

# Meeting Book - Foundation Academy August 28, 2019 Board Meeting

## Foundation Academies Board Meeting

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### I. Opening Items

#### A. Call The Meeting to Order

Presented By: Ms. Jacqui Griffith / Jacqui Griffith called a meeting of the board of trustees of Foundation Academy Charter School to order on Wednesday, August 28, 2019 at 6:03 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, Lauren Ira.

Presented  
by: Ms  
Jacqui  
Griffith

#### B. Pledge Of Allegiance

Presented  
by: Ms.  
Jacqui  
Griffith

#### C. Record Attendance and Guests

Staff present: Graig Weiss, Jonathan Hofmann, Sheria McRae, 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 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: Ms.  
Jacqui  
Griffith

#### E. Public Participation

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### II. BoardEffect Training

- A. BoardEffect training.pdf
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### III. Committee Reports

#### A. Finance and Facilities Committee

Jonathan Hofmann gave updates on ongoing projects at the high school and 363 West State Street.

Allan Kehrt

##### 1. Finance Packet

- a. 2019-08-26 Finance Committee Agenda.pdf

#### B. Strategic Planning Committee

The Growth Feasibility Study is ready for the board to review. It will be discussed at the next regular meeting.

Paris  
McLean

#### C. Preliminary NJSLA Scores

Graig Weiss presented preliminary NJSLA results to the board. Comparison results to district and state schools are not yet available.

Graig  
Weiss

- 1. 2018-2019 Preliminary Results
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### IV. Consent Agenda Items

#### A. Approve Minutes

Approve the minutes of the July 31, 2019 and August 14, 2019

Board of Trustees meetings.

1. July 31, 2019 FABOT Meeting Minutes
2. August 14, 2019 FABOT Meeting Minutes

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

1. Alex Zbinden, \$700.00 (check), 8/13/2019

**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. Robert Hagan as Novice Teacher
  - b. Sara Sbeiti as Novice Teacher
2. 2019-20 Non-Salaried Positions
  - a. Krystal Cohen as Grant Writer
3. August 28th Talent items

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

1. Correction: Approve the title and salary adjustment of Robert Paul Stewart from Novice Teacher and \$52,709 to Teacher Fellow and \$57,421, effective August 19, 2019.
2. Correction: Approve the title and salary adjustment of Andrew Sousa, from Teacher Fellow and \$48,192 to Novice Teacher and \$53,192, effective August 5, 2019.
3. Correction: Approve the salary adjustment of Sara Landau, Advanced Teacher, from \$72,935 to \$77,935, effective August 5, 2019.
4. Correction: Approve the salary adjustment of Rudolph Williams, Career Leader of Student Culture, from \$52,709 to \$86,000

**E. Approve student counseling intern**

Approve Raevyn Johnson from New York University to serve as a student counseling intern at the high school for the Fall of 2019 as presented and attached.

Vote

Tara Pepe

1. Raevyn Johnson Resume.doc

**F. Approve Staff Salaries Paid Through Federal Grant**

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

Vote

Tara Pepe

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

**G. Approve Staff Travel Paid Through Grant**

Approve the following staff travel paid through the John Spears Alumni Relations Grant:

Vote

Tara Pepe

1. John Salvetta to conduct alumni visits at various campuses in southern New Jersey from September 16, 2019 to September 17, 2019 for a total cost not to exceed \$171.00, plus the cost of ground transportation per Board policy.
2. John Salvetta to conduct alumni visits at various campuses in northern New Jersey from September 23, 2019 through September 25, 2019 for a total cost not to exceed \$434.50, plus the cost of ground transportation per Board policy.

