Board Meeting Minutes

Organization: Pride Academy Charter School Board Meeting
President: Mr. Mitchell
Time: 6:38 pm
Place: Virtual Platform
Date: August 21, 2024
Minute Taker: Mrs. Wilson
Board Members Present: Mr. Mitchell, Ms. A. Taylor, Mrs. D. Taylor, Ms. Brown, Mr. Moore

Others Present: Dr. Jones, Mrs. Thomas, Mr. Ofstad, Ms. Dumenigo

Absent: Mr. Rosario

IMPORTANT DATES TO REMEMBER:
Next Board Meeting: Wednesday, September 18,2024 at 6 pm

CALL TO ORDER: The meeting was called to order at 6:38 pm and Roll Call was taken.

PLEDGE OF ALLEGIANCE

Motion to Enter Executive Session

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
Vote:
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried
BOARD VOTED: To enter Executive Session for the Board Meeting.

Resolution to Enter Regular Session

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
Vote:
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To enter the Regular Session for the Board Meeting.

ANNOUNCEMENT OF PUBLICATIONS: The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, The Pride Academy Charter School Board of Trustees has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Star-Ledger and on NJ.COM under Legal Notices and posted on the school website.

<u>APPROVAL OF THE AGENDA FOR THE BOARD MEETING</u>: Resolution to Accept Agenda for August 21, 2024, Regular Meeting

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To accept the Agenda for July 17, 2024, Regular Meeting

Approval of Board Minutes: F1. Resolution to Accept the Bills List for General and Special Revenue Funds for the current period: July 1, 2024 – August 20, 2024 totaling $394,161.98 - Attachment F1

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To approve F1. Resolution to Accept the Bills List for General and Special Revenue Funds for the current period: July 1, 2024 – August 20, 2024 totaling $394,161.98 - Attachment F1

Financial Committee Report by School Business Administrator

Dr. Jones reviewed the work that has been taking place with the auditor so far.
-providing all of the requirements to our school auditor and documents for the audit
-this is a new auditor and Dr. Jones referred to one of the resolutions that will include a copy of the engagement letter that we're signing with Barry and company our new auditor after the passing of Mr. Mushinski
-we also will look to have an audit support person in lieu of the summer help where we usually utilize maybe one student one or two
-the audit is due to September 5, 2024 to the state Department of Education and we will meet that deadline and also participate in the audit for our nonprofit
- Dr. Jones reviewed resolution F1 and read each line item one by one and provided the supporting documents in the Board packet
-Bills list for general special revenue funds for the current period from July 1st to August 20th we successfully turned our year over and we have expenditures totaling $394,161.98 as of through yesterday for the new school year that attachment shows 4-5 pages of expenditures including payroll for the last three pay periods resolution have two accepting our payroll expense for those periods at month ending July 31st was $207,903.95 and our current payroll August 15th at $69,632.89
-a resolution F3 is to accept our FICA reimbursement through August 15th is on the report pending state receivable resolution F4 is a board secretary's report and certification the report is included and the certification and as of July 31st no major budgetary line item account expenditures exceeds what's appropriated in our district budget resolution of five approved the treasurer school monies reports through the end of the year
-the treasurers report in the Board packet concludes all the reconciliations for each of our bank accounts
-resolution F6 is to approve the professional services agreement for Mr. Lessard as our school treasurer for the new school year
-attachment F7 is a resolution to accept the allocation of $72,737 for the I DEA grant that was submitted as of the end of July so that was post our last board meeting and that was submitted with an amendment pending for those funds for the new school year
-resolution F8 approved budget transfers for last year 2023 as we prepare for the final audit and wrap up the school year there are budget transfers that would be needed just to correct any expenditures line items that need to be reallocated due to the grants we have close out of our special revenue grant RPS or funds and we have to allocate that funding through various line items that we've used those funds for in particular some of our salary for summer school and so forth
-resolution F9 is to approve letter of engagement from the audit firm. The new auditor contract was approved last month, now we actually assigning the letter of engagement and providing a copy of that to you in your packet for the FY24 audit
-resolution F-10 is to approve the agreement for the consultant for the support for the audit support for the next we have it for three months July to October we may not need that time we normally have just a summer help for the summer but since we didn't have summer help that contract starting for August says August September and October but we won't need the full amount of time so that proposal is also included in your packet as F-10
-resolution F11 is a duplicate for the budget transfers resolution
-resolution F-12 is to approve routine expenditures authorized by the purchasing agent which is myself in accordance with the budget between board meetings we

wanted to just include this would be a typical resolution in our annual reorganization meeting to ensure that particularly during the summer or those months where we are in between board meetings that we have approval for the warrants or claims against a school that as a purchasing agent or authorized to make those payments in between board approval meetings and that's it for the financial reports

- ***Dr. Jones reviewed questions from the Board about the documents (i.e. cost of Indeed jobs advertising, line items F6 and F7, Delta T teaching service, etc.)***

- ***We'll be going out for food services bid this spring***

F3. Resolution to Accept the FICA Reimbursement Report through August 15, 2024 - Attachment F3

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To approve the Resolution to Accept the FICA Reimbursement Report through August 15, 2024 - Attachment F3

