

Meeting Book - Foundation Academy September 25, 2019 Board Meeting

Foundation Academies Board Meeting

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, September 25, 2019 at 6:02 PM in Room G36 (Basement) of 363 West State Street, Trenton, NJ 08618. Present-Todd Kent, Grecia Montero, Jacqui Griffith, Allan Kehrt, Stephen Silverman, Lauren Ira. Absent - Paris McLean.

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, Natasia Cooper, Leigh Ann Fantoni, Jillian Brown, Eric Bullock, Nick Courtney, and Rachael Binz, in the capacity of secretary to the board. Public present: Regina Podhorin, presenter

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

II. Campus Presentations

A. Primary School

Primary school staff gave a presentation on the 2018-19 TNTP survey and academic results and shared their action plan for areas of growth with the board.

Natasia
Cooper

1. PSBoard Presentation2019-20.pptx

B. Intermediate School

Nick Courtney shared the Intermediate School's "Why" (To create a loving community that empowers and supports the identity development of its individuals through access to a quality and rich education in order to actualize their full potential.) with the board and discussed how that "Why" is being used to inspire teachers as they support student growth.

Nicholas
Courtney

1. 9.25 IS Board Presentation.pptx

C. Governance Discussion

Regina Podhorin facilitated a board discussion about the possibility of expansion.

Regina
Podhorin

III. Committee Reports

A. Academics, Culture, and Talent Committee

The board discussed 2019 NJSLA test scores.

Todd Kent

1. NJSLA 2019 Performance

B. Finance and Facilities Committee

The school is beginning to consider options for replacing the HVAC system at 363 W. State St.

Allan Kehrt

1. Finance Packet

- a. 2019-09-23 Finance Committee Agenda (2).pdf

C. Strategic Planning Committee

Tabled to allow reflection after the discussion led by Regina Podhorin.

Jacqui Griffith

1. Growth Feasibility Study

IV. Consent Agenda Items

A. Approve Minutes

1. August 28, 2019 meeting minutes

B. Accept Donations as presented and attached

1. Susan and Paul Atkinson, \$1000, check (9/3/2019)
2. Wells Fargo YourCause (Alex Zbinden), \$950.00 (check), 8/20/2019

C. Approve Staff Hires

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

Vote

Lolade Onashile

1. September 25 - FABOT (1).docx
2. 2019-20 Salaried Positions
 - a. Felicia Williams as School Secretary
3. 2019-20 Non-Salaried Positions
 - a. Dominique Zappola for Home Instruction
 - b. Lorrie Weaver for Home Instruction
 - c. Jessica Yentema for Home Instruction
 - d. Nicole Cassell for Home Instruction
 - e. Quincey Schenck for Home Instruction
 - f. Melody Hwang for Home Instruction
 - g. Summiya Abdul-Quddus for Home Instruction
 - h. Shadura Lee for Home Instruction
 - i. Alexander Davies for Home Instruction
 - j. Stacy Washington for Athletic Nurse

- k. Rachael Binz for Board Preparation
- l. Melvin Weldon for High School Boys Basketball Coach
- m. Vianney Anzures for High School Girls soccer Coach
- n. DaNae Williams for School Secretary Maternity Leave Replacement

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

1. **Correction: Approve the salary adjustment of Sara Sbeiti.**

Correction: Approve the salary adjustment of Sara Sbeiti, from \$57,709 to \$58,192, effective September 30, 2019.

2. **Correction: Approve the stipend title and amount of Ashley Stone.**

Correction: Approve the stipend title and amount of Ashley Stone, from High School Head Cheerleading Coach and \$1,000, to High School Cheerleading and Volleyball Co-Coach and \$3,000, effective August 5, 2019 and ending in accordance to the athletic season.

3. **Correction: Approve the stipend title and amount of Elizabeth Toth.**

Correction: Approve the stipend title and amount of Elizabeth Toth, from High School Head Volleyball Coach and \$2,000, to High School Cheerleading and Volleyball Co-Coach and \$3,000, effective August 5, 2019 and ending in accordance to the athletic season.

