

Meeting Book - Foundation Academy July 19, 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, July 19, 2018 at 6:07 PM in Room G35 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Todd Kent, Grecia Montero, Paris McLean, Jacqui Griffith, Patrick Hall, Allan Kehrt, Stephen Silverman. Absent - 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, Jonathan Hofmann, and Rachael Binz, in the capacity of secretary to the board. Public present: Elisha McLean and Elijah Noncent.

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

Allan Kehrt

1. Strategies for Enhancing FABOT Impact

2. Fundraise * Connect * Advocate

a. Upcoming Events

3. FABOT Status Discussion

Compliance, Training, Recruitment

a. Accept the resignation of Ms. Jessica Gamble from the Foundation Academy Board of Trustees, effective June 17, 2018.

F. Summer 2018 CEO Update

G. Mission Moment

1. <http://foundationacademies.org/>

H. Public Participation

II. Board Officer Elections

A. Board President Elections

Grecia Montero made a motion to re-appoint Allan Kehrt as President of the Foundation Academy Charter School Board of Trustees. Paris McLean seconded the motion. The Board voted unanimously to approve the motion.

B. Board Secretary/Treasurer Election

Patrick Hall made a motion to appoint Jacqui Griffith as Secretary/Treasurer of the Foundation Academy Charter School Board of Trustees. Grecia Montero seconded the motion. The Board voted unanimously to approve the motion.

III. Annual Renewals, Re-Appointments, Re-Adoptions, Adoptions, and Appointments

A. Reappoint The Weiner Law Group as School Attorney

B. Reappoint Monique Bonnier as Treasurer of School Monies

C. Reappoint Barre and Company as School Auditor

D. Reappoint Alon Baker as School Doctor

E. Reappoint Parette Somjen Architects as School Architect

F. Reappoint Christopher Lessard as Qualified Purchasing Agent

G. Reappoint Wells Fargo as Depository

H. Reappoint Borden Perlman as Insurance Broker

WHEREAS, the Foundation Academy Charter School Board of Trustees, ("Educational Facility") has resolved to join the New Jersey Schools Insurance Group (ERIC North/NJSIG) following a detailed analysis; and WHEREAS, the Bylaws of NJSIG require that each entity may designate a Risk Management Consultant/Broker to perform various professional services in the Bylaws and Risk Management Plan; and WHEREAS, the Bylaws indicate that NJSIG shall pay each Risk Management Consultant/Broker a fee to be established annually by the Board of Trustees; NOW THEREFORE, BE IT RESOLVED Foundation Academy Charter School Board of Trustees does hereby appoint Borden Perlman as its Risk Management Consultant/Broker in accordance with the Fund's Bylaws. This appointment will run concurrent with the Board's Term of membership in NJSIG (ERIC North/NJSIG).

I. Reauthorize AXA Equitable and Vanguard as Approved Tax Sheltered Annuity Companies

J. Reauthorize National Benefits Services as the 403b Third Party Administrator

K. Reappoint The Trenton Times and The Trentonian as newspapers for noticing FABOT meetings

L. Reappoint SBA, Board President and Board Treasurer as Check Signatories

M. Readopt By-Laws and Policies

N. Readopt existing written curricula and textbooks

O. Reauthorize implementation of school budget

P. Readopt the Integrated Pest Management Plan

Q. Reapprove the use of State Contracts

Reauthorize the Business Administrator to make purchases, up to the bid threshold utilizing the quotation process and/or purchases from NJ State contract vendors and/or purchases from other qualified pricing cooperatives/consortiums approved/awarded vendors

- R. Reapprove purchasing arrangement with New Jersey Education Consortium
- S. Reapprove purchasing agreement with Educational Services Commission of New Jersey
- T. Reapprove the use of purchasing contracts through the Mercer County Cooperative Purchasing System
- U. Reapprove mileage reimbursement rate of \$0.31 per mile
- V. Reappoint Lolade Onashile as School Affirmative Action Officer
- W. Reappoint Lolade Onashile as Title IX Coordinator
- X. Reappoint Barbara Zjawin as 504 Officer
- Y. Reappoint Lorrie Weaver as Homelessness Liaison

IV. Resolved/Motion/Roll Call Vote Annual Renewals, Re-Appointments, Re-Adoptions, and Appointments

Patrick Hall 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 071918-III.A. through 071918-III.Y. Jacqui Griffith seconded the motion. The board voted unanimously to approve the motion.

