

# Meeting Book - Foundation Academies June 28, 2017 Board of Trustees Meeting

## Foundation Academies Board Meeting

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### I. Opening Items

#### A. Call The Meeting to Order

Reid McCarthy called a meeting of the board of trustees of Foundation Academy Charter School to order on Wednesday June 28, 2017 at 5:33 PM in Room G35 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Reid McCarthy, Todd Kent, Patrick Hall, Allan Kehrt, Jacqui Griffith, Mindy Fernandez-Sheinbaum, Grecia Montero, Jessica Gamble.

Presented  
By: Mr.  
Reid  
McCarthy

#### B. Pledge Of Allegiance

Presented  
by: Mr.  
Reid  
McCarthy

#### C. Record Attendance and Guests

Staff Present: Christopher Lessard, SBA; Sheria McRae, and Barbara Zjawin in the capacity of secretary to the board. Guest: Kirk Norris

#### 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

Sheria  
McRae  
and Reid  
McCarthy

##### 1. Identify best practices and strategies to improve the talent recruitment and retention at Foundation Academies

a. Vacant Positions (1).xlsx

##### 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.

#### F. Mission Moment

#### G. Public Participation

None.

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### II. Committee Reports

A. Academics, Culture, and Talent Committee

Todd Kent

B. Development Committee

C. Finance and Facilities Committee

1. Finance Packet

a. 2017-06-26 Finance Committee Agenda.pdf

2. High School Renovation Proposal Presentation

Allan Kehrt

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### III. Consent Agenda Items

#### A. Approve Minutes

Approve the May 31, 2017 board meeting minutes as presented and attached.

1. May 31, 2017 FABOT meeting minutes

#### B. Approve Staff Hires

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

Vote

Lolade  
Onashile

1. 2017-18 Salaried Positions

- a. Briana Connor as Career Teacher
- b. Tyler Parenzan as Career Teacher
- c. Stacy Washington as School Nurse
- d. Kelesha Richardson as Career Teacher
- e. Frank Prendergast as Novice Teacher
- f. Emmanuel Koffi as Novice Teacher
- g. Joseph Hartigan as Facilities Associate -  
Special Projects
- h. Lorraine Sroka as Talent Associate
- i. David Barrera as Facilities Associate
- j. Misbah Mahmood as Career Teacher

2. 2017-18 Non-Salaried Positions

a. Oluwafemi Odunlami as Substitute Teacher

3. 2016-17 Stipends

a. Monina Martin as Summer Academy  
Teacher

b. Rose Time for Home Instruction

4. 2017-18 Stipends

a. Ginnelle Sroka as Grade Level Chair

b. Kali Beth Erstein as Grade Level Chair

- c. Jillian Brown as Grade Level Chair
- d. Rachel Coty as Grade Level Chair
- e. Alice Lubrano-Weiss as Grade Level Chair
- f. Valeen Vaccaro as Summer Assistant
- g. Siani Crowell as Home Office Intern

5. Training Days

- a. Lorraine Sroka

6. 2017 June 28 FABOT (1).docx

C. Accept Resignations

Accept resignations from the following staff as presented and attached:

Vote

Lolade  
Onashile

1. Joshua Dawson from the position of Teacher, effective June 30, 2017
2. Christine Slack from the position of Teacher, effective June 30, 2017
  - a. Christine Slack - Resignation.pdf
3. Hye In Yun from the position of Teacher, effective June 30, 2017
  - a. Heidi Yun Resignation.pdf
4. Jacqueline Tisdale from the position of Teacher and Team Leader, effective June 30, 2017
  - a. Jacqueline Tisdale - Resignation.pdf
5. Emily DiUglio from the position of Teacher, effective June 30, 2017
  - a. Emily DiUglio Resignation letter.pdf

D. Approve title changes

1. Crystal Martin from Teacher and Learning Disabilities Teacher Consultant to Learning Disabilities Teacher Consultant, effective August 3, 2017
2. Valeen Vaccaro from Advanced Teacher to Advanced Teacher and Math Coach, effective August 3, 2017