F4. Board Secretary's Report & Certification
Pursuant to N.J.A.C. 6A:23A-16.10 (c)3, I certify that as of July 31, 2024, that no major budgetary line-item account expenditure exceeds the amount appropriated by the district Board of Education and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Charlene Jones, SBA **August 21, 2024**

F5. Resolution to Approve Treasurer of School Moneys Report(s) ending June 2024, in accordance with 18A:17-36 and 18A:17-9 – Attachment F5

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve Treasurer of School Moneys Report(s) ending Report(s) in accordance with 18A:17-36 and 18A:17-9 – Attachment F6

F6. Resolution to Approve the professional services agreement for Christopher Lessard, SFO, as School Treasurer for the 2024-2025 school year – Attachment F6

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve the professional services agreement for Christopher Lessard, SFO, as School Treasurer for the 2024-2025 school year – Attachment F6

F7. Resolution to Accept the allocation of $72,737 and approve the submission of IDEA grant by July 31, 2024 deadline, for 2024-2025 school year.

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Accept the allocation of $72,737 and approve the submission of IDEA grant by July 31, 2024 deadline, for 2024-2025 school year.

F8. Resolution to Approve Budget Transfer(s) for 2023-2024 school year, Pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve Budget Transfer(s) for 2023-2024 school year, Pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13

F9. Resolution to Approve the letter of engagement from audit firm, Barre & Company for the FY24 audit – Attachment F9

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve the letter of engagement from audit firm, Barre & Company for the FY24 audit – Attachment F9

F10. Resolution to Approve business office agreement for consultant support for audit support in lieu of summer help as outlined in the attached proposal – Attachment F10

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve business office agreement for consultant support for audit support in lieu of summer help as outlined in the attached proposal – Attachment F10

F11. Resolution to Approve Budget Transfer(s) for 2023-2024 school year, Pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve Budget Transfer(s) for 2023-2024 school year, Pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13

F12. Resolution to Approve routine expenditures authorized by the purchasing agent and in accordance with budget, between board meetings.

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve routine expenditures authorized by the purchasing agent and in accordance with budget, between board meetings.
Facilities Report:

- ***Dr. Jones shared the Facilities Report and thanked Mrs. Thomas for her meticulous attention to detail regarding issues or concerns with the building, wished her well on retirement***
- ***discussed issues with the elevator → we received the quote of over $17,000 to repair, which is above our quote threshold so we're calling several vendors so that we can obtain a couple of additional quotes to move forward with that repair***
- ***reviewed the Fire Alarm concerns and need to reset the system***
- ***shared progress about the new remodeled faculty bathroom***
- ***in terms of the building few other projects made some movement in the main office to prepare for the new school year and a new school secretary so the offices around the perimeter and give the teachers a little bit more space as they enter and exit the main office each day and visitors as well***

and our parents and students and they're just ongoing work and repair so we wanted to shout out and thank the Main Office staff and the maintenance team

Principal Report

To Mrs. Thomas from Mr. Mitchell on behalf of the Board: "You know how much you mean to all of us and how much you've meant over the years. I've known you for 16 years, but there are people here who have known and worked with you even longer. This is a monumental moment for all of us, and while we have to accept that this is the last one, it's hard to find the right words to truly express how much you've meant to us. Even now, "thank you" doesn't seem enough to capture all that you've done, but I just want to say it—thank you for everything."

Mrs. Thomas shared about recent staff updates- resignations, new hires, etc.
- Unfortunately, we have a sad resolution to accept the resignation of Mr. Dennis Wilson, with regret. We wish him all the very best. He has poured so much into our school, making an incredible impact during his time here. He's had several journeys with us, coming and going, and throughout it all, his contributions have been deeply appreciated and valued. Many can testify to his greatness as a teacher, and I'm sure he will continue to impact others as he moves forward. We wish him nothing but success in his future endeavors.
Next, we have a series of resolutions to approve new contracts for the upcoming year:

- **Resolution to approve a new contract for Ms. Shima Shehata, a leave replacement dance teacher and academic support.**
- **Resolution to approve a new contract for Ms. J. Tejada, academic support and Spanish teacher.**
- **Resolution to approve a new contract for Ms. DosSantos, math support teacher.**
- **Resolution to approve a new contract for Mr. Jeffrey Hagan, technology coordinator.**
- **Resolution to approve a new contract for Ms. Drayton, math support teacher.**
- **Additionally, we have a resolution to approve the job description for the Assistant School Business Administrator position. Along with that, there's a resolution to appoint Ms. LaShonda Dockery as the Assistant School Business Administrator, having received her Certificate of Eligibility in School Business Administration and meeting the requirement to move to provisional status in the NJASBO program for the 2024-2025 period.**
  I'd also like to add my personal congratulations to Ms. Dockery. I know it's taken a lot of hard work, extra study, and hours of dedication to move forward with this certification, and I want to acknowledge her achievement.
    - **As for other updates, this summer has been heavily focused on hiring, as reflected in Dr. Jones's report. At this time, we've successfully filled all the positions, and we're excited about the new candidates joining our team. They bring with them a wealth of**

experience, diversity, and fresh ideas. We're eager to welcome them tomorrow alongside the rest of our staff.

