

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Minutes**



**January 31, 2024  
6:00PM**

In accordance with the Open Public Meetings Act, notice of this Meeting of the Hope Academy Charter School Board of Trustees was given to the Asbury Park Municipal Hall on April 5, 2023, the Asbury Park Press on April 10, 2023, the Coaster on April 13, 2023, and posted at the school. A copy of this notice is available upon request.

**I. MEETING CALLED TO ORDER 6:04 PM.**

**Flag Salute**

**Public present:** (IP)Y. Rivera, S. Shanahan, D. Soriano, B. Lloyd-Mathews & A. Russell  
(R) L. Mambelli

Roll Call: The Board of Trustees meet hybrid @ Hope Academy Charter School and via live stream WebEx, available to the public via our school website.

| P (R)                       | P (IP)                                 | P(IP)                      | P (R) @ 6:13pm                         | P (R)                         |   | P (IP)                        | P (IP)                              | P (IP)                                 |
|-----------------------------|--|----------------------------|--|-------------------------------|---|-------------------------------|-------------------------------------|--|
| Claudia Morgan<br>President | Sheree Sanders-Jones<br>Vice President | Kevin Elam<br>Board Member | Jakora Holman-Thompson<br>Board Member | Kanesha Jones<br>Board Member | Jasmine Marshall-Butler<br>Board Member | Estelle Cadet<br>Board Member | DaVisha Pratt<br>Superintendent/CSA | Felicia Kennedy<br>SBA/Board Secretary |

**The Board adopts the agenda of January 31, 2024: Motions and votes**

|  |                             |  |                            |  |                               |   |                               |
|--|-----------------------------|--|----------------------------|--|-------------------------------|---|-------------------------------|
| <b>Moved by (1<sup>st</sup>) and seconded (2<sup>nd</sup>)</b> |                             | <b>1<sup>st</sup></b>                  | <b>2<sup>nd</sup></b>      |  |                               |   |                               |
|  | Claudia Morgan<br>President | Sheree Sanders-Jones<br>Vice President | Kevin Elam<br>Board Member | Jakora Holman-Thompson<br>Board Member | Kanesha Jones<br>Board Member | Jasmine Marshall-Butler<br>Board Member | Estelle Cadet<br>Board Member |
| <b>Vote:</b>   | <b>Y</b>                    | <b>Y</b>                               | <b>Y</b>                   |  | <b>Y</b>                      |   | <b>Y</b>                      |

**II. MINUTES**

The secretary presents the minutes of the regular Board Meeting on **December 13, 2023**, as distributed, and recommends them for approval and adoption.

|  |                             |  |                            |  |                               |   |                               |
|--|-----------------------------|--|----------------------------|--|-------------------------------|---|-------------------------------|
| <b>Moved by (1<sup>st</sup>) and seconded (2<sup>nd</sup>)</b> |                             | <b>1<sup>st</sup></b>                  |                            |  |                               |   | <b>2<sup>nd</sup></b>         |
|  | Claudia Morgan<br>President | Sheree Sanders-Jones<br>Vice President | Kevin Elam<br>Board Member | Jakora Holman-Thompson<br>Board Member | Kanesha Jones<br>Board Member | Jasmine Marshall-Butler<br>Board Member | Estelle Cadet<br>Board Member |
| <b>Vote:</b>   | <b>Y</b>                    | <b>Y</b>                               | <b>Y</b>                   |  | <b>Y</b>                      |   | <b>Y</b>                      |

**III. COMMITTEE REPORTS**

- **Executive**—Claudia Morgan, Kanesha Jones, DaVisha Pratt, Felicia Kennedy
- **Personnel**- Jakora Holman-Thompson, Kanesha Jones, DaVisha Pratt, Felicia Kennedy
- **Finance & Building**-Claudia Morgan, DaVisha Pratt, Linda Mambelli, Sheree Sanders-Jones, Felicia Kennedy, Estelle Cadet
- **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, Kristin Zink, Jasmine Marshall-Butler, Nyema Roddy
- **Policy**-Claudia Morgan, Jakora Holman-Thompson, John Thorp, DaVisha Pratt, Felicia Kennedy **Schedule meeting in February**
- **Attendance/Discipline**- Kevin Elam, Shanna Armour, Kristin Zink, Nyema Roddy **Schedule meeting in February**
- **Nominating Committee**-Claudia Morgan, Angela Martinez, Kevin Elam, DaVisha Pratt, Felicia Kennedy