E. Approve salary changes

1. Jessica Gest, Novice Teacher, from \$52,709 to \$53,192, effective August 3, 2017
2. Valeen Vaccaro, Teacher, from \$81,454 to \$85,454, effective August 3, 2017

3. Kinny Nahal, Teacher, from \$54,159 to \$57,289, effective August 3, 2017.

**F. Approve Emergency Certificate Renewals** Vote

1. Approve the Renewal of Emergency Certificate of Melissa Embly-Ryby, School Nurse, effective June 29, 2017.
2. Approve the Renewal of Emergency Certificate of Crystal Martin, Learning Disabilities Teacher Consultant, effective June 29, 2017.

**G. Accept Donations as presented and attached**

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

1. Jessica Gamble, \$10.00, credit card (6/1/17)
2. Todd Kent, \$25.00, credit card (6/1/17)
3. Todd Kent, \$25.00, credit card (6/1/17)
4. Patrick Hall, \$20.00, credit card, (6/1/17)
5. Diane Burke, \$100.00, check (5/27/17)
6. Good Sports (in association with KaBoom!), \$10,000 in kind grant (5/27/17)
7. Haines Foundation, \$1,500 for Facilities (playground), check (6/15/17)
8. Jacqueline M Griffith Fund (Vanguard Charitable), \$1000 for Facilities (playground), check (6/20/17)
9. June 2017 Donations and Grants (1).xlsx

**H. Approve Staff Travel for Professional Development** Vote Tara Pepe

Approve the following staff travel for professional development:

1. Olabisi Okoya, Marissa Santiago, and Ryan Wright to attend the Eureka Math conference in Philadelphia, PA on August 2, 2017 and August 3, 2017 for a total cost not to exceed \$1,800 plus the cost of ground transportation per Board policy.
2. June PD Requests.pdf

**I. Accept Board Secretary Report** Vote Christopher Lessard

Approve the May Board Secretary Report as presented and attached.

1. BSR\_5.31.17.pdf

**J. Accept Board Treasurer Report** Vote Christopher Lessard

Approve the May Treasurer's Report as presented and attached.

1. May Treasurers Rept 2017.pdf

<p><b>K. Accept Budget Adjustments and Transfer Date 5/31/17</b></p>	Vote	Christopher Lessard
<p>Approve the budget adjustments with a transfer date of May 31, 2017 as presented and attached.</p>		
<p>1. Budget Adj 5.31.17.pdf</p>		
<p><b>L. Approve Certification of Accounts</b></p>	Vote	Christopher Lessard
<p>Certification of Accounts Pursuant to N.J.A.C. 6A:23A-16.1 0 (c) 3, I certify that as of May 31, 2017 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.</p>		
<p>_____ Christopher Lessard</p>		
<p>June 28, 2017 Date</p>		
<p>Board Certification of Accounts RESOLVED After review of the Secretary's and Treasurer's reports for May 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-16.1 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><b>M. Approve Bill List</b></p>	Vote	Tara Pepe
<p>Approve the June 1, 2017 to June 28, 2017 bills list in the amount of \$660,391.66, and the July 1, 2017 bills list in the amount of \$69,357.05 as presented and attached.</p>		
<p>1. June Check Register.pdf</p>		
<p>2. July 1 Check Register.pdf</p>		
<p><b>N. Approve Gross Payrolls</b></p>	Vote	Tara Pepe
<p>Approve the gross payrolls for June 15, 2017 in the amount of \$360,788.26 as presented and attached.</p>		
<p>1. 6.15.17 Payroll Report.pdf</p>		
<p><b>O. Approve the submission of the ESEA Application</b></p>	Vote	Tara Pepe
<p>Approve the submission of the ESEA application for the Fiscal Year 2018, and accept the grant award of these funds upon the subsequent approval of the FY 2018 ESEA Application.</p>		
<p><b>P. Approve the submission of the IDEA Application</b></p>	Vote	Tara Pepe
<p>Approve the submission of the IDEA Application for the Fiscal Year 2018, and accept the grant award of these funds upon the subsequent approval of the FY 2018 IDEA Application.</p>		
<p><b>Q. Approve Ricasoli &amp; Santin Contracting Contract</b></p>	Vote	Tara Pepe
<p>Approve the contract with Ricasoli &amp; Santin Contracting Co., Inc. for the abatement of 375 West State Street for a total cost not to exceed \$26,620.00 under Mercer County Cooperative Contract Purchasing System (CK09MERCER2016-16) as presented and attached.</p>		
<p>1. Foundation 375 West State Street Proposal.pdf</p>		
<p><b>R. Approve Ricasoli &amp; Santin Contracting Demolition Contract</b></p>	Vote	Tara Pepe
<p>Approve the contract with Ricasoli &amp; Santin Contracting Co., Inc. for the demolition of 373-375 West State Street for a total cost not to</p>		

