

# Meeting Book - Foundation Academies November 15, 2017 Board Meeting

## Foundation Academies Board Meeting

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### 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, November 15, 2017 at 6:33 PM in Room G35 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Mr. Reid McCarthy, Dr. Todd Kent, Ms. Grecia Montero, Mr. Patrick Hall, Mr. Allan Kehrt, Mr. Stephen Silverman. Absent - Ms. A. Mindy Fernandez-Sheinbaum, Ms. Jessica Gamble, Ms. 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, CEO, Nick Courtney, Sheria McRae, Markita Floyd, Natasia Shuford, Chris Lessard, and Rachael Binz, in the capacity of secretary to the board. Public present: None

#### 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. 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

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### II. Committee Reports

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

Todd Kent

1. High School State of the School Presentation
2. Middle School State of School Presentation

#### B. Development Committee

C. Finance and Facilities Committee

1. Finance Packet

a. 2017-11-13 Finance Committee Agenda (2).pdf

2. CSDC Development and Property Management Services Agreement

3. Window Replacement Bid

a. 2017-11-08. LTR Bid Recommendation.Window Replacement FA.7352.pdf

4. Audit Approval

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III. Consent Agenda Items

A. Approve Minutes

Approve the October 25, 2017 Board Minutes as presented and attached.

Vote

1. October 25, 2017 FABOT meeting minutes

B. Accept Donations as presented and attached

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

1. Patrick Hall, \$10.00, Credit Card (11/12/2017)

2. Kathy and Bill Hackett, \$200.00 for 2017 Service Learning Panel, Check (11/9/2017)

3. Lisa Beamer, \$500.00 , Credit Card (11/4/2017)

4. Joanna Herrera, \$60.00 , Credit Card (11/2/2017)

5. Cristine Petrane, \$100.00 for 2017 Service Learning Panel, Credit Card (11/2/2017)

6. Christine Petrane, \$100.00 , Credit Card (11/1/2017)

7. Meghan & Adrian Colarusso, \$200.00 for 2017 Service Learning Panel, Credit Card (10/30/2017)

8. Pierson Giving Fund, \$250.00, Check (11/6/2017)

9. November 2017 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

Lolade  
Onashile

1. 2017-18 Salaried Positions

a. Loren Mcalinden as Novice Teacher

b. Sheri Turner as Career Teacher

2. 2017-18 Non-Salaried Positions

a. Greta Carlton as Part-Time Art Teacher

b. Hilda Gonzalez as Substitute Custodian

3. November 15 FABOT.docx

D. Accept Resignations

1. Accept the resignation of Stephen Chaszczewicz, Facilities Associate, effective November 17, 2017.

a. Stephen C. - Resignation.pdf

2. Accept the resignation of Stephanie Burrell, Part-Time Art Teacher, effective October 26, 2017.

a. Stephanie Burrell - Resignation.pdf

E. Correction: approve the title change for Danielle McDevitt, from Novice Teacher to Career Teacher, effective August 3, 2017.

F. Correction: approve the effective date for Chonda Samuel, Novice Teacher, from November 21, 2017 to November 27, 2017.

G. Approve staff salaries paid through federal grant

Approve the additional 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.docx

H. Approve Staff Travel for Professional Development

Approve the following staff professional development activities:

Vote

Tara Pepe

1. November Staff PD Requests.pdf

2. Danielle Smith to attend AMTNJ's Special Education and Math Conference in Monroe Township, NJ on December 6, 2017 for a total cost not to exceed \$179.00, plus the cost of ground transportation per Board policy.

3. Natasia Shuford and Jennifer White to attend "The Ideal Literacy Block K-2" in Monroe Township, NJ on December 6, 2017 for a total cost not to exceed \$298.00, plus the cost of ground transportation per Board policy.

4. Christina Mangus to attend "Anger Management and De-Escalation Strategies in School" in Willingboro, NJ on December 8, 2017 at no cost, plus the cost of ground transportation per Board policy.

5. Ansha Clement to attend "Powerful, Practical Strategies for Reaching 'I Don't Care!' and Underperforming Students" in Cherry Hill, NJ on December 11, 2017 for a total cost not to exceed \$259.00, plus the cost of ground transportation

per Board policy.