**IV. NEW BUSINESS:**

**A. DISCUSSION/INFORMATION ITEMS**

1. CSA Report (TLC Session 2, SEMI Waiver)
2. 2022-23 ACFR Update; Presentation by Phil Meshinsky, Auditor
3. SBA presents the Jan. Revised 2023-24 budget to be sent to the DOE and reviews changes in revenue and expense allocation since the original budget was submitted in March 2023.
4. Culture & Climate Supervisor Report (SSDS)
5. Statement of Assurance Regarding the Use of Paraprofessional Staff for 2023-24
6. 2024-2025 School Calendar

**B. TEACHER PRESENTATIONS:**

1. 5th grade Team (Shanahan, Soriano, Lloyd)
2. Interventionist (Russell)

**Closed Executive Session:** To discuss personnel.

| Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> ) |                             |  | 1 <sup>st</sup>            |  |                               |   | 2 <sup>nd</sup>               |
|---|-----------------------------|--|----------------------------|--|-------------------------------|---|-------------------------------|
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| <b>Vote:</b>  | <b>Y</b>                    | <b>Y</b>                               | <b>Y</b>                   | <b>Y</b>                               | <b>Y</b>                      |   | <b>Y</b>                      |

**Go into a Closed Executive session at 7:29PM.**

| Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> ) |                             |  | 1 <sup>st</sup>            |  |                               |   | 2 <sup>nd</sup>               |
|---|-----------------------------|--|----------------------------|--|-------------------------------|---|-------------------------------|
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| <b>Vote:</b>  | <b>Y</b>                    | <b>Y</b>                               | <b>Y</b>                   |  | <b>Y</b>                      |   | <b>Y</b>                      |

**Go into the Open Public session at 7:49PM.**

\*Note: Board Member, Jakora Holman-Thompson absent from vote to return to open public meeting.

**Resolution(s) resulting from executive session, voted separately. N/A**

**Move to approve and adopt Resolution resulting from Closed session: 01-24\_\_\_\_\_**

|  |                             |  |                            |  |                               |   |                               |
|--|-----------------------------|--|----------------------------|--|-------------------------------|---|-------------------------------|
| <b>Moved by (1<sup>st</sup>) and seconded (2<sup>nd</sup>)</b> |                             |  |                            |  |                               |   |                               |
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| <b>Vote:</b>   |                             |  |                            |  |                               |   |                               |

**V. RESOLUTIONS:**

**A. Financial:**

- 1. Resolution 01-24A1:** Approval of **Monthly Disbursements for January at \$243,008.78. Payrolls for Dec. 29, 2023, at \$156,205.80 and Jan. 12, 2024 at \$149,487.03** as presented.
- 2. Resolution 01-24A2:** Approval of **Board Secretary Report for December 2023** as presented.
- 3. Resolution 01-24A3:** Approval of **Treasurer’s Report for December 2023** as presented.
- 4. Resolution 01-24A4:** Approval of the **Budgetary Transfers for December 2023** as presented.
- 5. Resolution 01-24A5:** Approval of the **Jan. revised budget for 2023-24** to be submitted to the Department of Education-Charter School office, including The Operating Budget Template, the Cash Flow Statement, and The Budget Narrative as presented.
- 6. Resolution 01-24A6:** Accepts the funds for the **NJ High Impact Tutoring Grant (\$48,000)**.
- 7. Resolution 01-24A7:** Approval of the **revised Budgetary Transfer from the Fund Balance to the Capital Outlay (Building Improvement line# 80) acct# 12-000-400-721-000-00 in the amount of \$676,161** as presented in the budget.

**B. Personnel**

- Resolution 01-24B1:** Approval of the hiring of the following **new staff** starting the 2023-24 School Year.

| <b>Name</b>     | <b>Position</b>                | <b>Salary</b>                                   |
|-----------------|--------------------------------|---|
| Mary Ambrose    | Temporary Long-Term Substitute | \$51,000 prorated from Feb. 1, 24 - Jun. 30, 24 |
| Pamela Mazursky | Bus Driver PT                  | \$18. p/hr for 20hr/week                        |

- Resolution 01-24B2:** Approval of the **Professional Development and associated mileage reimbursements as presented.**
- Resolution 01-24B3:** Approval of the following **Payroll Stipends** to be paid on Jan. 31st & Feb. 15th as presented. (General & Grant Fund)

| <b><u>EMPLOYEE</u></b> | <b><u>PAYOUT DATE</u></b>      | <b><u>PAYMENT AMOUNT</u></b> | <b><u>DESCRIPTION</u></b>   | <b><u>FUNDING SOURCE</u></b> |
|------------------------|--------------------------------|------------------------------|---|------------------------------|
| Dawn Soriano           | Dec. 31, 2023<br>Jan. 31, 2024 | \$1375                       | Assessment analysis / NJSLA PD  | ESSER Acc.<br>Learning Grant |
| Linda Mambelli         | Feb. 15, 2024                  | \$2500                       | Additional responsibilities<br>(Managing/increased grant management, etc) | ARP                          |

