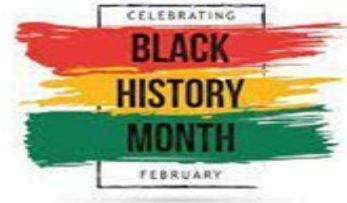


REGULAR MEETING OF THE BOARD OF TRUSTEES

Minutes



**February 28, 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 6:06 PM.

Flag Salute

Public present: (IP) Y. Rivera, K. Zink, L. Brown, J. Rizzo; (R) P. Lattiboudere, Board Attorney

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) @ 6:10pm	P (R) @ 6:08pm	P (R)	P (R)	P (R)	P (IP)	P (IP)
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	DaVisha Pratt Superintendent/CSA	Felicia Kennedy SBA/Board Secretary

The Board adopts the agenda of February 28, 2024: 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 **January 31, 2024**, as distributed, and recommends them for approval and adoption.

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

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 **Mtg on 2/27/24 @ 1pm Report from J. Thompson**
- **Attendance/Discipline**- Kevin Elam, Shanna Armour, Kristin Zink, Nyema Roddy **Mtg on 2/7/24 @ 9am Report from K. Elam**
- **Nominating Committee**-Claudia Morgan, Angela Martinez, Kevin Elam, DaVisha Pratt, Felicia Kennedy

IV. NEW BUSINESS:

A. DISCUSSION/INFORMATION ITEMS

1. CSA Report - Schoolwide Update (SEMI Waiver)
2. Board Member mandated training. (2 Board Members have mandatory trainings due by the end of the 2023-24 school year)
3. Grant Budget Amendments (CSP and ESSER III)

B. TEACHER PRESENTATIONS:

1. Middle School Math Team (Brown & Zink)
2. ESL (Rizzo)

Closed Executive Session: To discuss policies & personnel

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	Y

Go into a Closed Executive session at 6:09 PM.

***Note: Board Member, Kevin Elam absent from vote to go into closed executive session.**

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	Y

Go into the Open Public session at 6:31 PM.

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

Move to approve and adopt Resolution resulting from Closed session: 03-24_____

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:

1. Financial:

- 1. Resolution 02-24A1:** Approval of **Monthly Disbursements for February at \$290,566.05 and Payrolls for Jan. 31st & Feb. 15th at \$310,840.61** as presented.
- 2. Resolution 02-24A2:** Approval of **Board Secretary Report for January 2024** as presented.
- 3. Resolution 02-24A3:** Approval of **Treasurer’s Report for January 2024** as presented.
- 4. Resolution 02-24A4:** Approval of the **Budgetary Transfers for January 2024** as presented.
- 5. Resolution 02-24A5:** Approval of the submission, budget and accepts the funds of the **IDEA amended application** to allocate additional funds as follows:
 - a. IDEA Basic: \$2,521 (to be used for support services)
 - b. IDEA Preschool \$333 (to be used for Reading Wonder program salaries)
- 6. Resolution 02-24A6:** Approval to use funds received from the **ERC (Employee Retention Credit) to pay out sick and incentive pay for the 2023-24 school year.**

- 7. **Resolution 02-24A7:** Approval of the budget **amendment for ESSER III (ARP) Grant** as presented.
- 8. **Resolution 02-24A8:** Approval of the budget **amendment for CSP 2023-24** as presented.
- 9. **Resolution 02-24A9:** Approval of the **extended Tutoring Program** budgeted at \$19,405.

2. Personnel

- 1. **Resolution 02-24B1:** Approval of the hiring of the following **new staff** starting the 2023-24 School Year.

Name	Position	Salary
Marc Taylor	F/T Custodian	\$39,000 prorated

- 2. **Resolution 02-24B2:** Approval of the **Professional Development and associated mileage reimbursements as presented.**
- 3. **Resolution 02-24B3:** Approval of the **Field Trips for the 2023-24SY** as presented.
- 4. **Resolution 02-24B4:** **Rescinds the portion of Resolution 08-23B4** approved by the Board of Trustees on August 30, 2023, approving Rashaad Pratt as a substitute teacher for the 2023-24 SY.
- 5. **Resolution 02-24B5:** Approves and authorizes the **Business Administrator**, in accordance with N.J.A.C. 6A:11-1.2, to **make recommendations for personnel actions in the event the Chief School Administrator/Superintendent recuses herself** from any such personnel actions.
- 6. **Resolution 02-24B6:** Upon the **recommendation of the Business Administrator**, approves **Rashaad Pratt as a substitute teacher for the 2023-24 SY** at the rate of \$100.00 per day.
- 7. **Resolution 02-24B7:** Approval of the following **Payroll Stipends** to be paid on **Mar. 15th & Mar. 31st** as presented. (General & Grant Fund)

<u>EMPLOYEE</u>	<u>PAYOUT DATE</u>	<u>PAYMENT AMOUNT</u>	<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>
Linda Mambelli	Mar. 15, 2024	\$4000	Finance Consultant professional development preparation: Consisting of /Treasurer's report support, Auditor onboarding planning, Grant planning and follow up, End of Year preparations	CSP
DaVisha Pratt	Mar. 15, 2024	\$5000	Additional responsibilities with completing the 5th floor renovation	CSP
Felicia Kennedy	Mar. 15, 2024	\$5000	Additional responsibilities with completing the 5th floor renovation	CSP
Syron Davis	Mar. 15, 2024	\$1250	Additional responsibilities with completing the 5th floor renovation	CSP
Dawn Soriano	Mar. 31, 2024	\$1375	Assessment analysis / NJSLA PD	ARP
Maria Ottaviano	Mar. 31, 2024	\$1250	Title I technology PD + Realtime schedule support	Title I

8. Resolution 02-24B8: Acceptance of the **resignation of Jamie Rizzo**; ESL Teacher effective 2/29/24.

3. Miscellaneous:

1. Resolution 02-24C1: Approval of **monthly security drills** as presented.

Hope Academy Charter School		Month of: February
Fire Drill: 1-5 will exit the building using the main entrance and 6-8 will exit the building using the side door. Campus 2: K exit building using main door and side exit door.	Entire School (all staff, faculty and students)	(Campus 1) 2/20/2024 @ 2:00pm (Campus 2) 2/20/2024 @ 2:30pm
Emergency Drill:(Tabletop) Threat Assessment meeting.	Entire School (all staff, faculty and students)	(Campus 1) 2/27/2024 @ 10:30am (Campus 2) 2/27/2024 @ 10:30am

- 2. **Resolution 02-24C2:** 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 02-24C3:** Approval to submit an application for the **Mary Borden grant**, deadline March 15th, to be used for the creation of an afterschool K-2nd program and the Math program, if awarded.

4. **Vendor Contracts:**

- 1. **Resolution 02-24D1:** Approval of the contract for **Donna Torres** to cover maternity leave for the Business Office Treasurer/Accountant beginning March 1, 2024 - June 30, 2024, **at \$32,500 to be paid over 4 months.** To be revisited in May 2024 to account for July 2024 and August 2024 maternity leave replacement.

5. **Policies/Curriculum:**

- 1. **Resolution 02-24E1:** Approval and adoption, re-adoption, and/or revision of the following policies:

Policy #	Policy Name	NJSBA Date Update	HACS Board Adopted/ Re-Adopted	HACS Board Revised
4151.3/4251.3	Staff Bereavement Policy			2-28/24

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

Move to approve and adopt Resolutions: 02-24A1-A9; 02-24B1-B8; 02-24C1-C3; 02-24D1; 02-24E1.

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	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:

MEETING ADJOURNED AT 7:28 PM

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	Y	Y