6. Natasia Shuford to attend "Personalizing Professional Learning to Meet Teacher's Needs" in Monroe Township, NJ on January 17, 2018 for a total cost not to exceed \$149.00, plus the cost of ground transportation per Board policy.

7. Jillian Brown and Natasia Shuford to attend the 2017 Conference for NJ Kindergarten Teachers in Atlantic City, NJ on February 27, 2018 and February 28, 2018 for a total cost not to exceed \$415.00, plus the cost of ground transportation per Board policy.

**I. Accept Board Secretary Report**

Approve the October Board Secretary Report as presented and attached.

1. Board Sec Report 2017-10-31.pdf

Vote

Christopher  
Lessard

**J. Accept Board Treasurer Report**

Approve the October Board Treasurer Report as presented and attached.

1. Oct Treasurers Rept 2017.pdf

Vote

Christopher  
Lessard

**K. Accept Budget Adjustments and Transfer Date  
10/31/17**

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

1. Budget Adj 2017-10-31.pdf

Vote

Christopher  
Lessard

**L. 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 October 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

November 15, 2017  
Date

Board Certification of Accounts

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

Vote

Christopher  
Lessard

**M. Accept the CAFR and CAP**

Accept the June 30, 2017 Certified Annual Financial Report (CAFR) and Corrective Action Plan with no recommendations as presented and attached.

1. CAFR.PDF

2. AMR.pdf

Vote

Christopher  
Lessard

3. Audit Synopsis.pdf

4. CAP.pdf

**N. Approve Annual Fiscal Questionnaire**

Approve the 2017-18 Annual Charter School Fiscal Questionnaire as presented and attached.

Vote

Tara Pepe

1. Annual Charter School Fiscal Questionnaire.pdf

**O. Award contract for window replacement to D&E Window and Door**

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Foundation Academy Charter School Board of Trustees advertised and solicited bids for the Window Replacements at Foundation Academy Primary School Project; and

WHEREAS, the Board received bids from the following:

Bidders Base Bid Alternate #1 - new Roller Shades Alternate #2 - Solid Surface (Corian) Stools Total  
D & E Window + Door \$477,600.00 \$23,414.00 \$32,195.00  
\$533,209.00  
Panoramic Window & Door Systems Inc. \$474,000.00 \$42,000.00  
\$55,000.00 \$571,000.00  
Garozzo & Scimeca Construction Inc. \$611,830.00 \$29,670.00  
\$23,100.00 \$664,600.00  
Peter V. Pirozzi General Contracting LLC \$598,780.00 \$68,400.00  
\$49,460.00 \$716,640.00  
Cypreco Industries, Inc. \$632,507.00 \$53,000.00 \$40,000.00  
\$725,507.00

WHEREAS, the lowest bid received was from D & E Window + Door, in the amount of \$ \$533,209.00 including Bid Alternates #1 and #2; and

WHEREAS, the Window Replacements at Foundation Academy Primary School Project Architect has reviewed the bids and recommends awarding for Window Replacements at Foundation Academy Primary School Project to D & E Window + Door; and WHEREAS, the Board Attorney has reviewed the bids for legal sufficiency and has determined that D & E Window + Door has submitted all legally required documents; and WHEREAS, the Board has determined that D & E Window + Door is the lowest responsible and responsive bidder.

NOW, THEREFORE BE IT RESOLVED, by the Foundation Academy Charter School Board of Trustees that the Board hereby awards a contract for the Window Replacements at Foundation Academy Primary School Project to D & E Window + Door in the amount of \$477,600.00 for the base bid plus Bid Alternate #1 valued at \$23,414.00. Total contract award: \$501,014.00.

BE IT FURTHER RESOLVED that Board staff and professionals are directed and empowered to take any actions necessary to effectuate the provisions of this resolution.

BE IT FURTHER RESOLVED that the School Business Administrator, is hereby authorized to execute all change orders and such other documents as may be required to effectuate the provisions of this resolution and the contract to be entered into between the Board and D & E Window + Door for the Window Replacements at Foundation Academy Primary School Project.

