

Meeting Book - Foundation Academy July 31, 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, July 31, 2019 at 6:03 PM in Room G36 (Basement) of 363 West State Street, Trenton, NJ 08618. Present- Grecia Montero, Paris McLean, Jacqui Griffith, Patrick Hall, Allan Kehrt, Stephen Silverman. Absent - Todd Kent

Presented
by: Mr.
Allan Kehrt

B. Pledge Of Allegiance

Presented
by: Mr.
Allan Kehrt

C. Record Attendance and Guests

Staff present: Graig Weiss, Jonathan Hofmann, Rachael Binz, in the capacity of secretary to the board. Public present: Lauren Ira, Larry Traylor

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. Public Participation

F. Policy Update Schedule

Jonathan Hofmann informed the board of the need to conduct a comprehensive policy review and proposed an approximate timeline.

1. Proposed policy update timeline

G. 2019-20 Board Committee Goals and Priorities

BoardEffect training has been postponed until the August 28th meeting.

1. 2019-20 FABOT Priorities
-

II. Committee Reports

A. Advancement Committee

The board discussed moving this committee's reports to quarterly once the committee fully transitions to The Friends of Foundation Academy, Inc.

1. FY18-19 Fundraising Report and 2019-20 Goals (1).pdf

Jacqui
Griffith

B. Finance and Facilities Committee

Graig Weiss gave an update on the high school facilities project. The Friends of Foundation Academy, Inc. is moving forward with renovations at the FCA gym. there will be a ribbon cutting ceremony in the fall.

Jonathan Hofmann outlined goals for upcoming facilities projects including sewer line and rooftop air conditioning unit replacement at 363 West State St.

1. Finance Packet

Stephen
Silverman

a. 2019-07-29 Finance Committee Agenda.pdf

b. JUNE Treasurers Rept 2019.pdf

2. News article

a. Gloucester County news article: Mercury in gym floors

C. Strategic Planning Committee

Paris McLean announced that the Abacus Group's growth feasibility study is ready for board review.

Paris
McLean

1. Foundation Academy Feasibility Study_FINAL_07_16.docx

D. Executive Committee

Graig
Weiss

1. Second Reading of CEO Emergency Succession Plan

a. CEO Emergency Succession Plan

III. Board Officer Elections

A. Board President Election

Patrick Hall made a motion to appoint Jacqui Griffith as President of the Foundation Academy Board of Trustees, effective August 1, 2019. Paris McLean seconded the motion. Jacqui Griffith abstained from voting. The motion passed with a unanimous vote of the remaining members present.

B. Board Vice-President Election

Jacqui Griffith made a motion to appoint Paris McLean as Vice-President of the Foundation Academy Board of Trustees, effective August 1, 2019. Patrick Hall seconded the motion. Paris McLean abstained from voting. The motion passed with a unanimous vote of the remaining members present.

C. Board Secretary/Treasurer Election

Jacqui Griffith made a motion to appoint Patrick Hall as Secretary/Treasurer of the Foundation Academy Board of Trustees, effective August 1, 2019. Grecia Montero seconded the motion. Patrick Hall abstained from voting. The motion passed with a unanimous vote of the remaining members present.

IV. Annual Renewals, Re-Appointments, Re-Adoptions, Adoptions, and Appointments

A. Reappoint The Weiner Law Group as School Attorney

B. Reappoint Monique Bonnier as Treasurer of School Monies

C. Reappoint Barre and Company as School Auditor

D. Reappoint Alon Baker as School Doctor

E. Reappoint Parette Somjen Architects as School Architect

F. Reappoint Christopher Lessard as Qualified Purchasing Agent

G. Reappoint Investors Bank as Depository

H. Reappoint Borden Perlman as Insurance Broker

WHEREAS, the Foundation Academy Charter School Board of Trustees, ("Educational Facility") has resolved to join the New Jersey Schools Insurance Group (ERIC North/NJSIG) following a detailed analysis; and WHEREAS, the Bylaws of NJSIG require that each entity may designate a Risk Management Consultant/Broker to perform various professional services in the Bylaws and Risk Management Plan; and WHEREAS, the Bylaws indicate that NJSIG shall pay each Risk Management Consultant/Broker a fee to be established annually by the Board of Trustees; NOW THEREFORE, BE IT RESOLVED Foundation Academy Charter School Board of Trustees does hereby appoint Borden Perlman as its Risk Management Consultant/Broker in accordance with the Fund's Bylaws. This appointment will run concurrent with the Board's Term of membership in NJSIG (ERIC North/NJSIG).

