

# Meeting Book - Foundation Academies December 20, 2017 Board Meeting

## Foundation Academies Board Meeting

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### 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, December 20, 2017 at 6:34 PM in Room G35 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Mr. Reid McCarthy, Dr. Todd Kent , Ms. Grecia Montero , Ms. Jessica Gamble, Ms. Jacqui Griffith, Mr. Patrick Hall, Mr. Allan Kehrt, Mr. Stephen Silverman. Absent - Ms. A. Mindy Fernandez-Sheinbaum

Presented  
by: Mr.  
Allan Kehrt

#### B. Pledge Of Allegiance

Presented  
by: Mr.  
Allan Kehrt

#### C. Record Attendance and Guests

Staff present: Graig Weiss, CEO, Sheria McRae, Chris Lessard, Nick Courtney, 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 Strategic Goals

Graig  
Weiss and  
Allan Kehrt

1. Identify best practices and strategies to improve the talent recruitment and retention at Foundation Academies
2. Increase understanding of risks and best practices for functioning with limited government funding
3. Develop Board Members into ambassadors by enhancing Board recruitment, increasing Board philanthropy, and attracting influencers to our mission
  - a. Accept the resignation of Mr. Reid McCarthy from the Foundation Academy Board of Trustees.

Grecia Montero made a motion to accept the resignation of Mr. Reid McCarthy. Patrick Hall seconded the motion. The board VOTED unanimously to approve the motion.

#### F. Mission Moment

#### G. Public Participation

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### II. Committee Reports

A. Academics, Culture, and Talent Committee

Todd Kent

B. Development Committee

C. Finance and Facilities Committee

1. Finance Packet

a. 2017-12-18 Finance Committee Agenda.pdf

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### III. Consent Agenda Items

A. Approve Minutes

1. November 15, 2017 FABOT Meeting Minutes

B. Accept Donations as presented and attached

Accept, with the sincerest gratitude, the following donations as presented and attached.

1. Linda and Barry Spiegel, \$200.00 , Check (11/19/2017)
2. Jacqueline M Griffith Fund , \$1,000.00 , Check (11/20/2017)
3. BlackRock, Inc., \$210.97 for 2017 Service Learning Panel, Other (11/21/2017)
4. Sue and Martin Sutton, \$100.00, Check (11/27/2017)
5. Doreen Wright and Bob Beck, \$100.00 , Check (11/27/2017)
6. Friends of Foundation Academy Inc., \$900.00 for 2017 Service Learning Panel, Check (11/27/2017)
7. Richard Ford, \$100.00, Check (11/28/2017)
8. Arthur and Janet Eschenlauer, \$100.00 , Check (11/30/2017)
9. Xenna Corporation, \$200.00, Check (11/30/2017)
10. Linda and Steve Gecha, \$200.00 , Check (11/30/2017)
11. Charles and Ellen (Morehouse) Schuyler, \$3,000.00, (12/2/2017)
12. Gail and Earl Haag, \$100.00 , Check (12/3/2017)
13. Gail Keim, \$450.00 , Check (12/4/2017)
14. Mary and David Hunter, \$100.00 , Check (12/4/2017)
15. Wickenden Associates, Inc , \$100.00 , Check

(12/4/2017)

16. Jonathan D. Krist Foundation, \$100.00 , Check (12/4/2017)
17. Lolli and Bob Leeson, \$75.00, Check (12/5/2017)
18. Elizabeth and Dick Sword, \$100.00 , Check (12/6/2017)
19. Ronelle Norris, \$100.00 , Check (12/7/2017)
20. Bob and Mary Garrett, \$250.00 , Check (12/7/2017)
21. Mary Turso, \$250.00 , Credit Card (12/11/2017)
22. Patrick Hall, \$10.00, Credit Card (12/12/2017)
23. The Silverman Family Charitable Foundation, Inc., \$10,000, Check (12/13/17)
24. John and Louise Wellemeyer, \$500.00 , Check (12/13/2017)
25. Grecia Montero, \$100.00 , Credit Card (12/14/2017)
26. Douglas Robotham, \$500.00 , Credit Card (12/15/2017)
27. Allan & Michaela Kehrt, \$1,000.00 , Check (12/19/2017)
28. John D. Spears Charitable Fund, \$41,000.00 for SEEDS (Melissa Freedman), check (12/15/2017)
29. The Emily & John Harvey Foundation, \$250.00 , Check (12/14/2017)
30. Correction: The November 15, 2017 Board minutes designated a \$500.00 donation from Lisa Beamer to the General Fund. The correct designation is "2017 Service Learning Panel".

