

Meeting Book - Foundation Academies September 27, 2017 Board Meeting

Foundation Academies Board Meeting

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, September 27, 2017, at 6:34 PM in Room G35 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Mr. Reid McCarthy, Mr. Allen Kehrt, Ms. Grecia Montero, Ms. Jacqui Griffith, Mr. Patrick Hall, Mr. Allan Kehrt, and Ms. Jessica Gamble, who exited the meeting at 7:40 PM.

Presented
by: Mr.
Allan Kehrt

B. Pledge Of Allegiance

Presented
by: Mr.
Allan Kehrt

C. Record Attendance and Guests

Staff present: Graig Weiss, CEO, Christopher Lessard, Sara Landau, Natasia Shuford, Harriette Brainard, Kendra Thatcher, Sheria McRae, Markita Floyd, Nick Courtney, and Rachael Binz, in the capacity of secretary to the board.

Public present: Merilee Meacock, presenter, and Steven Silverman, trustee candidate.

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 noticed 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. High School Feasibility Study

1. 20170922_Foundation Academies HS Study.pdf

F. 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

- a. Staff Recognition: Kendra Thatcher for securing the Kaboom! grant and facilitating the playground build

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. Motion to approve the appointment of Steven Silverman to the Foundation Academies Board of Trustees for a partial term effective

Vote

Allan Kehrt

September 27, 2017 through June 30, 2020

Reid McCarthy made a motion to approve the appointment of Steven Silverman to the Foundation Academies Board of Trustees for a partial term effective September 27, 2017 through June 30, 2020. Jacqui Griffith seconded the motion. The board voted unanimously to approve the motion.

- i. Oath of Office
- ii. Steve Silverman CV 2017 WORD.doc

b. Discussion of FABOT structure

Allan Kehrt

G. Mission Moment

H. Public Participation

II. Committee Reports

A. Academics, Culture, and Talent Committee

Todd Kent

1. State of School Reports

a. Foundation Academy Primary School

Natasia
Shuford

- i. Board Presentation201718.pptx

b. Foundation Academy Intermediate School

Nick
Courtney

- i. 2016-2017 Year in Review.pptx

B. Development Committee

C. Finance and Facilities Committee

1. Finance Packet

- a. 2017-09-25 Finance Committee Agenda.pdf
- b. Facility Costs Affordability Discussion

III. Consent Agenda Items

A. Approve Minutes

1. August 30, 2017 FABOT meeting minutes
2. September 11, 2017 FABOT meeting minutes

B. Accept Donations as presented and attached

1. Grainger Foundation, \$5000.00 for Facilities, check (9/20/17)
2. Patrick Hall, \$10.00, credit card (9/12/17)
3. Jacqueline M Griffith Fund, \$500.00 for playground, 8/7/17 (check)
4. Christopher Lessard, \$20.00 for facilities, credit card (7/11/17)

5. Friends of Foundation Academy Inc., \$2000.00 for facilities, check (6/27/17)
6. Reid McCarthy, \$1000.00 for facilities, check (6/26/17)
7. Don Gips, \$1000.00 , general, Credit Card (6/18/17)
8. CORRECTION: The 8/30/17 Board minutes recognized an anonymous \$15,000 donation. The correct recognition is "Robert Wood Johnson iii Fund of the Princeton Area Community Foundation"
\$15,000, check (8/9/17)

C. Accept Resignations

Approve the resignations from the following staff as presented and attached:

Vote

Lolade
Onashile

1. Accept the resignation of Elizabeth Swank, Career Teacher, effective November 13, 2017.
 - a. Elizabeth Plummer - Resignation Letter.pdf
2. Accept the resignation of Matthew Reitler, Novice Teacher, effective September 1, 2017.
 - a. Matthew Reitler - Resignation.pdf
3. Accept the resignation of Tjuan Butler, Paraprofessional, effective September 25, 2017.
 - a. Tjuan Butler - Resignation.pdf

D. Approve Staff Hires

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

Vote

Lolade
Onashile

1. 2017-18 Salaried Positions
 - a. David G. Barrera as Bus Driver & Facilities Associate
 - b. Alexis Gervasini as Novice Teacher
 - c. Brenda Martinelli as Novice Teacher
 - d. Tiffany Stevens as Custodian
2. September 27 FABOT.docx
3. 2017-18 Non-Salaried Positions
 - a. Melissa Embly-Ryba as Athletic Home Game Soccer Nurse
 - b. Melvin Weldon as High School Boys Basketball Coach
 - c. Cintella Spotwood as Head Middle School Soccer Coach