exceed \$140,000.00 under Mercer County Cooperative Contract Purchasing System (CK09MERCER2016-16) as presented and attached.

1. Ricasoli Proposal.pdf

**S. Approve Architect Contract**

Approve the contract with Parette Somjen Architects LLC for the State Street window replacement project for a total cost not to exceed \$49,000.00 as presented and attached.

1. PSA Proposal.pdf

Vote

Tara Pepe

**T. Approve Report of Awarded Contracts**

Pursuant to PL 2015, Chapter 47, the Foundation Academy Charter School Board of Trustees intends to renew, award or permit to expire the attached contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et. seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2 CFR, Part 200.

1. Annual Board Contract Approval Summary 2017.pdf

Vote

Tara Pepe

**U. Approve Fundraising Activity**

Approve the following fundraising activity:  
The Primary, Intermediate and Middle School campuses will be selling uniform shirts that were previously purchased. Any proceeds will be used to offset the cost of student activities.

1. June Fundraising Request.pdf

Vote

Tara Pepe

**V. Confirm HIB Findings**

Confirm the findings of the following HIB investigations:

1. Investigation 53830\_FACS\_06152017 as UNFOUNDED- INCONCLUSIVE.
2. Investigation 53365\_FACS\_05262017 as FOUNDED.
3. HIB Summary- June.docx

Vote

Barbara  
Zjawin

**W. Approve 2017 - 2018 School Nursing Services Plan**

Approve 2017 - 2018 School Nursing Services Plan as presented and attached.

1. Nursing Services Plan 2017 - 2018.pdf

Vote

**X. Approve the Renewal of Patrick Hall, Trustee**

Approve the renewal of Patrick Hall, Trustee, to a second term beginning on July 1, 2017 and ending on June 30, 2020.

**Y. Re-approve the Chief Executive Officer Evaluation Tool**

1. Appendix C (1).docx

**Z. Approve Student Teachers**

Approve Samantha Glitz, Dana Conklin and Alison Alfano from Rider University to serve as student teachers during the 2017-18 school year as presented and attached.

