

Meeting Book - Foundation Academies July 26, 2017 Board of Trustees Meeting

Foundation Academies Board Meeting

I. Opening Items

A. Call The Meeting to Order

Presented By: Mr. Reid McCarthy / Reid McCarthy called a meeting of the board of trustees of Foundation Academy Charter School to order on Wednesday, July 26, 2017 at 6:30 PM in Room G35 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Reid McCarthy, Todd Kent, Allan Kehrt, Jacqui Griffith, Mindy Fernandez- Sheinbaum, Grecia Montero. Absent - Jessica Gamble, Patrick Hall

B. Pledge Of Allegiance

Presented By:
Mr. Reid
McCarthy

C. Record Attendance and Guests

D. Sunshine Law

The New Jersey Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Foundation Academy Charter School Board of Trustees has caused notice of this meeting to be publicized 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. Reid
McCarthy

E. Brief Updates, Progress on Strategic Goals

Graig Weiss
and Reid
McCarthy

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 Development Presentation

Victoria Sicks

- i. Integrated Model for Organizational Collaboration.xlsx

F. Mission Moment

1. Board Member Recognition

- a. Grecia Montero for securing space at TCNJ for a leadership conference
- b. Allan Kehrt for playground planning.

G. Public Participation

II. Board Officer Elections

A. Board President Elections

Reid McCarthy made a motion to elect Allan Kehrt to the position of Board President. Grecia Montero seconded the motion. The board voted unanimously to approve the motion.

B. Board Secretary/Treasurer Election

Reid McCarthy made a motion to elect Grecia Montero to the position of Board Secretary/Treasurer. Todd Kent seconded the motion. The board voted unanimously to approve the motion.

III. Annual Renewals, Re-Appointments, Re-Adoptions, Adoptions, and Appointments

A. Reappoint Schwartz, Simon, Edelstein & Celso as School Attorney

B. Reappoint Monique Bonnier as Treasurer of School Monies

C. Reappoint Barre and Company as School Auditor

D. Reappoint Alon Baker as School Doctor

E. Reappoint Parette Somjen Architects as School Architect

F. Reappoint Christopher Lessard as Qualified Purchasing Agent

G. Reappoint Wells Fargo as Depository

H. Reappoint Arthur J. Gallagher Risk Management Services, Inc. as Insurance Broker

WHEREAS, the Foundation Academy Charter School Board of Trustees, ("Educational Facility") has resolved to join the New Jersey Schools Insurance Group (ERIC North/NJSIG) following a detailed analysis; and WHEREAS, the Bylaws of NJSIG require that each entity may designate a Risk Management Consultant/Broker to perform various professional services in the Bylaws and Risk Management Plan; and WHEREAS, the Bylaws indicate that NJSIG shall pay each Risk Management Consultant/Broker a fee to be established annually by the Board of Trustees; NOW THEREFORE, BE IT RESOLVED Foundation Academy Charter School Board of Trustees does hereby appoint Arthur J. Gallagher Risk Management Services Inc. as its Risk Management Consultant/Broker in accordance with the Fund's Bylaws. This appointment will run concurrent with the Board's™ Term of membership in NJSIG (ERIC North/NJSIG).

Vote

Tara Pepe

I. Reauthorize AXA Equitable and Vanguard as Approved Tax Sheltered Annuity Companies

J. Reauthorize National Benefits Services as the 403b Third Party Administrator

K. Reappoint The Trenton Times and The Trentonian as newspapers for noticing FABOT meetings

L. Appoint SBA, Board President and Board Treasurer as Check Signatories

- M. Readopt By-Laws and Policies
- N. Readopt existing written curricula and textbooks
- O. Reauthorize implementation of school budget
- P. Readopt the Integrated Pest Management Plan
- Q. Reapprove the use of State Contracts
Reauthorize the Business Administrator to make purchases, up to the bid threshold utilizing the quotation process and/or purchases from NJ State contract vendors and/or purchases from other qualified pricing cooperatives/consortiums approved/awarded vendors
- R. Reapprove purchasing arrangement with New Jersey Education Consortium
- S. Reapprove purchasing agreement with Educational Services Commission of New Jersey
- T. Reapprove the use of purchasing contracts through the Mercer County Cooperative Purchasing System
- U. Reapprove mileage reimbursement rate of \$0.31 per mile
- V. Reappoint Lolade Onashile as School Affirmative Action Officer
- W. Reappoint Lolade Onashile as Title IX Coordinator
- X. Reappoint Barbara Zjawin as 504 Officer
- Y. Appoint Crystal Martin as Homelessness Liaison

