

REGULAR MEETING OF THE BOARD OF TRUSTEES

Minutes



**May 31, 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 on July 23, 2022, to the Asbury Park Press, July 28, 2022 to the Coaster and the Asbury Park Municipal Hall, and posted at the school. A copy of this notice is available upon request.

I. MEETING CALLED TO ORDER AT 6:03 PM.

Flag Salute

Public present: Yessica Rivera, Todd Luttmann; Conover Beyer, Shaquana Frost-Martz, Tara Bishop, Lakira Alfred

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 (IP)	P (R) @ 6:10pm	P (IP)	P (R) @ 6:19pm	P (IP)	A	P (IP)	P (IP)	P (IP)
Claudia Morgan President	Sheree Sanders-Jones Vice President	Kevin Elam Board Member	Jakora Holman-Thompson Board Member	Kanasha 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 April 26, 2023: Motions and votes.

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

II. MINUTES

The secretary presents the minutes of the Board Meeting on **April 26, 2023**, as distributed, and recommends them for approval and adoption.

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

III. COMMITTEE REPORTS

- **Executive**—Claudia Morgan, Kanesha Jones, DaVisha Pratt, Felicia Kennedy
- **Personnel**- Jakora Holman, Kanesha Jones, DaVisha Pratt, Felicia Kennedy (**Mtg on Wed. May 24, 2023. Mrs. Kanesha Jones to report**)
- **Finance & Building**-Claudia Morgan, DaVisha Pratt, Linda Mambelli, Sheree Sanders-Jones, Felicia Kennedy, Estelle Cadet (**Mtg on Thur. May 25, 2023. Mrs. Sheree Sander-Jones to report**)
- **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, Kristin Zink, Jasmine Marshall-Butler, Nyema Roddy
- **Policy**-Claudia Morgan, Jakora Holman, DaVisha Pratt, Felicia Kennedy
- **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 – Parents Academy, TLC Extension, Summer Surge, Graduation
2. Facilities Update – 5th fl renovation contractor award to Santorini Construction Inc., and Modular Classroom.
3. Todd Luttmann, Conover Beyer - Presentation Horizon Health Insurance Rates

B. TEACHER PRESENTATIONS:

- William McCurdy
- Barbara Lloyd
- Laurie Brown
- Allison Palladino
- Madeline Kerns
- Janet Felice
- Jamie Rizzo

Closed Executive Session: 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 7:07 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

Go into the Open Public session at 7:23 PM.

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

Move to approve and adopt Resolution resulting from Closed session: 5-23 ____

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 05-23A1:** Approval of **Monthly Disbursements for April and payrolls for April 28th and May 15th** as presented.
2. **Resolution 05-23A2:** Approval of **Unaudited Board Secretary Report for April 2023** as presented.
3. **Resolution 05-23A3:** Approval of **Treasurer’s Report for April 2023** as presented.
4. **Resolution 05-23A4:** Approval of **Budgetary Transfers for April 2023** as presented.
5. **Resolution 05-23A5:** Approval for the Business Administrator to pay an **Attendance Incentive** of approximately \$44,000 and **unused vacation pay** of approximately \$9,400 in the June 30, 2023 payroll per Critical Policies: 4151.1/4251.1. Exact payment amount will depend on the sick and vacation days used for the remainder of the school year. Half of these payments will be paid by the general fund and the other half from ESSER III.

