

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

February 23, 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:

Absent	Present	Present	Present	Present	Present	Present	Absent	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:

Presentation: Student Leadership Program by students.

Teacher Presentations: Tara Tyson-Art Teacher and Special Education support

Board Training by Donna Torres-Board Secretary Report

II. MINUTES

The secretary presents the minutes of the Board Meeting of January 31, 2017 as printed and distributed, and recommends them for approval and adoption.

Moved by (1st) and seconded (2nd)			1st	2nd	
	Claudia Morgan	Frankie Winrow	Sheree Sanders-Jones	Dennis Carroll	Kevin Elam
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: **Meeting set on March 15th at 9AM**
- **Finance & Building**-Claudia Morgan, DaVisha Pratt, Donna Torres, Sheree Sanders-Jones, Dennis Daniels-as appropriate: **Meeting set for March 7th to discussed proposed Budget and Salary Guidelines revision.**
- **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, Dennis Carroll, Dawn Fossnes, Kristin Zink:
- **Policy**-Claudia Morgan, Kevin Elam, John Thorp, DaVisha Pratt, Donna Torres:
- **Attendance/Discipline**-Frankie Winrow, Kevin Elam, Dennis Daniels, Kristin Zink, Dawn Fossnes: **Discussed minutes from meetings on Wednesday, February 15 & February 2/21. The meeting focused on one student regarding implementation of a plan to evaluate via child study team , provide counseling to individual and other involved students, work with parents and continue to provide one on one aide.**
- **Nominating Committee**-Claudia Morgan, Dennis Carroll, PTO President, DaVisha Pratt, Donna Torres, Dawn Fossnes.

DISCUSSION/INFORMATION ITEMS

1. Timeline was introduced by Ms. Pratt to add the two additional board members: Included in minutes. The board agreed with the timeframe and we will continue to discuss methods to recruit community candidates throughout the next year. Suggestions from January minutes: contact Dan Jacobson of Tri-city News, letter to Chamber of Commerce, approach the preschool leader, create a flyer, and a press release to the coaster.
2. Ms. Pratt will create marketing team and hold stakeholder meetings, including teachers, parents, board, students, community to better inform the community about our accomplishments and commitment to the community since 2001.
3. The NJ Department of Agriculture Administrative Reviews consist of three sections:
 - a) **Resource Management Comprehensive Review**: Section completed with no corrective actions. See letter in board packet.

- b) **On-site Administrative Review:** Section completed with three corrective actions that were communicated during the exit meeting and emailed on February 17th. Corrective procedures already in place and implemented.
 - c) **Procurement Review:** Separate review that begins with providing information and documents. Feb. 15th email with request for information due March 17th.
4. Lead testing was completed February 25th. Results to be received in two weeks.
 5. We are hosting an intern from Brookdale College for the Spring term, pending criminal background check, to be supervised by Dawn Fossnes. See Resolution
 6. The proposed budget for the 2017-18 school year and the salary guideline revisions as recommended by the Finance and Building Committee were discussed with the board during open session.
 7. The revised budget for 2016-17 was discussed with the board. See resolution.
 8. Minutes from Closed Session of January 31st were read by all present board members.
 9. SEMI Waiver request for 2017-18 was approved by the district.
 10. We received violations from the city regarding sidewalk repairs and retaining wall repairs that apparently were issued to Build with Purpose in June 2016. A court order to appear was scheduled at the beginning of February, unbeknownst to Hope Academy. The city is now working with us to allow time to get the repairs completed. The inspector came to the property and informed us the entire length of the back lot needs to be replaced. Evidently the retaining wall was already repaired by Build with Purpose, so that is resolved. Pending price proposals and waiver of the new March 1st court date. The inspector told us that we are not required to appear in court, but the prior landlord must appear. Build with Purpose (Friends of Hope Academy, Inc) was informed of the new date and time by Ms. Torres.

CLOSED SESSION –salary guidelines and position

- A. Motion to go into closed session by Mr. Carroll and seconded by Ms. Sanders-Jones at 7:54 PM
- B. Motion to go into open session by Ms. Sanders-Jones and seconded by Mr. Carroll at 8:11PM.

No separate vote resulting from closed session:

IV. NEW BUSINESS

A. Financial

1. **Resolution 02-17A1:** Approval of Monthly Disbursements- February Bill List and Payroll for January 31st and February 15th.
2. **Resolution 02-17A2:** Approval of Board Secretary’s Report for January 2017
3. **Resolution 02-17A3:** January 2017 Treasurer’s Report
4. **Resolution 02-17A4:** Approve Budgetary Transfers for January due to Purchase of Building as presented.
5. **Resolution 02-17A5:** Approve the Revised Budget for the 2016-17 school year submitted to the DOE , consisting of the Budget template, the Cash Flow statement and the Budget Narrative.

B. Personnel

1. **Resolution 02-17B1:** Approve Professional Development and related travel expenses as presented.
2. **Resolution 02-17B2:** Approve the expansion of the TLC program to serve identified students in grades 6th and 7th and Ms. Schultz, Ms. Hassel and Ms. DeMent as the teachers at \$32.00 per hour.
3. **Resolution 02-17B3:** Approve a stipend for Donna Torres for her leadership and work over the past seven months in purchasing the building. The stipend of \$5000 to be paid in March 2017.
4. **Resolution 02-17B4:** Approve Jillian Silverman, a student of Brookdale College, to intern with Hope Academy for 40 hours during the Spring term under the supervision of Dawn Fossnes, contingent upon a satisfactory criminal background check in fulfillment of a class.
5. **Resolution 02-17B5:** Approve Sharon Clark as substitute teacher for 2016-17 pending criminal history results.

C. Miscellaneous

1. **Resolution 02-17C1:** Approve security drills for the month of February as follows:

<i>DRILL TYPE</i>	<i>OCCUPANTS INVOLVED</i>	<i>DATE & TIME</i>
<i>Fire Drill</i>	<i>Entire School (all staff, faculty and students)</i>	<i>Thursday 2/27/17; 8:30am</i>
<i>Emergency Drill: Active Shooter</i>	<i>Entire School (all staff, faculty and students)</i>	<i>Thursday 2/23/2017: 1:10pm</i>

2. **Resolution 02-17C2:** Approve moving forward with the bid to complete the 5th floor renovation, the first step being to secure an architect to complete the plans for the job obtaining 3 quotes for the work

D. Vendor Contracts

1. **Resolution 02-17D1:** Approval of the contract with Tاراcon Construction to replace the steel double doors, hardware and rocker bar and paint the doors in the front parking lot at a cost of \$5,396.83.
2. **Resolution 02-17D2:** Approval of the contract with Inspired Instruction, LLC for Title II Professional Development consisting of three days on-site training and on-line assistance tools for \$7,942 occurring in February and March, to be funded by Title II.

E. Policies/Curriculum

1. **Table revisions until April 2018:** critical board policies-bylaws: 9110, 9112, 9113

Are there any resolutions the board wants to vote on separately or table? No

Move to approve and adopt Resolutions: 02-17A1-5; 02-17B1-5, 02-17C1-2, 02-17D1-2 with corrections to 02-17B2 regarding employees who will teach expanded TLC program and 02-17C1 regarding security drill dates and drill types.

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

V. Statements by the Public

- VI. Statements by Trustees:** Ms. Winrow asked where the Parent/Student handbook and Staff handbook were publicly displayed. In the main office and staff lounge, respectively.

VII. MEETING ADJOURNED at 8:21PM

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