Vote

Tara Pepe

IV. Resolved/Motion/Roll Call Vote Annual Renewals, Re-Appointments, Re-Adoptions, and Appointments

RESOLVED that the Foundation Academies Board of Trustees accept the recommendation to the Chief Executive Officer to approve the above-identified consent agenda items numbered 072617III.A. through 072617-III.Y. Motion: _____ Second: _____ Roll Call Vote: _____
 Mr. Reid McCarthy _____ Dr. Todd Kent _____ Ms. Grecia Montero _____
 Ms. A. Mindy Fernandez-Sheinbaum _____ Ms. Jessica Gamble _____
 Ms. Jacqui Griffith _____ Mr. Patrick Hall _____ Mr. Allan Kehrt _____

V. Committee Reports

- A. Academics, Culture, and Talent Committee
- B. Development Committee
- C. Finance and Facilities Committee
 - 1. Finance Packet

Todd Kent

a. 2017-07-24 Finance Committee Agenda.pdf

VI. Consent Agenda Items

- A. Approve Minutes
Approve Minutes of the June 28, 2017 FABOT meeting as presented

and attached.

1. June_28_2017 FABOT Minutes.pdf

B. Accept Donations as presented and attached

Kendra
Thatcher

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

1. Jessica Gamble, \$10.00, credit card (7/1/17)
2. Todd Kent, \$25.00, credit card (7/1/17)
3. Patrick Hall, \$20.00, credit card, (7/1/17)
4. Paul and Anne Disdier, \$500.00 for facilities, check (6/28/17)
5. Allan Kehrt, \$500.00 for facilities, check (7/10/17)
6. Halls Clean Outs \$500.00 for Facilities, check, (7/18/17)
7. July 2017 Donations and Grants (1).xlsx

C. Accept Resignation

Vote

Lolade
Onashile

Accept resignations from the following staff as presented and attached.

1. Accept the resignation of Shavonne McMillan, Principal, effective August 7, 2017.
 - a. Mc Millan Resignation.docx

D. Approve Staff Hires

Vote

Lolade
Onashile

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

1. Danielle McDevitt as Novice Teacher
2. Nicole Amen-Ra as Novice Teacher
3. Frank Hiller as Career Teacher
4. Vanessa Ovalle as Novice Teacher
5. Tjuan Butler as Paraprofessional
6. Taurean Lacour as Custodian
7. Kathryn Zervos as Career Teacher
8. Kimberly Rosas as Career Teacher and Instructional Dean
9. Samiat Okoya as Data and Assessment Associate
10. Erica Hodulik as Career Teacher and Instructional Dean
11. Denise Bembry as Novice Teacher
12. Chonda Samuel as Maternity Leave Replacement

13. Nicole Bradshaw as Substitute Teacher
14. Nicole Cassell as Novice Teacher
15. Sean Flood as Novice Teacher
16. Matthew Reitler as Novice Teacher
17. Samantha Foreman as Maternity Leave Replacement
18. July 2017 FABOT.docx

E. Approve Training Days Vote Lolade
Onashile

1. Kimberly Rosas

F. Approve Stipends

1. Kali Beth Erstein as School Testing Coordinator
2. Audrey Polites as School Testing Coordinator

G. Approve the 5-Year longevity bonuses in the amount of \$500 each for staff returning to Foundation Academies after five years of service for the following staff members, effective August 7, 2017: Vote Lolade
Onashile

1. Kali Beth Erstein
2. Kevin Ovalle
3. Cynthia Ruszczyk
4. Jessica Tatelbaum
5. Victoria Alvarez
6. Ginnelle Sroka
7. Barbara Zjawin
8. Damien Castagne

H. Approve the 10-Year longevity bonuses in the amount of \$1000 each for staff returning to Foundation Academies after ten years of service for the following staff members, effective August 7, 2017: Vote Lolade
Onashile

1. Tara Pepe
2. Carla Hill

I. Approve the one-time performance bonus in the amount of \$825 for the following staff member effective August 1, 2017. Vote Lolade
Onashile

1. Kendra Thatcher

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

1. Approve the salary adjustment for Rachel Coty, Teacher, from \$63,159 to \$64,159, effective July 27, 2017.
2. Approve the salary adjustment for Jeffrey Lubieski, Head of Facilities, from \$55,288 to \$58,288, effective July 1, 2017.