6. **Resolution 05-23A6:** Approve the payment of the current year **Longevity Provision based on the number of years of service as of June 30, 2022** totaling \$76,450 to be paid June 15, 2023 to be allocated as follows:
 - a. New employees for the 2022-23 school year or those that have less than one full year of service as of 6-30-2022 will receive \$0.
 - b. Employees completing their first year of service as of 6-30-2022 will receive \$600
 - c. Employees completing 2-3 years of service as of 6-30-2022 will receive \$1,600
 - d. Employees completing 4-5 years of service as of 6-30-2022 will receive \$2,300
 - e. Employees completing 6-10 years of service as of 6-30-22 will receive \$3,550
 - f. Employees completing >11 years of service as of 6-30-22 will receive \$4,200.
 - g. Those who are not providing work to the district on June 15th, at the time of payment, will be paid on June 30th, on a prorated basis.
7. **Resolution 05-23A7:** Approval of the **expenditures for the graduation ceremony not to exceed \$8,000**. Primarily spent on stage, tent, tables, chairs rental, decorations, and refreshments. (General Fund)
8. **Resolution 05-23A8:** Approval to spend the **interest earned from the General bank account** for marketing and advertising services.

B. Personnel

1. **Resolution 05-23B1:** Approval of the **Revised 2023-24 Roll Call** as presented.
2. **Resolution 05-23B2:** The Board approves the **professional development and mileage** as presented.
3. **Resolution 05-23B3:** Approval of the following **revised payroll stipends** to be paid on **May 31, 2023**, as presented. (Grant Fund)
4. **Resolution 05-23B4:** Approval of the following **payroll stipends** to be paid on **June 15, 2023 and June 30, 2023**, as presented. (General/Grant Fund)
5. **Resolution 05-23B5:** Approval of the **tuition assistance reimbursement of \$2000 to Maria Ottaviano for Spring 2023**. Max eligible for the **FY 2022-23** as presented in the Education Tuition Assistance Guidelines. (General Fund)
6. **Resolution 05-23B6:** Approval of **Madisen Drake** as clerical assistant throughout the 2023-2024 fiscal year as needed at \$15/hr, not to exceed \$4,000 (General Fund)
7. **Resolution 05-23B7:** Approval of acceptance of the **resignation of Gillian Bazel**, Kindergarten Teacher effective 6-30-23.

8. **Resolution 05-23B8:** Approval of the following **employee salary increases** for the following positions to meet competitive salaries for the 2023-24SY as presented. (General Fund)
 1. CSA/Superintendent
 2. SBA
 3. Paraprofessional/Substitute Teacher

9. **Resolution 05-23B9:** Approval of the change for **Syron Davis; Facility Coordinator/Student Support** from a 10-month contract to a **12 month contract** with the **salary increase from \$43,803.92 to \$51,000.** (General Fund)

C. Miscellaneous:

1. **Resolution 05-23C1:** Approval of **monthly security drills** as presented.
2. **Resolution 05-23C2:** Approval of the **Field Trips** for **2022-23** as presented.
3. **Resolution 05-23C3:** Approval of the **Extension** of the **Three-Year Comprehensive Equity Plan**, to extend through June 30th, 2023 as presented.

D. Vendor Contracts:

1. **Resolution 05-23D1:** Approval to award the contract for **Commercial Food Vendor Services to Karson Food Service, Inc. for the 2023-24SY** for the services presented in the contract and following prices per meal:
 - Breakfast: \$1.90
 - Lunch: \$2.99
 - Snack: \$.79
2. **Resolution 05-23D2:** Approval of bid contract award to **Santorini Constructions Inc.** in the amount of \$1,341,000.00 for the **5th fl interior construction improvements** to begin FY 2022-23 through to FY 2023-24. (General Fund and CSP subject to their allowability guidelines)
3. **Resolution 05-23D3:** Approval for **Lakehouse Music** to provide **8th grade graduation** support services for a total cost of \$2,064.44. (General Fund)
4. **Resolution 05-23D4:** Approval of the proposal from **di cara rubino** to provide the various services associated with the installation of the temporary modular library. Not to exceed \$53,200 (General Fund and CSP subject to their allowability guidelines)