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| <p>E. Approve title and salary adjustments
 Approve title and salary adjustments for the following staff as presented and attached:</p> <ol style="list-style-type: none"> 1. Approve the requested change in hours of employment and salary for Matthew Francis, Leader of Student Culture, from 7:45am-4:30pm and \$59,373 to 7:30am- 4:30pm and \$61,089, effective September 1, 2017 2. Approve the salary change for Meloney Leysath, Paraprofessional, from \$25,939 to \$26,407, effective September 25, 2017. 3. Approve the title change for Oluwafemi Odunlami, from Substitute to Teacher Assistant, effective September 1, 2017. 4. Approve the salary and title change for Bailie Gregory, from Part-Time Teacher and \$30 per hour, not to exceed 25 hours per week to Temporary Part-Time Teacher and \$34 per hour, not to exceed 25 hours per week, effective September 20, 2017. | <p>Vote</p> | <p>Lolade
Onashile</p> |
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| <p>F. Approve staff salaries paid through federal grant
 Approve staff salaries being paid through federal grant as presented and attached.</p> <ol style="list-style-type: none"> 1. Additional Staff Receiving a Portion of Salary Through Grant 17-18.docx | <p>Vote</p> | <p>Tara Pepe</p> |
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| <p>G. Approve Staff Travel for Professional Development
 Approve the following staff travel for professional development:</p> <ol style="list-style-type: none"> 1. September PD Requests.pdf 2. 1. Carla Hill to attend the New Jersey Charter Schools Association Conference in Newark, NJ on October 17, 2017 to October 18, 2017 for a total cost not to exceed \$745.00, plus the cost of ground transportation per Board policy. 3. 2. Naimah Tucker and Lorrie Weaver to attend the NJ Special Education Annual Summit in New Brunswick, NJ on November 2, 2017 for a total cost not to exceed \$50.00, plus the cost of ground transportation per Board policy. 4. 3. Sara Landau to attend the Mercer County Park Commission Administrators' Day Field Trip in Pennington, NJ on November 2, 2017 for a total cost not to exceed \$0.00, plus the cost of ground transportation per Board policy. 5. 4. Christina Mangus and Melissa Ryba to attend "Symposium on Large Scale Incidents for Healthcare & Public Health" in Atlantic City, NJ on November 8, 2017 for a total cost not to | <p>Vote</p> | <p>Tara Pepe</p> |
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exceed \$0.00, plus the cost of ground transportation per Board policy.

6. 5. Christina Mangus and Lorrie Weaver to attend the Mercer County Technical School Campus Program Tours in West Windsor, Pennington and Trenton on November 13, 2017 for a total cost of \$0.00, plus the cost of ground transportation per Board policy.

7. 6. Myra Bellamy to attend "REWARDS - Reading and Writing Intervention" in Ewing, NJ on November 28, 2017 for a total cost not to exceed \$375.00, plus the cost of ground transportation per Board policy.

H. Approve administrator professional development travel Vote Tara Pepe

Approve the following administrator professional development travel activity:

Nicholas Courtney, Markita Floyd, Sheria McRae, Natasia Shuford and Graig Weiss to attend the Mindfulness Leadership Retreat in New Orleans, LA on April 20, 2018 to April 21, 2018 for a total cost not to exceed \$8,340.00, plus the cost of ground transportation per Board policy.

I. Approve Staff Travel Paid Through Grant Vote Tara Pepe

Approve the following staff travel activity paid through the John Spears Alumni Relations Grant:

1. Amir Fralin to travel to Jersey City, NJ from October 9, 2017 to October 11, 2017 for a total cost not to exceed \$282.00, plus the cost of food and ground transportation per Board policy.

2. Amir Fralin to travel to Providence, RI from October 11, 2017 to October 13, 2017 for a total cost not to exceed \$302.00, plus the cost of food and ground transportation per Board policy.

J. Accept Board Secretary Report Vote Christopher Lessard

Approve the August Board Secretary Report as presented and attached.

1. Board Sec Rept 2017-08.pdf

K. Accept Board Treasurer Report Vote Christopher Lessard

Approve the August Board Treasurer Report as presented and attached.

1. August 2017 Treasurers Rept.pdf

L. Accept Budget Adjustments and Transfer Date 8/31/17 Vote Christopher Lessard

Approve the budget adjustments dated August 31, 2017 as presented and attached.

1. Budget Adj 2017-08.pdf

M. Approve Certification of Accounts Vote Christopher Lessard

Certification of Accounts

Pursuant to N.J.A.C. 6A:23A-16.1 0 (c) 3, I certify that as of August 31, 2017 no major budgetary line item account expenditure exceeds

the amount appropriated by the district Boards of Education.

Christopher Lessard

September 27, 2017
Date

Board Certification of Accounts
RESOLVED After review of the Secretary's and Treasurer's reports for August 31, 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.

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| N. Approve Bill List
Approve the August 31, 2017 to September 27, 2017 bills list in the amount of \$1,264,428.52 as presented and attached.