K. Approve Staff Travel for Professional Development Vote Tara Pepe
 Approve the following staff travel for professional development:

1. July PD Requests.pdf
2. Natasia Shuford to attend the Great Minds Eureka Math training in Philadelphia, PA on July 31, 2017 and August 1, 2017 for a total cost not to exceed \$600.00 plus the cost of ground transportation per Board policy.
3. Melissa Embly-Ryba to attend PALS training in Somerset, NJ on August 14, 2017 for a total cost not to exceed \$215.00 plus the cost of ground transportation per Board policy.
4. David Barrera and Stephen Chaszczewicz to attend School Bus Driver training in Fords, NJ for a total cost not to exceed \$3,500.00, plus the cost of ground transportation per Board policy.

L. Approve Staff Travel Paid Through Grant Vote Tara Pepe
 Approve the following staff travel activities paid through the John Spears Alumni Relations Grant:

1. Amir Fralin to travel to Elizabeth, NJ for alumni visits on August 25, 2017 to August 26, 2017 for a total cost not to exceed \$140.00, plus the cost of food and ground transportation per Board policy.
2. Amir Fralin to travel to Baltimore, MD for alumni visits on August 27, 2017 to August 29, 2017 for a total cost not to exceed \$278.00, plus the cost of food and ground transportation per Board policy.

M. Accept Board Secretary Report Vote Christopher Lessard
 Approve the June Board Secretary Report as presented and attached.

1. Board Sec Report 2017-06.pdf

N. Accept Board Treasurer Report Vote Christopher Lessard
 Approve the June Board Treasurer Report as presented and attached.

1. June Treasurers Rept 2017.pdf

O. Accept Budget Adjustments and Transfer Date 6/30/17 Vote Christopher Lessard
 Approve the budget adjustments with a transfer date of June 30,

2017 as presented and attached.

1. Budget Adj_6.30.17.pdf

P. 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 June 30, 2017 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

Christopher Lessard

July 26, 2017
Date

Board Certification of Accounts

RESOLVED After review of the Secretary's and Treasurer's reports for June 30, 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.

Q. Approve Bill List

Vote

Tara Pepe

Approve the June 29, 2017 to June 30, 2017 bills list in the amount of \$517,984.08, and the July 2, 2017 to July 26, 2017 bills list in the amount of \$607,386.08 as presented and attached.

1. End of June Check Register.pdf
2. July Check Register.pdf

R. Approve Gross Payrolls

Vote

Tara Pepe

Approve the gross payrolls for June 30, 2017 in the amount of \$363,881.49, and for July 14, 2017 in the amount of \$112,485.24 as presented and attached.

1. 6.30.17 Payroll Report.pdf
2. 7.14.17 Payroll Report.pdf

S. Approve the Purchase of 22 Grand Street, 41 Grand Street, 719 Cass Street and 201 Adeline Street

Vote

Graig Weiss

RESOLUTION OF FOUNDATION ACADEMY CHARTER SCHOOL A NJ NONPROFIT CORPORATION AUTHORIZING THE PURCHASE OF THE PROPERTY LOCATED AT 22 GRAND STREET, 41 GRAND STREET, 719 CASS STREET, AND 201 ADELINE STREET AND THE EXECUTION AND DELIVERY OF A PURCHASE AGREEMENT AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Foundation Academy Charter School A NJ Nonprofit Corporation ("Foundation") currently leases the school facility located at 22 Grand Street, Trenton, New Jersey 08611 (the "School Property") from the Catholic Diocese of Trenton ("Seller"), for use in its operation of Foundation Collegiate Academy, a public charter school; and

WHEREAS, Foundation has determined that it would be economically advantageous and beneficial to permanently acquire the School Property and, in support of its operation of Foundation Collegiate Academy and its other public charter schools in the City of Trenton, to permanently acquire those adjacent properties located at 41 Grand Street, 719 Cass Street, and 201 Adeline Street (collectively, with the School Property, the "Properties") from the

Seller; and

WHEREAS, Seller desires to sell the Properties to Foundation for a purchase price of One Million Six Hundred Thousand Dollars (\$1,600,000) (the "Purchase Price"); and

WHEREAS, Foundation and Seller desire to enter into the Purchase and Sale Agreement, substantially in the form attached hereto as Exhibit A, setting forth the terms and conditions for such sale (the "Purchase Agreement"); and

NOW THEREFORE, BE IT HEREBY RESOLVED BY FOUNDATION ACADEMY CHARTER SCHOOL A NJ NONPROFIT CORPORATION as follows:

Section 1. The above recitals are incorporated herein by reference.

Section 2. Foundation hereby approves and authorizes the acquisition of the Properties for the Purchase Price.