1. Bid Results - Windows.pdf

2. 2017-11-03 Bid Opening Checklist 7352.doc

3. 2017-11-06 DE BID.PDF

**P. Approve Bill List**

Approve the October 26, 2017 to November 15, 2017 bills list in the amount of \$1,284,462.41, as presented and attached.

Vote

Tara Pepe

1. November Check Register - FINAL.pdf

**Q. Approve Gross Payrolls** Vote Tara Pepe  
Approve the gross payrolls for October 31, 2017 for a total of \$397,649.65, and for November 15, 2017 for a total of \$398,410.45 as presented and attached.

1. 10.31.17 Payroll Report.pdf
2. 11.15.17 Payroll Report.pdf

**R. Approve fundraising activities** Vote Tara Pepe  
Approve the following student fundraising activities:

1. The High School Student Government will sponsor Dress Down Fridays. Students will have the opportunity to pay \$2 per Friday to dress down. All proceeds will be used to purchase canned food and toys for families in need.
2. The High School Class of 2018 will sell t-shirts. All proceeds will be used to offset the cost of the Senior End of Year Trip and Prom.
3. November Fundraising Requests.pdf

**S. Approve field trips** Vote Tara Pepe  
Approve the following student field trips:

1. The Middle School will sponsor a field trip to the Holocaust Memorial in New York City on Tuesday, November 21, 2017 for approximately 30 students.
2. The High School will sponsor a college tour trip to Cabrini University on Tuesday, November 28, 2017 for approximately 50 students.
3. The Middle School will sponsor field trips to SkyZone on Thursday, November 30, 2017, Thursday, December 7, 2017 and Thursday, December 14, 2017 for approximately 80 students each trip.
4. The High School will sponsor a Spanish field trip to Bristol, PA on Wednesday, December 20, 2017 for approximately 50 students.
5. The High School will hold its winter instrumental concert at Rider University on Thursday, December 21, 2017.

**T. Approve transportation contracts** Vote Tara Pepe  
Approve the following transportation contract:  
FASRA2018-12 with Rick Bus Company for student field trip transportation for a total cost not to exceed \$945.00 as presented and attached.

1. FASRA2018-12\_ Board Approval.docx

**U. Approve winter concert venue contract** Vote Tara Pepe  
Approve the contract with Rider University to server as the venue for the high school winter instrumental concert on December 21, 2017

as presented and attached.

1. 18 205 Foundation Academy Charter School.pdf

**V. Approve field trip bus tour contract**

Approve the contract with Gray Line New York to provide a bus tour as part of a middle school field trip to New York City as presented and attached.

**Vote**

**Tara Pepe**

1. SlightSeeing Contract.pdf

**W. Approve overnight field trip venue contract**

Approve the contract with Pocono Valley to serve as the venue for an overnight field trip for 11th graders from May 31, 2018 to June 1, 2018, including all water activities, as presented and attached.

**Vote**

**Tara Pepe**

1. 10\_31 11th Grade EOY Copy of Contract (2).pdf

**X. Approve adjusted travel reimbursement**

Approve the following increase to reimbursement to be paid from the John Spears funds donated for teacher recruitment: 1. Increase reimbursement from \$500.00 to \$800.06 for travel costs to Sharifa Edwards, a candidate interviewing for the position of high school principal.

**Vote**

**Tara Pepe**

**Y. Approve winter sports schedules**

Approve the High School Basketball and Middle School Basketball schedules as presented and attached.

**Vote**

**Tara Pepe**

1. HS Boys Basketball Schedule 2017-18.docx

2. 2017-2018 MS Basketball.docx

**Z. Approve CSDC Agreement**

Approve the Development and Project Management Services Agreement with CSDC Property Corporation as presented and attached.

**Vote**

**Graig  
Weiss**

1. CSDC Development and Project Management Services Agreement

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**IV. 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 <111517-II.A.> through <111517-II.Z.>. Todd Kent seconded the motion. The board voted unanimously to approve the motion.

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**V. Executive Session**

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**VI. Appendices**

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**VII. Closing Items**

Grecia Montero made a motion to Adjourn Meeting. Todd Kent 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 PM. Respectfully Submitted, R. Binz.