

# Meeting Book - Foundation Academy December 18, 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, December 19, 2019 at 6:06 PM in Room G36 (Basement) of 363 West State Street, Trenton, NJ 08618. Present-Todd Kent, Grecia Montero, Jacqui Griffith, Allan Kehrt, Stephen Silverman, Kimme Carlos. Absent - Patrick Hall

Presented  
by: Ms  
Jacqui  
Griffith

#### B. Pledge Of Allegiance

Presented  
by: Ms.  
Jacqui  
Griffith

#### C. Record Attendance and Guests

Staff present: Graig Weiss, Chris Lessard, Lolade Oashile, and Rachael Binz, in the capacity of secretary to the board. Public present: Richard Barre and Rick Marano, auditors.

#### 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. Mission Moment

Board members invited to attend winter concerts.

#### F. Public Participation

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### II. Committee Reports

#### A. Academics, Culture, and Talent Committee

Lolade Onashile described the logistics of planning for maternity leaves and intentional over staffing in teaching positions.

Todd Kent

#### B. Friends Advancement Committee

The Friends group is setting fundraising priorities and focusing on future scholarship programs.

Jacqui  
Griffith

#### C. Finance and Facilities Committee

Allan Kehrt  
& Stephen  
Silverman

##### 1. Finance Packet

- a. 2019-12-16 Finance Committee Agenda.pdf

#### D. Strategic Planning Committee

The Strategic Planning Committee will meet once the CAO returns from maternity leave.

Jacqui  
Griffith

#### E. Trustees Committee

The Trustees Committee will meet in early January to discuss board recruitment and the board self-evaluation.

Jacqui  
Griffith

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### III. Consent Agenda Items

A. Approve Minutes

1. November 20 2019 FABOT meeting minutes.pdf

B. Accept Donations as presented and attached

1. Wells Fargo Community Support Campaign (A Zbinden), \$600.00, (Check) 11/7/2019
2. McEwen-Fial Family Fund, \$2,000.00, (Check) 11/11/2019
3. Wells Fargo Foundation Educational Matching Gifts (A Zbinden), \$600.00, (Check) 11/13/2019
4. Mary G Roebling Foundation, \$3,000.00, (Check) 11/19/2019

C. Approve Staff Hires

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

Vote

Lolade  
Onashile

1. December Talent Items
2. 2019-20 Salaried Positions
  - a. Tyere Hill as Paraprofessional
  - b. Erika Shulman as Career Teacher
  - c. Courtney Boone as Interview Day Coordinator
  - d. LaChe' Cheston as Paraprofessional
  - e. Larry Bodiford as Custodian
  - f. Rodney Matlock as Custodian
3. 2019-20 Non-Salaried Positions
  - a. Anthony Terry as Substitute Bus Driver
  - b. Michelle Strong as Substitute Custodian
  - c. Siani Crowell as Winter Intern
  - d. Lorraine Sroka as Temporary Talent Recruitment Coordinator

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

1. Accept the resignation of Quincey Schenck, Teacher, effective January 17, 2020.
  - a. Q. Schenck - resignation.pdf
2. Accept the resignation of Cynthia Ruszczyk, Teacher, effective January 31, 2020.

a. C. Rusczyk - Resignation.pdf

3. Accept the resignation of Lorrie Weaver, Teacher, effective February 13, 2020.

a. L. Weaver - revised resignation letter.pdf

4. Accept the resignation of Robert Stewart, Teacher, effective December 20, 2020.

a. R. Stewart - resignation letter.pdf

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

1. Correction: Approve the title and salary change of Robert Stewart, from Teacher Fellow and \$57,421 to Career Teacher and \$62,421, effective December 1, 2019.
2. Correction: Approve the title and rate adjustment for Tanieca Buchanan, from Teacher Fellow and \$47,709 to Leave Replacement and \$235 per diem, effective December 2, 2019.
3. Correction: Approve the title and salary change of Kristy Cooper from Novice Teacher and \$52,709 to Career Teacher to \$53,676, effective January 2, 2020.