1. September Check Register.pdf | Vote | Tara Pepe |
| O. Approve Ron Brady Scholarship Check Register
Approve the Ron Brady Scholarship Fund Check Register in the amount of \$486.18 as presented and attached.

1. R Brady Scholarship Check Register.pdf | Vote | Tara Pepe |
| P. Approve Gross Payrolls
Approve the gross payrolls for August 31, 2017 in the amount of \$391,709.25 and for September 15, 2017 in the amount of \$397,037.56 as presented and attached.

1. 8.31.17 Payroll Report.pdf

2. 9.15.17 Payroll Report.pdf | Vote | Tara Pepe |
| Q. Approve fundraising activities
Approve the following fundraising activities:

1. September Fundraising Requests.pdf

2. 1. The High School will collect \$40 per student from the freshmen students attending the Princeton-Blairstown overnight trip to offset the cost of the trip.

3. 2. The High School cheerleaders will sell Dream t-shirts beginning in October. All proceeds will be used to offset the cost of cheer competitions.

4. 3. The High School Outdoor Adventure Club will sell apparel throughout the school year beginning in November. All proceeds will be used to offset the cost of the Outdoor Adventure Club trips.

5. 4. The High School cheerleaders will sell "Save Around Books" in November. All proceeds will be used to offset the cost of competitions.

6. 5. The High School cheerleaders will sponsor | Vote | Tara Pepe |

Penny Wars in December. All proceeds will be used to offset the cost of competitions and other cheerleading expenses.

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| <p>R. Approve field trips
Approve the following student field trips:</p> <ol style="list-style-type: none">1. 1. The High School will sponsor a college tour to West Chester University on October 5, 2017 for approximately 50 students.2. 2. The Primary School will sponsor field trips to Shady Brook Farms on October 17, 2017, October 18, 2017 and October 19, 2017 for approximately 75 students each day.3. 3. The Intermediate School will sponsor field trips to Shady Brook Farms on October 23, 2017 for approximately 75 students and on October 25, 2017 for approximately 150 students. | <p>Vote</p> | <p>Tara Pepe</p> |
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| <p>S. Approve field trip venue contract
Approve the contract with Brunswick Zone XL to serve as a field trip venue as presented and attached.</p> <ol style="list-style-type: none">1. BOWLERO Foundation Academy Charter School.pdf | <p>Vote</p> | <p>Tara Pepe</p> |
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| <p>T. Approve transportation contracts
Approve the following transportation contracts:</p> <ol style="list-style-type: none">1. FASRA2018-10_11 Board Approval.docx2. 1. FASRA2018-10 with Rick Bus Company to provide student field trip transportation for a total cost not to exceed \$3,900 as presented and attached.3. 2. FASRA2018-11 with A-1 Limousine to provide transportation for a college tour for a total amount not to exceed \$934.32 as presented and attached. | <p>Vote</p> | <p>Tara Pepe</p> |
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| <p>U. Approve Big Brothers Big Sisters Mentoring Contract
Approve the contract with Big Brothers Big Sisters and New Jersey Manufacturers Insurance Company to provide a workplace mentoring program for high school students as presented and attached.</p> <ol style="list-style-type: none">1. MOU 2017-2018_NJMEDITS_2017 09 01 (SIGNED).pdf2. Signed non disclosure agreement Exhibit A.pdf | <p>Vote</p> | <p>Sheria
McRae</p> |
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| <p>V. Approve an adjustment from a full day of school to a 3 hour late arrival for 9th and 12th grade students who do not take the PSAT on October 11, 2017.</p> | | |
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| <p>W. Approve the submission of the 2016-17 School Self-Assessment for Determining HIB Grades as presented and attached.</p> <ol style="list-style-type: none">1. HIB Grades Report.pdf | <p>Vote</p> | <p>Barbara
Zjawin</p> |

X. Approve the solicitation of bids for the window replacement project at 363 West State Street

Vote

Graig
Weiss

Y. Approve travel reimbursement

Approve the following reimbursement to be paid from the John Spears funds donated for teacher recruitment: 1. Reimbursement of up to \$500.00 for travel costs to Sharifa Edwards, a candidate interviewing for a principal position.

Vote

Graig
Weiss

Z. Correction: Approve the adjusted effective resignation date for Crystal Martin, Learning Disabilities Teacher Consultant, from September 26, 2017 to September 27, 2017.

AA. Correction: Approve the stipend change for Emmanuel Koffi, Head Middle School Soccer Coach, from \$1,500 to \$750, effective September 28, 2017.

IV. Resolved/Motion/Roll Call Vote

Reid McCarthy 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 092717-III.A. through 092717-III.AA. Grecia Montero seconded the motion. The board voted unanimously to approve the motion.

V. Executive Session

None was held.

VI. Appendices

VII. Closing Items

Jacqui 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 8:25 PM.
Respectfully Submitted, R. Binz