

# Meeting Book - Foundation Academy January 30, 2019 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, January 30, 2019 at 6:05 PM in Room G36 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Todd Kent, Grecia Montero, Paris McLean, Patrick Hall, Allan Kehrt, Stephen Silverman. Absent- Jacqui Griffith

Presented  
by: Mr.  
Allan Kehrt

#### B. Pledge Of Allegiance

Presented  
by: Mr.  
Allan Kehrt

#### C. Record Attendance and Guests

Staff present: Graig Weiss, Nick Courtney, Melissa Campbell, Kathleen Reilly Streicher, Jonathan Hofmann, Chris Lessard, Lolade Onashile, Sheria McRae, and Rachael Binz, in the capacity of secretary to the board. Public present:

#### 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. 100 Men Welcome

All men are invited to come welcome our students on their 100th day of school, Feb. 8. The welcome will begin at 7:30am, and be followed by breakfast and spoken word from our students at 7:45am.

i. 100 Men Welcome Flyer

3. FABOT Status Discussion

Compliance, Training, Recruitment

Reminder: All board members must complete their annual financial disclosure forms by April 30th.

a. Board Recruitment Timeline

#### F. Mission Moment: Recognition of the Contributions of Our Devoted Supporter, Kirk Norris

#### G. Public Participation

---

### II. Committee Reports

A. Academics, Culture, and Talent Committee

Todd Kent

B. Development Committee

Jacqui  
Griffith

1. Fundraising Snapshot
2. Leadership Roles

C. Finance and Facilities Committee

Stephen  
Silverman

1. Finance Packet

- a. 2019-01-28 Finance Committee Agenda.pdf

---

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.

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

Start time: 7:25 PM  
End time: 8:33 PM

---

IV. Consent Agenda Items

A. Approve the minutes of the December 19, 2018 board meeting.

1. December meeting minutes

B. Accept the following donations as presented and attached:

1. Pierson Giving Fund, \$250.00, 12/17/2018
2. Anonymous, \$4,000.00, 12/18/2018
3. Rohlf Household, \$100.00, 12/27/2018
4. Phillips/Jones/JP Morgan Charitable Giving Fund, \$250.00, 12/27/2018
5. Klockenbrink/Bright Funds, \$2,500.00, 1/18/2019
6. BlackRock matching donation for Adrian Colarusso, \$250.00 for Service Learning, 12/30/2018
7. BlackRock matching donation for Joanna Herrera, \$120.00 for Service Learning,

11/30/2018

8. BlackRock matching donation for Garrett Leach, \$103.00 for Service Learning, 11/30/2018
9. BlackRock donation for volunteer Adrian Colarusso, \$60.00 for Service Learning, 11/30/2018
10. BlackRock donation for volunteer Joanna Herrera, \$67.50 for Service Learning, 11/30/2018
11. BlackRock matching donation for Garrett Leach, \$75.00 for Service Learning, 11/30/2018

12. January Donations and Grants

C. Accept the resignations of the following staff as presented and attached:

1. Accept the resignation of Brenda Martinelli, Teacher, effective February 28, 2019.
  - a. B. Martinelli - resignation.pdf
2. Accept the resignation of DeAndria Nelson, School Secretary, effective January 9, 2019.
  - a. NOR- DeAndria Nelson.pdf

D. Accept the terminations of the following staff as presented and attached.

1. Accept the termination of Robert Burns, Teacher, effective January 8, 2019.
2. Accept the termination of Danielle Smith, Teacher, effective January 8, 2019.
3. Accept the termination of Melissa Embly-Ryba, School Nurse, effective January 7, 2019.

E. Approve Staff Hires

Vote

Lolade  
Onashile

1. 2018-19 Salaried Positions
  - a. Robert Farina as Novice Teacher
2. 2018-19 Non-Salaried Positions
  - a. January Talent Iems
  - b. Cicely Jackson-Williams as Substitute Teacher
  - c. LaShannon Taylor as Maternity Leave Replacement
3. 2018-19 Stipends
  - a. Kali Beth Erstein as 2018-19 District Testing

Coordinator (Maternity Leave)

b. Melvin Weldon for After school Basketball Clinic

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

1. Correction: Approve the title and salary change for Kali Beth Erstein, from Career Teacher and \$72,997 to Career Teacher and Team Leader and \$76,997, effective March 1, 2019.
2. Correction: Approve the salary change for Saadiq Cooper, Career Teacher and Instructional Dean from \$75,493 to \$80,493, effective January 1, 2019.

G. Approve student teachers and student psychologists

Approve Ryan Gardus, Shannon Jordan, Stephanie Kutcher and Sean Laube from Rider University to serve as student psychologists for the Spring of 2019; and approve Jessica Cruz, Marissa Niedermaier and Nia Pierce from The College of New Jersey to serve as student teachers for the Spring of 2019; as presented and attached.