31. December 2017 Donations and Grants

C. Approve Staff Hires

Vote

Lolade  
Onashile

1. 2017-18 Salaried Positions
  - a. Alexander Davies as Novice Teacher
  - b. Jasmine Otero as Paraprofessional
  - c. Sarah Arrowood as Novice Teacher
  - d. Derek Melillo as Facilities Associate
2. 2017-18 Non-Salaried Positions

- a. Jayshawn Bost as Substitute Teacher
- b. Bailie Gregory as Part-Time Teacher
- c. Talaya Woodall as Co-Head Middle School Basketball Coach

3. December 20 FABOT.docx

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|---|-------------|----------------------------|
| <p><b>D. Accept Resignations</b></p> <ul style="list-style-type: none"> <li>1. Approve the resignation of Kendra Thatcher, Communication Associate, effective January 29, 2018.           <ul style="list-style-type: none"> <li>a. Kendra Thatcher - Resignation.pdf</li> </ul> </li> <li>2. Approve the resignation of Harriette Brainard, Director of Development, effective December 22, 2017.           <ul style="list-style-type: none"> <li>a. Harriette Brainard - resignation.pdf</li> </ul> </li> </ul>  | <p>Vote</p> | <p>Lolade<br/>Onashile</p> |
| <p><b>E. Approve the title change for Cintella Spotwood, from Head Middle School Basketball Coach to Co-Head Middle School Basketball Coach, effective December 21, 2017.</b></p>   |             |                            |
| <p><b>F. Correction: Approve the name change of Hilda Gonzalez, Substitute Custodian, to Hilda Jacquez, effective November 15, 2017.</b></p>  |             |                            |
| <p><b>G. Approve the stipend adjustment for John Salvetta, 12th Grade Level Chair, from \$1,000 to \$500, effective December 31, 2017.</b></p>  |             |                            |
| <p><b>H. Approve staff salaries paid through federal grant</b><br/> <small>Approve the additional staff salary as paid through federal grant as presented and attached.</small></p> <ul style="list-style-type: none"> <li>1. Added Staff Receiving a Portion of Salary Through Grant 17-18 (2).docx</li> </ul>   | <p>Vote</p> | <p>Tara Pepe</p>           |
| <p><b>I. Approve Staff Travel for Professional Development</b><br/> <small>Approve the following staff professional development travel activities:</small></p> <ul style="list-style-type: none"> <li>1. December Staff PD Requests.pdf</li> <li>2. Andrew DeLuise and Kelly Fischer to attend "Best Practices in Co-Teaching" in Cherry Hill, NJ on January 8, 2018 for a total cost not to exceed \$498.00, plus the cost of ground transportation per Board policy.</li> <li>3. Rachael Binz and Nikiya Reid to attend "The Extraordinary Administrative Professional" in Princeton, NJ on January 23, 2018 for a total cost not to exceed \$298.00, plus the cost of ground transportation per Board policy.</li> </ul> | <p>Vote</p> | <p>Tara Pepe</p>           |

4. Damien Castagne to attend NJ TECHSPO 2018 in Atlantic City, NJ on January 25, 2018 to January 26, 2018 for a total cost not to exceed \$582.00, plus the cost of ground transportation per Board policy.
5. Holly Sparks to attend the Easy IEP Leadership Forum in New Brunswick, NJ on January 28, 2018 for a total cost not to exceed \$0.00, plus the cost of ground transportation per Board policy.
6. Tom Dougherty to attend "Strengthen your Writing Instruction to Increase Students' Writing Skills" in Cherry Hill, NJ on January 29, 2018 for a total cost not to exceed \$259.00, plus the cost of ground transportation per Board policy.
7. Emma Hansen and Cintella Spotwood to attend "Effectively Dealing with Disruptive Students" in Cherry Hill, NJ on January 31, 2018 for a total cost not to exceed \$518.00, plus the cost of ground transportation per Board policy.
8. Nicole Bradshaw to attend "Strategies for Strengthening Science Instruction" in Cherry Hill, NJ on February 2, 2018 for a total cost not to exceed \$249.00, plus the cost of ground transportation per Board policy.
9. Jillian Brown and Natasia Shuford to attend the 2018 Conference for NJ Kindergarten Teachers in Atlantic City, NJ on February 27, 2018 and February 28, 2018 for a total cost not to exceed \$838.00, plus the cost of ground transportation per Board policy.
10. Holly Sparks to attend The Training Institute at Garfield Park Academy on Friday, March 9, 2018 for a total cost not to exceed \$0.00, plus the cost of ground transportation per Board policy.

