

# Meeting Book - Foundation Academies October 25, 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, October 25, 2017 at 8:34 AM in Room G35 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Dr. Todd Kent, Ms. Grecia Montero, Ms. A. Mindy Fernandez-Sheinbaum, Ms. Jessica Gamble, Mr. Patrick Hall, Mr. Allan Kehrt, Mr. Stephen Silverman. Absent - Mr. Reid McCarthy.

Presented  
by: Mr.  
Allan Kehrt

#### B. Pledge Of Allegiance

Presented  
by: Mr.  
Allan Kehrt

#### C. Record Attendance and Guests

Staff present: Graig Weiss, CEO, Barbara Zjawin, Kendra Thatcher, 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

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. 2017-10-23 Finance Committee Agenda.pdf

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### III. Consent Agenda Items

#### A. Approve Minutes

1. 9\_27\_2017 FABOT minutes.pdf

#### B. Accept Donations as presented and attached

1. Patrick Hall, \$10.00, Credit Card (10/12/2017)

2. Laura and Stephen Heil, \$200.00 for 2017 Service Learning, check (9/19/2017)

3. October 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. Chonda Samuel as Novice Teacher

b. Davorea Thomas as Paraprofessional

c. Catlyn Toth as Novice Teacher

d. Joyce Butler as Custodian

e. Daphne Malbrough as Career Teacher

f. Brittany Hoey as Novice Teacher

2. October 25 FABOT.docx

##### 3. 2017-18 Non-Salaried Positions

a. Shea Lightfoot as MS Head Cheerleading Coach

b. Cintella Spotwood as Substitute Teacher

#### D. Accept Resignations

1. Accept the resignation of Marissa Santiago, Teacher, effective December 2, 2017.

a. Marissa Santiago - Resignation.pdf

2. Accept the resignation of Ahmed-Ali Awadallah, Teacher, effective October 2, 2017.

a. Ahmed Awadallah - Resignation.pdf

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

1. Approve the salary change for Brenda Martinelli, Teacher, from \$ 52,709 to \$56,284, effective

October 16, 2017.

F. Approve Staff Travel for Professional Development

Vote

Tara Pepe

Approve the following staff professional development travel activities:

1. Isabel Goss to attend "Increase the Engagement and Success of Students Who are Unmotivated or Struggling" in Cherry Hill, NJ for a total cost not to exceed \$249.00, plus the cost of ground transportation per Board policy.
2. Calvin McRae, Audrey Polites, Cynthia Ruszczyk and Valeen Vaccaro to attend a Eureka Math conference in Philadelphia, PA on October 27, 2017 for a total cost not to exceed \$1,400.00, plus the cost of ground transportation per Board policy.
3. Rose Time to attend the AP World History conference in New York City on November 7, 2017 for a total cost not to exceed \$225.00, plus the cost of ground transportation per Board policy.
4. Matthew Francis, Shea Lightfoot, Sheria McRae and Corin Rushing-Francis to attend the Lost Boys conference in Philadelphia, PA on November 14, 2017 for a total cost not to exceed \$496.00, plus the cost of ground transportation per Board policy.
5. Rhiannon Picioccio to attend "Reducing Classroom Behavior Problems" in Cherry Hill, NJ on November 29, 2017 for a total cost not to exceed \$259.00, plus the cost of ground transportation per Board policy.
6. Natasia Shuford and Jennifer White to attend "Zooming in on Close Reading" in Monroe, NJ on November 30, 2017 for a total cost not to exceed \$298.00, plus the cost of ground transportation per Board policy.
7. Melissa Embly-Ryba to attend "Practical Strategies to Address the Challenges of Today's School Nurse" in Long Branch, NJ on November 30, 2017 for a total cost not to exceed \$259.00, plus the cost of ground transportation per Board policy.
8. Jessica Tatelbaum to attend "Reducing Recurring Classroom Behavior Problems" in Long Branch, NJ on November 30, 2017 for a total cost not to exceed \$259.00, plus the cost of ground transportation per Board policy.
9. Holly Sparks to attend the AMTNJ 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.

10. October Staff PD Requests.pdf

**G. Approve administrator professional development travel** Vote Tara Pepe

Approve the following administrator professional development travel activity:

Lolade Onashile 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. October Admin PD Request.pdf

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

Approve the September Board Secretary Report as presented and attached.

1. Board Sec Report 2017-09.pdf

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

Approve the September Board Treasurer Report as presented and attached.

1. Sept Treasurers Rept 2017.pdf

**J. Accept Budget Adjustments and Transfer Date 9/30/17** Vote Christopher Lessard

Approve the budget adjustments with a transfer date of September 30, 2017 as presented and attached.

1. Budget Adj 2017-09.pdf

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

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Christopher Lessard

October 25, 2017

Date

Board Certification of Accounts

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

**L. Approve Bill List** Vote Tara Pepe

Approve the September 28, 2017 to October 25, 2017 bills list in the amount of \$1,306,310.11, as presented and attached.

