

Minutes
REGULAR MEETING OF THE BOARD OF TRUSTEES

June 22, 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 6:05 PM.

Flag Salute

Roll Call:

present	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

Board Attorney: Fred Niemann present
Presentation for retirement of George Swain. Mr. and Mrs. Swain present

II. MINUTES

The secretary presents the minutes of the Board Meeting of **May 25, 2017** as printed and distributed, and recommends them for approval and adoption.

Moved by (1st) and seconded (2nd)		1	2		
	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:
- **Finance & Building**-Claudia Morgan, DaVisha Pratt, Donna Torres, Sheree Sanders-Jones, Dennis Daniels-as appropriate:
- **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, Dennis Carroll, Dawn Fossnes, Kristin Zink:
 - **Report/minutes for meeting on June 6th at 9:30AM by Ms. Sanders-Jones.**
- **Policy**-Claudia Morgan, Kevin Elam, John Thorp, DaVisha Pratt, Donna Torres:

- **Attendance/Discipline**-Frankie Winrow, Kevin Elam, Dennis Daniels, Kristin Zink, Dawn Fossnes:
 - **Report for meeting on June 19th at 9:30 by Dennis Daniels regarding the EVVRS report to be submitted by July 17th for the January through June 2017 period.**
- **Nominating Committee**-Claudia Morgan, Dennis Carroll, PTO President, DaVisha Pratt, Donna Torres, Dawn Fossnes.

DISCUSSION/INFORMATION ITEMS

1. Discussion of proposed competitive charter school with attorney. Mr. Niemann informed the board of the status of the request by College Achievement Charter to get a variance for E use of the churches they want to use for their school opening in September.
2. Sidewalk repairs have been completed and approved by the city of Asbury Park.
3. The board is presented with pictures of the proposed new signage for the school.
4. Summer school cost for salaries is updated to \$28,770 from the \$27,186 previously approved due to additional teacher needed.
5. Discuss the summer facilities projects list to be approved in resolution 06-17D7
6. Discuss the possibility of Platinum Minds using our facility on 2 Saturdays/month during the 2017-18 school year for a non-profit reading program for boys. The board was agreeable to Platinum Minds using the facility contingent upon a payment for utilities and proper insurance information.
7. Discuss HACS participating in the Asbury Park “Back to School Block Party” 8/26/17. Suggestion to buy pencils with our school name to give out at the table.

IV. NEW BUSINESS

A. Financial

1. **Resolution 06-17A1:** Approval of Monthly Disbursements- June Bill List and Payroll for May 31st and June 15th. The board additionally authorizes the payment of 2 supplemental June bill lists as needed and authorizes the Business Administrator to process payroll as due and invoices for July with Board confirmation at the August meeting to ensure obligations are met:
2. **Resolution 06-17A2:** Approval of Board Secretary’s Report for May 2017
3. **Resolution 06-17A3:** Approval of the May 2017 Treasurer’s Report
4. **Resolution 06-17A4:** Board approval: Pursuant to PL 2015, **Chapter 47** the Hope Academy Board of Trustees intends to renew, award, or permit to expire the following contracts previously awarded by the board of trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

- 5. **Resolution 06-17A5:** Approval to submit the **IDEA and ESSA** applications for the 2017-18 school year and acceptance of funds and approves the carryover request as follows:
 - 1. ESSA: Title 1A: TBA
 - 2. ESSA: Title IIA: TBA
 - 3. ESSA: Title IIIA: TBA
 - 4. IDEA Basic: \$52,689 to be used for salaries and benefits
 - 5. IDEA Preschool: \$1,346 to be used for supplies
 - 6. **Carryover from the 2016-17 school year:**
 - a. NCLB: Title1A: \$5,939
 - b. NCLB Title 2A: \$1,240

- 6. **Resolution 06-17A6:** Authorize the Business Administrator to close the **petty cash** account as of June 30, 2017 and reopen the petty cash account in the amount of \$500 as of July 1, 2017

- 7. **Resolution 06-17A7:** Approval of Health Insurance **Waivers** in the amount of \$15,464, **Staff Attendance Incentive bonus** in the amount of \$12,700 and unused **vacation pay** of \$ 7,910. to be paid with the June 30, 2017 payroll per Critical Policies: 4151.1/4251.1; 4152/4252; 4144. **Add banked sick pay for George Swain of \$3,194.40 to the resolution.**

B. Personnel

- 1. **Resolution 06-17B1:** Approve the contract for 2017-18 for **Janesia Joshua** as lunchroom aide and custodian for 2017-18 at \$12.00 for 20 hours per week to be paid with Enterprise funds..
- 2. **Resolution 06-17B2:** Approve **substitute teachers** for the 2017-18 school year at \$100 per day, and substitute custodian at \$14.00 per hour.

