

Meeting Book - Foundation Academies April 25, 2018 Board Meeting

Foundation Academies Board Meeting

I. Opening Items

A. Call The Meeting to Order

Allan Kehrt called a meeting of the board of trustees of Foundation Academy Charter School to order on Wednesday, April 25, 2018 at 6:34 PM in Room G35 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Dr. Todd Kent, Ms. Grecia Montero, Ms. Jacqui Griffith, Mr. Patrick Hall, Mr. Allan Kehrt, Mr. Stephen Silverman, Mr. Paris McLean. Absent - Ms. Jessica Gamble.

Presented
by: Mr.
Allan Kehrt

B. Pledge Of Allegiance

Presented
by: Mr.
Allan Kehrt

C. Record Attendance and Guests

Staff present Graig Weiss, Chris Lessard, Nick Courtney, Natasia Shuford, Sheria McRae, and Rachael Binz, in the capacity of secretary to the board. Public present: None

D. Sunshine Law

In accordance with the New Jersey Open Public Meetings Act, notice of this meeting of the Foundation Academy Charter School Board of Trustees has been given by having the date, time and place thereof posted in the Trenton Times and Trentonian newspapers. Formal action may take place at this meeting.

Presented
by: Mr.
Allan Kehrt

E. Brief Updates, Progress on 2018 - 2021 Strategies for Enhancing Board Impact

Graig
Weiss and
Allan Kehrt

1. Strategies for Enhancing FABOT Impact

2. Fundraise * Connect * Advocate

a. "Friend-raiser" Breakfast

b. Upcoming Events

i. High School Concert

ii. Graduation

About 40 tickets available for the board to distribute

iii. Potential "Signing Day" Event with the Senior Class

F. Mission Moment

1. Principal Glow and Grow

G. Public Participation

II. Committee Reports

A. Academics, Culture, and Talent Committee

Todd Kent

- B. Development Committee
- C. Finance and Facilities Committee

Jacqui
Griffith
Stephen
Silverman

- 1. Finance Packet

- a. 2018-04-23 Finance Committee Agenda.pdf

III. Consent Agenda Items

- A. Approve Minutes

- 1. Minutes of March 22, 2018 Board Meeting and Retreat

- B. Accept Donations as presented and attached

- 1. Jacqueline M. Griffith Fund, \$5,000.00 for Student Travel, Check (3/26/2018)
 - 2. The Longview Foundation, on behalf on Dennis Stattman, President of the Longview Foundation, in honor of Stephen Silverman, \$5,000, check (4/9/18)
 - 3. Patrick Hall, \$10.00, Credit Card (4/12/2018)
 - 4. Todd Kent, \$50.00 , Credit Card (4/20/2018)
 - 5. April donations and grants.xlsx

- C. Approve Staff Hires

Vote

Lolade
Onashile

- 1. 2018-19 Salaried Positions

- a. Thomas Wicklund as Novice Teacher
 - b. Chante Jones as Paraprofessional
 - c. Melody Hwang as Novice Teacher
 - d. April Talent Items

- D. Accept the resignations from the following staff as presented and attached:

- 1. Accept the resignation of Rhiannon Picioccio, Teacher, effective April 13, 2018.
 - a. R. Picioccio - Resignation.pdf
 - 2. Accept the resignation of Alexis Zmijeski, Teacher, effective June 30, 2018.
 - a. A. Zmijeski - Resignation.pdf

- E. Approve 2018-2019 Stipends

- 1. John Salvetta as SAT Proctor
 - 2. Brian Kelley as Summer Facilities Intern

3. Thomas Dougherty as Summer Facilities Intern
 4. Amanda Borelli as Summer Academy Teacher
- F. Approve training days for the following staff at the rate of \$100 per day
1. Thomas Wicklund
 2. Chante Jones
 3. Melody Hwang
- G. Approve title and salary adjustments for the following staff as presented and attached:
1. Correction: Correct the salary change for Jacqueline Bonk, Executive Administrative Assistant from \$35,000 to \$47,500, effective April 23, 2018.
 2. Correction: Correct the stipend amount for Rachael Binz, All Kids Thrive Grant - Administrative Support from \$1,500 to \$2,000, effective February 22, 2018.