1. October Check Register.pdf

<p><b>M. Approve Gross Payrolls</b>          Approve the gross payrolls for September 28, 2017 in the amount of \$389,280.30 and for October 13, 2017 in the amount of \$387,592.37, as presented and attached.</p> <ol style="list-style-type: none"> <li>1. 9-28-17 Payroll Report.pdf</li> <li>2. 10-13-17 Payroll Report.pdf</li> </ol>	Vote	Tara Pepe
<p><b>N. Approve fundraising activities</b>          Approve the following fundraising activities:</p>	Vote	Tara Pepe
<ol style="list-style-type: none"> <li>1. The High School Service Learning Class will solicit donations to carry out their service learning projects.</li> <li>2. The High School National Honors Society will sell snacks after school. All proceeds will be used to purchase NHS apparel and other supplies.</li> <li>3. The Intermediate School will sponsor a Popcorn Fundraiser from October 30, 2017 through November 27, 2017. All proceeds will be used to offset the cost of IS Clubs, the Spring Concert and the Spelling Bee.</li> <li>4. The High School National Honors Society will sell food at their Halloween event on October 31, 2017. All proceeds will be used to offset the cost of the NHS end of year trip.</li> <li>5. The High School will sponsor bake sales and movie nights through November and December. All proceeds will be used to offset the cost of the Spring Break 2019 trip to China.</li> <li>6. The High School Gay Straight Alliance will sell "Equality" shirts during the month of December. All proceeds will be used to offset the cost of the GSA end of year trip.</li> <li>7. The High School Gay Straight Alliance will sell "Day of Silence" shirts in April 2018. All proceeds will be used to offset the cost of the GSA end of year trip.</li> <li>8. The High School will collect fees from the senior class members for the end of year trip, caps and gowns, graduation and prom tickets.</li> <li>9. October Fundraising Requests.pdf</li> </ol>		
<p><b>O. Approve holiday party venue contract</b>          Approve the contract with the Historic Trenton Masonic Temple to serve as the venue for the staff holiday party, paid for with funds from the Spears Staff Appreciation and Recruitment Grant, as presented and attached.</p>	Vote	Tara Pepe
<ol style="list-style-type: none"> <li>1. Historic Trenton Masonic Temple Contract.pdf</li> </ol>		
<p><b>P. Approve professional services contract</b></p>	Vote	Tara Pepe

Approve the professional engineering services contract with The Reynolds Group to provide a site plan for bus parking for a total cost not to exceed \$3,700.00, as presented and attached.

1. The Reynolds Group contract.pdf

**Q. Approve HVAC maintenance contract** Vote Tara Pepe  
Approve the maintenance contract with Princeton Air Conditioning, Inc. for a total cost not to exceed \$14,304.00, as presented and attached.

1. Princeton Air Maintenance Contract\_Signed.pdf

**R. Approve recruitment consulting contract** Vote Tara Pepe  
Approve the contract with Talent Kickstart to provide recruitment consulting services for a total cost not to exceed \$3,480.00, as presented and attached.

1. Kickstart Contract.pdf

**S. Approve environmental investigation contract for high school project** Vote Tara Pepe  
Approve the contract with Whitestone Associates to provide an environmental investigation of the high school site for a total cost not to exceed \$11,190.00, as presented and attached. Approve the rejection of the lower quote for a total of \$10,300.00 due to the fact that the higher quote provides more comprehensive services.

1. Whitestone Associates Contract.pdf

**T. Approve play therapy program** Vote Tara Pepe  
Approve the implementation of a play therapy program with Yi-Ju Cheng from Rider University provided at no charge to the students or the school as presented and attached.

1. Yi-JuCheng Curriculum Vitae-Sep 2018.pdf

**U. Approve architectural professional services contract** Vote Tara Pepe  
Approve the architectural professional services contract with Parette Somjen Architects to provide an HVAC controls evaluation for a total cost not to exceed \$6,600.00, as presented and attached.

1. PSA 2017-10-09 ltr prop GWeiss HVAC Evaluation Quote dtm (002) (2).pdf

**V. Confirm HIB Findings** Vote Barbara Zjawin

1. Confirm the finding of the HIB investigation 65184\_FACS\_10172017 and the continued investigation recorded as 65192\_FACS\_10172017 as "Unfounded-Inconclusive" followed by "Unfounded". Vote Barbara Zjawin

- a. HIB Investigations October.pdf

**W. Approve Out of District Placement** Vote Lorrie Weaver  
Approve the placement of student 2750251807 at Garfield Park Academy for the 2017-18 school year. Foundation Academy Charter School will continue to maintain case management of the student and Trenton Public School District will be responsible for paying all tuition costs associated with the student placement.

**X. Renew the employment contracts of the following salaried staff as presented and attached, effective January 2, 2018.**

1. Natasia Shuford as Principal

## 2. Nicholas Courtney as Principal

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

Patrick Hall 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 102517-III.A. through 102517.III.X. Todd Kent seconded the motion. The board voted unanimously to approve the motion.

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### V. Executive Session

None was held.

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### VI. Appendices

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### VII. Closing Items

Stephen Silverman made a motion to Adjourn Meeting. Jacqui Griffith 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 8:51 AM. Respectfully Submitted, R. Binz