Vote

Tara Pepe

1. Gardus Ryan Resume.pdf
2. Jordan Shannon Resume.pdf
3. Kutcher Stephanie Resume.pdf
4. Laube Sean Resume.pdf
5. Jessica Cruz.pdf
6. M Niedermaier.pdf
7. N Pierce Resume.pdf

H. Approve Staff Travel for Professional Development

Approve the following staff travel for professional development:

Vote

Tara Pepe

1. January Staff PD Requests.pdf
2. Damien Castagne to attend NJ TECHSPO 2019 in Atlantic City, NJ on January 31, 2019 to February 1, 2019 for a total cost not to exceed \$643.00, plus the cost of ground transportation per Board policy.
3. Elizabeth Toth to attend the Next Generation Science Standards training on February 13, 2019 and February 14, 2019 in New Brunswick, NJ for a total cost not to exceed \$645.00, plus the cost of ground transportation per Board policy.
4. Sara Landau and Christina Mangus to attend "Starting to Build - Teen PEP 3 Day Residential Training" in Princeton, NJ on February 26, 2019 to February 28, 2019 for a total cost of \$0.00, plus the cost of ground transportation per Board

policy.

5. Andrea Kleid and Kinny Nahal Del Priore to attend "Strategies and Structures for Teaching Reading and Writing" in Livingston, NJ on February 28, 2019 for a total cost not to exceed \$458.00, plus the cost of ground transportation per Board policy.
  6. Carla Hill-Brady to attend "Handle with Care - Train the Trainer" in Clementon, NJ on March 11, 2019 through March 13, 2019 for a total cost not to exceed \$1,250.00, plus the cost of ground transportation per Board policy.
  7. Jessica Tatelbaum to attend "Basic Restorative Practices" in Bethlehem, PA on March 27, 2019 and March 28, 2019 for a total cost not to exceed \$400.00, plus the cost of ground transportation per Board policy.
  8. Kinny Nahal Del Priore to attend "Deepening Leadership Coaching" in Long Island City, NY on April 11, 2019 and April 12, 2019 for a total cost not to exceed \$1200, plus the cost of ground transportation per Board policy.
  9. John Salvetta and Lori Sroka to attend Hobson Summer Institute in Marco Island, FL on July 29, 2019 to July 31, 2019 for a total cost not to exceed \$3,564.00, plus the cost of ground transportation per Board policy.
  10. Barbara Zjawin to attend the District Test Coordinator and District Technology Coordinator Training in Monroe Township, New Jersey on February 27, 2019 for total cost not to exceed \$0.00 plus the cost of ground transportation.
  11. Kali Beth Erstein to attend the District Test Coordinator and District Technology Coordinator Training in Monroe Township, New Jersey on February 26, 2019 for total cost not to exceed \$0.00 plus the cost of ground transportation.
  12. Damien Castagne to attend the District Test Coordinator and District Technology Coordinator Training in Monroe Township, New Jersey on February 25, 2019 for total cost not to exceed \$0.00 plus the cost of ground transportation.
- I. **Accept Board Secretary Report** Vote Christopher Lessard  
Approve the December Board Secretary Report as presented and attached.
1. BSR 12.31.18.pdf
- J. **Accept Board Treasurer Report** Vote Christopher

Approve the December Board Treasurer Report as presented and attached.

Lessard

1. Treasurers Rept 2018-12.pdf

**K. Accept Budget Adjustments and Transfer Date  
12/31/18**

Vote

Christopher  
Lessard

Approve the budget adjustments with a transfer date of December 31, 2018 as presented and attached.

1. Budget Adj 12.31.18.pdf

**L. 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 December 31, 2018 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

---

Christopher Lessard

January 30, 2019  
Date

Board Certification of Accounts

RESOLVED After review of the Secretary's and Treasurer's reports for December 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.

**M. Approve Bill List**

Vote

Tara Pepe

Approve the December 20, 2018 to January 30, 2019 bills list in the amount of \$1,291,548.17, as presented and attached.

1. January Check Register.pdf

**N. Approve Gross Payrolls**

Vote

Tara Pepe

Approve the gross payrolls for December 21, 2018 in the amount of \$419,685.83, and for January 15, 2019 in the amount of \$407,504.22 as presented and attached.

