

Meeting Book - Foundation Academy October 24, 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, October 24, 2018 at 7:45 AM in Room G36 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Dr, Todd Kent, Ms. Jacqui Griffith, Mr. Allan Kehrt, Mr. Stephen Silverman. Absent -Ms. Grecia Montero, Mr. Paris McLean, Mr. Patrick Hall.

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: 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. Public Participation

II. Committee Reports

A. Development Committee

Jacqui
Griffith
Stephen
Silverman

B. Finance and Facilities Committee

1. Finance Packet

- a. 2018-10-22 Finance Committee Agenda (2).pdf
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III. Consent Agenda Items

A. Approve Minutes

Approve the minutes of the September 26, 2018 Board Meeting as presented and attached.

1. September 26, 2018 Board Meeting Minutes

B. Accept Donations as presented and attached

1. Patrick Hall, \$10.00, Credit Card (9/15/2018)
2. Carol and Mark Pollard Charitable Trust, \$500.00, Check (10/10/2018)
3. Rutherford Household, \$400.00, for Foundation Collegiate Academy, Check (10/17/2018)

4. October 2018 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
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1. Approve 2018-19 Stipends

- a. Alexander Davies for Home Instruction
- b. Kimberly Heil for Home Instruction
- c. Lorrie Weaver for Home Instruction
- d. Holly Sparks for Home Instruction
- e. Alton Mabry as HS JV Basketball Coach

2. October Talent Items

D. Approve the FAMily First Award in the amount of \$1,000 each for the following selected staff members effective November 9, 2018:

1. Erin Dougherty
2. Sara Landau
3. Monica Figueroa-Marrero
4. Danielle Janus
5. Catherine Castro

E. Approve staff salaries paid through federal grant

Approve the staff salaries paid through federal grant as presented and attached.

Vote

Tara Pepe

1. Additional Staff Receiving a Portion of Salary Through Grant 18-19.docx

F. Approve Staff Travel for Professional Development

Approve the following staff travel for professional development:

Vote

Tara Pepe

1. October Staff PD Requests.pdf
2. Jonathan Hofmann to attend the Manager Tools Effective Communicator Conference in Newark, NJ on October 31, 2018 for a total cost not to exceed \$1,100.00, plus the cost of ground transportation per Board policy.
3. Emma Hansen to attend "Executive Function in the Classroom" in Cherry Hill, NJ on November 1, 2018 for a total cost not to exceed \$229.00, plus the cost of ground transportation per Board policy.
4. DeAndria Nelson to attend "Developing Emotional Intelligence" in Mt. Laurel, NJ on November 8, 2018 for a total cost not to exceed \$99.00, plus the cost of ground transportation per Board

policy.

5. Emma Hansen to attend "High Functioning Autism" in Cherry Hill, NJ on November 14, 2018 for a total cost not to exceed \$229.00, plus the cost of ground transportation per Board policy.
6. Melissa Embly-Ryba to attend "Advanced Cardiovascular Life Support" training in Somerset, NJ on November 29, 2018 for a total cost not to exceed \$160.00, plus the cost of ground transportation per Board policy.
7. Devin Fergusson and Stephanie Zeitz to attend the Co-Teaching Conference in Cherry Hill, NJ on December 5, 2018 and December 6, 2018 for a total cost not to exceed \$998.00, plus the cost of ground transportation per Board policy.
8. Monica Figueroa to attend "Pique Proficiency" in Monroe Township, NJ on December 6, 2018 for a total cost not to exceed \$175.00, plus the cost of ground transportation per Board policy.
9. Stephanie Zeitz to attend "Anxiety, ADHD and Anger in the Classroom" in Plainfield, NJ on December 14, 2018 for a total cost not to exceed \$99.00, plus the cost of ground transportation per Board policy.
10. Vianney Anzures to attend "Effectively Using Authentic Resources in World Language Classrooms" in Monroe Township, NJ on January 17, 2019 for a total cost not to exceed \$175.00, plus the cost of ground transportation per Board policy.
11. Emma Hansen to attend "Strategies to Help Struggling Readers" in Cherry Hill, NJ on February 11, 2019 and February 12, 2019 for a total cost not to exceed \$645.00, plus the cost of ground transportation per Board policy.
12. Vianney Anzures to attend "Creating the IPA and Preparing the Way" in Monroe Township, NJ on March 7, 2019 for a total cost not to exceed \$175.00, plus the cost of ground transportation per Board policy.

G. Approve correction to staff travel paid by grant

Approve the following correction to staff travel funded by the John Spears' Alumni Relations Grant:

Vote

Tara Pepe

1. John Salvetta to conduct an alumni visit in Jacksonville, North Carolina on December 3, 2018 to December 5, 2018 for a total cost not to exceed \$325.50, plus the cost of ground

transportation per Board policy.

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| H. Approve Student Teacher
Approve Lorena LiMato from The College of New Jersey to serve as a student teacher at Foundation Academy for the fall of 2018 as presented and attached.

1. Limato_resume.pdf | Vote | Tara Pepe |
| I. Accept Board Secretary Report
Approve the September Board Secretary Report as presented and attached.

1. Board Sec Report 2018-09.pdf | Vote | Christopher Lessard |
| J. Accept Board Treasurer Report
Approve the September Board Treasurer Report as presented and attached.

