

Meeting Book - Foundation Academies February 28, 2018 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, February 28, 2018 at 8:36 AM in the Principal's office of 22 Grand Street, Trenton, NJ 08611. Present- Dr. Todd Kent, Ms. A. Mindy Fernandez-Sheinbaum, Ms. Jacqui Griffith, Mr. Patrick Hall, Mr. Allen Kehrt, Mr. Stephen Silverman. Absent - Mr. Paris McLean, Ms. Grecia Montero, Ms. 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, Carla Hill-Brady, Rose Time, Chris Lessard, and Rachael Binz, in the capacity of secretary to the board. Public present: Kathleen Reilly-Streicher, consultant to the Foundation Academy Board of Trustees. Students present: Sundus Reshid, Audrey Vargas, Cianni Nazario, Wesna Eugene, Jennifer Araya, Elmer Sobalbarro.

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 Strategic Goals

Graig
Weiss and
Allan Kehrt

1. Identify best practices and strategies to improve the talent recruitment and retention at Foundation Academies
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. Discussion of proposed board member term limits and revised bylaws
 - i. Assigning FABOT classes.docx
 - ii. Chart- FABOT Terms.docx
 - iii. Bylaws - Revised - February 2018.doc
 - b. Capital Campaign Update

i. Draft Marketing Materials

c. **Accept the resignation of Ms. Anne-Mindy Fernandez-Sheinbaum from the Foundation Academy Board of Trustees, effective March 1, 2018.**

Patrick Hall made a motion to accept the resignation of Ms. Anne-Mindy Fernandez-Sheinbaum from the Foundation Academy Board of Trustees, effective March 1, 2018. Todd Kent seconded the motion. The board voted unanimously to approve the motion.

F. Mission Moment

1. Foundation Collegiate Academy Travel Club

The FCA travel club will give updates on the planned 2019 trip to China.

a. China.pptx

G. Public Participation

II. Committee Reports

A. Academics, Culture, and Talent Committee

Todd Kent

B. Development Committee

C. Finance and Facilities Committee

1. Finance Packet

a. 2018-02-26 Finance Committee Agenda.pdf

III. Executive Session

Jackie Griffith made a motion to enter Executive Session. Patrick Hall seconded the motion. The board voted unanimously to approve the motion.

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 matter personnel matters. 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.

A. Discussion of Chief Executive Officer Evaluation and Contract

IV. Consent Agenda Items

A. Approve Minutes

1. January 31, 2017 FABOT meeting minutes

B. Accept Donations and Grants

Accept, with the sincerest gratitude, the following donations as presented and attached.

1. Princeton Area Community Foundation All Kids Thrive Planning Grant

Accept a grant of \$12,500 from the Princeton Area Community Foundation to develop the 2018 All Kids Thrive planning grant proposal.

a. Foundation Academies Agreement Form.pdf

2. Todd Kent, \$50.00, Credit Card (2/20/2018)

3. Patrick Hall, \$10.00 , Credit Card (2/12/2018)

4. New Jersey Manufacturers Insurance Group, \$5,000.00, Check (1/25/2018)

C. Approve Staff Hires

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

Vote

Lolade
Onashile

1. Jonathan Hoffman as Chief Operating Officer

2. Eugene Underwood Director of Communications (Part-time)

3. Alicia Belardo as Career Teacher

4. Brittany Boynton as Paraprofessional

5. Jaclyn Pryor as School Social Worker

6. Ashley Augustine as Executive Administrative Assistant

7. February 28 - FABOT.docx

D. Approve Stipends

1. Venetia Birchmore as Middle School Co-School Leader

2. Isabel Goss as Middle School Co-School Leader

3. Kinny Del Priore as Summer Academy Coordinator

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

1. Approve the title and salary change for David A. Barrera, from Facilities Associate and \$47,480 to Custodial Manager and \$51,480, effective March 1, 2018.

2. Approve the salary change for Brenda Martinelli, Career Teacher, from \$56,284 to \$61,284, effective February 1, 2018.