1. 12.21.18 Payroll Report.pdf
2. 1.15.19 Payroll Report.pdf

**O. Approve change in school depository from Wells  
Fargo to Investors Bank**

Vote

Graig  
Weiss

Approve the transfer of school funds from Wells Fargo Bank to Investors Bank, and reapprove Christopher Lessard, Allan Kehrt, Jacqueline Griffith and Graig Weiss as check signers

**P. Approve fundraising activities**

Vote

Tara Pepe

Approve the following student fundraising activities:

1. January Fundraising Requests.pdf
2. The High School Travel Club will be collecting fees from all students attending the trip to the Dominican Republic in February of 2020. Fees collected will fund the trip for participating

students.

3. The High School Student Government will sponsor a Sweetheart Thursday by selling small packages for students to purchase for other students. All proceeds will be used to offset the cost of the Prom and yearbooks for Seniors.
4. The High School Student Government will sponsor a Valentine's Day Dance on February 14, 2019. Tickets will be sold and all proceeds will be used to offset the cost of the Prom and yearbooks for Seniors.
5. The High School National Honor Society will sponsor a shirt sale in February. All proceeds will be used to offset the cost of the NHS induction ceremony.
6. The High School National Honor Society will sponsor pizza sales on select dates beginning in February through May. All proceeds will be used to offset the cost of the NHS induction ceremony.
7. The High School Class of 2019 will sponsor the sale of Prom tickets for the Prom being held on May 9, 2019. All proceeds will be used to offset the cost of the prom.
8. The High School Class of 2019 will collect senior trip fees from all students attending the Senior End of Year trip on May 28, 2019 to May 31, 2019. All proceeds will be used to offset the cost of the trip.

- |  |             |                  |
|--|-------------|------------------|
| <p><b>Q. Approve field trips</b><br/>Approve student field trips as presented and attached.</p> <ol style="list-style-type: none"><li>1. February Field Trips.docx</li></ol>   | <p>Vote</p> | <p>Tara Pepe</p> |
| <p><b>R. Approve field trip contracts</b><br/>Approve contracts with Ice Land Arena and Pocono Valley to serve as field trip venues as presented and attached.</p> <ol style="list-style-type: none"><li>1. Ice Land Arena Rental Contract Natasha Green.pdf</li><li>2. PV COntract Foundation Academies 2019.pdf</li></ol>  | <p>Vote</p> | <p>Tara Pepe</p> |
| <p><b>S. Approve staffing agency contracts</b><br/>Approve contracts with Delta-T Staffing Services, EDU Healthcare and Therapy Source to provide staff to fill vacancies as presented and attached.</p> <ol style="list-style-type: none"><li>1. Delta-T Group Education Rates (2018-2019) Professionals.pdf</li><li>2. Foundation Academy Contract_EDU Healthcare.pdf</li><li>3. Therapy Source-Foundation Academies Charter Schools-NEW-December 2018 (2).pdf</li></ol> | <p>Vote</p> | <p>Tara Pepe</p> |
| <p><b>T. Approve professional services contract</b><br/>Approve the professional services contract with Parette, Somjen</p>  | <p>Vote</p> | <p>Tara Pepe</p> |

Architects LLC for the HVAC controls project at 363 West State Street for a total cost not to exceed \$30,400 as presented and attached.

1. 2018-12-28 PRP GWeiss HVAC Controls km.pdf

**U. Confirm HIB Findings**

Affirm the result of HIB investigation 197009\_FAC\_01162019 as FOUNDED.

Affirm the result of HIB investigation 196927\_FCA\_01142019 as UNFOUNDED.

1. January HIB Incidents

**V. Review and Adopt the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials**

1. 2018-19 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

**W. Approve the Growth - Focused Award in the amount of \$1,000 each for the following selected staff members effective January 18, 2019:**

1. David Barrera Jr., Custodial Manager & Bus Driver
2. Kimberly Heil, Teacher
3. Valeen Vaccaro, Team Leader
4. Shanta Green, Teacher
5. Nora Buttacavole, Teacher

**X. Approve international student field trip**

Approve the high school Travel Club's international field trip to the Dominican Republic in the February of 2020 to be funded by the students and their families as presented and attached.

**Y. Approve the submission of the School Safety Data System Period 1 Report**

1. SSDS.pdf

**Z. Approve the Submission of the Title I-Reallocation Grant Application**

**AA. Approve the submission of the ESEA Title IV Amendment to include carry-over funds**

**AB. Renew the employment contract and approve the evaluation of Graig Weiss, Chief Executive Officer.**

Vote

Barbara  
Zjawin

Vote

Graig  
Weiss

Barbara  
Zjawin

Barbara  
Zjawin

---

**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 013019-IV.A. through 013019-IV.AB. Grecia Montero seconded the motion. The board voted unanimously to approve the motion.

---

**VI. Closing Items**



Grecia Montero made a motion to Adjourn Meeting. Paris McLean 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 8:37 PM. Respectfully Submitted, R. Binz