I. Reauthorize AXA Equitable and Vanguard as Approved Tax Sheltered Annuity Companies

J. Reauthorize National Benefits Services as the 403b Third Party Administrator

K. Reappoint The Trenton Times and The Trentonian as newspapers for noticing FABOT meetings

L. Reappoint SBA, Board President and Board Treasurer as Check Signatories

M. Readopt By-Laws and Policies

N. Readopt existing written curricula and textbooks

O. Reauthorize implementation of school budget

P. Readopt the Integrated Pest Management Plan

Q. Reapprove the use of State Contracts

Reauthorize the Business Administrator to make purchases, up to the bid threshold utilizing the quotation process and/or purchases from NJ State contract vendors and/or purchases from other qualified pricing cooperatives/consortiums approved/awarded vendors

R. Reapprove purchasing arrangement with New Jersey Education Consortium

S. Reapprove purchasing agreement with Educational Services Commission of New Jersey

T. Reapprove the use of purchasing contracts through the Mercer County Cooperative Purchasing System

U. Approve mileage reimbursement rate of \$0.35 per mile effective July 1, 2019

V. Reappoint Lolade Onashile as School Affirmative Action Officer

W. Reappoint Lolade Onashile as Title IX Coordinator

X. Reappoint Barbara Zjawin as 504 Officer

Y. Reappoint Patrice Garrison as Homelessness Liaison

V. Resolved/Motion/Roll Call Vote Annual Renewals, Re-Appointments, Re-Adoptions, and Appointments

Grecia Montero 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 073119-IV.A. through 073119-IV.Y. Paris McLean seconded the motion. The board voted unanimously to approve the motion.

VI. Consent Agenda Items

A. Approve Minutes

1. June 29 2019 FABOT meeting minutes.pdf

B. Accept Donations

Accept the following donations as presented and attached.

1. Robert Wood Johnson III fund of the Princeton Area Community Foundation, \$15,000 (check), 6/27/2019

C. Approve Staff Hires

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

Vote

Lolade
Onashile

1. 2019-20 Salaried Positions

- a. Tiffany Acevedo as Career Teacher
- b. Crystal Carson as Teacher Fellow
- c. Ayesha Qureshi as Novice Teacher
- d. Isiah Jones as Teacher Fellow
- e. Shafiqah Berry as Career Teacher
- f. Jeffrey Castagne as Custodian
- g. Laurie Sarni as Novice Teacher
- h. Suliman Brown as Novice Teacher

2. 2019-20 Non-Salaried Positions

- a. Siani Crowell as Summer Intern
- b. Edwin Benavides as High School Boys Soccer Coach
- c. Bailie Gregory as Temporary Part-Time Teacher

3. July Talent Items

D. Accept Resignations

Accept the resignations from the following staff as presented and attached:

1. Accept the resignation of Monica Hawk, Teacher, effective June 30, 2019.
 - a. M. Hawk - resignation.pdf

2. Accept the resignation of Ellen Youssif-Armstrong, Career Readiness and Internship Advisor, effective July 22, 2019.

- a. E. Youssif-Armstrong - Resignation.pdf

3. Accept the resignation of Jazmin Evans, Teacher, effective July 22, 2019.

- a. J. Evans - Resignation.pdf

4. Accept the resignation of Nicholas Fuccello, Teacher, September 23, 2019.

- a. N. Fuccello - Resignation.pdf

E. Approve Termination

Approve the termination of the following staff as presented and attached:

1. Approve the termination of Reginald Williams, Custodian, effective June 27, 2019.

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

1. Correction: Approve the title and salary change of Damien Castagne, from System Administrator and \$73,805 to System Administrator and Athletic Director and \$81,805, effective July 1, 2019.
2. Correction: Approve the stipend end date of Courtney Boone, Summer Intern, from August 31, 2019 to September 30, 2019, effective July 1, 2019.
3. Correction: Approve the stipend end date of Brian Kelley, Summer Facilities Intern, from July 26, 2019 to July 31, 2019, effective July 1, 2019.

G. Approve the 5-Year longevity bonuses in the amount of \$500 each for staff returning to Foundation Academies after five years of service for the following staff members, effective August 15, 2019.

1. Nicholas Courtney
2. Erin Dougherty
3. Natasha Green
4. Christopher Henry
5. Brian Kelley
6. Christina Mangus
7. Lolade Onashile
8. Corin Rushing-Francis

9. Lorrie Weaver

10. Jennifer White

H. Approve the 10-Year longevity bonuses in the amount of \$1000 each for staff returning to Foundation Academies after ten years of service for the following staff members, effective August 15, 2019.