1. Samantha Glitz.pdf
2. Dana Conklin.pdf
3. Alison Alfano.pdf

Vote

Tara Pepe

- |  |             |                       |
|--|-------------|-----------------------|
| <p><b>AA. Approve the submission of the 2017-2020 Bilingual/ESL Three-Year Program Plan</b></p> <p>1. 80-6017-FoundationAcademyCharterSchool.doc</p>   | <p>Vote</p> | <p>Barbara Zjawin</p> |
| <p><b>AB. Approve the Adoption of Reading A-Z, Leveled Literacy Instruction (LLI) and the Souday System as ESL Curriculum Resources in Grades K-8 and the Re-adoption of the Existing WIDA Aligned ESL Curriculum in Grades K-8 and 9-12</b></p>   | <p>Vote</p> | <p>Barbara Zjawin</p> |
| <p><b>AC. Approve the proposal to enter an agreement with the developer PFIC for provide development services and locate financing sources for the development of 22 Grand/41 Grand Street/719 Cass/201 Adeline Street facilities as presented and attached.</b></p> <p>RESOLUTION OF FOUNDATION ACADEMY CHARTER SCHOOL, INC. AUTHORIZING ENTERING INTO A DEVELOPMENT AND PROFESSIONAL SERVICES FEE AGREEMENT WITH PUBLIC FACILITIES INVESTMENT CORPORATION RELATING TO THE PROVISION OF DEVELOPMENT SERVICES, THE LOCATION OF FINANCING SOURCES IN CONNECTION WITH SUCH DEVELOPMENT, AND OTHER MATTERS IN CONNECTION THEREWITH</p> <p>WHEREAS, Foundation Academy Charter School, Inc., a New Jersey nonprofit corporation (“Foundation”) desires to acquire those properties located at 22 Grand Street, 41 Grand Street, 719 Cass Street, and 201 Adeline Street Trenton, New Jersey 08611 (collectively, the “Property”); and</p> <p>WHEREAS, Foundation desires to develop the Property for use in its operation of a public charter school located thereon (collectively, the “Project”); and</p> <p>WHEREAS, Foundation has determined that in order to undertake the Project more efficiently and on a more cost effective manner, it would be beneficial for Foundation to enter into an arrangement with Public Facilities Investment Corporation (“PFIC”), an entity with experience and expertise in developing, constructing and financing projects similar to the Project; and</p> <p>WHEREAS, Foundation desires to enter into a Development and Professional Services Fee Agreement with PFIC, substantially in the same form and substance as attached hereto as Exhibit A, evidencing such arrangement and each party’s duties and obligations with respect to the Project (the “Agreement”), with such further changes to the Agreement as may be agreed to by the Facilities Committee; and</p> <p>NOW THEREFORE, BE IT HEREBY RESOLVED BY FOUNDATION ACADEMY CHARTER SCHOOL, INC. as follows:</p> <p>Section 1. The above recitals are incorporated herein by reference.</p> <p>Section 2. Foundation hereby approves the Agreement and authorizes the execution and delivery of such Agreement. Each of the Executive Director, Board President, Vice President or Secretary (each, an “Authorized Officer”) of Foundation, acting severally, are hereby authorized to execute and deliver the Agreement in substantially the same form and substance as attached hereto as Exhibit A with such additions or modifications as deemed necessary or desirable by the Facilities Committee in consultation with special counsel. The execution of the Agreement by an Authorized Officer shall be conclusive evidence of the approval of the Agreement as authorized by this Section.</p> <p>Section 3. Subject to the approval of the final agreement by the Facilities Committee, Foundation is authorized to pay the initial services fee of \$10,000 to PFIC at Agreement execution.</p> <p>Section 4. Each of the Authorized Officers, acting severally and in consultation with special counsel, are hereby authorized to execute and deliver such additional documents, agreements, certificates, acknowledgements, affidavits and instruments in the name of Foundation as such Authorized Officer, with the advice of special counsel, determines to be necessary or appropriate to effectuate and</p> | <p>Vote</p> | <p>Allan Kehrt</p>    |

carry out the authorizations set forth in this resolution.  
Section 5. Each of the Authorized Officers are hereby further authorized to take such other actions as determined by any such Authorized Officer to be necessary or appropriate to effectuate the consummation of the authorizations set forth in this Resolution.  
Section 6. Any and all actions taken by an Authorized Officer on behalf of Foundation prior to the date hereof with respect to the Agreement and/or the authorizations set forth in this resolution are hereby ratified, confirmed and approved in all respects.

[Remainder of Page Intentionally Left Blank]

Section 7. This resolution shall take effect immediately.

1. High School Facilities Renovation.pptx
2. PFIC-6-28-17 FINAL FA Develop Agreement.docx
3. Foundation Academy Resolution - Development Agreement with PFIC.docx

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#### **IV. Resolved/Motion/Roll Call Vote**

Allan Kehrt 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 062817-III.A. through 062817-III.AC. Grecia Montero seconded the motion. The board voted unanimously to approve the motion.

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#### **V. Executive Session**

None held.

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#### **VI. Appendices**

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#### **VII. Closing Items**

Allan Kehrt made a motion to adjourn the meeting. Grecia Montero 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 6:24 PM. Respectfully Submitted, B. Zjawin.