

REGULAR MEETING OF THE BOARD OF TRUSTEES

Minutes



**June 28, 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 6:11PM.

Flag Salute

Public present: Yessica Rivera, Linda Mambelli, Todd Luttmann; Conover Beyer, Mychal Mills; KYDS

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) @ 6:15pm	A	A	A	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 June 28, 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 **May 31, 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
- **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, DaVisha Pratt, Felicia Kennedy

- **Attendance/Discipline-** Kevin Elam, Shanna Armour, Kristin Zink, John Thorp, Nyema Roddy (**Mtg on Wed. June 14, 2023. Mr. Elam to report**)
- **Nominating Committee-**Claudia Morgan, Angela Martinez, Kevin Elam, DaVisha Pratt, Felicia Kennedy

IV. NEW BUSINESS:

A. DISCUSSION/INFORMATION ITEMS:

1. CSA Report – Graduation, Summer School, School Security Drill Statement of Assurance, and Comprehensive Equity Plan Statement of Assurance
2. Facilities Update - 5th fl. Renovation, Summer repairs (floor repairs & bldg. painting)
3. CSP Update – Grant funds use, amendment to the CSP budget for the planning period (1/1/22-6/30/23), and upcoming goals discussion.
4. Todd Luttmann, Conover Beyer - Presentation Liability and Accident Insurance Rates
5. KYDS Presentation - Journey Summer Camp Request

Closed Executive 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:							

Go into a Closed Executive session at PM.

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

Go into the Open Public session at PM.

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

Move to approve and adopt Resolution resulting from Closed session: 06-23_____

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 06-23A1:** Approval of **Monthly Disbursements for June and payrolls for May 31st and June 15th** as presented and the Board additionally authorizes the payment of supplemental June bill lists as needed and authorizes the Business Administrator to process payrolls as due and invoices for July with Board confirmation at the next regular meeting to ensure obligations are met.
- 2. Resolution 06-23A2:** Approval of **Board Secretary Report for May 2023** as presented.
- 3. Resolution 06-23A3:** Approval of **Treasurer’s Report for May 2023** as presented.
- 4. Resolution 06-23A4:** Approval of **Budgetary Transfers for May 2023** as presented.

5. **Resolution 06-23A5:** Approval of the **petty cash** account expenses for 2022-23 as presented and the replenishing of \$464.50 for 2023-24 to begin the year with \$500.
6. **Resolution 06-23A6:** Approval of the submission of the **ESEA applications** as follows, and accepts the funds:
 - ESEA School-wide: \$194,169
 - ESEA: Title III: \$2,634 (consortium)
7. **Resolution 06-23A7:** - Approval of the 23-24 budget for **ESEA Schoolwide grant** as presented:
 - a. Instructional Salaries: \$115,000 (for summer surge salaries and TLC after-school program)
 - b. Instructional Purchased Services \$48,500 (for KYDS after-school program and Sneacker's Program)
 - c. Instructional Supplies \$1,994.50
 - d. Non-Instructional Salaries \$18,000 (for Curriculum team stipends and summer school nurse and social worker)
 - e. FICA Benefits \$10,174.50
8. **Resolution 06-23A8:** Approval of the submission of the **IDEA application** as follows, and accepts the funds:
 - IDEA Basic: \$77,057
 - IDEA Preschool \$2,015
9. **Resolution 06-23A9:** Approval of the agreement with **Lindenwold School District** to participate in their Title III consortium if required, utilizing the Title III award of \$2,634 for instructional supplies.
10. **Resolution 06-23A10:** Approval of the extension of the **TD bank credit line of \$200,000** at a renewal cost of \$96.49 to be available if needed. (General Fund)
11. **Resolution 06-23A11:** Approval of the **amendment to the CSP budget** for the planning period 1/1/2022 – 6/30/2023 as presented.

B. Personnel

1. **Resolution 06-23B1:** Approval of Madeline Jean-Mary as **Title IX & Affirmative Action** officer for the 2023-24 school year.

2. **Resolution 06-23B2:** Approval of DaVisha Pratt, CSA as **Certified School Safety Specialist** for the 2023-24 school year.
3. **Resolution 06-23B3:** Approval of the **School Safety Committee** for 2023-24:
 - DaVisha Pratt
 - Madeline Jean-Mary
 - Kristin Zink
 - Syron Davis
 - Nyema Roddy
4. **Resolution 06-23B4:** Approval of **The Green Team** for 2023-24:
 - Syron Davis
 - Bill McCurdy
 - Felicia Kennedy
 - Janesia Joshua
 - Angela Martinez
5. **Resolution 06-23B5:** Approves the following **pay rates during the summer enrichment program for part-time summer hours** as well as additional help if needed, not to exceed the budgeted funds as follows:
 - Janesia Joshua: Monday to Thursday, from 8:30 am - 1:30 pm for summer food program and as needed to complete summer cleaning/maintenance, at a rate \$16/hour. (General Fund)
 - Pamela James: Monday to Thursday, from 10:30 am - 1:30 pm for summer food program and as needed to complete summer cleaning/maintenance, at her regular hourly pay at \$16/hour. (General Fund)
 - Two student staff: Monday to Thursday for additional program support from 8:30 am – 12:30 pm at an hourly rate of \$14.13/hour to be paid out of ESSER III summer learning.

