

Meeting Book - Foundation Academy April 17, 2019 Board Meeting

Foundation Academies Board Meeting

I. Opening Items

A. Call The Meeting to Order

Presented By: Mr. Allan Kehrt / Allan Kehrt called a meeting of the board of trustees of Foundation Academy Charter School to order on Wednesday, April 17, 2019 at 6:04 PM in Room G36 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Todd Kent, Grecia Montero, Jacqui Griffith, Patrick Hall, Allan Kehrt, Stephen Silverman. Absent - Paris McLean

Presented
by: Mr.
Allan Kehrt

B. Pledge Of Allegiance

Presented
by: Mr.
Allan Kehrt

C. Record Attendance and Guests

Staff present: Graig Weiss, Chris Lessard, Sheria McRae, Jonathan Hoffman and Jackie Bonk, 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 given 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 2018 - 2021 Strategies for Enhancing Board Impact

Allan Kehrt

1. Strategies for Enhancing FABOT Impact

2. Fundraise * Connect * Advocate

a. Upcoming Events

Several board members requested more frequent invitations to school events. Moving forward, the school's Advancement Team will ensure board members are kept aware of upcoming events at all schools.

b. Learnings from NJCSA Board Institute

3. FABOT Status Discussion

Compliance, Training, Recruitment

The board discussed best practices for recruiting new members to the board, the possibility of creating a governance committee, and how to build its relationship with local government.

F. Mission Moment

G. Public Participation

II. Committee Reports

A. Development Committee

The Development Committee praised the fund-raising efforts of

Jacqui
Griffith

1. 4.3.19 Fundraising Snapshot.pdf

B. Finance and Facilities Committee

Stephen
Silverman

1. Finance Packet

- a. 2019-04-15 Finance Committee Agenda.pdf

C. Strategic Planning Committee

III. Consent Agenda Items

A. Approve Minutes

1. March 27, 2019 meeting minutes

B. Accept the following donations:

1. Black Rock, \$67.50 for Civic Service Learning (check), 12/3/2018
2. Black Rock, \$180.00 for Civic Service Learning (check), 01/31/19

C. Approve Staff Hires

Vote

Lolade
Onashile

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

1. April 17 - FABOT (1).docx
2. 2018-19 Salaried Positions
 - a. Reginald Williams as Custodian
3. 2019-20 Salaried Positions
 - a. Morgan Stroman as Teacher Fellow
 - b. Ronald Beacham as Paraprofessional
 - c. Colleen DiDonato as Career Teacher and Team Leader
 - d. Giselle David as Novice Teacher
 - e. Quincey Schenck as Career Teacher
4. 2018-19 Non-Salaried Positions
 - a. Tahir Henry as Part-Time Facilities Associate
5. 2019-20 Stipends
 - a. Leola Spotwood as New Student Information Entry

D. Approve Student Social Work Intern

Vote

Tara Pepe

Approve Rachel Lippman from Rutgers University to serve as a student social work intern during the 2019-20 school year as presented and attached.

1. RLippman Resume.docx

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

1. April Staff PD Requests.pdf
2. Michelle Lawlor to attend the Digital Summit in New York City on May 1, 2019 to May 2, 2019 for a total cost not to exceed \$1,112.00, plus the cost of ground transportation per Board policy.
3. Catherine Castro, Chonda Samuel and Natasia Shuford to attend the NJTESOL Spring Conference in New Brunswick, NJ on May 29, 2019 and May 31, 2019 for a total cost not to exceed \$1,062.00, plus the cost of ground transportation per Board policy.
4. Stacy Washington to attend the NASN Conference in Denver, Colorado on June 28, 2019 through July 1, 2019 for a total cost not to exceed \$2,110.00, plus the cost of ground transportation per Board policy.
5. Samiat Okoya to attend the regional Title I Annual Schoolwide Planning Workshop in Trenton, NJ on April 29, 2019 for a total cost not to exceed \$0, plus the cost of ground transportation per Board policy.

F. Accept Board Secretary Report Vote Christopher Lessard
Approve the March Board Secretary Report as presented and attached.

1. Board Sec Report 2019-03-31.pdf

G. Accept Board Treasurer Report Vote Christopher Lessard
Approve the March Board Treasurer Report as presented and attached.

1. March Treasurers Rept 2019.pdf

H. Accept Budget Adjustments and Transfer Date 3/31/19 Vote Christopher Lessard
Approve the budget adjustments with a transfer date of March 31, 2019 as presented and attached.

1. Budget Adj 2019-03-31.pdf

I. 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 March 31, 2019 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

Christopher Lessard

April 17, 2019
Date

Board Certification of Accounts
RESOLVED After review of the Secretary's and Treasurer's reports for March 31, 2019 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.