H. Approve Staff Travel for Professional Development

Vote

Tara Pepe

Approve the following staff travel for professional development:

1. April Staff PD Requests.pdf
2. Kimberly Nardone to attend "Teach Like a Champion" in Newark, NJ on May 10, 2018 and May 11, 2018 for a total cost not to exceed \$2,000.00, plus the cost of ground transportation per Board policy.
3. Ansha Clement to attend "Help Your Students Master the NGSS" in Voorhees, NJ on May 23, 2018 for a total cost not to exceed \$259.00, plus the cost of ground transportation per Board policy.
4. Rose Time to attend a training tour for the China 2019 trip in Rome, Italy on May 24, 2018 through May 29, 2018 for a total cost of \$0.00.
5. Dominique Zappola to attend "Launch Eureka Math and Focus on Fluency" in Philadelphia, PA on June 26, 2018 and June 27, 2018 for a total cost of \$600.00, plus the cost of ground transportation per Board policy.
6. Stacy Washington to attend the NASN Conference in Baltimore, MD on June 30, 2018 through July 3, 2018 for a total cost not to exceed \$1,059.58, plus the cost of ground transportation per Board policy.

<p>I. Accept Board Secretary Report Approve the March Board Secretary Report as presented and attached.</p> <p>1. BoardSecretaryReport_3.31.18.pdf</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p>J. Accept Board Treasurer Report Approve the March Treasurer Report as presented and attached.</p> <p>1. TreasurerReport_3.31.18.pdf</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p>K. Accept Budget Adjustments and Transfer Date 3/31/18 Approve the Budget Adjustments with a transfer date of March 31, 2018 as presented and attached.</p> <p>1. BudgetAdj_3.31.18.pdf</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p>L. Approve Certification of Accounts Certification of Accounts Pursuant to N.J.A.C. 6A:23A-16.1 0 (c) 3, I certify that as of March 31, 2018 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.</p> <hr/> <p>Christopher Lessard</p> <p>April 25, 2018 Date</p> <p>Board Certification of Accounts RESOLVED After review of the Secretary's and Treasurer's reports for March 31, 2018 and based upon consultation with and representations of the appropriate district officials (Secretary, Treasurer and Chief Executive Officer), the Board of Trustees of Foundation Academy Charter School pursuant to N.J.A.C. 6A:23A-16.1 0 (c) 4 has ascertained to the best of our knowledge and ability, with the information provided, that no major account (Current Expense, Capital Outlay) has been over-expended and that sufficient funds are available to meet the Charter School's financial obligations for the remainder of the fiscal year, and hereby certifies the Charter School's financial plan (the budget) as approved is being followed as revealed in the financial reports.</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p>M. Approve credit line application Approve application to Wells Fargo for \$600,000 line of credit.</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p>N. Approve Bill List Approve the March 23, 2018 to April 25, 2018 bills list in the amount of \$1,248,460.07 as presented and attached.</p> <p>1. April Check Register.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p>O. Approve Gross Payrolls Approve the gross payrolls for March 29, 2018 in the amount of \$379,550.37 and for April 13, 2018 in the amount of \$378,973.60 as presented and attached.</p> <p>1. 3.29.18 Payroll Report.pdf</p> <p>2. 4.13.18 Payroll Report.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p>P. Approve the Submission of the Safety Grant Foundation Academy Charter School Board of Trustees hereby approves the digital submission of the application for the 2018-19 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, in the amount of \$5946.61, for the July 1, 2018 through June 30, 2019 program period.</p>	<p>Vote</p>	<p>Tara Pepe</p>

Q. Approve FSMC Contract

Vote

Tara Pepe

BE IT RESOLVED THAT THE BOARD OF TRUSTEES of Foundation Academy Charter School upon recommendation of the Business Administrator approves the renewal of the Food Service Management Company contract with Maschio Food Service for managing the food service program for the 2018-2019 school year:
-Management fee for FY 2019: \$20,600.00
-Profit guarantee of \$50,000.00

1. 18-19 Addendum- Foundation.pdf

R. Approve fundraising activities

Vote

Tara Pepe

Approve the following student fundraising activities:

1. April Fundraising Requests.pdf
2. The High School National Honor Society will sponsor after school pizza sales twice a week during the month of May. All proceeds will be used to fund NHS events and apparel.
3. The Middle School will sponsor an 8th grade dance on June 15, 2018. Tickets to the 8th grade dance will be sold to students beginning on May 4, 2018. All funds will be used to cover the cost of refreshments, the DJ and decorations for the dance.
4. The Intermediate School will sponsor a Talent Show on May 4, 2018. Snacks, candy grams and videos of the event will be sold. All proceeds will be used to offset the cost of the Intermediate School Spring Instrumental Concert.

