

Board of Directors Meeting  
Jumoke Academy

Date: Tuesday September 9, 2014

Time: 6:00 PM

Location: 852 Asylum Avenue

Present: James Michel , Chair

Melanie R. James, Treasurer & Teacher Representative

Thomas Smith, Community Representative

Glenn Winfree, Community Representative

Todd E. Cooper, Community Representative

Sharon Gentles- Harris, Community Representative

- I. Meeting called to order by James Michel at 6:07 PM. A quorum was established based on number of board members Present
- II. **Public Comments:** The chairman called for public comments and none was made. He informed the board that once this segment is closed the public would not be allowed to make any comments.
- III. **Approval of Minutes:** It was voted to accept the minutes as presented. Moved by Mr. Cooper second by Ms. James. Two members abstained due to the fact that they did not have an opportunity to read the minutes.
- IV. **Executive Director's Update:** Dr. Monroe informed the board that the school year had started very well. One of his main focus is to keep the line of communication between parents and the community open and presented the September edition of the Northeast paper. He stated that the school will be working on improving the technology infrastructure of the school. This will be done by an independent party. He informed the board that enrollment this is 695 students. The new organizational chart will be posted on the website by Wednesday, September 10<sup>th</sup>. The state has a mandatory Board of Director Workshop scheduled for September 29<sup>th</sup> and October 22<sup>nd</sup> and he strongly recommended that all board member attend. Dr. Munroe suggested having a retreat for all board members following the workshop so they can cover what was not done at the workshop. This event would take place in the Hartford area on a Saturday morning, time and date to be determined. He informed the board of an out

of state field trip for both schools to the Washington DC area. Ms. James suggested that both schools should have a predetermined event so that there would be some interaction with between the students prior to the trip. The CDSE site visit is scheduled for 9/10/14. Dr. Monroe informed the board that the school has already hit the target for probation and that this will be a sit-down meeting to discuss the terms of probation. He will bring the results to the next board meeting. There are several positions that will remain open until after the probationary period is over. The two board members who will attend the Achievement First Joint High School Committee meetings will be Melanie James and Thomas Smith. It is mandatory for the chair to attend this meeting and recommended that the Director attend.

**V. Facilities Update:** Ms. Gray informed the board that buildings we in good condition for the opening of school. She also gave an update on all the other buildings owned by the school it is as follows:

- **875 Asylum** – the HVAC system is antiquated and needs to be worked on. This project will cost approximately \$300,000.00. She is looking into getting grants and rebates to fund this project. A maintenance contract is now in place.
- **339 Blue Hills Ave** – is in good working condition. There is three classrooms that do not have accessible air conditions due to the fact that the windows cannot open. This project will be done when school is out.
- **325 Blue Hills Ave** – needs a new roof and the bathrooms needs to be re-done.
- **846 Asylum Ave** – repair is needed for the crown molding. This project will cost \$18,000.00
- **852 Asylum Ave** – is in good working condition.
- **230 Scarborough** – is the weakest building and it is in deplorable condition. The building is being secured by the Hartford Police Department. Ms. Gray signed a waiver with the Department three weeks ago and since then there has been no break-ins. The valuables have been moved to other facilities. The outside is being maintained. Mr. Smith wanted to know how the cost of the repairs was being determined and whether any member of the staff was present when involved. He also want to know how the repairs were being discovered. Ms. Gray informed the board that the teachers are reporting to her when something needed to be repaired. She informed a the board that the locks on all the buildings have been updated and that a system is being put in place to fix repairs as appose to covering them up.
- The chairman suggested setting up a building committee that will bring a recommendation to the board. They will look at the buildings to determine what action to take in terms of fixing or keeping the buildings. Mr. Smith will be the chair of the committee. The other members are: Mr. Cooper and Mr. Winfree.

**VI. Human Resources Update:** Ms. Smith informed the board that 100% of the certified employees has been fingerprinted and four non-certified employees have not had their finger prints done as of date and a letter will be sent out to these individuals informing them that there are two dates available in September (16<sup>th</sup> and 19<sup>th</sup>) and anyone who do not have their prints done by a certain date will not be able to continue working at the school. Mr. Cooper had a question about the timing of the having the prints done and whether or not this should be done before the school year begins. The board chair suggested that a policy be put in place to have employees fill out an update. There is an opening for an academic aid position at the elementary school. Ms. Smith informed the board that a staff member needs to appoint

to take care of the retirement program. Dr. Monroe informed the board that this will be done by 9/10/14.

Updating the HR Software system will be done by Abila, to reflect employee certifications for certified staff (which would include expiration dates), what position they served under including the AY, along with other pertinent information.

- VII. Financial Report:** Mr. Williams reported that he working on the back log and the EDO1C and ED141 has been completed. He stated that the critical piece to get done by October 1<sup>st</sup> is the enrollment as the state pays \$11,000.00 per student. Applications for Title 1 & 2 grants. Title 1 grants is \$130,000. per year and this is used to hire new teachers. Title 2 grant is \$30,000. used for professional development. Mr. Williams informed the board that the budget and hiring is on target for this year. According to the board some positions will not be filled. There are irregularities in the book keeping. He also stated that everyone will be presented with a copy of the fiscal budget. In terms of sending invoices to a parents, a plan will be put in place to generate the invoices on a regular and timely manner.
- VIII. Mr. Michel** reported that in spite of the setbacks experienced over the past few months, Jumoke is still going strong. He thanked the board members and staff individually who stuck with the school during that rough period.
- IX. A motion was made to begin** the Executive meeting by Mr. Winfree and seconded by Mr. Cooper
- A motion to come out executive session was made at 8:47 p.m. by Todd Cooper and seconded by Glenn Winfree. All were in favor.
- X.** A motion to adjourn the meeting at 8:48 was made by Glenn Winfree and seconded by Melanie James. All were in favor