

REGULAR MEETING OF THE BOARD OF TRUSTEES

Minutes



**September 27, 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 6:22PM.

Flag Salute

Public present: Yessica Rivera (IP), Misty Palombo (IP), Candace Ledet (IP), Jennifer Turchyn (IP), & Pallas Howell (IP)

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

| P (R) | P (IP) | P (IP) | P (IP) | A | P (R) | A | 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 September 27, 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 | | Y | |

II. MINUTES

The secretary presents the minutes of the regular Board Meeting of **August 30, 2023**, as distributed and recommends them for approval and adoption.

| | | | | | | | |
|--|-----------------------------|--|----------------------------|--|-------------------------------|---|-------------------------------|
| 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: | | | | | | | |

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 **Plan to schedule mtg in October.**
- **Curriculum**-DaVisha Pratt, Sheree Sanders-Jones, Kristin Zink, Jasmine Marshall-Butler Nyema Roddy **Plan to schedule mtg in October.**
- **Policy**-Claudia Morgan, Jakora Holman, DaVisha Pratt, Felicia Kennedy
- **Attendance/Discipline**- Kevin Elam, Shanna Armour, Kristin Zink, John Thorp, Nyema Roddy
- **Nominating Committee**-Claudia Morgan, Angela Martinez, Kevin Elam, DaVisha Pratt, Felicia Kennedy

IV. NEW BUSINESS:

A. DISCUSSION/INFORMATION ITEMS

1. CSA Report; NJSLA presentation, MOA new version to be released.
2. PTO update; Misty Palombo; Balance as of August 31, 2023 is \$ 5,216.23.
3. CSP 23-24 Budget presentation
4. Building Update, Dept. of Ed. visited on 9/20/23, TCO received 9/21/23.

B. TEACHER PRESENTATIONS:

- Misty Palombo; 1st & 2nd Grade Literacy
- Candace Ledet, 1st Grade Team
- Jennifer Turchyn, 1st Grade Team
- Pallas Howell, 1st Grade Team

Closed Executive Session: To discuss:

- Review Policies Harassment and Graduation
- School Bus Purchase, Driver, and SAIF Insurance

Go into a Closed Executive session at 7:09PM.

| 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 |

| | | | | | | | |
|--|-----------------------------|--|----------------------------|--|-------------------------------|---|-------------------------------|
| 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 7:21PM.

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

Move to approve and adopt Resolution resulting from Closed session: 09-23 ___ 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 09-23A1:** Approves the **Monthly Disbursements for September and payrolls for Aug. 31st & Sept. 15th** as presented.
<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:7ed10fde-d4a0-3dfd-8649-ee534860a3eb>
2. **Resolution 09-23A2:** Approves the **Board Secretary Report for July 2023 - Unaudited** as presented.
3. **Resolution 09-23A3:** Approves the **Treasurer’s Report for July 2023** as presented.
4. **Resolution 09-23A4:** Approves the **Budgetary Transfers for July 2023** as presented.

5. **Resolution 09-23A5:** Approves the acceptance of the grant funds from **Mary Owen Borden Foundation in the amount of \$15,000.**
6. **Resolution 09-23A6:** Approves the **Session I After-School programming Oct. 10, 2023 – Dec. 6, 2023, not to exceed \$69,000** as presented. (Grant Funds)
7. **Resolution 09-23A7:** Approves the **CSP grant budget for the 2023-24 SY** as presented.

B. Personnel

1. **Resolution 09-23B1:** Approves the **Professional Development** and associated mileage reimbursements as presented.

| Name | Event | Date | Purpose | Sponsored by: | Time | Cost | Mileage |
|--------------------|------------------------|------------|--|---------------|------------------|-------|---------|
| Madeline Jean-Mary | NJSCA conference | 10/13/2023 | To gain knowledge on school/student related topics to support best ethical practice. | NJSCA | 7:30 am-2:30 pm | \$149 | \$27.36 |
| Jamie Rizzo | WIDA Annual conference | 10/18/2023 | To connect with ESL educators and to be informed of all multilingual learners needs. | WIDA | 8:30 am-12:30 pm | \$195 | No Cost |
| Felicia Kennedy | NJASBO | 9/19/2023 | Academy-Introduction to the DOE & Board Sec. Treas. Reports | NJASBO | 9am - 2pm | \$50 | \$34.78 |

