE** |
| John Thorp | $600 | Arrival and dismissal support | General Fund |
| Tiffany LaFauci | $1,000 | Additional responsibilities due to COVID-19. (managing/contact tracing & COVID Testing, etc during the pandemic) | ESSER II |

1. **Resolution 05-22B3:** Approval of the following **payroll stipends** to be paid on **June 30, 2022:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE** | **PAYMENT AMOUNT** | **DESCRIPTION** | **FUNDING SOURCE** |
| Cindy Norkus | $1,250 | Title IIA curriculum & ELA Middle School Coordination | Title II |
| Jennifer Turchyn | $1,250 | Title IIA curriculum PD | Title II |
| Ledet | $1,250 | Title IIA curriculum & technology PD | Title II |
| Lisa Nicoletti | $1,250 | Title IIA curriculum & technology PD | Title II |
| Maria Ottaviano | $1,250 | Title IIA technology PD + Realtime schedule support | Title II |
| Pallas Howell | $600 | Morning Gathering and committees coordinator | ESSER II |
| Kristin Zink | $1,500 | Additional responsibilities due to COVID-19 and re-opening for in person instruction | ESSER II |
| Shanna Armour | $1,500 | Additional responsibilities due to COVID-19 and re-opening for in person instruction | ESSER II |
| Lisa Nicoletti | $500 | Coordinating the start of Kindergarten classes in Campus 2 | General Fund |
| Jennifer Turchyn | $500 | Reading Wonder K-5 Coordinator | ESSER II |
| Linda Mambelli | $2,665 | CSP Planning Stipends | CSP |
| Davisha Pratt | $4,615 | CSP Planning Stipends | CSP |
| Felicia Kennedy | $1,209 | CSP Planning Stipends | CSP |
| Dwayne McNeil | $637 | CSP Planning Stipends | CSP |
| Kristin Zink | $585 | CSP Planning Stipends (she's been providing tours to prospective families, running community meetings re expansion) | CSP |
| Shanna Armour | $533 | CSP Planning Stipends (she's been providing tours to prospective families, running community meetings re expansion) | CSP |

**4. Resolution 05-22B4:** Approves the summer hours beginning June 23, 2022, Monday through Thursday, 8:30 am to 2:30 pm through August 25, 2022.

**5. Resolution 05-22B5:** The Board approves the 8th Grade Field trip to Bowlero on June 9, 2022 at a total cost of $1,458.80 payable from the General Fund.

**6. Resolution 05-22B6:** Approval of revised Roll Call as presented.

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| --- | --- |
| **Staff Member** | **Position** |
| Armour, Shanna | Supervisor of Student Services |
| Brown, Laurie | MS Grade Math Teacher |
| Clark, Lauretta | Part-Time Custodial/Lunch Aide |
| Davis, Syron | Facility/Student Support |
| Felice, Janet | 4th Grade Teacher |
| Gontrant, Nehemie | MS Paraprofessional |
| Hargrove, Shannon | 2nd Grade Teacher |
| Hirtzel, Heather | Kindergarten Teacher |
| Howell, Pallas | 1st Grade Teacher |
| James, Pamela | Part-Time Custodial/Lunch Aide |
| Jean-Mary, Madeline | School Social Worker |
| Joshua, Janesia | Custodian/Lunch Aide |
| Kennedy, Felicia | Business Office Manager |
| Kerns, Madeline | MS Grade ELA |
| Kuc, Jessica | 2nd Grade Teacher |
| LaFauci, Tiffany | School Nurse |
| Ledet, Candice | 1st Grade Teacher |
| Lloyd, Barbara | MS Grade Math Teacher |
| Mambelli, Linda | Accountant |
| Martinez, Angela | Bilingual Secretary |
| McCurdy, Bill | MS Science Teacher |
| **New Staff** | **Accounts Payable Clerk** |
| **New Staff - 4th Gr** | **4th Grade Teacher** |
| **New Staff - ELA** | **MS ELA Teacher** |
| **New Staff - PE** | **PE Teacher** |
| **New Staff ESL** | **ESL Teacher** |
| Nicoletti, Lisa | Kindergarten Teacher |
| Norkus, Cynthia | MS Grade ELA |
| Ottavianno, Maria | 1st – 2nd Grade Interventionist Teacher |
| Palladino, Allison | MS Grade Social Studies |
| Pallidino, Allison | Student Support |
| Palombo, Misty | Literacy Coach/ Wilson Reading Teacher |
| Pratt, DaVisha | Chief School Administrator |
| Riddle, Colleen | Kindergarten Teacher |
| Rigney, Penny | 3rd Grade Teacher |
| Rizzo, Jamie | ESL Teacher |
| Russell, Amanda | 3rd – 5th Interventionist Teacher |
| Shannon, Kayleigh | 3rd Grade Teacher |
| Smith, Nicole | 4th Grade ELA/Social Studies |
| Soriano, Dawn | 5th Grade Teacher |
| Thorp, John | Physical Education Teacher |
| Turchyn, Jennifer | 1st Grade Teacher |
| Tyson, Tara | Art Teacher |
| Varley, Tiffany | 3rd Grade Teacher |
| Zink, Kristin | Math Coach/Supervisor |

