

Minutes
REGULAR MEETING OF THE BOARD OF TRUSTEES
Hope Academy Charter School



December 22, 2016

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 6:08 PM.

Flag Salute

Teacher Presentations: Ms. Duncan-Spanish and Ms. Strassle-Kindergarten

Roll Call:

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

Guests: Kevin Elam- board member to be elected

Presentation: Mr. Phil Meshinsky, CPA, of Barre and Company

Mr. Meshinsky presented the summary of the 2015-16 audit and reviewed the synopsis with the Board.

Presentation of certificate of recognition to Ms. Cabrera for her service on the board.

II. MINUTES

The secretary presents the minutes of the Board Meeting of November 29th as printed and distributed, and recommends them for approval and adoption.

Moved by (1 st) and seconded (2 nd)		1	2		
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Arlene Cabrera
Vote:	yes	yes	yes	yes	

III. COMMITTEE REPORTS

- **Executive**—Claudia Morgan, DaVisha Pratt, Donna Torres, and Dennis Daniels as appropriate
- **Personnel**— Frankie Winrow, Dennis Carroll, DaVisha Pratt, Donna Torres:
- **Finance & Building**—Claudia Morgan, DaVisha Pratt, Donna Torres, Sheree Sanders-Jones, Dennis Daniels-as appropriate: **Report on 12/13 Committee meeting-9:30AM: by Mr. Daniels**
- **Curriculum**—DaVisha Pratt, Sheree Sanders-Jones, Dennis Carroll, Dawn Fossnes, Kristin Zink:
- **Policy**—Claudia Morgan, Arlene Cabrera, John Thorp, DaVisha Pratt, Donna Torres:
- **Attendance/Discipline**—Frankie Winrow, Dennis Daniels, Arlene Cabrera, Kristin Zink, Dawn Fossnes: **Report on Committee 12/19 Meeting-9:30AM: by Ms. Winrow**
- **Nominating Committee**:--Claudia Morgan, Dennis Carroll, PTO President, DaVisha Pratt, Donna Torres, Dawn Fossnes.

Board of Trustees votes to elect Mr. Kevin Elam to the position of board member for a term of three years, the term being January 1, 2017 – December 31, 2019.

Moved by (1st) and seconded (2nd)		1		2	
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Arlene Cabrera
Vote:	yes	yes	yes	yes	

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

IV. DISCUSSION/INFORMATION ITEMS

1. The results of the 2015-16 Audit of our Financial Statements conducted by Barre and Company were presented and discussed with the board by Mr. Phil Meshinsky. The CAFR, Auditor’s Management Report and Synopsis distributed to all board members.
2. The board elects Mr. Kevin Elam becoming a board member effective January 1st. Ms. Torres will review the Financial Disclosure Form due to be completed within 30 days of effective date and Criminal History to be completed with Ms. Callahan when Mr. Elam comes to the office in January.
3. Discussed expanding the time frame for board of trustees expansion to allow time to complete a thorough search for the additional board members.

4. The Consolidated Monitoring Review of the CAP for the Special Education section has been satisfactorily completed. The final visit will be Jan 6th regarding special education.
5. Reviewed the Choice Neighborhood Community Stakeholder meeting of December 15th.
6. Mandatory lead testing will require the hiring of a professional to conduct a plumbing profile, and a company to plan, collect samples, test water and assist in remediation. We are requesting approval to move forward with contracting the necessary professionals.. The cost ranges will be presented to the board for approval tonight. The contracts will be presented to the board at the next available board meeting. This pre-approval is to prevent delays in completing the testing by June 30, 2017.
7. We received a letter this week informing us that beginning with the 2016-17 school year, the U.S. Dept. of Agriculture is requiring a Procurement Review using the Local Agency Procurement Review Tool and our school has been selected to participate. This is in addition to the current Administrative Review that is in progress. We are requesting that the board approve the hiring of or contracting with a person that can assist in completing these audits, if deemed necessary. We are requesting a cap of \$5,000 as needed.

V. NEW BUSINESS

A. Financial

1. **Resolution 12A-1:** Approval of Monthly Disbursements- December Bill List and Payroll for November 30th and December 15th.
2. **Resolution 12A-2:** Approval of Board Secretary's Report for November 2016
3. **Resolution 12A-3:** November 2016 Treasurer's Report
4. **Resolution 12A-4:** The Board of Trustees accepts and approves the results of the 2015-16 financial audit disclosing no findings and the CAFR and Auditor's Management Report as presented.

B. Personnel

1. **Resolution 12B-1:** Approve Professional Development and related travel expenses as presented.
2. **Resolution 12B-2:** Approve the first payment of the bi-annual health insurance waiver in December 2016 totaling \$13,200.

3. **Resolution 12B-3:** Approve stipends for 2016-17 to be paid half at December 31, 2016 and half at June 30, 2017 as follows:
 1. **Pat Callahan \$2,500 (Continued training of Secretary-4th floor)**
 2. **Arlene Faloba \$1,500 (early arrival and opening facility)**
4. **Resolution 12B-4:** Approve the hiring or contracting of a part-time person to assist the Business Office with the upcoming Administrative Review and Procurement Review by the Department of Agriculture, as needed; cost not to exceed \$5,000.

C. Miscellaneous

1. **Resolution 12C-1:** Approve security drills for the month of December as follows:

Emergency Drill-Lock down-all school-Wednesday, 12/ 21/16 at 8:40 AM

Fire Drill Entire School (all staff, faculty and students) Thursday, 12/22/16 at 1:30PM

D. Vendor Contracts

1. **Resolution 12D-1:** Approval to move forward with contracts for the necessary professionals-plumber for the plumbing profile and a water testing company to plan, sample and test the water within the price ranges presented to complete the mandatory lead testing. The actual contracts will be submitted to the board at the next available board meeting for each.
2. **Resolution 12D-2:** Approval of the contract with Taracon Construction to install four emergency fire doors at a cost of \$6,651, which was paid to Hope Academy by the seller at closing of the purchase of 601 Grand Ave.

E. Policies/Curriculum

1. **Second Read:** Critical board policies-bylaws: 9110, 9112, 9113
2. **Resolution 12E-1:** Adopt the Food Service Director Job Description

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

Move to approve and adopt Resolutions: 12A:1-4; 12B:1-4; 12C:1; 12D:1-2, 12E:1

Moved by (1st) and seconded (2nd)	1		2		
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Arlene Cabrera
Vote:	yes	yes	yes	yes	

VI. CLOSED SESSION –No closed session

- A. Motion to go into closed session by _____ and seconded by _____ at _____ PM
- B. Motion to go into open session by _____ and seconded by _____ AT _____ PM.

Vote resulting from closed session:

VII. Statements by the Public

VIII. Statements by Trustees:

IX. MEETING ADJOURNED at 7:33 PM

Moved by (1st) and seconded (2nd)	1		2		
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Arlene Cabrera
Vote:	yes	yes	yes	yes	