1. Sept Treasurers Rept 2018.pdf | Vote | Christopher Lessard |
| K. Accept Budget Adjustments and Transfer Date 9/30/18
Approve the budget adjustments with a transfer date of September 30, 2018 as presented and attached.

1. Budget ADJ 09-30-18.pdf | Vote | Christopher Lessard |
| 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 September 30, 2018 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

Christopher Lessard

October 24, 2018
Date

Board Certification of Accounts
RESOLVED After review of the Secretary's and Treasurer's reports for September 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. | Vote | Christopher Lessard |
| M. Approve Bill List
Approve the bills list for September 27, 2018 through October 24, 2018 in the amount of \$1,447,168.47 as presented and attached.

1. October Check Register.pdf | Vote | Tara Pepe |
| N. Approve Gross Payrolls
Approve the gross payrolls for September 28, 2018 in the amount of \$412,142.52, and for October 15, 2018 in the amount of \$414,050.07 as presented and attached.

1. 9.28.18 Payroll Report.pdf

2. 10.15.18 Payroll Report.pdf | Vote | Tara Pepe |

- | | | |
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| <p>O. Approve submission of an amendment to the IDEA application
 Approve the submission of an amendment to the FY 2019 IDEA application to allocate FY 2018 carryover funds, and accept the grant award of the funds upon subsequent approval of the FY 2019 IDEA application amendment</p> | <p>Vote</p> | <p>Tara Pepe</p> |
| <p>P. Approve the submission of an amendment to the ESEA application
 Approve the submission of an amendment to the FY 2019 ESEA application to allocate FY 2018 carryover funds, and accept the grant award of the funds upon subsequent approval of the FY 2019 ESEA application amendment</p> | <p>Vote</p> | <p>Tara Pepe</p> |
| <p>Q. Approve field trips
 Approve the following student field trips:</p> <ol style="list-style-type: none"> 1. The Middle School will sponsor a field trip to Hamilton SkyZone on November 1, 2018 for approximately 80 students. 2. The High School Outdoor Adventure Club will sponsor a rock climbing field trip in Hamilton, NJ on November 2, 2018 for approximately 50 students. 3. The Middle School will sponsor a field trip to the Franklin Institute on November 5, 2018 for approximately 80 students. 4. The High School will sponsor a college tour trip to West Chester University on November 6, 2018 for approximately 50 students. 5. The High School will sponsor a field trip to Lambertville Farm on November 7, 2018 for approximately 50 students. 6. The High School will sponsor a field trip to Altitude in Feasterville, PA on November 8, 2018 for approximately 50 students. 7. The Middle School will sponsor a field trip to Liberty Science Center on November 13, 2018 for approximately 80 students. 8. The High School will sponsor a college tour trip to Stockton University on November 14, 2018 for approximately 50 students. 9. The High School will sponsor a field trip to Lambertville Farm on November 29, 2018 for approximately 50 students. | <p>Vote</p> | <p>Tara Pepe</p> |
| <p>R. Approve field trip contracts
 Approve the following field trip contracts:</p> <ol style="list-style-type: none"> 1. Contract with Princeton-Blairstown Center to serve as the venue for the 9th grade field trip on March 7, 2019 to March 8, 2019 as presented | <p>Vote</p> | <p>Tara Pepe</p> |

and attached

a. Foundation Collegiate Academy Foundation Collegiate Academy - March 2019 .pdf

b. PBC Trip Contract.pdf

2. Contract with Pocono Valley to serve as the field trip venue for the 10th grade field trip on May 30, 2019 to May 31, 2019 as presented and attached

a. Pocono Valley Contract.pdf

S. Approve Memorandum of Understanding

Vote

Tara Pepe

Approve the NJ Manufacturers Insurance Company Workplace Mentoring Program Memorandum of Understanding to provide a mentoring program for our high school students as presented and attached.

1. 2018-19 MOU and NON DISCLOSURE AGREEMENT (1).pdf

T. Approve contract to be paid with grant funds

Vote

Tara Pepe

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

1. Holiday Party Contract 2018.pdf

U. Approve the submission of the HIB Grades Report as presented and attached.

1. HIB Grades Report 2017-18

V. 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, December 7, 2018.

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

1. Correction: Approve the stipend title change of Christian Torino from MS Head Basketball Coach to MS Head Soccer Coach, effective September 27, 2018.

2. Correction: Approve the salary change of Teresa Mendenhall, School Secretary, from \$32,349 to \$41,741, effective, October 9, 2018.

3. Correction: Approve the salary change of Adam Kowalski, Teacher, from \$53,129 to \$53,192, effective August 2, 2018.

4. Correction: Approve the salary change of Jaymee Jones, Paraprofessional, from \$25,939 to \$27,895, effective August 30, 2018.

X. Approve the second reading of Policy 3542.2: School Meal Program Arrears

1. 3542 2 School Meal Program Arrears DRAFT.doc

IV. Resolved/Motion/Roll Call Vote

Stephen Silverman 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 102418-III.A. through 102418-III.X. Jacqui Griffith seconded the motion. The board voted unanimously to approve the motion.

V. Closing Items

Todd Kent 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 8:56 AM. Respectfully Submitted, R. Binz