

Meeting Book - Foundation Academies March 22, 2018 Board Meeting/Board Retreat

Foundation Academies Board Meeting

I. Opening Items

A. Call The Meeting to Order

Todd Kent called a meeting of the board of trustees of Foundation Academy Charter School to order on Thursday, March 22 at 12:35 PM in Room 201 of Trenton Hall at The College of New Jersey.
Present - Mr. Paris McLean, Dr. Todd Kent, Ms. Grecia Montero, Ms. Jacqui Griffith, Mr. Patrick Hall, Mr. Stephen Silverman.
Absent - Mr. Allan Kehrt, Ms. Jessica Gamble.

Presented
by: Dr.
Todd Kent

B. Pledge Of Allegiance

Presented
by: Mr.
Allan Kehrt

C. Record Attendance and Guests

Staff present: Graig Weiss, Sheria McRae, Siani Crowell, and Rachael Binz, in the capacity of secretary to the board. Public present: Kathleen Reilly Streicher, board consultant.

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: Dr.
Todd Kent

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

F. Mission Moment

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

III. Consent Agenda Items

A. Approve Minutes

1. February 28, 2018 FABOT meeting minutes

B. Accept Donations as presented and attached

1. Patrick Hall, \$10.00, Credit Card (3/12/2018)
2. William Burks, \$100.00, Check (3/10/2018)
3. Todd Kent, \$50.00 , Credit Card (3/20/2018)
4. March 2018 Donations and Grants.xlsx

C. Approve Staff Hires

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

Vote

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1. 2017-2017 Non-salaried Positions
 - a. Dana Conklin as Maternity Leave Replacement
2. 2018-2019 Salaried Positions
 - a. Melissa Campbell as Principal
 - b. Leigh Ann Torcivia as Instructional Dean
 - c. Stephanie Zeitz as Career Teacher
 - d. Jacqueline Bonk as Executive Administrative Assistant
3. March Talent items

D. Approve Stipends

1. 2017-18 Stipends
 - a. Rachael Binz as All Kids Thrive Grant – Administrative Support
2. 2018-19 Stipends
 - a. Catherine Bannister as Summer Academy Teacher
 - b. Cynthia Ruszczyk as Summer Academy Teacher
 - c. Holly Sparks as Summer Academy Teacher
 - d. Jessica Tatelbaum as Summer Academy Teacher
 - e. Emma Hansen as Summer Academy

Teacher

- f. Ginnelle Sroka as Summer Academy Teacher
- g. Ashley Stone as Summer Academy Teacher
- h. Danielle Letizio as Summer Academy Teacher
- i. Kelly Fischer as Summer Academy Teacher
- j. Monica Hawk as Summer Academy Teacher
- k. Lorrie Weaver as Summer Academy Teacher
- l. Christopher Henry as Summer Academy Teacher

E. Accept the resignation of the following staff as presented and attached:

- 1. Accept the resignation of Markita Floyd, Principal, effective March 2, 2018.

a. Floyd - Resignation.pdf

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

- 1. Melissa Campbell
- 2. Leigh Ann Torcivia
- 3. Stephanie Zeitz

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

- 1. Correct the salary of Eugene Underwood from an hourly employee and \$50 per hour (not to exceed 20 hours per week) to a part-time salaried employee and \$36,000 per year, effective March 1, 2018.
- 2. Correction: Correct the salary change for Melissa Embly-Ryba, School Nurse, from \$53,692 to \$58,692, effective March 1, 2018.

H. Approve Staff Travel for Professional Development

Approve the following staff travel for professional development:

- 1. Nicholas Courtney to attend "Making Conflict Work" in New York City on April 27, 2018 for a total cost not to exceed \$895.00, plus the cost of ground transportation per Board policy.
- 2. Sara Landau and Christina Mangus to attend "Teen Pep Day of Learning" in Lawrenceville, NJ on May 24, 2018 for a total cost of \$0.00, plus the

Vote

Tara Pepe

cost of ground transportation per Board policy.

3. March PD Requests.pdf

I. Approve Staff Travel Paid by Grant

Approve the following staff travel funded by the John Spears' Alumni Relations Grant:

1. Amir Fralin to travel to North Jersey from April 8, 2018 to April 10, 2018 for a total cost not to exceed \$220.39, plus the cost of ground transportation and food per Board policy.
2. Amir Fralin to travel to Norfolk, VA from April 10, 2018 to April 12, 2018 for a total cost not to exceed \$186.00, plus the cost of ground transportation and food per Board policy.

Vote

Tara Pepe

J. Accept Board Secretary Report

Approve the February Board Secretary Report as presented and attached.

1. Board Sec Report 2018-02-28.pdf

Vote

Christopher Lessard

K. Accept Board Treasurer Report

Approve the February Board Treasurer Report as presented and attached.

1. Feb Treasurers Rept 2018 (3).pdf

Vote

Christopher Lessard

L. Accept Budget Adjustments and Transfer Date 2/28/18

Approve the budget adjustments with a transfer date of February 28, 2018 as presented and attached.

1. Budget Ajustments 2018-02.pdf

Vote

Christopher Lessard

M. 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 February 28, 2018 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

Christopher Lessard

March 22, 2018
Date

Board Certification of Accounts
RESOLVED After review of the Secretary's and Treasurer's reports for February 28, 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.

Vote

Christopher Lessard

N. Approve Bill List

Approve the March 1, 2018 to March 22, 2018 bills list in the amount of \$1,528,052.81 as presented and attached.