5. **Resolution 05-23D5:** Approval of the service contract with **Inspiroz-ACS International Resources, Inc.** to provide **IT support** for the 2023-24SY at an annual cost up to \$36,000. (General Fund)
6. **Resolution 05-23D6:** Approval of the service agreement for **legal services with Adams Gutierrez & Lattiboudere (AG&L)** for the 2023-24SY at an hourly rate of \$170 per hour not to exceed an annual cost of \$20,000.
7. **Resolution 05-23D7:** Approval of the proposal for **AHERA Consultants** to provide **Designated Person Services** at 601 Grand & 500 Grand in compliance with the Asbestos Hazard Emergency Response Act for the 2023-24SY at an annual cost of \$1,900. (General Fund)
8. **Resolution 05-23D8:** Approval of the contract with **Asbury Park ITC** to provide **accounting software and support** for the 2023-24 SY in the amount of \$5,060. (General Fund)
9. **Resolution 05-23D9:** Approval of **Bayada Home Health Care** to provide **outsourced nursing support** for the 2023-24SY at the rate of \$60/hour. (General Fund)
10. **Resolution 05-23D10:** Approval of **Conover Beyer** for the **annual bonding renewal policy** for F. Kennedy; SBA in the amount of \$840. and L. Mambelli; Accountant/Treasurer in the amount of \$720. for the 2023-24SY. (General Fund)
11. **Resolution 05-23D11:** Approval of the agreement for **Edmund Markman** of Education Application Resources to provide **Educational Consulting for Title, ESSA, and IDEA grant services** for the 2023-24SY in the amount of \$8,500. (General Fund)
12. **Resolution 05-23D12:** Approval of the agreement for **E-Rate Advantage, LLC** to **perform application services and provide consulting** with funding support for high-speed internet access and internal network equipment for the 2023-24SY in the amount of \$3,500. (General Fund)
13. **Resolution 05-23D13:** Approval of the service agreement with **GBC** to provide **laminator maintenance** for the **2023-24SY**. Year 2 of 3-year agreement. (General Fund)
14. **Resolution 05-23D14:** Approval of the contract for **Lightpath internet services at 500 Grand Ave.** for the **2023-24SY**. Monthly amount of \$1,070 beginning July 1, 2023 through June 30, 2026. Year 1 of 3-year agreement. (General Fund)
15. **Resolution 05-23D15:** Approval of the contract for **Lightpath internet services at 601 Grand Ave.** for the **2023-24SY**. Monthly amount of \$1,170 beginning July 1, 2022 through June 30, 2025. Year 2 of 3-year agreement. (General Fund)

- 16. **Resolution 05-23D16:** Approval of the presented engagement letter with **Meshinsky & Associates, LLC** to perform the **audit of the 2022-23FY** at an annual cost of \$18,071. (General Fund)
- 17. **Resolution 05-23D17:** Approval of the **NWEA License renewal** for the **2023-24SY** at an annual cost of \$4,868 for MAP testing diagnostic student assessments.
- 18. **Resolution 05-23D18:** Approval of the acceptance of the **USAC letter of authorization** for the **2023-24SY** for E-Rate Advantage, LLC to perform E-Rate Services for Hope Academy valid for funding years 2022 - 2026. Year 2 of 5-year service.

E. Policies/Curriculum:

1. Resolution 05-23E1: Approval and re-adoption of the following policies:

Policy #	Policy Name	NJSBA Date Update	HACS Board Adopted	HACS Board Re-Adopted
P 4111.1/4211.1 LR 4111.1/4211.1	Nondiscrimination Affirmative Action			5/31/2023
P 4111.2/4211.2 LR 4111.2/4211.2	Domestic Violence			5/31/2023
P 5141.10 LR 5141.10	Face Coverings			5/31/2023

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

Move to approve and adopt Resolutions: 05-23A1-A8, 05-23B1-B9, 05-23C1-C3, 05-23D1-D18, and 05-23E1

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	Y

V. Public Comments: Mrs. Shaquana Frost-Martz

Motions to open the public comment session: 7:40pm

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

Motions to close the public comment session: 7:45pm

Moved by (1st) and seconded (2nd)			2nd		1st		
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	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

Comments by Board:

MEETING ADJOURNED AT 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