

# Meeting Book - Foundation Academy November 28, 2018 Board Meeting

## Foundation Academies Board Meeting

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### I. Opening Items

#### A. Call The Meeting to Order

Presented By: Mr. Allan Kehrt / Allan Kehrt called a meeting of the board of trustees of Foundation Academy Charter School to order on Wednesday, November 28, 2018 at 6:08 PM in Room G36 (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. Absent - Mr. Paris McLean

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, Sheria McRae, Carla Hill-Brady, Melissa Campbell, Natasia Shuford, 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 2018 - 2021 Strategies for Enhancing Board Impact

Allan Kehrt

1. Strategies for Enhancing FABOT Impact

2. Fundraise \* Connect \* Advocate

a. Upcoming Events

i. HS Winter Concert

6:30 PM on December 20, 2018 at TCNJ (Mayo Concert Hall). Student panel and reception to follow.

b. Draft Case Statement

3. FABOT Status Discussion

Compliance, Training, Recruitment

#### F. Mission Moment

1. Middle School State of School Presentation

a. Middle School Presentation\_2018\_Board  
Presentation\_updated.pptx

2. High School State of School Presentation

a. Board Meeting 11.28.2018.pptx

#### G. Public Participation

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## II. Committee Reports

### A. Academics, Culture, and Talent Committee

Todd Kent

1. Student and Staff Culture

### B. Development Committee

Jacqui  
Griffith

1. Giving Chart

### C. Finance and Facilities Committee

Stephen  
Silverman

1. Finance Packet

- a. 2018-11-26 Finance Committee Agenda .pdf
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## III. Consent Agenda Items

### A. Approve Minutes

1. October 24, 2018 Board Meeting Minutes

### B. Accept Donations as presented and attached

1. Hall Household, \$10.00, (10/12/2018)
2. Shedler Household, \$100.00 (10/24/2018)
3. Wells Fargo Community Support Campaign, \$480.00 (10/25/2018)
4. Wells Fargo Foundation Educational Matching Gifts Program, \$480.00 (10/25/2018)
5. Leach Household, \$100.00 for Service Learning (11/6/2018)
6. Hall Household, In Kind Gift for Facilities (11/20/2018)
7. The McEwen-Fial Family Fund, \$2,000.00 (11/20/2018)
8. November Donations and Grants

### C. Approve Staff Hires

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

Vote

Lolade  
Onashile

1. 2018-19 Salaried Positions
  - a. Michelle Cobb as Career Teacher
2. 2018-19 Non-Salaried Positions
  - a. Alton Mabry as Substitute Bus Driver
  - b. Kimberley Walker as Substitute Teacher
3. 2018-19 Stipends

- a. Alton Mabry as HS JV Basketball Coach
- b. Robert Hines as MS Basketball Coach
- c. Alyese Patterson as MS Basketball Coach

4. November Talent Items

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

- 1. Correction: Approve the stipend change of Sara Landau, School Testing Coordinator, from \$2,750 to \$500, effective November 29, 2018.
- 2. Correction: Approve the stipend change of Lorraine Sroka, School Testing Coordinator, from \$2,750 to \$4,000, effective November 29, 2018.
- 3. Correction: Approve the stipend change of Melissa Embly-Ryba, Athletic Home Game Soccer Nurse, from \$1,200 to \$1,900, effective September 26, 2018.

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

- 1. Accept the resignation of Eugene Underwood, Director of Communications, effective November 20, 2018.
- 2. Accept the resignation of Alicia Belardo, Teacher, effective January 18, 2018.

a. G. Underwood

a. A. Belardo

F. Approve student teachers

Approve Giselle David and Kirsten Sullivan from The College of New Jersey to serve as student teachers at Foundation Academy as presented and attached

- 1. g david-tcnj\_001.pdf
- 2. k sullivan-tcnj\_001.pdf

Vote

Tara Pepe

G. Approve Staff Travel for Professional Development

Approve the following staff travel for professional development:

- 1. November Staff PD Requests.pdf
- 2. Nicholas Courtney to attend "Restorative Practices: Alternatives to Suspension" in Philadelphia, PA on December 4, 2018 for a total cost not to exceed \$135.00, plus the cost of ground transportation per Board policy.
- 3. Monica Klimek, Cynthia Ruszczyk and Holly Sparks to attend the AMTNJ Special Education and Math Conference in Jamesburg, NJ on December 5, 2018 for a total cost not to exceed

Vote

Tara Pepe

\$517.00, plus the cost of ground transportation per Board policy.

4. Melissa Campbell and Sheria McRae to attend the Learning Forward Annual Conference in Dallas, Texas on December 3, 2018 through December 5, 2018 for a total cost not to exceed \$3,786.00, plus the cost of ground transportation per Board policy.
5. Sheria McRae and Lisa Pope to attend "Formative Assessment for Leaders" in New York City on December 10, 2018 for a total cost not to exceed \$400.00, plus the cost of ground transportation per Board policy.
6. Molly Mitchell to attend "Anxiety, ADHD and Anger in the Classroom" in South Plainfield, NJ on December 14, 2018 for a total cost not to exceed \$99.99, plus the cost of ground transportation per Board policy.
7. Andrew DeLuise to attend "Do More for Students by Doing Less for Students" in Cherry Hill, NJ on January 15, 2019 for a total cost not to exceed \$269.00, plus the cost of ground transportation per Board policy.
8. Erica Silva to attend "Managing Multiple Priorities, Projects and Deadlines" in Princeton, NJ on January 18, 2019 to a total cost not to exceed \$99.00, plus the cost of ground transportation per Board policy.
9. Erica Silva to attend "FMLA Compliance" in Edison, NJ on January 30, 2019 for a total cost not to exceed \$249.00, plus the cost of ground transportation per Board policy.