J. Approve Bill List

Approve the March 28, 2019 to April 17, 2019 bills list in the amount of \$1,343,587.90, as presented and attached.

1. April Check Register.pdf

Vote

Tara Pepe

K. Approve Gross Payrolls

Approve the gross payrolls for March 29, 2019 in the amount of \$394,133.63 and for April 15, 2019 in the amount of \$389,396.43 as presented and attached.

1. 3.29.19 Payroll Report.pdf
2. 4.15.19 Payroll Report.pdf

Vote

Tara Pepe

L. Approve co-op vendor contract for main office renovation

Approve the contract with Ricasoli & Santin Contracting Co, Inc to complete the main office renovation project for a total cost not to exceed \$75,250 using pricing through Mercer County Co-Op contract CK09MERCER2018-37 as presented and attached.

1. Ricasoli&Santin Proposal.pdf

Vote

Jonathan Hofmann

M. Approve submission of Safety Grant

Foundation Academy Charter School Board of Trustees hereby approves the digital submission of the application for the 2019-20 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, in the amount of \$7677.32, for the July 1, 2019 through June 30, 2020 program period.

Vote

Tara Pepe

N. Approve fundraising activities

Approve the following fundraising activity:

1. Yearbook Sale.pdf
2. The High School will sell yearbooks to student between April 18, 2019 and May 10, 2019 to cover the cost of the yearbooks.

Vote

Tara Pepe

O. Approve field trips

Approve the May student field trips as presented and attached.

1. May Field Trips.docx

Vote

Tara Pepe

P. Approve out of District Placement

Approve the placement of student 8612403880 at Garfield Park Academy for the 2018-19 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.

Vote

Barbara Zjawin

Q. Confirm HIB Findings

Affirm the findings of HIB investigation 200339_FAC_04092019 as "unfounded".

1. HibIncident.PDF

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

1. Morgan Stroman
2. Ronald Beacham
3. Colleen DiDonato
4. Giselle David
5. Quincey Schenck

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

1. Correction: Adjust the title and salary of Nicole Bradshaw from Teacher Fellow and \$47,709 to Novice Teacher and \$52,709, effective April 1, 2019.
2. Correction: Correct the 19-20 stipend title of Lorrie Weaver, from Summer Academy Teacher to Summer Academy Coordinator, effective July 5, 2019.

T. Approve the temporary adjustments for the following staff as presented and attached:

1. Adjust the temporary hours and salary for Davorea Thomas, Paraprofessional, to 7:30 am – 2:00 pm and \$95.48 per diem, effective April 2, 2019.

U. Award contract for outdoor project

WHEREAS, on April 10, 2019 at 11:00am, the Foundation Academy Charter School Board of Trustees (the "Board") held a public bid opening for the Soccer Field and Parking Lot project (the "Project"); and WHEREAS, the Board received bids for the Project at the public bid opening; and WHEREAS, the lowest numerical bid, submitted by Pave-Rite, Inc., in the amount of \$395,932 for the Base bid plus \$70,200 for Alternate 2 (Playground), contained the required documentation pursuant to the bid specifications and the law; and WHEREAS, the Board has determined that Pave-Rite, Inc. to be the lowest responsible and responsive bidder. BE IT FURTHER RESOLVED, that the Board hereby awards the contract for the Soccer Field and Parking Lot project to Pave-Rite, Inc. in the total base bid amount of Three Hundred Ninety Five Thousand, Nine Hundred Thirty Two Dollars (\$395,932.00), plus a bid of Seventy Thousand, Two Hundred Dollars (\$70,200.00) on alternate(s) number 2 which amount shall also include the allowances required in the bid specifications; and BE IT FURTHER RESOLVED that upon receipt of the signed contract with Pave-Rite, Inc. and the approval of the insurance information and performance and payment bonds from Pave-Rite, Inc., the Business Administrator is authorized to return the bid bonds to all bidders.

BE IT FURTHER RESOLVED that the Chief Executive Officer or 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 Pave-Rite, Inc. for the Soccer Field and Parking Lot project at Foundation Academy Charter School.

Vote

Jonathan
Hofmann

1. Foundation Acad Bid Recommendation from TRG 04-16-19 (2).pdf
 2. Bidders Checklist from PaveRite.pdf
 3. SPREAD SHEET FOR BID - FOUNDATION ACADEMY.pdf
 4. Pave Rite Bid Proposal Form.pdf
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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 041719-III.A. through 041719-III.T.

Jacqui Griffith seconded the motion. The board voted unanimously to approve the motion.

V. Executive Session

VI. Closing Items

The meeting was adjourned at 7:16 PM. Respectfully Submitted, J. Bonk.