V. Committee Reports

- A. Academics, Culture, and Talent Committee
- B. Development Committee
- C. Finance and Facilities Committee

Todd Kent

Jacqui
Griffith
Stephen
Silverman

- 1. Finance Packet

- a. 2018-07-18 Finance Committee Agenda.pdf

VI. Consent Agenda Items

A. Approve Minutes

Approve the minutes of the June 27, 2018 and July 6, 2018 board meetings as presented and attached.

- 1. June 27, 2018 board meeting minutes
- 2. July 6, 2018 board meeting minutes

B. Accept Donations as presented and attached

- 1. Patrick Hall, \$10.00, 7/12/2018 (Credit Card)
- 2. Todd Kent, \$50.00, 6/20/2018 (Credit Card)

3. Jacqueline M. Griffith Fund, \$2,000.00, 6/20/2018
(Check)

4. July donations and grants

C. Approve Staff Hires

Vote

Lolade
Onashile

Approve all new hires assuming successful completion of criminal
and background clearances, as presented and attached:

1. 2018-19 Salaried Positions

- a. Kathleen Reilly Streicher as Director of
Development (Part-Time)
- b. July Talent Items
- c. April Knupp as Career Teacher
- d. Elizabeth Toth as Career Teacher
- e. Rebecca Healy as Novice Teacher
- f. Kenisha Coley as Leader of Student Culture
- g. Howard Muncy as Career Teacher
- h. Jessica Yentema as Novice Teacher

2. 2018-19 Non-Salaried Positions

- a. Courtney Boone as Home Office Intern

D. Approve 2018 - 2019 Stipends

1. Devin Fergusson as Co-Head Middle School
Cheerleading Coach
2. Emma Hansen as Co-Head Middle School
Cheerleading Coach

E. Approve the 5-Year longevity bonuses in the amount
of \$500 each for staff returning to Foundation
Academies after five years of service for the following
staff members, effective August 2, 2018:

1. Thomas Dougherty
2. Sara Landau
3. Calvin McRae
4. DeAndria Nelson
5. Vianney Anzures

F. Approve the 10-Year longevity bonuses in the amount
of \$1000 each for staff returning to Foundation
Academies after ten years of service for the following
staff members, effective August 2, 2018:

1. Jill Spiegel

G. Approve title and salary adjustments for the following staff as presented and attached:

1. Correction: Approve the salary change for Calvin McRae, Career Teacher, from \$64,345 to \$69,345, effective August 2, 2018.
2. Correction: Approve the salary change for Monica Klimek, Novice Teacher, from \$52,709 to \$57,709, effective August 2, 2018.

H. Accept the resignation of Brittany Boynton, Paraprofessional, effective July 5, 2018.

I. Approve Staff Travel for Professional Development

Vote

Tara Pepe

Approve the following staff professional development activities:

1. July Staff PD Requests.pdf
2. Melissa Embly-Ryba to attend "Communicate with Tact" in Princeton, NJ on August 29, 2018 and August 30, 2018 for a total cost not to exceed \$299.00, plus the cost of ground transportation per Board policy.
3. Christina Mangus to attend the Black Mental Health Symposium in Charlotte, NC on September 27, 2018 to September 28, 2018 for a total cost not to exceed \$801.89, plus the cost of ground transportation per Board policy.
4. Graig Weiss to attend the Nonprofit Storytelling Conference in Orlando, FL on October 15, 2018 through October 17, 2018 for a total cost not to exceed \$2,272.97, plus the cost of ground transportation per Board policy.
5. John Salvetta and Lori Sroka to attend the College Board National Forum in Dallas, TX on October 22, 2018 through October 24, 2018 for a total cost not to exceed \$3,056.00, plus the cost of ground transportation per Board policy.