**J. Accept Board Secretary Report**

Approve the November Board Secretary Report as presented and attached.

1. BSR 2017-11-30.pdf

Vote

Christopher Lessard

**K. Accept Board Treasurer Report**

Approve the November Board Treasurer Report as presented and attached.

1. Nov Treasurers Rept 2017.pdf

Vote

Christopher Lessard

**L. Accept Budget Adjustments and Transfer Date 11/30/17**

Approve the budget adjustments with a transfer date of November 30, 2017 as presented and attached.

1. Budget ADJ.pdf

Vote

Christopher Lessard

**M. 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 November 30, 2017 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

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Christopher Lessard

December 20, 2017

Date

Board Certification of Accounts

RESOLVED After review of the Secretary's and Treasurer's reports for November 30, 2017 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.

Vote

Christopher  
Lessard

**N. Accept Revised CAFR and CAP**

Accept the revised June 30, 2017 Certified Annual Financial Report (CAFR) and the Corrective Action Plan with no recommendations as presented and attached.

1. CAFR REVISED.PDF
2. Foundation Academy Charter School AMR REVISED.pdf
3. Synopsis Report for Foundation Academy Charter School-REVISED.pdf
4. CAP (1).pdf

Vote

Christopher  
Lessard

**O. Approve Bill List**

Approve the November 16, 2017 to December 20, 2017 bills list in the amount of \$1,015,062.62 as presented and attached.

1. December Check Register.pdf

Vote

Tara Pepe

**P. Approve Gross Payrolls**

Approve the gross payroll for November 30, 2017 in the amount of \$384,041.70, and for December 15, 2017 in the amount of \$380,746.65 as presented and attached.

1. 11.30.17 Payroll Report.pdf
2. 12.15.17 Payroll Report.pdf

Vote

Tara Pepe

**Q. Approve fundraising activities**

Approve the following fundraising activities:

1. Foundation Academy Charter School will sell branded hats. All proceeds will be used to fund the school library.
2. The High School Class of 2018 will sponsor a Chipotle Fundraiser on January 23, 2018. The Senior Class will get 50% of all sales during the event. All proceeds will be used to offset the cost of the prom and the end of year trip.

Vote

Tara Pepe

3. The High School Travel Club will sponsor a candle sale in March. All proceeds will be used to offset the cost of the trip to China in 2019.

4. December Fundraising Requests.pdf

**R. Approve field trips**

Vote

Tara Pepe

Approve the following student field trips:

1. The Intermediate School will sponsor field trips to Holiday Skating and Fun Center in Delanco, NJ on January 8, 2018, January 9, 2018 and January 10, 2018 for approximately 80 students each trip.
2. The High School will sponsor a snow tubing field trip to Pennsylvania on January 11, 2018 for approximately 100 students.
3. The Middle School will sponsor field trips to Colonial Bowling in Lawrenceville, NJ on January 12, 2018 and January 19, 2018 for approximately 100 students on each trip.
4. The High School will sponsor a college tour trip to Girard College on January 27, 2018 for approximately 50 students.
5. The Primary School will sponsor a field trip to the Please Touch Museum in Philadelphia, PA on January 30, 2018 for approximately 75 students.
6. The Primary School will sponsor a field trip to the Garden State Discovery Museum in Cherry Hill, NJ on January 31, 2018 for approximately 75 students.

**S. Approve submission of an amendment to the IDEA application**

Vote

Tara Pepe

Approve the submission of an amendment to the FY18 IDEA Application to allocate FY17 carryover funds, and accept the grant award of the funds upon subsequent approval of the FY18 IDEA Amendment.

**T. Approve Whitestone professional services contract**

Vote

Tara Pepe

Approve the professional services contract with Whitestone Associates, Inc. to manage and oversee the UST abandonment project for a total cost not to exceed \$15,350.00 as presented and attached.

1. Signed Whitestone Foundation Academy UST Oversight - Rev 1.pdf

**U. Approve AWT Proposal**

Vote

Tara Pepe

Approve the contract with AWT Environmental Services, Inc. for UST closure services for a total cost not to exceed \$22,045.00 including permit fees as presented and attached.