1. March Check Register.pdf

Vote

Tara Pepe

O. Approve Gross Payrolls

Approve the gross payrolls for February 28, 2018 in the amount of \$387,666.95, and for March 15, 2018 in the amount of \$415,510.00 as presented and attached.

1. 2.28.18 Payroll Reports.pdf
2. 3.15.18 Payroll Reports.pdf

Vote

Tara Pepe

P. Approve fundraising activities

Approve the following student fundraising activities:

1. The High School will collect money from students attending the Spanish salsa dancing field trip. All funds collected will be used to cover the cost of the field trip.
2. The High School Physical Education and Health Department will collect money from students participating in the CPR certification class. The funds will be used to pay for CPR certification for these students.
3. The High School Travel Club will sponsor an after school bake sale during the first week of April. All proceeds will be used to offset the cost of the China 2019 trip.
4. The High School Travel Club will sponsor a Krispy Kreme Donut sale during the 3rd and 4th weeks of April. All proceeds will be used to offset the cost of the China 2019 trip.
5. The High School Travel Club will sponsor an after school bake sale during the 2nd and 3rd weeks of May. All proceeds will be used to offset the cost of the China 2019 trip.
6. March Fundraising Requests.pdf

Vote

Tara Pepe

Q. Approve field trips

Approve the following student field trips:

1. The Intermediate School will sponsor field trips to Brunswick Zone in Feasterville, PA on April 9, 2018, April 11, 2018 and April 12, 2018 for approximately 80 students each trip.
2. The High School will sponsor a Spanish field trip to Bristol, PA on April 13, 2018 for approximately 50 students.
3. The High School Outdoor Adventure Club will sponsor a field trip to Bushkill Falls on April 14, 2018 for approximately 50 students.
4. The Middle School will sponsor a field trip to New York City on April 18, 2018 for approximately 100 students.

Vote

Tara Pepe

5. The Middle School will sponsor a field trip to Medieval Times in Lyndhurst, NJ on April 19, 2018 for approximately 100 students.
6. The High School National Honor Society will sponsor a retreat in Philadelphia, PA on April 20, 2018 to April 21, 2018 for 10 students.
7. The Primary School will sponsor Field Day at The College of New Jersey on April 25, 2018.

R. Approve spring high school instrumental concert venue contract Vote Tara Pepe

Approve the contract with The College of New Jersey to serve as the venue for the high school spring instrumental concert on May 24, 2018 for a total cost not to exceed \$3,957.00 as presented and attached.

1. TCNJ Contract Spring 2018.pdf

S. Approve a resolution binding the Foundation Academy Charter School Board of Trustees to purchase electric generation services through The Alliance for Competitive Energy Services (“ACES”) Bid Cooperative Pricing System ID#E8801-ACESCPS Vote Christopher Lessard

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Foundation Academy Charter School is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

T. Approve a resolution binding the Foundation Academy Charter School Board of Trustees to purchase natural gas services through The Alliance for Competitive Energy Services ("ACES") Bid Cooperative Pricing System ID#E8801-ACESCPS

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy

Vote

Christopher
Lessard

aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the "Public School Contracts Law", N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. ("EDECA") and the regulations promulgated thereunder; and

WHEREAS, the Foundation Academy Charter School is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023, hereinafter referred to as "Effective Period") issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.
NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for

example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

- | | | |
|---|-------------|----------------------------|
| U. Approve professional services contract
Approve the professional services contract with Whitestone Associates, Inc. to conduct a hazardous building materials survey at 22 Grand Street and 201 Adeline Street for a total cost of \$12,700.00 as presented and attached.

1. Foundation Academy_HBM_(16596E P18).pdf | Vote | Tara Pepe |
| V. Approve grant consultant contract
Approve hiring Kelly Dun to serve as a consultant to research and write The Princeton Area Community Foundation All Kids Thrive Grant for a total cost not to exceed \$9,500.00, paid for with the grant program allowance, as presented and attached.

1. MOU FA and KD.docx | Vote | Tara Pepe |
| W. Approve the "Verification of School Collaboration" agreement with the Boys & Girls Club of Mercer County as presented and attached.

1. facs continuation2018-03-06-123654.pdf | | |
| X. Approve submission of 2018-19 budget
Approve the proposed 2018-19 budget for submission to the New Jersey Department of Education as presented and attached.

1. Budget_2018-2019.pdf | Vote | Christopher Lessard |
| Y. Approve administrator professional development travel
Melissa Campbell to attend the Mindfulness Leadership Retreat in New Orleans, LA on April 20, 2018 to April 21, 2018 for a total cost not to exceed \$1,738.00, plus the cost of ground transportation per Board policy.

1. Admin PD Request.pdf | Vote | Tara Pepe |
| Z. Approve the addition of a half day of school for all students on June 22, 2018 as a make-up day for inclement weather. | | |
| AA. Approve the addition of a half day of school for all students on Friday March 23, 2018 as a make-up day for inclement weather. | | |

IV. Resolved/Motion/Roll Call Vote

Jacqui 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 032218-III.A. through 032218-III.AA. GRecia Montero seconded the motion. The board voted unanimously to approve the motion.

V. Executive Session

VI. Board Retreat

A. Board Retreat Presentations

VII. Appendices

VIII. Closing Items

Grecia Montero 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 4:56 PM.
Respectfully Submitted, R. Binz