R1. Resolution to Accept, with Regret, the resignation of Mr. Dennis Wilson, Math Teacher for the 2024-2025 school year – Attachment R1

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Accept, with Regret, the resignation of Mr. Dennis Wilson, Math Teacher for the 2024-2025 school year – Attachment R1

R2. Resolution to Approve new contract for Ms. Shimaa Shehata, Leave Replacement Dance Teacher/Academic Support, for the 2024-2025 school year – Attachment R2

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve new contract for Ms. Shimaa Shehata, Leave Replacement Dance Teacher/Academic Support, for the 2024-2025 school year – Attachment R2

R3. Resolution to Approve new contract for Ms. Joanny Tejada, Academic Support/Spanish Teacher, for the 2024-2025 school year – Attachment R3

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: Approve new contract for Ms. Joanny Tejada, Academic Support/Spanish Teacher, for the 2024-2025 school year – Attachment R3

R4. Resolution to Approve new contract for Ms. Oluwabusayo Femi-Olayemi, Math Support Teacher, for the 2024-2025 school year – Attachment R4

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
Vote:
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve new contract for Ms. Oluwabusayo Femi-Olayemi, Math Support Teacher, for the 2024-2025 school year – Attachment R4

R5. Resolution to Approve new contract for Mx. Nas Smith, ELA Teacher, for the 2024-2025 school year – Attachment R5

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
Vote:
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve new contract for Mx. Nas Smith, ELA Teacher, for the 2024-2025 school year – Attachment R5

R6. Resolution to Approve new contract for Ms. Ianta Dos Santos, Math Support Teacher, for the 2024-2025 school year – Attachment R6

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve new contract for Ms. Ianta Dos Santos, Math Support Teacher, for the 2024-2025 school year – Attachment R6

R7. Resolution to Approve new contract for Mr. Jeffrey Hagan, Technology Coordinator, for the 2024-2025 school year – Attachment R7

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve new contract for Mr. Jeffrey Hagan, Technology Coordinator, for the 2024-2025 school year – Attachment R7 (SOA) for Essex County School Security Drills – Attachment R7

R8. Resolution to Approve new contract for Ms. Na'Syia Drayton, Math Support Teacher, for the 2024-2025 school year – Attachment R8

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve new contract for Ms. Na'Syia Drayton, Math Support Teacher, for the 2024-2025 school year – Attachment R8

R9. Resolution to Approve job description for Assistant School Business Administrator position – Attachment R9

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Approve job description for Assistant School Business Administrator position – Attachment R9

R10. Resolution to Appoint Mrs. LaShonda Dockery as the Assistant School Business Administrator, receiving her Certificate of Eligibility (CE) in School Business Administration, and meeting the requirement to move to Provisional in the NJASBO program, for the 2024-2025 school year – Attachment R10

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To Appoint Mrs. LaShonda Dockery as the Assistant School Business Administrator, receiving her Certificate of Eligibility (CE) in School Business Administration, and meeting the requirement to move to Provisional in the NJASBO program, for the 2024-2025 school year – Attachment R10

9. New Business **Robert Mitchell**

- **B1. Resolution to Appoint Asgeir Ofstad, Principal, for the 2024-2025 school year, effective August 22, 2024 – Attachment B1**
  Motion to approve: Ms. D. Taylor
  Seconded: Ms. A. Taylor
  <u>Vote:</u>
  Ms. Brown- in favor
  Mr. Mitchell- in favor
  Ms. A. Taylor- in favor
  Ms. D. Taylor- in favor
  Mr. Moore- in favor
  Motion Carried

- **BOARD VOTED: To approve the appointment of Asgeir Ofstad, Principal, for the 2024-2025 school year, effective August 22, 2024 – Attachment B1**

- **From Ms. Dumenigo:**
  - **This Year's Theme - Next Level GREATNESS!**
  - **Parent Orientation Zoom Meeting - Wed. Sept. 4th @6pm**
  - **Interim Assessment Testing - Sept, 10, 11, & 12**
  - **Staff Prof. Development Day - Data Dive & Planning**
  - **Back to School Night - Thurs, Sept. 19th @3:45-6pm**
  - **High School Night - Wed, Sept. 25th @ *5:30???***
  - **Respect Week - Mon, Oct. 7 - Fri, Oct. 11th**
  - **Healthy Kids Day - Half Day on Friday**

10. Old Business **Robert Mitchell**

- **Board Strategic Planning Update – Fall meeting, Date TBD**
- **NJSBA Governance Training**
- **Organizational Structure**

11. Comments from the Public **Robert Mitchell**

12. Adjournment **Robert Mitchell**

Motion to close the meeting at 7:26pm

Motion to approve: Ms. D. Taylor
Seconded: Ms. A. Taylor
<u>Vote:</u>
Ms. Brown- in favor
Mr. Mitchell- in favor
Ms. A. Taylor- in favor
Ms. D. Taylor- in favor
Mr. Moore- in favor
Motion Carried

BOARD VOTED: To approve the adjournment of the meeting.