Ingrid Spears
Barbara Klein
Mary Ambrose
Kelly Newcomb
Ellen Costello
Janet Holt-Harris
Sharon Clarke
Amy Marshall

Arnold Gabriel-Custodian

3. **Resolution 06-17B3:** Approve **substitute nurses** as follows for the 2017-18 school year at a daily rate of \$150:
 1. **Andrea Bailey**
 2. **Carol Rizzi**
 3. **Jill Tralka**
 4. **LaVonne Colasuonno**
 5. **Kathy Mahoney**
 6. **Kim Franzo**
4. **Resolution 06-17B4:** Accept the resignation of **Samantha Vallone**, 2nd grade teacher as of June 30, 2017.
5. **Resolution 06-17B5:** Approve the following **hires and costs for part-time summer hours** as follows:
 1. **Angela Martinez:** Monday to Thursday at \$18.14 per hr (34 days)
 2. **Janesia Joshua:** 3.5 hrs Monday to Thursday from July 5th- August 3rd at \$12.00 per hour per contract.
 3. Other clerical/custodial costs as needed to accomplish all summer jobs not to exceed \$7,000.
6. **Resolution 06-17B6:** Authorize the School Business Administrator, Donna M. Torres, as act as **Purchasing Agent** in accordance with New Jersey Public School contracts law and appoint her as **Board Secretary** for the 2017-18 school year,
7. **Resolutions 06-17B7:** Approve the hiring of staff to **fill vacant positions:** Secretary/Food Service Mgr, PT Custodian, , 2nd and 3rd grade Teachers, 2-Middle School Math Teachers, and the new position of Technology Coordinator as previously approved by the board.
8. **Resolution 06-17B8:** Approve the salary for **full-time custodian**, Santori Nicholson, at \$33,331 for 12 month position with benefits, reflecting an additional \$1,042 for increased responsibilities over the previously approved salary for this position.
9. **Resolution 06-17B9:** Appoint Dawn Fossnes as **Title IX & Affirmative Action officer** for the 2017-18 school year.
10. **Resolution 06-17B10:** Approve Professional Development workshops in June.

C. Miscellaneous

1. **Resolution 06-17C1:** Approve **security drills** for the month of **June** as follows:

SCHOOL NAME	DRILL TYPE	OCCUPANTS INVOLVED	DATE & TIME
Hope Academy Charter School	Fire Drill	Entire School (all staff, faculty and students)	Wednesday, June 7 th at 9:15 AM
Hope Academy Charter School	Emergency Drill: Bomb Threat	Entire School (all staff, faculty and students)	Tuesday June 13 th at 9:30 AM

1. **Resolution 06-17C2:** Approve the following **bus companies** for the 2017-18 school year:
 1. Semen – Tov, 505 memorial Drive Neptune 07753
 2. First Student, 89 3rd Ave Neptune City NJ 07753
 3. Jay’s Bus Service, 180 Park Ave S Lakewood NJ 08701

4. Durham, 500 Atkins Ave Neptune, NJ 07753
 5. Raritan Valley Bus Service, PO Box 312 Metuchen NJ 08840
 6. My Limousine Service, 235 Route 10 East Hanover NJ
2. **Resolution 06-17C3:** Approve and accept the findings of the **EVVRS Report** for January to June 2017 as presented.
 3. **Resolution 06-17C4:** Approve the **Bilingual Three Year Program Plan** as presented, effective from 7/01/2017 and ending on 6/30/2020.
 4. **Resolution 06-17C5:** Approve **summer hours** beginning Friday, June 23rd through August 25th.
 5. **Resolution 06-17C6:** Approve the submission of the **Annual Report** for the year ending June 30, 2017.
 6. **Resolution 06-17C7:** Approve the **Bilingual Waiver State Data** submission to the NJ Department of Education in June 2017.