1. AWT Proposal 17-1951 Revision 4 (SIGNED) (2).pdf

**V. Approve KSS professional services contract**

Vote

Tara Pepe

Approve the professional services contract with KSS Architects, LLP

for the survey and development of base plans for Grand Street for a total cost not to exceed \$9,900.00 as presented and attached.

1. Weiss\_2017-11-06 22 Grand ltr (3).pdf

**W. Reappoint the Public Agency Compliance Officer** Vote Tara Pepe  
Reappoint Johanna Soto as the Foundation Academy Charter School Public Agency Compliance Officer for 2018

**X. Confirm the findings from the following HIB investigation:** Vote Barbara Zjawin

1. Investigation 66739\_FACS\_12052017 as FOUNDED.

- a. HibIncident (1).PDF

**Y. Approve voluntary school outreach counselor** Vote Tara Pepe  
Approve Christina Wright to serve as a voluntary School Outreach Counselor as presented and attached.

1. Christina Wright's Resume.pdf

**Z. Accept the resignation of Briana Waithe, Career Teacher, effective January 30, 2017.**

1. FOUND-001 Resolution accepting Resignation (00768131-2x7DCB6) - Waithe.doc
2. Briana Waithe - Resignation.pdf

**AA. Approve resolution of Foundation Academy Charter School a NJ Nonprofit Corporation authorizing the purchase of property adjacent to school property and other matters in connection therewith.**

RESOLUTION OF FOUNDATION ACADEMY CHARTER SCHOOL A NJ NONPROFIT CORPORATION AUTHORIZING THE PURCHASE OF PROPERTY ADJACENT TO SCHOOL PROPERTY AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Foundation Academy Charter School A NJ Nonprofit Corporation ("Foundation") owns property located at 363 W. State Street and 373-375 W. State Street in Trenton, NJ (together, the "School Property") for use in its operation of Foundation Primary, Intermediate and Middle Schools, each, a public charter school (together, the "School"); and

WHEREAS, Foundation has determined that it would be economically advantageous and beneficial to acquire the land and building on property adjacent to the School Property for uses in support of its operation of the School, including open space, recreational or athletic uses (the "Parcel"); and

WHEREAS, Foundation desires to acquire the Parcel for a purchase price not to exceed THREE HUNDRED THOUSAND DOLLARS (\$300,000) (the "Max Purchase Price"); and

WHEREAS, Foundation and the seller of the Parcel expect and intend to enter into a purchase and sale agreement setting forth the terms and conditions for the purchase and sale of the Parcel after mutual agreement of the Purchase Price; and

NOW THEREFORE, BE IT HEREBY RESOLVED BY FOUNDATION ACADEMY CHARTER SCHOOL A NJ NONPROFIT CORPORATION as follows:

Section 1. The above recitals are incorporated herein by reference.  
Section 2. Foundation hereby approves and authorizes the acquisition of the Parcel for a price not to exceed the Max Purchase



Price.

Section 3. The Chief Executive Officer of Foundation is hereby authorized to negotiate and determine the purchase price to be paid by Foundation for the Parcel, in an amount not to exceed the Max Purchase Price, and to execute and deliver such documents as may be necessary or desirable to evidence the agreement of such purchase price, the Chief Executive Officer's signature is to be conclusive evidence of such approval.

Section 4. The Chief Executive Officer is hereby authorize to prepare and negotiate the terms of a Purchase and Sale Agreement for the Parcel, the execution of which by Foundation shall be subject to the review and approval of the Board.

Section 5. Any actions taken prior to the date hereof with respect to the acquisition of the Parcel or the determination of the purchase price thereof are hereby ratified and affirmed in all respects.

Section 6. This Resolution shall take effect immediately.

**AB. Approve staffing agency contract**

**Vote**

**Tara Pepe**

Approve the contract with Swing Education to provide as needed staffing services as presented and attached.

1. Swing\_Subst\_and\_Foundation\_Academies\_Agreement\_for\_Signature.pdf

**AC. Approve the appointment of Paris McLean to the Foundation Academies Board of Trustees for a partial term effective December 20, 2017 through June 30, 2020.**

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**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 122017-III.A. through 122017-III.AC., excluding resolution 122017-III.AA.. Jessica Gamble seconded the motion. The board voted unanimously to approve the motion.

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**V. Executive Session**

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**VI. Appendices**

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**VII. Closing Items**

Stephen Silverman made a motion to Adjourn Meeting. Todd Kent 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 7:46 PM. Respectfully Submitted, R. Binz