S. Approve field trips

Vote

Tara Pepe

Approve the following student field trips:

1. The High School will sponsor an overnight field trip to Princeton-Blairstown Center on Friday, April 27, 2018 to Sunday, April 29, 2018 for approximately 20 girls.
2. The High School Outdoor Adventure Club will sponsor a field trip to High Point State Park on Saturday, May 5, 2018 for approximately 50 students.
3. The High School Prom will be held at The Boathouse at Mercer Lake on Thursday, May 10, 2018.
4. The Middle School will sponsor a field trip to The Boathouse at Mercer Lake on Wednesday, May 23, 2018 for approximately 50 students.
5. The High School will hold its spring instrumental music concert on Thursday, May 24, 2018 at The College of New Jersey.
6. The High School will sponsor a senior class

overnight field trip to Maryland on Tuesday, May 29, 2018 to Thursday, May 31, 2018 for approximately 50 students.

7. The High School will sponsor a junior class overnight field trip to Pocono Valley Resort on Thursday, May 31, 2018 to Friday, June 1, 2018 for approximately 50 students.

8. The Intermediate School will hold its spring instrumental music concert at The College of New Jersey on Friday, June 1, 2018.

9. The Middle School will sponsor a 7th grade writing trip to Goat Hill Overlook in West Amwell, NJ on Saturday June 2, 2018.

T. Approve international student field trip

Approve the high school Travel Club's international field trip to Costa Rica in the spring of 2020 to be funded by the students and their families as presented and attached.

Vote

Sheria
McRae

1. Costa Rica Board Proposal.doc

2. Insurance Policy.pdf

U. Approve concert venue contract

Approve the contract with The College of New Jersey to serve as the venue for the Intermediate School Spring Instrumental Concert on Friday, June 2, 2018 as presented and attached.

Vote

Tara Pepe

1. TCNJ Contract.pdf

V. Approve professional services contract

Approve the professional services contract with Melick-Tully & Associates to perform a preliminary soils and foundation investigation for the proposed high school project for a total cost not to exceed \$6,700.00 as presented and attached.

Vote

Tara Pepe

1. Foundation Academy Charter School - Trenton - KAT - 4-11-18 SIGNED (3).pdf

W. Approve an adjustment from a full day of instruction for high school students to a half day of instruction for high school students on Friday, May 11, 2018 and Friday, May 10, 2019.

X. Approve Travel Reimbursement

Approve the following reimbursements to be paid from the John Spears funds donated for teacher recruitment: Reimbursement of up to 300.00 for travel costs to Kelsey Carey, a job candidate.

Y. Approve All Kids Thrive Grant Submission and Memorandum of Understanding, effective April 18, 2018.

1. MOU_FABOT.pdf

Z. Approve Student Teachers

Approve Veronika Geiger from Rider University to serve as a student teacher beginning on May 7, 2018 as presented and attached.

Vote

Tara Pepe

1. Geiger Veronika L Resume.docx

AA. Approve the termination of Emmanuel Koffi, Teacher, effective April 23, 2018.

AB. Approve Transportation Contract

Approve transportation contract FASRA2018-13 with A-1 Limousine for transportation to the Senior End of Year trip in Maryland from May 29, 2018 to May 31, 2018 for a total cost not to exceed \$3,479.00, plus \$92.92 per extra hour, as presented and attached.

1. FASRA2018-13_ Board Approval.docx

Vote

Tara Pepe

AC. Approve the submission of an amendment to the ESEA Application

Approve the submission of an amendment to the FY18 ESEA Application to reallocate parental involvement funds for the purchase of technology to be used during parent trainings and workshops.

Vote

Tara Pepe

IV. Resolved/Motion/Roll Call Vote

Jacqui Griffith made a motion to RESOLVED that the Board of Trustees accept the recommendation to the Chief Executive Officer to approve the above- identified consent agenda items numbered 042518-III.A. through 042518-III.Y. Paris McLean seconded the motion. The board voted unanimously to approve the motion.

V. Executive Session

VI. Appendices

VII. Closing Items

Jacqui Griffith made a motion to Adjourn Meeting. Patrick Hall seconded the motion. The board VOTED unanimously to approve the motion. There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:05 PM.
Respectfully Submitted, R. Binz