D. Vendor Contracts

1. **Resolution 06-17D1:** Approve additional **vendor contracts** below the bid limit for the 2017-18 school year as presented.
2. **Resolution 06-17D2:** Approve contracts for student support services as required by the IEP and 504 plans for special education as follows:
 1. **Nakia Callands:** as LDTC at a rate of \$45.00 per hour.
 2. **Cynthia LoCastro:** as physical Therapist at a rate of \$75 per session.
 3. **Rebecca Sears:** as psychologist at a rate of \$80 per hour and \$350 per evaluation and report.
 4. **Nancy Powers:** as Occupational Therapist at a rate of \$85 per hour and \$350 per evaluation and report.
 5. **Dove Therapy:** Speech Therapy, Miriam Lichtschein at a rate of \$65 per hour.
3. **Resolution 06-17D-3:** Approve the contract with **Meshinsky & Associates LLC.** to complete the 2017-18 annual audit and the 990 tax return as presented. The audit price of \$11,800 and tax return preparation cost is \$1,525. Additional hours if required to be billed at an hourly rate of \$170 for partners, \$160 for seniors, and \$145 for staff.
4. **Resolution 06-17D4:** Approve the contract with **TriTech Consulting**, effective dates of July 1-August 31, 2017 at an hourly rate of \$100 as needed to prepare our technology devices for the new year, set up the new chrome books, and address any technology issues remaining from the school year.
5. **Resolution 06-17D5:** Approve the contract with **School Alliance Insurance Fund (SAIF)** to provide Liability and Worker's compensation insurance for the 2017-18

school year and renewable to June 30, 2020 at an annual cost of \$62,389, a 4.96% increase over last year.

6. **Resolution 06-17D6:** Approve the purchase and related contracts to have **new signs** installed at 601 Grand Avenue, including an electronic sign, a sign affixed to the back of the building, and banners for a cost not to exceed \$28,000 in aggregate, and contingent upon permit approval by the city of Asbury Park.
7. **Resolution 06-17D7:** Approve the completion of the **Summer -Facility repairs/improvements** as presented to the board and the awarding of the necessary contracts by the SBA as needed to complete summer projects list, including the refacing of the outside brick to prevent leakage, and the removal of asbestos in the boiler room crawl space. All contracts approved will be below the bid threshold and reported to the board in August.
8. **Resolution 06-17D8:** Approve the contract with **Todd Luttmann of Conover Beyer Associates** for Insurance services at a cost, included in premiums, of \$5,710 for Liability and Worker's compensation and 4.25% of premiums for health insurance and the purchase of Accident Insurance for the 2017-18 school year for a cost of \$1,250 from Conover Beyer.
9. **Resolution 06-17D9: TABLED UNTIL REBID COMPLETED** ~~Authorize the SBA to award the contract to the contractor with the lowest reasonable bid to complete the Music room renovation on the 5th floor. The June 20th bid amounts exceeded cost expectations. Therefore, review of specifications and a rebid will occur. The project completion schedule has been pushed back to October 17th due to 2nd rebid.~~
10. **Resolution 06-17D10:** Approve the renewal of the contract with **Edmund Markman**, Educational Consultant, to provide Federal Grant services for the 2017-18 school year at an annual cost of \$8,528, to be paid in January and May 15th as presented.

E. Policies/Curriculum

1. **Table revisions until time line finalized:** critical board policies-bylaws: 9110, 9112, 9113
2. **Resolution 06-17E1:**Readopt Critical Policies, Standard Operating Procedures, Purchasing Manual for the 2017-18 school year.
3. **Resolution 06-17E2:** Approve the Stronge Teacher & School Leader Evaluation System for 2017-18.

4. **Resolution 06-17E3:** Adopt revision to **Vacation Policy for 12 month employees.**
4152/4252.

Are there any resolutions the board wants to vote on separately or table? 06-17D9 TABLED

Move to approve and adopt Resolutions: 06-17A1-7; 06-17B1-10, 06-17C1-7, 06-17D1-8, 10 06-17E1-3

Moved by (1st) and seconded (2nd)	1		2		
	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. Morgan thanked everyone for a great year. Ms. Winrow complimented the admin and staff on a great graduation program and she loved the new venue at the House of Independence in Asbury Park.

VII. MEETING ADJOURNED at 7:43 PM

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