

REGULAR MEETING OF THE BOARD OF TRUSTEES

Minutes



**December 13, 2023
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 6:06 PM.

Flag Salute

Public present:

(IP)Y. Rivera, L. Mambelli, Mrs. Nicoletti, Ms. Riddle, Ms. Field, Ms. Felice, Mrs. Cameron, and Ms. Armour

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(R) @ 6:40PM	P (R)		P (R)	P (R)	P (IP)	P (IP)
Claudia Morgan President	Sheree Sanders- Jones	Kevin Elam Board Member	Jakora Holman- Thompson	Kanesha Jones Board Member	Jasmine Marshall-Butler Board Member	Estelle Cadet Board Member	DaVisha Pratt Superintendent/ CSA	Felicia Kennedy SBA/Board Secretary

	Vice President		Board Member				
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The Board adopts the agenda of December 13, 2023: Motions and votes

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

II. MINUTES

The secretary presents the minutes of the regular Board Meeting on **November 15, 2023**, as distributed, and recommends them for approval and adoption.

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

III. COMMITTEE REPORTS

- **Executive**—Claudia Morgan, Kanesha Jones, DaVisha Pratt, Felicia Kennedy
- **Personnel**- Jakora Holman-Thompson, Kanesha Jones, DaVisha Pratt, Felicia Kennedy
Mtg on 11/27/23 @ 3:30pm. Report from J. Thompson
- **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
Mtg on 12/12/23 @ 3:15pm. Report from C. Morgan
- **Attendance/Discipline**- Kevin Elam, Shanna Armour, Kristin Zink, Nyema Roddy
- **Nominating Committee**-Claudia Morgan, Angela Martinez, Kevin Elam, DaVisha Pratt, Felicia Kennedy

IV. NEW BUSINESS:

A. DISCUSSION/INFORMATION ITEMS

1. CSA Report - Winter Family Fun Night 12/14/23 / CSP Site Visit Update
2. 2022-23 ACFR Update
3. 2023-24 CSP Budget Amendment Update
4. Board Member mandated training.

B. TEACHER PRESENTATIONS:

1. Kindergarten Team (Nicoletti, Riddle, Field)
2. 4th Grade Team (Felice, Cameron)
3. Ms. Shanna Armour, Nurtured Heart

Closed Executive Session: To discuss personnel.

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

Go into a Closed Executive session at 7:01 PM.

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

Go into the Open Public session at 7:10 PM.

Resolution(s) resulting from executive session, voted separately.

Move to approve and adopt Resolution resulting from Closed session: 12-23 N/A

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

V. RESOLUTIONS:

A. Financial:

1. **Resolution 12-23A1:** Approval of **Monthly Disbursements for December and Payrolls for Nov. 30th & Dec. 15th** as presented.
<https://acrobat.adobe.com/id/urn:aaid:sc:US:7fc13d5a-1e21-42bc-9301-95442d4dd113>
2. **Resolution 12-23A2:** Approval of **Unaudited Board Secretary Report for November 2023** as presented.
3. **Resolution 12-23A3:** Approval of **Treasurer’s Report for November 2023** as presented.
4. **Resolution 12-23A4:** Approval of the **Budgetary Transfers for November 2023** as presented.
5. **Resolution 12-23A5:** Approval of the **Session II After-School programming** Jan. 22, 2023 - May 1, 2024, not to exceed \$113,000 as presented. (Grant Funds)

6. **Resolution 12-23A6:** Accepts the results of the **2022-23** financial audit disclosing no findings, including the **ACFR** and **AMR** (Auditor’s Management Report) as presented by Meshinsky & Associates, LLC.
7. **Resolution 12-23A7:** Approval of the **2022-23** electronic submission of the Annual Comprehensive Financial Report (**ACFR**), Auditor’s Management Report (**AMR**), Questionnaire (**AQ**) and the Auditor’s Peer Review Letter (**PR**) to ACFR Repository in NJ Homeroom.
8. **Resolution 12-23A8:** Approval of the **Amended 2023-24 CSP Budget** as follows:
 - a. Personnel - \$168,994 (previously \$215,244)
 - b. Benefits - \$27,928 (previously \$46,466)
 - c. Supplies - \$106,141 (previously \$91,049)
 - d. Contractual - \$17,450 (previously \$10,000)

B. Personnel

1. **Resolution 12-23B1:** Approval of the hiring of the following **new staff** starting the 2022-23 School Year.

Name	Position	Salary
Juliette Serrano	Student Support/Student Aide	\$42,500
Mary Ambrose	Temporary Long-Term Substitute	\$2450 per pay 12/1/23 - 12/21/23

2. **Resolution 12-23B2:** Approval of **the Professional Development and associated mileage reimbursements as presented.**
3. **Resolution 12-23B3:** Approval of the following **Revised Payroll Stipends** to be paid on Dec. 15th as presented. (General & Grant Fund)
<https://acrobat.adobe.com/id/urn:aaid:sc:US:ea68bd84-12d9-4341-8e79-f74fe2a68f3c>

C. Miscellaneous:

1. **Resolution 12-23C1:** Approval of **monthly security drills** as presented.
<https://acrobat.adobe.com/id/urn:aaid:sc:US:00558d65-9e55-47af-9990-528e1c94fc78>
2. **Resolution 12-23C2:** Approval of the **Field Trips for the 2023-24SY** as presented.
3. **Resolution 12-23C3:** Approval of the submission of the **Annual Charter/Renaissance School Fiscal Questionnaire** to the NJDOE Office of Charter and Renaissance Schools.

4. **Resolution 12-23C4:** Approval of the **Memorandum of Understanding (MOU)** to collaborate with the **Volunteer Literacy Program** through Family & Children’s Service to take place the enrichment period of the regular school day. Jan. 2024 - May 2024.
5. **Resolution 12-23C5:** Approval of the **Annual Compliance Certificate** relating to \$3,056,250. Economic Development Bond Agreement for 601 Grand Ave.

D. Vendor Contracts:

1. **Resolution 12-23D1:** Approval to extend the **current Finance PD contract** with **Donna Torres beginning Jan. 1, 2024 – Jan. 31, 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 12-23D2:** Approval of the proposal for **Lakehouse Music Academy** to complete **photography & videography footage** of the campus, students, and staff for the new website in the amount of \$3950. (Grant Funds)
3. **Resolution 12-23D3:** Approval of the **proposal from Di Cara Rubino** for professional services for **phase 1 of the 601 Grand Ave. window replacement.** Total cost not to exceed \$450,000. Pending review of Limit of Liability clause per board attorney recommendation. (Grant Funds)

E. Policies/Curriculum:

1. **Resolution 12-23E1:** Approval and re-adoption of the following policies:

Policy #	Policy Name	NJSBA Date Update	HACS Board Adopted	HACS Board Re-Adopted
4151.1/4251.1	Personal Illness & Injury/Health & Hardship			12-13-23

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

Move to approve and adopt Resolutions: 12-23A1-A8; 12-23B1-B3; 12-23C1-C5; 12-23D1-D3; 12-23E1.

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

VI. Public Comments: N/A

Motions to open the public comment session:

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

Motions to close the public comment session:

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

Comments by Board: N/A

MEETING ADJOURNED AT 7:29 PM

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