**H. Approve staff professional development travel in excess of \$5,000.00**

Jazmin Evans, Danielle Janus, Kimberly Nardone and Audrey Polites to attend the Ron Clark Academy in Atlanta, Georgia on February 14, 2019 to February 15, 2019 for a total cost not to exceed \$8,316.00.

1. November RCA Requests.pdf

Vote

Tara Pepe

**I. Accept Board Secretary Report**

Approve the October Board Secretary Report as presented and attached.

1. Board Sec Reports 2018-10-31.pdf

Vote

Christopher Lessard

**J. Accept Board Treasurer Report**

Approve the October Board Treasurer Report as presented and attached.

1. Treasurer Report 2018-10-31.pdf

Vote

Christopher Lessard

<p><b>K. Accept Budget Adjustments and Transfer Date 10/31/18</b>  Approve the budget adjustments with a transfer date of October 31, 2018 as presented and attached.</p> <p>1. Budget Adj 2018-10-31.pdf</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p><b>L. Approve Certification of Accounts</b>  Certification of Accounts  Pursuant to N.J.A.C. 6A:23A-16.1 0 (c) 3, I certify that as of October 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>November 28, 2018  Date</p> <p>Board Certification of Accounts  RESOLVED After review of the Secretary's and Treasurer's reports for October 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><b>M. Approve Bill List</b>  Approve the bills list for October 25, 2018 through November 28, 2018 in the amount of \$1,522,798.41 as presented and attached.</p> <p>1. November Check Register.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p><b>N. Approve Gross Payrolls</b>  Approve the gross payrolls for October 31, 2018 in the amount of \$413,870.97 and for November 15, 2018 in the amount of \$424,226.45 as presented and attached.</p> <p>1. 10.31.18 Payroll Report.pdf  2. 11.15.18 Payroll Report.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p><b>O. Approve the annual fiscal questionnaire</b>  Approve the 2017-18 Annual Charter School Fiscal Questionnaire as presented and attached.</p> <p>1. Annual Fiscal Questionnaire.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p><b>P. Approve field trips</b>  Approve the December student field trips as presented and attached.</p> <p>1. December Field Trips.docx</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p><b>Q. Approve hotel contracts</b>  Approve the contracts with Country Inn and Suites Historic and Holiday Inn Express to provide hotel accommodations for the Senior End of Year trip in May of 2019 as presented and attached.</p> <p>1. CountryInn&amp;Suites Contract.pdf  2. Rooms Contract (signed).pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p><b>R. Approve concert venue contract</b>  Approve the contract with The College of New Jersey to serve as the venue for the high school winter instrumental concert on December</p>	<p>Vote</p>	<p>Tara Pepe</p>

20, 2018 for a total cost not to exceed \$4,017.00 as presented and attached.

1. FCA Concert Contract.pdf

**S. Approve kitchen renovation change order** Vote Tara Pepe

Approve the kitchen renovation Change Order submitted by Ricasoli and Santin Contracting for an additional \$7,712.52 as presented and attached.

1. CO #1 signed (2).pdf

**T. Approve professional development contract** Vote Tara Pepe

Approve the contract with VitalSmarts to provide an onsite professional development workshop on January 25, 2019 for a total cost not to exceed \$10,800.00 plus the cost of travel and shipping as presented and attached.

1. ECF - Foundation Academies.pdf

**U. Approve LinkedIn Contract** Vote Tara Pepe

Approve the annual service contract with LinkedIn for a total cost not to exceed \$5,250.00 as presented and attached.

1. LinkedIn.pdf

**V. Approve contract to be paid with grant funds** Vote Tara Pepe

Approve the staff holiday party DJ contract to be paid for by the John Spears Staff Appreciation grant funds as presented and attached.

1. DJSully\_Holiday Party.pdf

**W. Confirm HIB Findings** Vote Barbara Zjawin

1. Confirm the findings of HIB investigation 165003\_FAC\_11062018 as UNFOUNDED.

- a. November HIB Report

**X. Approve a calendar adjustment from a full day of instruction to a half day of instruction for all students on November 29, 2018.**

**Y. Approve transportation contract** Vote Tara Pepe

Approve the following transportation contract:  
FASRA2019-02 with A-1 Limousine to provide transportation for the senior end of year trip on May 28, 2019 through May 30, 2019 for a total cost not to exceed \$3,636.00, plus \$92.92 per hour for any overtime as presented and attached.

1. FASRA2019-02 Board Approval.docx

**Z. Adopt the following policy:**

1. Policy 3542.2: School Meal Program Arrears

- a. 3542 2 School Meal Program Arrears DRAFT (1).doc

**AA. Approve the submission of the Title I Comparability of Services report for fiscal year 2019.**

**AB. Approve the submission of the Title I Performance Report for fiscal year 2018.**

**AC. Approve the Dual Enrollment Agreement with Mercer County Community College.**

1. Dual Enrollment Agreement

**AD. Approve Winter Sports schedules**

Approve the high school and middle school basketball schedules as presented and attached.

**Vote**

**Tara Pepe**

1. High School Basketball Schedule 18-19.pdf

2. Middle School Basketball Schedule 18-19.docx

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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 112818-III.A. through 112818-III.AD. Patrick Hall seconded the motion. The board voted unanimously to approve the motion.

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**V. Closing Items**

Allan Kehrt made a motion to Adjourn Meeting. Stephen silverman 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 7:34 PM. Respectfully Submitted, R. Binz