

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

**March 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 6:07 PM.**  
**Flag Salute**

Roll Call:

present	present	Present- phone	present	Present 6:17	present	present	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:

Teacher Presentations: Nicole Virgilio and Candice Ledet-(4/5<sup>th</sup> grade), and Brittany Kieslor-(School Social Worker)

**II. MINUTES**

The secretary presents the minutes of the Board Meeting of February 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	

### III. COMMITTEE REPORTS

- **Executive**—Claudia Morgan, DaVisha Pratt, Donna Torres, and Dennis Daniels as appropriate
- **Personnel**- Frankie Winrow, Dennis Carroll, DaVisha Pratt, Donna Torres: **The Personnel Committee meeting on March 16<sup>th</sup> discussed several employee improvement plans, technology issues and proposed changes for next year.**
- **Finance & Building**-Claudia Morgan, DaVisha Pratt, Donna Torres, Sheree Sanders-Jones, Dennis Daniels-as appropriate: **The March 7<sup>th</sup> meeting discussed revisions to the budget due to approval for increased enrollment. The new budget and the budget highlights showing the changes have been in the drop box for review, and are in discussion items tonight.**
- **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:
- **Nominating Committee**-Claudia Morgan, Dennis Carroll, PTO President, DaVisha Pratt, Donna Torres, Dawn Fossnes.

CLOSED SESSION –CSA Eval and Board Goals; salary changes due to enrollment expansion, technology.

- A. Motion to go into closed session by Ms. Morgan and seconded by Mr. Carroll at 6:17 PM
  
- B. Motion to go into open session by Ms. Morgan and seconded by Mr. Carroll at 7:14 PM.

**No vote resulting from closed session.**

### DISCUSSION/INFORMATION ITEMS

1. The newly released School Performance Report shows 7% increase in Language Arts and 11% increase in Math for 2015-16 year compared to 2014-15.
2. Final discussion about the 2017-18 budget to be submitted to the Department of Education by March 30<sup>th</sup>.

3. Discuss 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.
4. The NJ Department of Agriculture Administrative Review update: Awaiting responses for the corrective action plans submitted for the on-site and procurement reviews.
5. Minutes from Closed Session of February 23<sup>rd</sup> are available to board members.
6. We are not moving forward with 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 this time (approved February). We are obtaining additional price quotes.
7. Opinion letter from Mr. Newmann regarding the recent decision handed down by Appellate Division, Kean Federation of Teachers v. Morell. He was asked to review our procedures to comment on any changes we should make in light of this case. Included in minutes.
8. Water testing for lead content results showed no actionable lead content in our water. The report was made available for review by the board. The school will proceed with the reporting requirements based on the results of the testing.
9. Philip Meshinsky and Richard Barre are separating, each having their own individual CPA firm. We will receive additional information next month.

#### IV. NEW BUSINESS

##### A. Financial

1. **Resolution 03-17A1:** Approval of Monthly Disbursements- March Bill List and Payroll for February 28<sup>th</sup> and March 15<sup>th</sup>.
2. **Resolution 03-17A2:** Approval of Board Secretary's Report for February 2017
3. **Resolution 03-17A3:** February 2017 Treasurer's Report
4. **Resolution 03-17A4:** Approve Budgetary Transfers for February due to budgetary shortage.
5. **Resolution 03-17A5:** Approve the final Budget for the 2017-18 school year to be submitted to the DOE, consisting of the Budget template, the Cash Flow statement and the Budget Narrative.

**B. Personnel**

1. **Resolution 03-17B1:** Approve Professional Development and related travel expenses as presented.
2. **Resolution 03-17B2:** Approve additional Field Trips for the 2016-17 school year.
3. **Resolution 03-17B3:** Approve Amy Marshall as a substitute teacher for the 2016-17 school year, pending criminal history report.
4. **Resolution 03-17B4:** Accept the retirement of George Swain, custodian, as of June 30, 2017. Mr. Swain has been an exemplary employee with Hope Academy since 2004.

**C. Miscellaneous**

1. **Resolution 03-17C1:** Approve security drills for the month of March as follows:

<i>DRILL TYPE</i>	<i>OCCUPANTS INVOLVED</i>	<i>DATE &amp; TIME</i>
<i>Fire Drill</i>	<i>Entire School (all staff, faculty and students)</i>	<i>Monday 3/27/17; 2:00pm</i>
<i>Emergency Drill: Lock down</i>	<i>Entire School (all staff, faculty and students)</i>	<i>Wednesday 3/22/2017 12:50PM</i>

2. **Resolution 03-17C2:** Approve the 2017-18 school calendar as presented.
3. **Resolution 03-17C3:** Approve the timeline for additional board members, presented and discussed in February.

**D. Vendor Contracts**

1. **Resolution 03-17D1:** Approve the lease contracts with Atlantic Tomorrow’s Office for:
  - a. **Lease** for 2 new large copiers (48 month term): Copier MP7503: 75 ppm: \$5,982 annual cost; Copier 4054SP:\$40 ppm: \$3,119 annual cost; and
  - b. **Maintenance:** 2 small copiers –920sfp (annual cost of \$487 each) and 2 new large copiers-Savin- MP7503, 4054SP; for per page costs of .0078. Includes maintenance, parts and labor. This results in adding an additional copier, getting a new main copier, saving approximately \$200 for the year, as well as .0002 cents savings per copy. State contracted vendor.

2. **Resolution 03-17D-2:** Approve the contract extensions with Brookdale Community College with effective dates April 1, 2017 - June 30, 2017 and July 1, 2017-June 30, 2018 to host nursing students.

**E. Policies/Curriculum**

1. **Table revisions until time line finalized:** critical board policies-bylaws: 9110, 9112, 9113
2. **First Read: Critical Policy #6171.4:** Special Education and 6171.4 Addendum-Special Education
3. **Resolution 03-17E-1:** Approve revision to 4151.1/4251.1 Personal illness and injury/health and hardship/sick leave/anticipated disability/person leave.

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

**Move to approve and adopt Resolutions: 03-17A1-5; 03-17B1-4, 03-17C1-3, 03-17D1-2; 03-17E1**

<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

**V. Statements by the Public**

**VI. Statements by Trustees:**

**VII. MEETING ADJOURNED at 7:41 PM**

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