

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

January 31, 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.

Board Training 5:40 to 6:05 PM by Phil Meshinsky “Understanding the Board Secretary Report.”

I. MEETING CALLED TO ORDER 6:05 PM.
Flag Salute

Roll Call:

present	present	present	present	present	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: parents for closed meeting

Teacher Presentations 6:05-6:20: Ms. Washack / Ms. Malvasio and Ms. Norkus / Ms. Jones

II. MINUTES

The secretary presents the minutes of the Board Meeting of December 22, 2016 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	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: **Committee Budget review and Salary Guide at 9:30 on Thursday, February 16th.**
- **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, Dennis Carroll, Dawn Fossnes, Kristin Zink:
- **Policy**-Claudia Morgan, John Thorp, DaVisha Pratt, Donna Torres:
- **Attendance/Discipline**-Frankie Winrow, Dennis Daniels, Kristin Zink, Dawn Fossnes: **Meeting on Wednesday, February 15th at 9:30.**
- **Nominating Committee**-Claudia Morgan, Dennis Carroll, PTO President, DaVisha Pratt, Donna Torres, Dawn Fossnes.

IV. CLOSED SESSION –**Personnel and student issues**

- A. Motion to go into closed session by Ms. Morgan and seconded by Mr. Carroll at 6:37 PM
- B. Motion to go into open session by Ms. Morgan and seconded by Mr. Carroll at 7:21PM.

Vote resulting from closed session: No vote

V. **DISCUSSION/INFORMATION ITEMS**

1. The On-site Administrative Review of the Nutrition program was conducted Jan. 26-27th by the Dept. of Agriculture. The exit meeting went well. The review is on-going regarding corrective actions, the financial resources section of the review, and the separate Procurement Review.
2. The Consolidated Monitoring Review for Federal Grants conducted in March 2016 has been satisfactorily completed.
3. Mr. Daniels discussed the lead testing progress. The testing company has been hired and the testing will take place on February 25th. See resolution 01-17D1.
4. Discuss adding Mr. Elam to committees.
5. The Charter School Office requested a revised budget for the current school year, which includes the beginning budget and all budgetary transfers previously approved by the board. The revised budget will be put in the dropbox for February for your information. The internal detailed budget revision will be available at the board meeting.
6. Add Mr. Elam to the Attendance/Discipline Committee and the Policy Committee.

7. Add to February agenda for board to discuss the two additional board members: timeframe and methods to recruit community candidates. Mr. Carroll suggested contacting Dan Jacobson of Tri-city News. Also suggested: Letter to Chamber of Commerce, approaching the preschool leader, creating a flyer, and a press release to the coaster. Mrs. Pratt will bring time line.

VI. NEW BUSINESS

A. Financial

1. **Resolution 01-17A1:** Approval of Monthly Disbursements- January Bill List and Payroll for December 31st and January 15th.
2. **Resolution 01-17A2:** Approval of Board Secretary's Report for December 2016
3. **Resolution 01-17A3:** December 2016 Treasurer's Report
4. **Resolution 01-17A4:** Approve Budgetary Transfers for December due to Purchase of Building as presented.
5. **Resolution 01-17A5:** Review and approve the 2015 Tax Return 990 as prepared by Barre and Company.

B. Personnel

1. **Resolution 01-17B1:** Approve Professional Development and related travel expenses as presented.
2. **Resolution 01-17B2:** Approve Field Trip additions/updates as presented
3. **Resolution 01-17B3:** Approve teachers participating in the mentor program as follows:
The annual fee paid by the mentee to the mentor.

Mentor/Mentee

1. Anna Washack / Enriquetta Duncan
 2. Cindy Norkus / Nina Jones
 3. Misty Palombo / Lisa Strassle and Ashley Fabien
 4. Jen Turchyn / Samantha Vallone
4. **Resolution 01-17B4:** Approve a \$500 stipend for Angela Martinez for her involvement in the preparation for the Lunchroom Administrative Review and her leadership in the implementation of the lunchroom procedures for the 2016-17 school year to be paid in two payments on February 15th and June 30th.
 5. **Resolution 01-17B5:** Approve Janesia Joshua as lunchroom aide with additional custodial duties at \$11.60 per hour. Lunchroom: 15 hours week and 5 hours custodial, to begin February 1st.
 6. **Resolution 01-17B6:** Approve Janet Holt-Harris as substitute teacher for the 2016-17 school year.
 7. **Resolution 01-17B7:** Approve all remaining Hope Academy certified teachers to act as substitute teachers for the TLC program for the 2016-17 year.

C. Miscellaneous

1. **Resolution 01-17C1:** Approve security drills for the month of January 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>Tuesday 1/17/17 10:30am</i>
<i>Emergency Drill: Lock down</i>	<i>Entire School (all staff, faculty and students)</i>	<i>Monday 1/30/2017: 2:00pm</i>

2. **Resolution 01-17C2:** Approve the waiver request for SEMI- the Special Education Medicaid Reimbursement for the 2017-18 school year.
3. **Resolution 01-17C3:** Approve Donna Torres as the Public Agency Compliance officer (P.A.C.O.) for the 2016-17 school year under the auspices of the Division of Purchase and Property Contract Compliance Audit Unit-EEO Monitoring Program.
4. **Resolution 01-17C4:** Approve the 2016-17 Annual Charter School Fiscal Questionnaire as presented.

D. Vendor Contracts

1. **Resolution 01-17D1:** Approval of the contract with Westchester Environmental for the mandated water sampling plan, obtaining and analysis of samples at a cost of \$2,275.

E. Policies/Curriculum

1. **Table 2nd Read:** critical board policies-bylaws: 9110, 9112, 9113

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

Move to approve and adopt Resolutions: 01-17A1-5; 01-17B1-7; 01-17C1-4; 01-17D1

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

VII. Statements by the Public

VIII. Statements by Trustees:

IX. MEETING ADJOURNED at 7:54 PM

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