4. **Correction: Approve the stipend adjustment of Leola Spotwood.**

Correction: Approve the stipend adjustment of Leola Spotwood, Middle School Basketball Coach, from \$1,500 to \$3,000, effective August 5, 2019 and ending in accordance to the basketball season.

5. **Correction: Approve the stipend adjustment of Edwin Benavides.**

Correction: Approve the stipend adjustment of Edwin Benavides, High School Boys Soccer Coach, from \$2,000 to \$4,000 effective August 5, 2019 and ending in accordance to the soccer season.

6. **Correction: Approve the stipend adjustment of Leola Spotwood.**

Correction: Approve the stipend adjustment of Leola Spotwood, Middle School Soccer Coach, from \$1,500 to \$3,000, effective August 5, 2019 and ending in accordance to the soccer season.

7. **Correction: Approve the stipend removal of Ryan Kiple.**

Correction: Approve the stipend removal of Ryan Kiple, Grade Level Chair, effective August 5, 2019.

E. Accept Resignations:

Accept the resignations of the following staff as presented and attached.

1. Accept the resignation of Teresa Mendenhall, School Secretary, effective September 9, 2019.

a. T. Mendenhall - Resignation.pdf

2. Accept the resignation of Kimberly Heil, Teacher, effective August 30, 2019.

a. K. Heil - Resignation.pdf

F. Approve the maternity leave extension of the following staff as presented and attached:

1. Approve the maternity leave extension for Venetia Birchmore, Principal-In-Residence, starting September 3, 2019 and ending December 2, 2019.

a. V. Birchmore - maternity extension.pdf

G. Approve ESL college student project

Approve Alexa Reeve, from The College of New Jersey, to conduct an ESL project at Foundation Academy Charter School as presented and attached.

1. Letter of Intent.pdf

2. letter for Alexa Reeve docx.pdf

Vote

Barbara
Zjawin

H. Approve Staff Travel for Professional Development

Approve the following staff travel for professional development:

1. Dana Conklin to attend "Dealing with Angry Students and Tantrums Effectively" in Hamilton, NJ on September 30, 2019 for a total cost not to exceed \$129.00, plus the cost of ground transportation per Board policy.
2. Barbara Zjawin to attend the Experienced ESL Coordinator workshop in Trenton, NJ on October 3, 2019 for a total cost not to exceed \$0.00, plus the cost of ground transportation per Board policy.
3. Patrice Garrison to attend "Self Care in Trauma Work" in New Brunswick, NJ on October 4, 2019 for a total cost not to exceed \$100.00, plus the cost of ground transportation per Board policy.
4. Ronald Beacham, Eric Bullock, Dana Conklin, Natasia Cooper and Rachel Coty to attend the NJ Autism Conference in Atlantic City on October 17th and 18th for a total cost not to exceed \$4,325, plus the cost of ground transportation per Board policy.
5. Patrice Garrison to attend "The Neuroscience of Optimal Well Being" in New Brunswick, NJ on October 25, 2019 for a total cost not to exceed \$100.00, plus the cost of ground transportation

Vote

Tara Pepe

per Board policy.

6. John Salvetta to attend the High School Counselor Campus Fly-in Program at St. Bonaventure University in Olean, NY on October 25, 2019 for a total cost not to exceed \$0.00, plus the cost of ground transportation per Board policy.
7. Vianney Anzures, Ashley Stone and Elizabeth Toth to attend the NFHS Coaching Fundamentals course in Robbinsville, NJ on October 30, 2019 for a total cost not to exceed \$255.00, plus the cost of ground transportation per Board policy.
8. Lorraine Sroka to attend the Baltimore Collegetown Tour in Baltimore, MD on November 18, 2019 through November 21, 2019 for a total cost not to exceed \$150.00, plus the cost of ground transportation per Board policy.

9. September Staff PD Requests.pdf

I. Approve Coaching Stipend Salary Guide

Approve the revised coaching stipend salary guide as presented and attached.