- Resolution 01-24B4:** Acceptance of the **resignation of Nicole Smith;** 4th Grade Teacher effective 1/31/24.
- Resolution 01-24B5:** Approval of the **additional substitute teachers, substitute nurses, substitute secretary and substitute cafeteria/custodial aides** for the 2023-24 SY.

| <b>Name</b> | <b>Position</b>     | <b>Salary</b> |
|-------------|---------------------|---------------|
| Marc Taylor | Temporary Custodian | \$19. p/hr    |

**C. Miscellaneous:**

- Resolution 01-24C1:** Approval of **monthly security drills** as presented.

| Hope Academy Charter School   |   | Month of: January   |
|---|---|---|
| <p>Fire Drill: 1-5 will exit the building using the main entrance and 6-8 will exit the building using the side door.<br/>Campus 2: K exit building using main door and side exit door.</p> | Entire School (all staff, faculty and students) | <p>(Campus 1) 1/24/2024 @ 2:30pm</p> <p>(Campus 2) 1/24/2024 @ 2:45pm</p> |
| <p>Emergency Drill: (Lockdown)<br/>Staff lock themselves and students inside the classrooms and hide from view.</p>   | Entire School (all staff, faculty and students) | <p>(Campus 1) 1/18/2024 @ 1:30pm</p> <p>(Campus 2) 1/18/2024 @ 1:50pm</p> |

2. **Resolution 01-24C2:** Approval of the request for a **waiver** for participation in the **Special Education Medicaid Initiative (SEMI)** as we have below the minimum number of special education eligible students.
3. **Resolution 01-24C3:** The Approval of the **school calendar for the 2024-25 fiscal school year.**
4. **Resolution 01-24C4:** Approval of the updated **Safe Reopening Plan** as presented and required for the **ARP grant (ESSER III)**

**D. Vendor Contracts:**

1. **Resolution 01-24D1:** Approval to extend the **current Finance PD contract** with **Donna Torres beginning Feb. 1, 2024 – Feb. 29, 2024.** In support of business office needs associated with 2023-24 budget revision and 2024-25 budget planning, not to exceed \$1800. (General Funds)
2. **Resolution 01-24D2:** Approval of the proposal for **Mr. D & Friends** for ongoing school culture and climate support through weekly morning/community gatherings, student lunch groups from **Jan. 2024-June 2024** at an amount of \$5,500. (Grant Funds ESSER III)

**E. Policies/Curriculum:**

**Are there any resolutions the Board wants to table or vote separately?**

**Move to approve and adopt Resolutions: 01-24A1-A7; 01-24B1-B4; 01-24C1-C4; 01-24D1-D2.**

| Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> ) |                             |  | 2 <sup>nd</sup>            |  |                               |   | 1 <sup>st</sup>               |
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| <b>Vote:</b>  | <b>Y</b>                    | <b>Y</b>                               | <b>Y</b>                   |  | <b>Y</b>                      |   | <b>Y</b>                      |

**VI. Public Comments: N/A**

**Motions to open the public comment session:**

| Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> ) |                             |  |                            |  |                               |   |                               |
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| <b>Vote:</b>  |                             |  |                            |  |                               |   |                               |

**Motions to close the public comment session:**

| Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> ) |                             |  |                            |  |                               |   |                               |
|---|-----------------------------|--|----------------------------|--|-------------------------------|---|-------------------------------|
|   | Claudia Morgan<br>President | Sheree Sanders-Jones<br>Vice President | Kevin Elam<br>Board Member | Jakora Holman-Thompson<br>Board Member | Kanesha Jones<br>Board Member | Jasmine Marshall-Butler<br>Board Member | Estelle Cadet<br>Board Member |
| <b>Vote:</b>  |                             |  |                            |  |                               |   |                               |

**Comments by Board:**

Re: Discussion Item# 4 – Request for the Attendance/Discipline Committee to meet regarding the SSDS report and report back to the board in February. Board member requests moving forward that the committee meets following any SSDS confirmed cases.

**MEETING ADJOURNED AT 7:52PM**

| Moved by (1 <sup>st</sup> ) and seconded (2 <sup>nd</sup> ) |                             |  | 1 <sup>st</sup>            |  |                               |   | 2 <sup>nd</sup>               |
|---|-----------------------------|--|----------------------------|--|-------------------------------|---|-------------------------------|
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| <b>Vote:</b>  | <b>Y</b>                    | <b>Y</b>                               | <b>Y</b>                   |  | <b>Y</b>                      |   | <b>Y</b>                      |