2. **Resolution 09-23B2:** Approves payment of the **marketing stipends in 2023-24** as presented in the CSP budget not to exceed \$25,000, to be paid out no more than quarterly.
3. **Resolution 09-23B3:** Approves the following **revised substitute teachers, substitute nurses, and substitute cafeteria/custodial aides and revised rates** for the 2023-24 SY.

| Name | Position | Rate |
|-----------------|---------------------|--------------------------------------|
| Helen Hayes | Cafeteria/Custodial | \$16. p/hr |
| Andrea Bailey | School Nurse | \$150. p/day \$250. p/day |
| Jessica Quinn | Secretary | \$25. p/hr |
| Barbara Klein | Teacher | \$100. p/day \$200. p/day |
| Rashaad Pratt | Teacher | \$100. p/day \$200. p/day |
| Cynthia Jackson | Teacher | \$100. p/day \$200. p/day |
| Mary Ambrose | Teacher | \$200. p/day |

C. Miscellaneous:

- Resolution 09-23C1:** Approves the **monthly security drills** as presented.

| Hope Academy Charter School | | Month of: September |
|---|---|--|
| <i>Fire Drill: Campus 1 - 1ST - 5th will exit the building using the main entrance 6th -8th will exit the building using the side door. Campus 2: K will exit the building using the side and main entrance.</i> | Entire School (all staff, faculty and students) | (Campus 1) 9/22/2023 2:00pm (Campus 2) 9/22/2023 2:15pm |
| <i>Emergency Drill: (Bus evacuation) The Drill is for safety reminders. Show the students where the First Aid Kit, Fire Extinguisher, Safety Latch on the Emergency exit, rear door evacuation ,side door evacuation and ,split door evacuation. Keep body parts inside the bus at all times keep seat belts on at all times.</i> | Entire School (all staff, faculty and students) | (Campus 1) 9/28/2023 1st Grade 10:00 am 2nd-3rd Grade 10:30 am 4th-5th Grade 11:00a.m 9/29/2023 6th-7th Grade 10:00a.m 8th Grade 10:30 am (Campus 2) 9/28/2023 Kindergarten-10:00 a.m. |

- Resolution 09-23C2:** Approves the **Emergency virtual/remote instruction plan for the 2023-24 SY** as presented.

D. Vendor Contracts:

- Resolution 09-23D1:** Approves the proposal for **Mr. D & Friends** for ongoing school culture and climate support through weekly morning/community gatherings,

student lunch groups from Sept. 2023-Dec. 2023 at an amount of \$3,500. (Grant Funds ESSER III)

2. **Resolution 09-23D2:** The Board approves **Konscious Youth Development and Service (KYDS)** as a vendor for 2023-24 to partner with Hope Academy for TLC, Staff Professional Development, and Parent Meetings at an amount not to exceed \$31,500.
3. **Resolution 09-23D3:** Approves payment of **recruitment support services** (such as face painters) at the rate of \$15/hour for students and \$50/hour for staff, to be paid out of CSP grant not to exceed \$5,000 for the year. (Grant Funds)

E. Policies/Curriculum:

1. **Resolution 09-23E1:** Approves the proposal for **Houghton Mifflin Harcourt Read 180 on Ed** for grades 3rd-8th curriculum for 1 year subscription at the cost of \$3,660. (Grant Funds)

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

Move to approve and adopt Resolutions: 09-23A1–A7; 09-23B1–B3; 09-23C1-C2; 09-23D1-D3 and 09-23E1

| 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 |

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: | | | | | | | |

VII. BOARD COMMENTS: N/A

VIII. MEETING ADJOURNED AT 7:25PM

| | | | | | | | |
|--|-----------------------------|--|----------------------------|--|-------------------------------|---|-------------------------------|
| 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 |