**7. Resolution 05-22B7:** Board approves the CSA’s recommendation for non-renewal of Part-Time Bi-Lingual Secretary Jessica Rojas.

**8. Resolution 05-22B8:** Board accepts the resignation of Facilities Coordinator Ahmed Lawson effective 6-30-22.

**9. Resolution 05-22B9:** Board accepts the resignation of School Business Administrator Dwayne McNeil effective 6-30-22.

**10. Resolution 05-22B10:** Board approves Cindy Norkus to provide home instruction at rate of $50 per hour from May 9, 2022 to June 13, 2022 at a total cost not to exceed $1,000 paid from the general fund.

1. **Miscellaneous:**

**Resolution 05-22C1:** Approval of monthly security drills as presented

**Campus 1 (601 Grand)**

* *Fire Drill Entire School (all staff, faculty and students) 5/31/2022 @ 1:45 pm*
* *Emergency Drill –* *Fire escape – (all staff, faculty and students) 5/26/2022 @ 9:00 am*

**Campus 2 (500 Grand)**

* *Fire Drill Entire School (all staff, faculty and students) 5/31/2022 @ 2:10 pm*
* *Emergency Drill – Fire escape – (all staff, faculty and students) 5/26/2022 @ 2:10 pm*

1. **Vendor Contracts:**

**1. Resolution 05-22D1:** Approve the contract with Edmund Markman to provide services relating to the completion and guidance of grant applications for 2022-2023 school in the annual amount of $8,500.

**2. Resolution 05-22D2:** Approve the contract with Asbury Park ITC to provide accounting software for the 2022-23 SY in the amount of $4,865.

**3. Resolution 05-22D3:** Approve services agreement with Mr. D and Friends, LLC to provide mental health related services through communal gatherings and graduation performance for a total cost of $675 leading up to the end of the 2021-22 SY to be paid out of ESSER II Mental Health grant funds.

4. **Resolution 05-22D4:** Approve Sara Shanahan to provide administrative support at a cost of $300 for preparation of the 2022-23 SY to be paid out of general fund.

**5. Resolution 05-22D5:** Approve Lakehouse Music to provide 8th grade graduation support services for a total cost of $2,600 to be paid out of the general fund.

**6. Resolution 05-22D6:** Approval of the allowable contract extension of the Karson Food Service contract to provide vended food service for the 2022-23 school year at the following prices:

* Breakfast: $1.40
* Lunch: $2.79
* Snack: $.68

1. **Policies/Curriculum: None**

**Are there any resolutions the Board wants to table or vote separately? No**

**Move to approve and adopt Resolutions: 05-22A1-A10, 05-22B1-B10, 05-22C1, and 05-22D1-D6.**

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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:** | Y | Y | Y |  |  |

**Public Comments: None**

**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: None**

**MEETING ADJOURNED AT 7:20 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:** | Y | Y | Y |  |  |