J. Accept Board Secretary Report

Vote

Christopher Lessard

Approve the June Board Secretary Report as presented and attached.

1. Board Sec Report 2018-06-30.pdf

K. Accept Board Treasurer Report

Vote

Christopher Lessard

Approve the June Board Treasurer Report as presented and attached.

1. June Treasurers Rept 2018.pdf

L. Accept Budget Adjustments and Transfer Date 6/30/18

Vote

Christopher Lessard

Approve the budget adjustments with a transfer date of June 30, 2018 as presented and attached.

1. Budget Adj 2018-06-30.pdf

<p>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 June 30, 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>July 19, 2018 Date</p>	Vote	Christopher Lessard
<p>Board Certification of Accounts RESOLVED After review of the Secretary's and Treasurer's reports for June 30, 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>N. Approve Bill List Approve the June 28, 2018 through June 30, 2018 bills list in the amount of \$389,295.35 and the July 2, 2018 through July 19, 2018 bills list in the amount of \$856,247.72 as presented and attached.</p> <ol style="list-style-type: none"> 1. Final June Check Register.pdf 2. July Check Register.pdf 	Vote	Tara Pepe
<p>O. Approve Gross Payrolls Approve the gross payrolls for June 29, 2018 in the amount of \$393,960.99 and for July 13, 2018 in the amount of \$119,808.18 as presented and attached.</p> <ol style="list-style-type: none"> 1. 6.29.18 Payroll Report.pdf 2. 7.13.18 Payroll Report.pdf 	Vote	Tara Pepe
<p>P. Approve field trips Approve the following student field trips:</p> <ol style="list-style-type: none"> 1. The High School will sponsor a field trip to the Princeton Blairstown Center on August 13, 2018 through August 17, 2018 for approximately 90 ninth grade students. 2. The High School Outdoor Adventure Club will sponsor a field trip to Pyramid Mountain in Montville, NJ on August 25, 2018 for approximately 50 students. 	Vote	Tara Pepe
<p>Q. Approve transportation contract Approve the following transportation contract: FASRA2019-01 with Rick Bus Company to provide transportation to Pyramid Mountain on August 25, 2018 for a total cost not to exceed \$576.00 as presented and attached.</p> <ol style="list-style-type: none"> 1. FASRA2019-01 Board Approval.docx 	Vote	Tara Pepe
<p>R. Approve calendar updates Approve calendar updates as presented and attached</p>		Barbara Zjawin

1. 2018-19 Staff Calendar (3).pdf

S. Approve the second reading of Policy 5131.1: Harassment, Intimidation, and Bullying, as presented and attached.

1. 5131.1 Harassment Intimidation and Bullying (1).doc

T. Accept the final grades and coursework from the established Option II program through Educere to fulfill credits towards high school graduation:

Life Skills- Student 2782013

Chemistry, English 11, and Music Studies- Student 2852013

Physical Education and Health- Students 3842015 and 992012

Western World History- Student 3052016

Personal Financial Literacy and Economics- New Jersey- Student 1911059

Chemistry- Student 1911052

Biology- Students 3602015 and 1911035

English 11- Student 3492016

U. Approve the creation of a local Option II program for Music requiring students to complete specific project-based practice hours and performance pieces as credits towards graduation, and accept Student 3632015's submission of this program.

V. Re-approve the Chief Executive Officer Evaluation Tool

1. School leader evaluation tool

VII. Resolved/Motion/Roll Call Vote

Patrick Hall 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 071918-VI.A.. through 071918-VI.V. Todd Kent seconded the motion. The board voted unanimously to approve the motion.

VIII. Appendices

IX. Closing Items

Patrick Hall made a motion to Adjourn Meeting. Grecia Montero 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 7:20 PM.
Respectfully Submitted, R. Binz