F. Approve Staff Travel for Professional Development

Vote

Tara Pepe

Approve the following staff travel for professional development:

1. December Staff PD Requests.pdf
2. Jill Spiegel to attend "Making Best Use of Google Classroom to Strengthen Your English Instruction" in Cherry Hill, NJ on January 7, 2020 for a total cost not to exceed \$279.00, plus the cost of ground transportation per Board policy.
3. Danny Ly to attend "Reducing Classroom Behaviors" in Cherry Hill, NJ on January 28, 2020 for a total cost not to exceed \$279.00, plus the cost of ground transportation per Board policy.
4. Jill Spiegel to attend "Motivation, Mindset and Grit: Practical, Proven Strategies to Increase Learning" in Cherry Hill, NJ on January 30, 2020 for a total cost not to exceed \$279.00, plus the cost of ground transportation per Board policy.

G. Accept Board Secretary Report

Vote

Christopher Lessard

Approve the November Board Secretary Report as presented and attached.

1. Board Sec Report 2019-11-30.pdf

H. Accept Board Treasurer Report

Vote

Christopher Lessard

Approve the November Board Treasurer Report as presented and attached.

1. Nov Treasurers Rept 2019 v2.pdf

**I. Accept Budget Adjustments and Transfer Date 11/30/19** **Vote** **Christopher Lessard**

Approve the budget adjustments with a transfer date of November 30, 2019 as presented and attached.

1. Budget Adj\_11.30.19.pdf

**J. 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 November 30, 2019 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

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Christopher Lessard

December 18, 2019  
Date

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

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

Approve the November 21, 2019 to December 18, 2019 bills list in the amount of \$1,295,874.27 , as presented and attached.

1. December Check Register.pdf

**L. Approve Gross Payrolls** **Vote** **Tara Pepe**

Approve the gross payrolls for November 22, 2019 in the amount of \$407,148.23 and for December 13, 2019 in the amount of \$404,903.81 as presented and attached.

1. 11.22.19 Payroll Report.pdf

2. 12.13.19 Payroll Report.pdf

**M. Approve the annual fiscal questionnaire** **Vote** **Christopher Lessard**

Approve the Annual Charter School Fiscal Questionnaire as presented and attached

1. Annual Charter School Fiscal Questionnaire.pdf

**N. Reappoint the Public Agency Compliance Officer** **Vote** **Tara Pepe**

Reappoint Johanna Soto as the Foundation Academy Charter School Public Agency Compliance Officer for 2020.

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

Approve the January student field trips as presented and attached.

1. January Field Trips.docx

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

Approve the contract with Country Inn & Suites to serve as the venue for the Senior end of year overnight trip on June 9, 2020 as presented and attached.

1. Contract w rooming list SIGNED.pdf

Q. Approve the maternity leave extension from the following staff as presented and attached:

1. Approve the maternity leave extension of Lolade Onashile, Director of Talent, starting December 23, 2019 and returning May 12, 2020.

a. L. Onahsile - maternity letter.pdf

2. Approve the adjusted maternity leave extension dates of Sasha Delgado, Senior School Secretary, Starting December 9, 2019 and returning May 26, 2020.

a. S. Delgado - revised maternity letter.pdf

R. Accept the resignation of Lauren Ira from the Foundation Academy Board of Trustees effective December 8, 2019.

S. Approve the one-time performance bonus of \$4,000 for Colleen DiDonato, Career Teacher and Team Leader, effective June 30, 2020.

T. Approve therapy services contract

Approve the proposal with Kwenyan and Associates to provide onsite counseling services for students as needed at no cost to Foundation Academy Charter School as presented and attached.

Vote

Tara Pepe

1. Kwenyan and Associates- Foundation Academy Charte School- Based Intervention Program-Updated 12-12-2019 (4).docx

U. Accept CAFR and CAP

Accept the June 30, 2019 Certified Annual Financial Report (CAFR) and the Corrective Action Plan with no recommendations as presented and attached.

Vote

Christopher Lessard

1. CAFRs.pdf

2. Corr Act Plan 2019.pdf

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

1. Approve the termination of Naquan McAllister, Paraprofessional, effective December 3, 2019.

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

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 121819-III.A. through 121819-III.U. Allan Kehrt seconded the motion. The board voted unanimously to approve the motion.

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#### V. 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.

Allan Kehrt made a motion to enter Executive Session. Grecia Montero seconded the motion. The board voted unanimously to enter Executive Session.

Start time: 6:48 PM

End time: 8:25 PM

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## **VI. Closing Items**

The meeting adjourned at 8:28 by a unanimous vote of members present.  
Respectfully Submitted, R. Binz