

# Meeting Book - Foundation Academies January 31, 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, January 31, 2018 at 6:33 PM in Room G35 (Basement) of 363 West State Street, Trenton, NJ 08618. Present - Todd Kent, Patrick Hall, Jacqui Griffith, Mindy Fernandez- Sheinbaum, Grecia Montero, Jessica Gamble, Stephen Silverman, Paris McLean. Absent - Allan Kehrt

Presented  
by: Mr.  
Allan Kehrt

#### B. Pledge Of Allegiance

Presented  
by: Mr.  
Allan Kehrt

#### C. Record Attendance and Guests

Staff present: Graig Weiss, Erica Silva, Sheria McRae, Nick Courtney, Chris Lessard, and Rachael Binz, in the capacity of secretary to the board.

Public present: Reid McCarthy and Kathleen Reilly-Streicher, consultant to the board

#### 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. Oath of Allegiance

1. Oath Paris.doc

Erica Silva

#### 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
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. Board Retreat Presentation and Discussion

Kathleen  
Reilly  
Streicher /  
Graig  
Weiss

## G. Mission Moment

### 1. Civic Service Learning Video

<https://vimeo.com/249573294?scrlybrkr=5a04f91e#>

## H. Public Participation

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## II. Committee Reports

### A. Academics, Culture, and Talent Committee

Todd Kent

### B. Development Committee

#### 1. Annual Fund Update

To date, the Annual Fund drive has raised \$36,925 dollars contributed by 41 donors. The average donation is \$901.

Jacqui  
Griffith

### C. Finance and Facilities Committee

#### 1. Finance Packet

- a. 2018-01-29 Finance Committee Agenda.pdf
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## III. Executive Session

7:45 PM - 8:10 PM

### A. Discussion of personnel matter related to employee #352

### B. Discussion of CEO evaluation

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## IV. Consent Agenda Items

### A. Approve Minutes

1. December 20, 2017 Board Meeting Minutes

### B. Accept Donations as presented and attached

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

1. Sharon and Joseph Hulihan, \$125.00, Check (1/21/2018)
2. Todd Kent, \$50.00 , Credit Card (1/20/2018)
3. Kate Adams and Duke Wiser, \$1,000.00, Check (1/17/2018)
4. Princeton Area Community Foundation, \$250.00, Check (1/18/2018)
5. Patrick Hall, \$10.00, Credit Card (1/12/2018)
6. David E. Earling and Maria R. Nicolo, \$1,000.00, Check (1/9/2018)

7. Bryan and Joellen Ison, \$10,000.00, Check (1/9/2018)
8. Deborah Bernardino, \$50.00, Check (1/3/2018)
9. Joan Hicks, \$100.00, Check (1/3/2018)
10. Richard Johnson, \$1,000.00 for Facilities, Credit Card (12/31/2017)
11. Carla Hill-Brady, \$250.00 Credit Card (12/31/2017)
12. Hoy Lanning, \$100.00, Check (12/30/2017)
13. Jennifer and John McGahren, \$250.00, Check (12/29/2017)
14. Asplundh Foundation, \$250.00 for Music, Check (12/29/2017)
15. Tom Weidner, \$100.00 , Check (12/27/2017)
16. Susan McEwen-Fial, \$2,000.00, Check (12/27/2017)
17. Carol and Mark Pollard Charitable Trust of the Bank of America Charitable Gift Fund, \$1,000.00 , Check (12/26/2017)
18. Michael Zuckerman and S. Holt, \$25.00, Check (12/23/2017)
19. John and Mary Heilner, \$50.00, Check (12/22/2017)
20. M. Lee and Sylvia Marston, \$100.00 , Check (12/22/2017)
21. Longview Foundation, \$1,000.00, Check (12/21/2017)
22. Todd Kent, \$50.00 , Credit Card (12/20/2017)
23. Anonymous, \$4,000.00, Check (12/18/2017)
24. Yuh Wen Ling, \$150.00 , Check (12/17/2017)
25. David Paterson, \$500.00 , Check (12/16/2017)
26. The McEwen Fund, \$1,000.00, Check (12/14/2017)
27. January 2018 donations and grants.xlsx

C. Approve the following 2017-2018 non-salaried positions:

Vote

Lolade  
Onashile

1. Emma Hansen for Home Instruction

2. Mathew Francis as Summer Academy Coordinator
3. Emma Hansen as Middle School Co-Head Cheerleading Coach
4. Devin Fergusson as Middle School Co-Head Cheerleading Coach
5. Elisabeth Pope as Project-based Writer
6. January 31 - FABOT (2).docx

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

1. Nicole Bradshaw as Teacher Assistant, effective January 1, 2018 through January 21, 2018.
2. Nicole Bradshaw as Teacher Fellow, effective January 22, 2018
3. Oluwafemi Odunlami as Teacher Fellow, effective January 22, 2018