C. Miscellaneous:

1. **Resolution 06-23C1:** Approval of **monthly security drills** as presented.
2. **Resolution 06-23C2:** Approval of the submission of the **2022-23 Annual Report** due as of August 1, 2023.
3. **Resolution 06-23C3:** Approval of use of the following **bus companies** for the 2023-24 school year:

- Central Regional School District 509 Forest Hills Parkway Bayville, NJ
- First Student 89 3rd Ave Neptune City, NJ
- Jay's Bus Service 180 Park Ave. Lakewood, NJ
- Raritan Valley Bus Service 11 Main St. Edison, NJ
- Seman-Tov 505 Memorial Drive Neptune, NJ
- My Limousine 235 RT. 10 East Hanover, NJ
- DMC Bus Service P.O. Box 3111 West End, NJ
- Ocean Public School District 163 Monmouth Road Oakhurst, NJ
- Ross Limousine 2900 State Route 33 Neptune, NJ

4. Resolution 06-23C4: Approval of the **Board of Trustees and Committees/Members** for the 2023-24 school year as presented.

- Claudia Morgan – President
- Sheree Sanders-Jones: Vice President
- Kevin Elam: Trustee
- Jakora Holman: Trustee
- Kanasha Jones – Trustee
- Estelle Cadet – Trustee
- Jasmine Marshall-Butler – Trustee

5. Resolution 06-23C5: Approval of **kindergarten toilet waiver** to utilize an alternate method of compliance for 2023-24 as follows: The 3 kindergarten classrooms (Room 1, 2 and 3) located at 500 Grand Ave are adjacent to the bathroom. A staff member will escort students to the bathroom.

6. Resolution 06-23C6: Approval of the **Bilingual Waiver State Data Submission** requested by the school due to a “less than minimum” number of ELL students in grades K-6.

7. Resolution 06-23C7: Approval for KYDS Group to use the 1st fl cafe at Campus 1 for the **KYDS Journey Summer Camp** beginning 7/10/23 - 8/4/23. Mon., Tues., Thurs. and Fri. from 3:30pm - 7pm with staff members arriving at 2pm for set up and preparation at no cost.

8. Resolution 06-23C8: Approval of the **rental agreement with International Ministry** for the 2023-24 school year to rent the Hope Academy parking lot located on Sewall Avenue on Sunday mornings and Wednesday evenings at a monthly rate of \$550.

9. Resolution 06-23C9: Approval of the **targeted student virtual tutoring program**, an extension of Summer Surge 2023 beginning July 17, 2023 through August 18, 2023. Program includes 11 Hope Academy Summer Surge Teachers and 1 Hope Academy Facilitator. Virtual Tutoring not to exceed a total cost of \$14,000.00. To be paid out of ESSER III summer learning.

10. Resolution 06-23C10: Approval of the following **summer program field trips** dates to be determined not to exceed \$5000. (ESSER III Summer Learning Grant)

- LiveWell Center, Eatontown
- Silverball Retro Arcade, Asbury Park Boardwalk
- Shipwreck Island Mini Golf, Bradley Beach

D. Vendor Contracts:

1. Resolution 06-23D1: Approval of the addendum to the contract awarded May 31, 2023 for **Commercial Food Vendor Services to Karson Food Service, Inc. 2023-24SY** for the total contract amount of **\$288,641.10** and following prices per meal: (Enterprise Fund)

- Breakfast: \$1.90
- Lunch: \$2.99
- Snack: \$.79

2. Resolution 06-23D2: Approval of the following **support contracts** for 2023-24 to be paid from IDEA pending grant approval.

- Behaviorist: Dawn Richardson-Fowler \$50 per hr. (\$5,000 max)
- Dove Therapy \$78 per hr.
- MOESC Varies

3. Resolution 06-23D3: Approval of di cara rubino as the **Architect of Record** for the 2023-24 school year.

4. Resolution 06-23D4: Authorization for **SBA to approve and complete summer facilities projects as needed** as well as needed repairs that are below the bid threshold, to be reported to the Board at the next board meeting as presented. (General Fund)

5. Resolution 06-23D5: Approval to hire **facility repairs support** for the 2023-24 school year at the rate of \$45/hour. (General Fund)

6. Resolution 06-23D6: Approval of the continuation of the **copier leasing and maintenance** contracts with **Atlantic Tomorrow's Office** through **Wells Fargo Leasing** for (3) large copiers (5th, 3rd floors and Campus 2) for \$835.58 per month ending 11/1/2026; maintenance and per click counts @ .0082, ending 6/30/26. (2) Savin 920 printers (1st and 5th floors) for \$145 per month ending 12/1/2026; maintenance and per click counts @ .013 ovg. for a base rate of \$375 ending 6/30/2025. (General Fund)