1. Graig Weiss

2. Christopher Lessard

3. Johanna Soto

4. Valeen Vaccaro

I. Approve staff salaries paid through federal grant

Vote

Tara Pepe

Approve staff salaries being paid through federal grant as presented and attached.

1. Staff Receiving a Portion of Salary Through Grant 19-20.docx

J. Approve Staff Travel for Professional Development

Vote

Tara Pepe

Approve the following staff professional development activities:

1. July PD Requests.pdf

2. Ashley Stone and Elizabeth Toth to attend the NFHS Coaching Fundamentals Course in Robbinsville, NJ on August 1, 2019 for a total cost not to exceed \$170.00, plus the cost of ground transportation per Board policy.

3. Alexander Davies to attend The College Board AP Summer Institute in Blackwood, NJ on August 5, 2019 to August 8, 2019 for a total cost not to exceed \$995.00, plus the cost of ground transportation per Board policy.

4. Christopher Henry and LaShannon Taylor to attend "Middle School Teachers for Financial Fitness for Life" in Middletown, NJ on August 6, 2019 for a total cost not to exceed \$0.00, plus the cost of ground transportation per Board policy.

5. Melissa Campbell and Damien Castagne to attend the NJSIAA Athletic Directors' Workshop in Robbinsville, NJ on August 20, 2019 for a total cost not to exceed \$200.00, plus the cost of ground transportation per Board policy.

6. Melissa Campbell and Damien Castagne to attend the NJSIAA Eligibility Policies and Procedures Workshop in Robbinsville, NJ on September 26, 2019 for a total cost not to exceed \$200.00, plus the cost of ground transportation per Board policy.

7. Michelle Lawlor to attend the 2019 NonProfit Storytelling Conference in San Diego, CA on October 28, 2019 to October 30, 2019 for a total cost not to exceed \$3,003.34, plus the cost of ground transportation per Board policy.

<p>K. Accept Board Secretary Report Approve the June Board Secretary Report as presented and attached.</p> <p>1. Board Secretary Report 2019-06-30.pdf</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p>L. Accept Board Treasurer Report Approve the June Board Treasurer Report as presented and attached.</p> <p>1. JUNE Treasurers Rept 2019.pdf</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p>M. Accept Budget Adjustments and Transfer Date 6/30/19 Approve the budget adjustments with a transfer date of June 30, 2019 as presented and attached.</p> <p>1. Budget Adj_6.30.19.pdf</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p>N. 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 June 30, 2019 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.</p> <hr/> <p>Christopher Lessard</p> <p>July 31, 2019 Date</p> <p>Board Certification of Accounts RESOLVED After review of the Secretary's and Treasurer's reports for June 30, 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.</p>	<p>Vote</p>	<p>Christopher Lessard</p>
<p>O. Approve Bill List Approve the June 27, 2019 to June 30, 2019 bills list in the amount of \$409,902.69, and the July 2, 2019 to July 31, 2019 bills list in the amount of \$1,033,921.72 as presented and attached.</p> <p>1. End of June Check Register.pdf</p> <p>2. July Check Register.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>
<p>P. Approve Gross Payrolls Approve the gross payrolls for June 28, 2019 in the amount of \$409,776.69, and for July 15, 2019 in the amount of \$154,746.13 as presented and attached.</p> <p>1. 6.28.19 Payroll Report.pdf</p> <p>2. 7.15.19 Payroll Report.pdf</p>	<p>Vote</p>	<p>Tara Pepe</p>