E. Accept the resignation of Naimah Tucker, School Social Worker, effective January 2, 2018.

Vote

Lolade Onashile

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

1. FOUND-001 Resolution accepting Resignation (00768131-2x7DCB6) - Tucker.doc
2. Tucker Resignation

F. Accept the resignation of Meloney Leysath, Paraprofessional, effective January 8, 2018.

G. Approve the termination of employee #352 effective January 19, 2018.

RESOLUTION

WHEREAS, employee, identified by payroll employee number 352 ("Employee 352") is currently employed with Foundation Academies ("Academies"); and

WHEREAS, the Chief Executive Officer of Academies, ("CEO") has recommended to the Board of Trustees ("Board") the termination of Employee 352's employment; and

WHEREAS, the CEO has followed proper procedure and provided Employee 352 with a Notice of Recommendation to Terminate dated January 19, 2018; and

WHEREAS, the Board, at a meeting held on January 31, 2018, determined it is in the best interest of Academies to terminate Employee 352.

NOW THEREFORE BE IT RESOLVED, that Employee 352 is hereby terminated from Academies effective immediately.

H. Correction: Approve the salary change for Loren McAlinden, Novice Teacher, from \$53,129 to \$53,192, effective December 12, 2017.

I. Correction: Approve the stipend change for Shea Lightfoot. Middle School Cheerleading Coach, from \$1,082 to \$541, effective January 1, 2018.

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

Vote

Tara Pepe

1. Added Staff Receiving a Portion of Salary Through Grant 17-18 (3).docx

K. Approve student teachers

Vote

Tara Pepe

Approve Serina Grasso and Lindsay Sanford from The College of New Jersey and Ninoska Aguilar, Kristen Cilfone and Kimberly Vrzal from Rider University to serve as student teachers during the 2017-18 school year as presented and attached.

1. Serina Grasso - Resume.docx
2. Lindsay Sanford - Resume.docx
3. Ninoska K Aguilar Resume.docx
4. Kristen Cilfone Resume.docx
5. Kimberly Vrzal Resume 2017.docx

L. Approve Staff Travel for Professional Development

Vote

Tara Pepe

Approve the following staff travel for professional development:

1. January Staff PD Requests.pdf
2. Ashley Stone to attend "Sentence Structure - Written Expression" in Ewing, NJ on February 27, 2018 and February 28, 2018 for a total cost not to exceed \$554.00, plus the cost of ground transportation per Board policy.
3. Corin Rushing-Francis to attend "Teach Like a Champion Behavior and Culture Train the Trainer" in Albany, NY on March 1, 2018 and March 2, 2018 for a total cost not to exceed \$3,101.44, plus the cost of ground transportation per Board policy.
4. Sasha Delgado, Natasha Handy and DeAndria Nelson to attend "The Administrative Assistant Conference" in Cherry Hill, NJ on March 5, 2018 for a total cost not to exceed \$597.00, plus the cost of ground transportation per Board policy.
5. Abigail Povell to attend "Visual Supports and Environmental Planning for Students on the Autism Spectrum" in Willingboro, NJ on March 9, 2018 for a total cost not to exceed \$0.00, plus the cost of ground transportation per Board policy.
6. Victoria Alvarez to attend the NJCEC Annual Conference in Mahwah, NJ on March 12, 2018 for a total cost not to exceed \$115.00, plus the cost of ground transportation per Board policy.

7. Venetia Birchmore to attend the Next Generation Science Standards Conference in New Brunswick, NJ on March 12, 2018 for a total cost not to exceed \$259.00, plus the cost of ground transportation per Board policy.

8. Frank Hiller 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.

**M. Accept Board Secretary Report**

Approve the December Board Secretary Report as presented and attached.

1. Board Sec Report 2017-12-31.pdf

Vote

Chris  
Lessard

**N. Accept Board Treasurer Report**

Approve the December Board Treasurer Report as presented and attached.

1. Dec Treasurers Rept 2017.pdf

Vote

Chris  
Lessard

**O. Accept Budget Adjustments and Transfer Date  
12/31/17**

Approve the budget adjustments with a transfer date of December 31, 2017 as presented and attached.

1. Budget ADJ.pdf

Vote

Chris  
Lessard

**P. Approve Certification of Accounts**

Certification of Accounts

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of December 31, 2017 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

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Christopher Lessard

January 31, 2018

Date

Board Certification of Accounts

RESOLVED After review of the Secretary's and Treasurer's reports for December 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-16.10 (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

**Q. Approve Bill List**

Approve the December 21, 2017 to January 31, 2018 bills list in the amount of \$1,445,114.80 as presented and attached.

1. January Check Register.pdf

Vote

Tara Pepe

**R. Approve Gross Payrolls**

Approve the gross payrolls for December 22, 2017 in the amount of \$386,270.11 and for January 12, 2018 in the amount of \$384,941.10 as presented and attached.

Vote

Tara Pepe

1. 12.22.17 Payroll Report.pdf

2. 1.12.18 Payroll Report.pdf

**S. Approve the solicitation of transportation bids**

Approve the solicitation of transportation bids for the senior end of year overnight trip.

