

# Meeting Book - Foundation Academy February 27, 2019 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, February 27, 2019 at 8:20 AM in Room G36 (Basement) of 363 West State Street, Trenton, NJ 08618. Present-Todd Kent, Grecia Montero, Jacqui Griffith, Allan Kehrt, Stephen Silverman. Absent - Paris McLean, 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, 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

A repeat performance of Black in Wax will be held this Thursday evening on the Intermediate School floor.

The FCA College and Career Fair will be held at the FCA gym this Thursday evening from 6-7:30 pm

##### 3. FABOT Status Discussion

Compliance, Training, Recruitment

Annual financial disclosure forms must be completed by April 1.

#### F. Public Participation

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### II. Committee Reports

#### A. Finance and Facilities Committee

Stephen  
Silverman

##### 1. Finance Packet

a. 2019-02-25 Finance Committee Agenda PACKET.pdf

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### III. Executive Session

WHEREAS, the Open Public Meetings Act authorizes a public body to meet in closed session under certain limited circumstances; and

WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such closed session; now, therefore BE IT RESOLVED, by the Foundation Academies Board of Trustees, that it does hereby determine that it is necessary to meet in closed session prior to the adjournment of this meeting to discuss personnel matters and the evaluation of the Chief Executive Officer.

BE IT ALSO RESOLVED, that the matters discussed will be made public when the need for such confidentiality no longer exists. The Board may reconvene in public session at the conclusion of the closed session. Action may be taken by the Board when Open Session resumes.

Todd Kent made a motion to enter executive session. Stephen Silverman seconded the motion. The board voted unanimously to approve the motion.

Start time: 8:56 AM  
End time: 9:13 AM

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#### IV. Consent Agenda Items

##### A. Approve Minutes

1. January meeting minutes

##### B. Accept Donations as presented and attached

1. Wells Fargo Educational Matching Gifts Program, \$560.00, check (2/25/2019)
2. Wells Fargo Community Support Campaign, \$560.00, check (2/25/2019)
3. February donations and grants

##### C. Approve Staff Hires

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

###### 1. 2018-19 Salaried Positions

- a. Michelle Lawlor as Marketing and Communications Associate
- b. Kevin Jarido as Principal
- c. Caleif Brown as Paraprofessional
- d. Lorena Limato as Novice Teacher
- e. LaShannon Taylor as Novice Teacher
- f. Arianna Butts as Career Teacher
- g. E.J. Nemeth as Novice Teacher
- h. February Talent Items

###### 2. 2018-19 Non-Salaried Positions

- a. Leola Spotwood as Community Outreach Coordinator

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

Vote

Lolade  
Onashile

1. Accept the resignation of Jaymee Jones, Teacher, effective February 28, 2019.

- a. J. Jones Resignation.pdf

2. Accept the resignation of Isabel Goss, Instructional Dean, effective March 8, 2019.

- a. I Goss Resignation.pdf

3. Accept the resignation of Matthew Larson, Teacher, effective March 29, 2019.

- a. M. Larson - Resignation.pdf

- E. Approve staff salaries paid through federal grant**  
Approve staff salaries paid through federal grant as presented and attached.

Vote

Tara Pepe

1. New 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. March Staff PD Requests.pdf
2. Monica Hawk to attend the Conference on College Composition and Communication Convention in Pittsburgh, PA on March 14, 2019 through March 16, 2019 for a total cost not to exceed \$751.00, plus the cost of ground transportation per Board policy.
3. Emma Hansen to attend "Preventing Misguided Guided Reading Instruction" in Cherry Hill, NJ on March 22, 2019 for a total cost not to exceed \$259.00, plus the cost of ground transportation per Board policy.
4. Thomas Wicklund to attend "101 Best Strategies for Teaching Social Studies" in Cherry Hill, NJ on March 27, 2019 for a total cost not to exceed \$269.00, plus the cost of ground transportation per Board policy.
5. Lorrie Weaver to attend the Philadelphia Autism Conference in Philadelphia, PA on April 12, 2019 for a total cost not to exceed \$135.00, plus the cost of ground transportation per Board policy.