1. Coach Stipend Doc - Updated 2019.docx.pdf

J. Approve staff travel paid through grant

John Salvetta to conduct alumni visits to multiple colleges in northern New Jersey on October 16, 2019 to October 17, 2019 for a total cost not to exceed \$234.50, plus the cost of ground transportation per Board policy to be paid through the John Spears Alumni Relations grant.

1. Salvetta October Travel.pdf

Vote

Tara Pepe

K. Accept Board Secretary Report

Approve the August Board Secretary Report as presented and attached.

1. BSR_8.31.19.pdf

Vote

Christopher Lessard

L. Accept Board Treasurer Report

Approve the August Board Treasurer Report as presented and attached.

1. August Treasurers Rept 2019.pdf

Vote

Christopher Lessard

M. Accept Budget Adjustments and Transfer Date 8/31/19

Approve the budget adjustments with a transfer date of August 31, 2019 as presented and attached.

1. Budget Adj_8.31.19.pdf

Vote

Christopher Lessard

N. Approve Certification of Accounts

Certification of Accounts
Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of August 31, 2019 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

Vote

Christopher Lessard

Christopher Lessard

September 25, 2019
Date

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

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|---|-------------|--------------------|
| O. Approve Bill List
Approve the August 29, 2019 to September 25, 2019 bills list in the amount of \$1,612,335.52 as presented and attached.

1. September Check Register.pdf | Vote | Tara Pepe |
| P. Approve an adjustment from a full day of instruction for high school students to a half day of instruction for high school students on Friday, December 13, 2019 | Vote | Graig Weiss |
| Q. Approve Gross Payrolls
Approve the gross payrolls for August 30, 2019 in the amount of \$440,421.87 and for September 13, 2019 in the amount of \$416,239.64 as presented and attached.

1. 8.30.19 Payroll Report.pdf

2. 9.13.19 Payroll Report.pdf | Vote | Tara Pepe |
| R. Approve the submission of an amendment to the FY20 ESEA application
Approve the submission of an amendment to the ESEA application for the Fiscal Year 2020 to allocate FY19 carryover funds. | Vote | Tara Pepe |
| S. Approve TNTP contract
Approve the contract with TNTP to launch and execute the Instructional Culture Insight survey for the period of 3 years for a total cost not to exceed \$16,200.00 as presented and attached.

1. Foundation Academies Insight FY20-22 FINAL_9 9 19_encrypted_.pdf | Vote | Tara Pepe |
| T. Approve Above and Beyond Learning Group contract
Approve the contract with Above and Beyond Learning Group to conduct a student evaluation for ABA therapy as presented and attached.

1. Above and Beyond Agreement 2019-2020 school year.pdf | Vote | Tara Pepe |
| U. Approve student field trips
Approve the October student field trips as presented and attached.

1. October Field Trips.docx | Vote | Tara Pepe |
| V. Approve revised high school fall sports schedule
Approve the revised high school fall sports schedule as presented and attached.

1. Fall HS Soccer & Volleyball 2019.docx | Vote | Tara Pepe |

W. Adopt 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

X. Approve the first reading of the following policies:

1. 3570 School Records and Reports
2. 4231, 4231.1 Staff Development Inservice Education, Visitation, Conferences
3. 5120 Assessment of Individual Needs
4. 9250 - Expenses and Reimbursements

Y. Confirm HIB Findings

Confirm the findings of HIB investigation 203197_FCA_09242019 as "FOUNDED"

1. HIB 203197_FCA_09242019

Vote

**Barbara
Zjawin**

Z. Accept the resignation of Paris McLean from the Foundation Academy Board of Trustees.

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 092519-IV.A. through 092519-IV.Z. Patrick Hall seconded the motion. The board voted unanimously to approve the motion.

VI. Closing Items

Grecia Montero made a motion to Adjourn Meeting. Lauren Ira 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 8:25 PM.
Respectfully Submitted, R. Binz