3. Alumni Visits\_September.pdf

<b>H. Accept Board Secretary Report</b> Approve the July Board Secretary Report as presented and attached.	<b>Vote</b>	<b>Christopher Lessard</b>
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1. Board Sec Report 2019-07-31.pdf

<b>I. Accept Board Treasurer Report</b> Approve the July Board Treasurer Report as presented and attached.	<b>Vote</b>	<b>Christopher Lessard</b>
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1. Treasurer Report 2019-07.pdf

<b>J. Accept Budget Adjustments and Transfer Date 7/31/19</b> Approve the budget adjustments with a transfer date of July 31, 2019 as presented and attached.	<b>Vote</b>	<b>Christopher Lessard</b>
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1. Budget Adjustments 2019-07-31.pdf

<b>K. Approve Certification of Accounts</b> Certification of Accounts Pursuant to N.J.A.C. 6A:23A-16.1 0 (c) 3, I certify that as of July 31, 2019 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.	<b>Vote</b>	<b>Christopher Lessard</b>
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\_\_\_\_\_  
Christopher Lessard

August 28, 2019  
Date

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

<b>L. Approve Bill List</b> Approve the August 1, 2019 to August 28, 2019 bills list in the amount of \$1,663,522.70 as presented and attached.	<b>Vote</b>	<b>Tara Pepe</b>
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1. August Check Register.pdf

<b>M. Approve Gross Payrolls</b> Approve the gross payrolls for July 31, 2019 in the amount of \$198,420.62 and for August 15, 2019 in the amount of \$447,525.51	<b>Vote</b>	<b>Tara Pepe</b>
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as presented and attached.

1. 7.31.19 Payroll Report.pdf
2. 8.15.19 Payroll Report.pdf

**N. Approve HVAC Project Change Order** **Vote** **Jonathan Hofmann**

Approve the following HVAC Project change order submitted by Parette Somjen Architects: Change Order #001 for an additional \$18,760 to be deducted from the contract allowance of \$20,000, as presented and attached. The Contract Sum will therefore be reduced in the amount of \$1,240.00 by this change order.

1. HVAC Project Change Order 001.pdf

**O. Approve Outdoor Project Change Order** **Vote** **Jonathan Hofmann**

Approve the following Outdoor Project change order submitted by The Reynolds Group: Change Order #2 for an additional \$16,028.40 as presented and attached.

1. Outdoor Project Change Order 2.pdf

**P. Approve Holberg contract** **Vote** **Graig Weiss**

Approve the contract with Holberg Financial to provide financial advising to interested employees at a total cost not to exceed \$5,460.00, as presented and attached.

1. Holberg Financial MSA - Foundation Academies 2019-2020 Signed.pdf

**Q. Approve the fall sports schedules** **Vote** **Tara Pepe**

Approve the Fall 2019 middle school and high school sports schedules as presented and attached.

1. Fall MS Soccer 2019.pdf
2. Fall HS Soccer&Volleyball 2019.docx

**R. Approve field trips** **Vote** **Tara Pepe**

Approve the September field trips as presented and attached.

1. September Field Trips.docx

**S. Approve field trip contract** **Vote** **Tara Pepe**

Approve the contract with YMCA Camp Bernie to serve as the venue for the Intermediate School end of year field trip for a total cost not to exceed \$2,800.00 as presented and attached.

1. YMCA.pdf

**T. Approve the first reading of the following policies:**

1. 1120 Board of Trustee Meetings
2. 3100 Budget Planning, Preparation and Adoption
3. 3542.1 Wellness and Nutrition
4. 4112.2 Certification

**U. Adopt 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

**V. Confirm HIB Findings**

Confirm the findings of investigation 202656\_FCA\_08152019 as founded, no perpetrator.

**Vote**

**Barbara  
Zjawin**

- 1. InvestigationSummary\_202656\_FCA\_08152019.pdf

**V. Resolved/Motion/Roll Call Vote**

Allan Kehrt 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 082819-IV.A. through 082819-IV.V. Todd Kent seconded the motion. The board voted unanimously to approve the motion. 082819-IV.A.

**VI. Closing Items**

Stephen Silverman 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 8:19 PM. Respectfully Submitted, R. Binz