- G. Accept Board Secretary Report**  
Approve the January Board Secretary Report as presented and attached.

Vote

Christopher Lessard

1. Board Sec Report 2019-01-31.pdf

- H. Accept Board Treasurer Report**  
Approve the January Board Treasurer Report as presented and attached.

Vote

Christopher Lessard

1. Jan Treasurers Rept 2019.pdf

<p><b>I. Accept Budget Adjustments and Transfer Date 1/31/19</b>          Approve the budget adjustments with a transfer date of January 31, 2019 as presented and attached.</p> <p>1. Budget ADJ 2019-01-31.pdf</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p><b>J. 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 January 31, 2019 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.</p> <hr/> <p>Christopher Lessard</p> <p>February 27, 2019          Date</p> <p>Board Certification of Accounts          RESOLVED After review of the Secretary's and Treasurer's reports for January 31, 2019 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>K. Accept the CAFR and CAP</b>          Accept the June 30, 2018 Certified Annual Financial Report (Audit) and Corrective Action Plan with no recommendations as presented and attached.</p> <p>1. CAFR.pdf          2. AMR.pdf          3. Synopsis.pdf          4. Audit Corr Act Plan 2018.pdf</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p><b>L. Approve Bill List</b>          Approve the January 31, 2019 to February 27, 2019 bills list in the amount of \$1,586,344.20 as presented and attached.</p> <p>1. February Check Register.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p><b>M. Approve Gross Payrolls</b>          Approve the gross payrolls for January 31, 2019 in the amount of \$406,818.39, and for February 14, 2019 in the amount of \$396,091.16 as presented and attached.</p> <p>1. 1.31.19 Payroll Report.pdf          2. 2.14.19 Payroll Report.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p><b>N. Approve submission of an amendment to the IDEA application</b>          Approve the submission of an amendment to the FY19 IDEA application to allocate the base allocations for expanding charter schools.</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p><b>O. Approve field trips</b>          Approve student field trips as presented and attached.</p>	<p>Vote</p>	<p>Tara Pepe</p>

1. March Field Trips.docx

**P. Approve professional services contract**

Approve the professional services contract with David B Singer to provide architectural services for the redesign of the State Street front office for a cost not to exceed \$3,100.00 as presented and attached.

**Vote**

**Tara Pepe**

1. David B Singer Contract.pdf

**Q. Approve Public Consulting Group contract**

Approve the contract with Public Consulting Group to provide EDPlan Translation for EasyIEP for a total cost not to exceed \$13,914.00 as presented and attached.

**Vote**

**Tara Pepe**

1. Public Consulting Group Contract.pdf

**R. Appoint Jonathan Hofmann, Chief Operating Officer, as the OPRA request custodian.**

**S. Approve Out of District Placement**

Approve the amended contract for the placement of student 3993073025 at Garfield Park Academy for the 2018-19 school year. Foundation Academy Charter School will continue to maintain case management of the student and Trenton Public School District will be responsible for paying all tuition costs associated with the student placement.

**T. Approve Training Days**

Approve training days for the following staff at the rate of \$100 per day as presented and attached:

1. Lorena Limato

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

1. Correction: Approve the change in start date for Cicely Jackson-Williams, substitute teacher, from January 31, 2019 to February 4, 2019, effective February 4, 2019.

2. Correction: Approve the stipend amount for Alton Mabry, High School JV Basketball Coach, from \$700 to \$2,000 effective, November 28, 2018.

**V. Change the leave for Catherine Bannister from paid administrative leave to unpaid administrative leave effective March 1, 2019.**

**W. Approve a performance bonus in the amount of \$13,000 for Sheria McRae, Chief Academic Officer.**

**X. Approve a performance bonus in the amount of \$13,000 for Graig Weiss, Chief Operating Officer.**

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**V. Resolved/Motion/Roll Call Vote**

Todd Kent 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 022719-IV.A. through 022719-IV.X. Stephen Silverman seconded the motion. The board voted unanimously to approve the motion.

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## VI. 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 9:23 AM. Respectfully Submitted, R. Binz