F. Accept the resignation of Jayshawn Bost, Substitute Teacher, effective February 26, 2018.

1. Jayshawn Bost - Resignation.pdf

G. Approve Staff Travel for Professional Development

Vote

Tara Pepe

Approve the following staff travel for professional development:

1. February Staff PD Requests.pdf
2. Kimberly Nardone to attend "The Complete Course on How to Supervise People" in Atlantic City, NJ on March 5, 2018 for a total cost not to exceed \$149.00 plus the cost of ground transportation per Board policy.
3. Samiat Okoya to attend PARCC Training in Monroe Township, NJ on March 7, 2018 for a total cost not to exceed \$0.00 plus the cost of ground transportation per Board policy.
4. John Salvetta to attend College Board Middle States Regional Forum in Philadelphia, PA on March 7, 2018, March 8, 2018 and March 9, 2018 for a total not to exceed \$395.00 plus the cost of ground transportation per Board policy.
5. Nicole Amen-Ra, Shanta Street and Jessica Tatelbaum to attend "Strategies and Structures for Teaching Reading and Writing" in Livingston, NJ on March 8, 2018 for a total cost not to exceed \$747.00 plus the cost of ground transportation per Board policy.
6. Brian Kelley and Kinny Nahal Del Priore to attend the Next Generation Science Standards Conference in New Brunswick, NJ on March 12, 2018 and March 13, 2018 for a total cost not to exceed \$850.00 plus the cost of ground transportation per Board policy.
7. Tonya Clark to attend "Help Your Students Develop Self-Regulation Skills to Improve Behavior and Increase Learning" in Cherry Hill, NJ on March 15, 2018 for a total cost not to exceed \$239.00 plus the cost of ground transportation per Board policy.
8. Venetia Birchmore and Nicole Odom to attend "The Complete Course on How to Supervise People" in Philadelphia, PA on March 22, 2018 for a total cost not to exceed \$298.00 plus the cost of ground transportation per Board policy.
9. Danielle Smith to attend Geometry Today in New Brunswick, NJ on April 10, 2018 for a total cost not to exceed \$205.00 plus the cost of ground transportation per Board policy.
10. Kimberly Nardone to attend "Excelling as a Supervisor" in Toms River, NJ on May 31, 2018 for a total cost not to exceed \$99.00 plus the cost

of ground transportation per Board policy.

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|--|-------------|----------------------------|
| H. Accept Board Secretary Report
Approve the January Board Secretary Report as presented and attached.

1. Board Sec Report 2018-01.pdf | Vote | Christopher Lessard |
| I. Accept Board Treasurer Report
Approve the January Board Treasurer Report as presented and attached.

1. Jan Treasurers Rept 2018.pdf | Vote | Christopher Lessard |
| J. Accept Budget Adjustments and Transfer Date 1/31/18
Approve the budget adjustments with a transfer date of January 31, 2018 as presented and attached.

1. Budget ADJ 2018-01.pdf | Vote | Christopher Lessard |
| K. 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 January 31, 2018 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

<hr/> <p>Christopher Lessard</p> <p>February 28, 2018
Date</p> <p>Board Certification of Accounts
RESOLVED After review of the Secretary's and Treasurer's reports for January 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> | Vote | Christopher Lessard |
| L. Approve Bill List
Approve the February 1, 2018 to February 28, 2018 bills list in the amount of \$1,349,691.50 as presented and attached.

1. February Check Register.pdf | Vote | Tara Pepe |
| M. Approve Gross Payrolls
Approve the gross payrolls for January 31, 2018 in the amount of \$392,348.87 and for February 14, 2018 in the amount of \$383,708.31 as presented and attached.

1. 1.31.18 Payroll Report.pdf
2. 2.14.18 Payroll Report.pdf | Vote | Tara Pepe |
| N. Approve fundraising activities
Approve the following student fundraising activities:

1. February Fundraising Requests.pdf

2. The Intermediate School will sponsor a Krispy Kreme Donut sale during the month of March. All proceeds will be used to fund Intermediate | Vote | Tara Pepe |

School socials, trips and student activities.

3. The Middle School Student Government will sponsor a Pop-socket sale during the month of March. All proceeds will be used to fund the 8th grade dance.
4. The Middle School Student Government will sponsor Dress Down Days on designated days in March and April. All proceeds will be used to fund the 8th grade dance.
5. The High School Class of 2018 will sell prom tickets. Tickets will be available from March 5th through March 9th at a reduced rate. Full price tickets will be sold from April 10th to April 13th. The funds will be used to fund the prom.
6. The Middle School Student Government will sponsor March Madness on March 23, 2018. Those wishing to participate will pay an entry fee and spectators will purchase tickets. All proceeds will be used to fund the 8th grade dance.
7. The High School Class of 2018 will collect Senior Trip fees from students attending the Senior End of Year Trip. Fees will be collected from April 25th through May 1st. All funds collected will be used to offset the cost of the Senior end of year trip.
8. The Intermediate School will sell 5th Grade Move-up T-Shirts and pretzels to 5th graders during the month of May. All proceeds will be used to fund student socials and student activities.
9. The Intermediate School will sponsor a Talent Show on May 4, 2018. Tickets will be sold for this event. All proceeds will be used to offset the cost of the Intermediate School Spring Instrumental Concert.
10. The High School Class of 2018 is collecting cap and gown fees from May 21st through May 25th. All funds will be used to offset the cost of caps and gowns.