Section 3. Foundation hereby approves the Purchase Agreement and authorizes the execution and delivery of such Purchase Agreement. Each of the Chief Executive Officer, Board President, Secretary or Treasurer (each an "Authorized Officer") of Foundation are each hereby authorized to execute and deliver the Purchase Agreement, substantially in the form attached hereto as Exhibit A with such additions and revisions as may be deemed necessary or desirable by an Authorized Officer in consultation with special counsel, and any and all documents necessary to convey the Properties to Foundation, and such Authorized Officer's signature is to be conclusive evidence of such approval.

Section 4. Each Authorized Officer is hereby further authorized to take such other actions or to execute such documents, instruments, affidavits, agreements or certificates as may be deemed necessary or desirable to acquire the Properties, all in furtherance of authorizations set forth in this Resolution.

Section 5. Any actions taken prior to the date hereof with respect to the acquisition of the Properties or the execution and delivery of the Purchase Agreement are hereby ratified and affirmed in all respects.

Section 6. This Resolution shall take effect immediately.

T. Approve Transportation Contracts

Vote

Tara Pepe

Approve transportation contract FASRA2018-02 with Rick Bus Company for transportation to Scholar Academy and August soccer practices for a total cost not to exceed \$3,234 as presented and attached.

1. FASRA2018-02 Board Approval.docx

U. Approve Field Trips

Vote

Tara Pepe

Approve the Scholar Academy freshman orientation trip to Princeton University for all incoming high school freshman on Friday, August 18, 2017.

V. Approve Field Trip Contracts

Vote

Tara Pepe

Approve the following field trip venue contracts:

1. Contract with Princeton University to serve as the venue and provide food for Scholar Academy on August 18, 2017 as presented and attached.

- a. Scholar Academy Contract 2017.pdf

2. Contract with Medieval Times to serve as a middle school field trip venue on November 2, 2017 as presented and attached.

- a. Medieval Times Contract.pdf

3. Contract with SkyZone to serve as a middle school field trip venue on November 2, 2017 as

presented and attached.

a. SkyZone Contract.pdf

4. Contract with Brunswick Zone to serve as an intermediate school field trip venue on April 11, 2018 as presented and attached.

a. Brunswick Zone Contract.pdf

5. Contract with Great Wolf Lodge to serve as a middle school field trip venue on June 18, 2018 to June 19, 2018 as presented and attached.

a. GWL Group Contract.pdf

6. Contract with YMCA Camp Bernie to serve as an intermediate school field trip venue on June 19, 2018 as presented and attached.

a. YMCA Camp Bernie Contract.pdf

W. Approve Heinemann Contract

Approve the contract with Heinemann Professional Development to provide benchmark assessment training to staff on August 14, 2017 for a total cost not to exceed \$3,600.00 as presented and attached.

1. Heinemann.pdf

Vote

Tara Pepe

X. Approve Teambonding Contract

Approve the contract with TeamBonding to provide team building professional development on August 11, 2017 for a total cost not to exceed \$2,800.00 as presented and attached.

1. Foundation Academy Charter School Aug 11.docx

Vote

Tara Pepe

Y. Establish an Extended School Year Program

Approve the request to establish an extended school year program as presented and attached.

1. ESY Program

Vote

Barbara Zjawin

Z. Approve feasibility study and master plan contract

Approve the contract with KSS Architects to provide a feasibility study and master plan for the high school, gym and rectory for a total cost not to exceed \$16,500.00 as presented and attached.

1. KSS Contract.pdf

Vote

Graig Weiss

AA. Approve professional engineering services contract

Approve the professional services contract with The Reynolds Group Inc. to perform professional engineering services in connection with the proposed soccer field and parking lot development for a total not to exceed \$48,500.00 as presented and attached.

1. Reynolds Group - Foundation Academies - Soccer Field and Parking Lot.pdf

Vote

Graig Weiss

AB. Approve search firm fee agreement

Approve the fee agreement with InspirED to conduct a search for the position of high school principal as presented and attached.

1. InspirED Contract.pdf

Vote

Graig Weiss

AC. Approve Towing Contract

Approve the contract with Hawks Towing and Recovery to tow unauthorized vehicles from the high school parking lot at the vehicle

Vote

Tara Pepe

owner's expense as presented and attached.

1. Hawks Towing.pdf

VII. 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 072617-VI.A. through 072617-VI.AC. Jacqui Griffith seconded the motion. The board voted unanimously to approve the motion.

VIII. Executive Session

IX. Appendices

X. Closing Items