Vote

Tara Pepe

**T. Approve field trips**

Approve the following student field trips:

Vote

Tara Pepe

1. The Primary School will sponsor a field trip to the Franklin Institute in Philadelphia, PA on February 1, 2018 for approximately 75 students.
2. The Intermediate School will sponsor field trips to the Franklin Institute in Philadelphia, PA on February 5, 2018, February 7, 2018 and February 8, 2018 for approximately 80 students each trip.
3. The High School will sponsor a college tour trip to Philadelphia University on February 15, 2018 for approximately 50 students.
4. The High School will sponsor a college tour trip to Kean University on February 27, 2018 for approximately 50 students.

**U. Approve international student field trip**

Approve the high school Travel Club's international field trip to Beijing, China and Badaling, China in the spring of 2019 to be funded by the students and their families as presented and attached.

Vote

Sheria  
McRae

1. China 2019.ppt

**V. Approve fundraising activities**

Approve the following fundraising activities:

Vote

Tara Pepe

1. January Fundraising Requests.pdf
2. The High School Student Government will sponsor Candy Gram sales during the first week of February. All proceeds will be used to purchase food and decorations for the Valentine's Day Dance.
3. The High School Travel Club will sponsor a bake sale during the Parent Teacher Conferences in February. All proceeds will be used to offset the cost of the China 2019 trip.
4. The High School Travel Club will sponsor a movie night in February. All proceeds from admissions ticket sales and snack sales will be used to offset the cost of the China 2019 trip.
5. The High School Student Government will sponsor Dress Down Friday's. Students will have the opportunity to pay \$2 per Friday to dress down. All proceeds will be used to offset the cost

of yearbooks and prom for Seniors.

6. The High School National Honor Society will charge members optional annual dues of \$20. The funds will be used to purchase NHS shirts and to fund a team building activity during the NHS retreat.
7. The High School Civic Service Learning Class will sell water bottles beginning in February. All proceeds will be used to offset the cost of the water filter unit being purchased by the Service Learning Class.
8. The High School Travel Club will sponsor a candle sale in March and April. All proceeds will be used to offset the cost of the China 2019 trip.
9. The High School Travel Club will sponsor a bake sale during the Parent Teacher Conferences in April. All proceeds will be used to offset the cost of the China 2019 trip.
10. The High School Travel Club will sponsor a movie night in April. All proceeds from admissions ticket sales and snack sales will be used to offset the cost of the China 2019 trip.
11. The High School Travel Club will sponsor an after school pizza sale in May. All proceeds will be used to offset the cost of the China 2019 trip.
12. The High School Travel Club will sponsor an after school bake sale and pizza sale in June. All proceeds will be used to offset the cost of the China 2019 trip.

**W. Approve contract for college planning and success program consultant**

Approve the contract with Melissa Freedman to conduct projects to improve college fit and match, create structure for alumni advising, improve pre-college programming and determine how to expand college success programming as presented and attached. The project will be funded through a donation from John Spears.

1. AGREEMENT - Foundation Academies - Melissa Freedman 2017\_12\_22 (002).pdf

Vote

Tara Pepe

**X. Approve architect contract**

Approve professional services contract with James Nichols to provide professional design services for the high school kitchen renovations as presented and attached.

1. 22 Grand Kitchen rev SIGNED.pdf

Vote

Tara Pepe

**Y. Approve social work contract**

Approve contract with Innovative Therapy Group to provide a school social worker as presented and attached.

1. MSW Contract.pdf

Vote

Tara Pepe



**Z. Approve SEMI action plan**

Approve the submission of the SEMI Action Plan as presented and attached.

**Vote**

**Lorrie  
Weaver**

1. SEMIActionPlanFoundationAcademyCharterSchool 01 22 1018.xlsx

**AA. Confirm HIB Findings**

Affirm the results of HIB investigation 67987\_FACS\_01192018 as "Founded".

**Vote**

**Barbara  
Zjawin**

1. HibIncident (2).PDF

**AB. Approve the appointment of Lorrie Weaver as Homelessness Liason as of January 2, 2018**

**AC. Approve the appointment of Lorrie Weaver as Educational Stability Liason as of January 2, 2018**

**AD. Approve custodial company contract**

Approve the contract with Cleanest Management Services, LLC to provide custodial services at the high school for the remainder of the 2017-18 school year for a total cost not to exceed \$17,750.00 as presented and attached.

**Vote**

**Tara Pepe**

1. Foundation Academy Charter School Custodial Contract.pdf

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**V. 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 013118-IV.A. through 013118-IV.A.D. Jessica Gamble seconded the motion. The board voted unanimously to approve the motion.

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**VI. Appendices**

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**VII. Closing Items**

Jacqui Griffith made a motion to Adjourn Meeting. Patrick Hall 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 8:15 PM. Respectfully Submitted, R. Binz.