<p>Q. Approve Outdoor Project Change Orders Approve the following Outdoor Project Change Orders submitted by The Reynolds Group:</p> <ol style="list-style-type: none"> 1. Change Order #1 for an additional \$17,442.00 for the Entrance Drive Mill and Pave as presented and attached. 2. Change Order #2 for an additional \$10,975.00 for Electrical Work as presented and attached. 3. Change Order #3 for an additional \$57,565.00 for Playground Revisions as presented and attached. 4. Change Order #4 for a decrease of \$70,200.00 to deduct the original playground plan as presented and attached. 	Vote	Jonathan Hofmann
<ol style="list-style-type: none"> 1. Outdoor Project_COR#1-4.pdf 2. Pave-Rite Entrance Drive Pave and Mill Change Order Description.pdf 3. Pave-Rite Electrical Change Order Description.pdf 4. Pave-Rite Playground Change Order Description.pdf 		
<p>R. Approve playground equipment purchase Approve the purchase of playground equipment from Liberty Parks & Playgrounds using pricing per NJ State Contract #16-FLEET-00139 for a total cost not to exceed \$90,434.06, as presented and attached.</p>	Vote	Jonathan Hofmann
<ol style="list-style-type: none"> 1. 2019 7 09 - Quote - Foundation Academy - Playground equipment.pdf 		
<p>S. Approve Speech Therapy Contract Approve the contract with LaChelle Gardner from Comprehensive Therapy Services LLC to provide speech and language therapy services to students for the 2019-20 school year as presented and attached.</p>	Vote	Tara Pepe
<ol style="list-style-type: none"> 1. Comprehensive Therapy Services Contract.pdf 		
<p>T. Approve field trips Approve the August student field trips as presented and attached.</p>	Vote	Tara Pepe
<ol style="list-style-type: none"> 1. August Field Trips.docx 		
<p>U. Approve field trip contract Approve the contract with YMCA Camp Bernie for an end of year student field trip on June 8, 2020 for a total cost not to exceed \$2,800.00 as presented and attached.</p>	Vote	Tara Pepe
<ol style="list-style-type: none"> 1. YMCA Camp Bernie Contract.pdf 		
<p>V. Approve Paid Meal Prices for 2019-20 School Year Approve the following paid meal prices for the 2019-20 school year:</p>	Vote	Tara Pepe
<p>ELEMENTARY/MIDDLE SCHOOL: Breakfast Price: \$1.65 Reduced Eligible Price: \$0.30 Lunch Price: \$3.00 Reduced Eligible Price: \$0.40</p>		
<p>HIGH SCHOOL: Breakfast Price: \$1.65 Reduced Eligible Price: \$0.30 Lunch Price: \$3.25 Reduced Eligible Price: \$0.40</p>		
<p>W. Accept the final grades and coursework from the established Option II program through Educere to fulfill credits towards high school graduation: US History II - Student 1810025 US History II - Student 3732014 Physical Education & Health 12 - Student 1911086 English 11 American Literature & Physical Education & Health 12 - Student 3492016</p>		

X. Re-approve the Chief Executive Officer Evaluation Tool

1. School leader evaluation tool

Y. Approve the appointment of Lauren Ira to the Foundation Academies Board of Trustees effective August 1, 2019 through June 30, 2022.

1. Lauren Ira Resume.pdf

Z. Approve the first reading of the following policies:

1. 1330 - Use of School Facilities
2. 3510 Operation and Maintenance of Plant
3. 3515 Smoking Prohibition
4. 4112.4, 4212.4 Employee Health
5. 4112.6, 4212.6 Personnel Records
6. 4113, 4213 Assignment/Transfer
7. 5111 - Admission
8. 5131 - Conduct/Discipline
9. 5131.5 - Vandalism/Violence
10. 5141 - Health
11. 5141.4 - Missing, Abused, and Neglected Children
12. 6146.2 Promotion/Retention
13. 6164.2 Guidance Services
14. 6171.1 Remedial Instruction
15. 6171.2 Gifted and Talented
16. FABOT Policy Update and Adoption – Proposed Timeline as of July 31, 2019.pdf

AA. Adopt the Emergency CEO Succession Plan

1. CEO Emergency Succession Plan

AB. Approve out of District Placement

Approve the placement of student 8338628625 at Delaware Valley School for Exceptional Children for the 2019-20 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.

AC. Approve MOU for established community partnership with Big Brothers Big Sister for Business Mentoring Program at New Jersey Manufacturers.

1. NJM BBBS MOU

VII. 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 073119-VII.A. through

073119-VII.AC. Grecia Montero seconded the motion. The board voted unanimously to approve the motion.

VIII. Executive Session

WHEREAS, the Open Public Meetings Act authorizes a public body to meet in closed session under certain limited circumstances; and WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such closed session; now, therefore BE IT RESOLVED, by the Foundation Academies Board of Trustees, that it does hereby determine that it is necessary to meet in closed session prior to the adjournment of this meeting to discuss personnel matters. BE IT ALSO RESOLVED, that the matters discussed will be made public when the need for such confidentiality no longer exists. The Board may reconvene in public session at the conclusion of the closed session. Action may be taken by the Board when Open Session resumes.

Grecia Montero made a motion to enter executive session. Jacqui Griffith seconded the motion. The board voted unanimously to approve the motion and entered executive session at 6:49 PM.

The board resumed open session at 6:58 PM.

IX. Closing Items

Jacqui Griffith made a motion to Adjourn 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 6:59 PM. Respectfully Submitted, R. Binz

X. Appendices