O. Approve field trips

Approve the following student field trips:

1. The High School will sponsor a college tour trip to the University of Delaware on March 6, 2018 for approximately 50 students.
2. The High School will sponsor a trip to the Junior Achievement of New Jersey 2018 Women's Future Leadership Forum in Edison, NJ on March

Vote

Tara Pepe

16, 2018 for approximately 40 students.

3. The High School will sponsor a college tour trip to a Pennsylvania college on March 20, 2018 for approximately 50 students.

<p>P. Approve high school graduation venue contract Approve the contract with The College of New Jersey to serve as the venue for the high school graduation for a total cost not to exceed \$2,278.00 as presented and attached.</p> <p>1. TCNJ Contract.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p>Q. Approve 8th Grade Recommitment Ceremony venue contract Approve the contract with The War Memorial New Jersey State Museum to serve as the venue for the 8th Grade Recommitment Ceremony for a total cost not to exceed \$1,840.00 as presented and attached.</p> <p>1. Foundation Academy REV Contract 3768 SIGNED.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p>R. Approve Princeton-Blairstown Center contract Approve the contract with the Princeton-Blairstown Center for our high school students to attend the overnight Summer Bridge Program at no cost to the school as presented and attached.</p> <p>1. Foundation Collegiate Academy Foundation Academies Summer Bridge - Aug 2018.pdf</p> <p>2. foundation academy mou.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p>S. Approve Parette Somjen Architects professional services contract Approve the professional services contract with Parette Somjen Architects to evaluate the HVAC system and prepare plans and bid documents for HVAC control upgrades for a total cost not to exceed \$7,800.00 as presented and attached.</p> <p>1. 2018-02-06 Prp to GWeiss ATCHVAC Existing Conditions dtm.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p>T. Approve human resources consultant contract Approve the contract with Talent Kickstart to provide human resources consulting services for a total cost not to exceed \$3,120.00 as presented and attached.</p> <p>1. Foundation Academy Talent Consulting Proposal 2 docx (4).pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p>U. Approve search firm contract Approve the contract with Advance Talent Solutions, Inc. to conduct a high school principal search at a cost of 20% of the candidate's first year salary as presented and attached.</p> <p>1. Professional Executive Search Services Agreement - unsigned.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p>V. Confirm HIB Findings Affirm the results of the following HIB investigations</p> <p>1. HIB Report February.pdf</p> <p>2. Investigation 88707_FCA_02082018 as UNFOUNDED-INCONCLUSIVE</p> <p>3. Investigation 78288_FAI_01292018 as FOUNDED</p>	<p>Vote</p>	<p>Barbara Zjawin</p>

W. Approve Memorandum of Agreement Between Education and Law Enforcement Officials

1. MOA 2017_2018.pdf

X. Approve the appointment of Isabel Goss as School Safety Specialist, effective January 17, 2018

Y. Approve Reimbursement Resolution

1. FACS Reimbursement Resolution (22 Grand St Acquisition).DOCX

Z. Approve the 2018-19 Academic Calendar as presented and attached

Vote

Barbara Zjawin

1. Staff Calendar

AA. Approve training days for the following staff at the rate of \$100 per day

1. Alicia Belardo
2. Jonathan Hofmann
3. Jaclyn Pryor

AB. Adopt revised Foundation Academy Board of Trustees Bylaws as presented and attached

1. Bylaws - Revised - February 2018.doc

AC. Approve IDEA application amendment

Approve the submission of an amendment to the FY18 IDEA application to reallocate funds for instructional salaries and supplies.

Vote

Tara Pepe

AD. Renew the employment contract of Graig Weiss, Chief Executive Officer.

AE. Approve the evaluation of the CEO and approve a 3.87% salary increase to \$168,145, effective January 1, 2018. Additionally, approve a one-time performance bonus of 10% of the CEO's 2017 salary (\$16,188).

AF. Approve a one-time performance bonus for Sheria McRae in the amount of \$12,500.

V. Resolved/Motion/Roll Call Vote

Jackie 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 022818-IV.A. through 022818-IV.AF. Patrick Hall seconded the motion. The board voted unanimously to approve the motion.

VI. Appendices

VII. Closing Items

Jackie Griffith 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 10:00 AM.
Respectfully Submitted, R. Binz