7. **Resolution 06-23D7:** Approval of the agreement with **Todd W. Luttmann of Conover Beyer Associates-Broker**, to provide **health insurance services** for the 2023-24 school year. (General Fund)
8. **Resolution 06-23D8:** Approval of the consortium membership with **NJ Education Consortium** for the 2023-24 school year to provide discounted purchasing of supplies through Ed-Data at an annual cost of \$2930. (General Fund)
9. **Resolution 06-23D9:** Approval of the renewal for **NJSchooljobs** to advertise unlimited vacancies for the 2023-24 school year at an annual cost of \$500. (General Fund)
10. **Resolution 06-23D10:** Approval of the service agreement with **NJSmart Security** for 24hr burglar and fire alarm monitoring for campus 1 and campus 2 combined at an annual cost of \$2784. (General Fund)
11. **Resolution 06-23D11:** Approval to join the **NJSBA (ACES) Cooperative Pricing System agreement** as presented for discounted **electric services** expiring May 2028.
12. **Resolution 06-23D12:** Approval for **Admin Partners** for 403B plan services compliance monitoring and recordkeeping for the 2023-24 school year at an annual rate of \$500. (General Fund)
13. **Resolution 06-23D13:** Approval for **Alliance Pest Control** to provide pest control services for Campus 1 & Campus 2 for the 2023-24 school year at an annual rate of \$1080. (General Fund)
14. **Resolution 06-23D14:** Approval for **Education Facility Management, LLC**, to provide janitorial services at both campus 1 and campus 2 for the 2023-24 school year at a monthly rate of \$4573.97 from July - Dec. and increasing per the contract to a monthly rate of \$4900.67 per month from Jan. - June. (General Fund)
15. **Resolution 06-23D15:** Approval of the contract with **Interglobe Communications for VOIP services** at 500 Grand. Per the contract presented at a cost of **\$242.76** per month plus calls and taxes, for the 2023-24 school year. (General Fund)
16. **Resolution 06-23D16:** Approval of the license renewal with **Realtime Information Technology** for the student data system at an annual cost of **\$19,140.21** for the 2023-24 school year. (General Fund/Enterprise Fund/CSP Grant)
17. **Resolution 06-23D17:** Approval of the increased labor cost addendum to the existing multi-year service agreement with **Jersey Elevator** which will change the monthly cost from \$662.58 to \$682.46 for the 2023-24 school year. (General Fund)
18. **Resolution 06-23D18:** Approval of the contract with **School Alliance Insurance Fund (SAIF)**, to provide the following insurance for 2023-24 at an estimated annual cost of

\$107,768 (2022-23 cost \$93,935) at an 14.73% increase for both buildings: **601 Grand Ave. and 500 Grand Ave:** (General Fund)

- Workers' Compensation
- Package-Property, Boiler and Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders professional Liability
- Excess Liability (SLPL)

19. Resolution 06-23D19: Approval of the contract with **XTEL Communications** for VOIP services for a 3 year term at 601 Grand. Per the contract presented at a cost of **\$531.79** per month plus calls and taxes, for the 2023-24 school year. (General Fund)

20. Resolution 06-23D20: Approval of **Karson Food Service** to provide breakfast bars and fruit cups for the Summer Program not to exceed \$3850. (Enterprise Fund)

21. Resolution 06-23D21: Approval of the service agreement with **Delisa Waste Services** to provide trash collection and recycling services for the 2023-24 school year at an annual cost \$13,524. (General Fund)

22. Resolution 06-23D22: Approval of the **IXL license renewal** for 2022-23 school year at an annual cost of \$6525. (General Fund)

23. Resolution 06-23D23: Approval of the **Chapter 47 Report** of 2022-23 contracts to be renewed, awarded, or to expire during the school year – PL 2015 as presented.

24. Resolution 06-23D24: Approval of the proposal for **WOW Painting** to paint both campus 1 and campus 2 in preparation for the 2023-24 school year for the amount of \$35,340 providing all bid threshold requirements are met.

25. Resolution 06-23D25: Approval of the proposal for **J&J Construction** to remove and replace the subfloor on the 2nd fl of campus 2 in preparation for the 2023-24 school year for the amount of \$21,480 providing all bid threshold requirements are met.

E. Policies/Curriculum:

1. Resolution 06-23E1: Approval and adoption of the **Stronge Teacher & School Leader Evaluation System** for the 2023-24 school year

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

Move to approve and adopt Resolutions: 06-23A1-A10, 06-23B1-B5, 06-23C1-C10, 06-23D1-D25 and E1

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			

V. Public Comments:

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)							
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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:							

Comments by Board:

MEETING ADJOURNED AT 7:18 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			