

# Meeting Book - Foundation Academy March 25, 2020 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, March 2, 2020 at 6:00PM. The meeting was held virtually, with a physical presence at 363 West State Street, Trenton, NJ 08618. Present- Jacqui Griffith, Grecia Montero, Kimme Carlos, Patrick Hall, Todd Kent, Allan Kehrt, Stephen Silverman, and Stacy Denton (joined at 6:17 PM).

Presented  
by: Ms  
Jacqui  
Griffith

#### B. Pledge Of Allegiance

Presented  
by: Ms.  
Jacqui  
Griffith

#### C. Record Attendance and Guests

Staff present: Graig Weiss 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 conference call information thereof posted on the school website. Formal action may take place at this meeting.

Presented  
by: Ms.  
Jacqui  
Griffith

#### E. Public Participation

None, no members of the public being present.

#### F. Mission Moment

Graig Weiss reported on the beginning of online learning, including the weekend distribution of over 600 computers for students' home use as well as ensuring all students have access to the internet by providing hot spots as needed. Staff are distributing 80-100 lunches daily.

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### II. Committee Reports

#### A. Friends Advancement Committee

Jacqui Griffith informed the board of the Friends' group's new Knight Fund, to be used to help keep FCA alumni in college.

Jacqui  
Griffith

#### B. Finance and Facilities Committee

The school's mortgage on 363 W. State St. has been paid. The HVAC project will be postponed until next year. The school plans additional refurbishment of both gyms, including AV improvements.

Stephen  
Silverman  
and Allan  
Kehrt

##### 1. Finance Packet

- a. 2020-03-23 Finance Committee Agenda.pdf

#### C. Strategic Planning Committee

Rollout has been delayed due to COVID-19.

Jacqui  
Griffith

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

Todd Kent reported that staff are focused on improving their teaching practices in order to increase students' understanding of science concepts and boost science scores. A new K-8 science curriculum

Todd Kent

has been introduced and teachers are attending professional development in that area. The school's focus on becoming trauma informed will lead to transformation of school culture in all areas.

## E. Trustees Committee

Members were reminded to complete the board's annual self evaluation. The board welcomed Stacy Denton to her first Board of Trustees meeting.

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## III. Consent Agenda Items

### A. Approve Minutes

1. February 26, 2020 board meeting minutes

### B. Accept Donations as presented and attached

1. Klockenbrink/Bright Funds, \$2,475.00 (check), 2/21/2020

### 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. Angel McCoy as Paraprofessional
  - b. James Brackpool as Advancement Associate
2. 2019-20 Non-Salaried Positions
  - a. Samuel Pearson for Summer Food Program Training
  - b. Paige Littwin for Summer Food Program Training
  - c. Corin Rushing-Francis as Team Lead
3. 2020-2021 Non-Salaried Positions
  - a. Samuel Pearson as Summer Food Program Server
  - b. Paige Littwin as Summer Food Program Server
4. 2020-21 Salaried Positions
  - a. Maria Kane as Teacher Fellow
  - b. Kheri Freeman as Career Teacher and Instructional Dean
  - c. Carmen Soto as Nurse of the High School
  - d. Brianna Carson as Teacher Fellow
  - e. Maura Farrell as Teacher Fellow
  - f. Artemus Werts as Principal-in-Residence

g. Sequenza Howes-Williams as Teacher Fellow

5. March 25, 2020 Talent Items

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

1. Laura Higgins
2. Maria Kane
3. Carmen Soto
4. Brianna Carson
5. Maura Farrell
6. Artemus Werts

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

1. Correction: Correct the salary amount of Alexandra Rene-Fedna, Teacher Fellow, from \$56,859 to \$60,000, effective August 6, 2020.

F. Approve Staff Travel for Professional Development

Vote

Tara Pepe

Approve the following staff travel for professional development:

1. March Staff PD Requests.pdf
2. Elizabeth Toth to attend "Innovative Phenomena-Driven Strategies to Increase Student Engagement and Learning" in Cherry Hill, NJ on April 20, 2020 for a total cost not to exceed \$279.00, plus the cost of ground transportation per Board policy.
3. Jessica Tatelbaum to attend "How to Teach the Holocaust" in New Brunswick, NJ on April 28, 2020 for a total cost not to exceed \$0.00, plus the cost of ground transportation per Board policy.
4. Danny Ly to attend "Making Best Use of Desmos For Math Instruction" in Cherry Hill, NJ on May 13, 2020 for a total cost not to exceed \$279.00, plus the cost of ground transportation per Board policy.
5. Graig Weiss to attend the 2020 National Charter School Conference in Orlando, FL on June 21, 2020 through June 24, 2020 for a total cost not to exceed \$2,158.00, plus the cost of ground transportation per Board policy.

G. Accept Board Secretary Report

Vote

Christopher Lessard

Approve the February Board Secretary Report as presented and attached.

1. Board Sec Rept\_2.29.20.pdf

**H. Accept Board Treasurer Report** Vote Christopher Lessard  
Approve the February Board Treasurer Report as presented and attached.

1. Feb Treasurers Rept 2020.pdf

**I. Accept Budget Adjustments and Transfer Date 2/29/20** Vote Christopher Lessard

Approve the budget adjustments with a transfer date of February 29, 2020 as presented and attached.

1. Budget Adj\_2.29.20.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 February 29, 2020 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

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Christopher Lessard

March 25, 2020  
Date

Board Certification of Accounts  
RESOLVED After review of the Secretary's and Treasurer's reports for February 29, 2020 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 submission of the 2020-21 budget** Vote Christopher Lessard  
Approve the proposed 2020-21 budget for submission to the New Jersey Department of Education as presented and attached.

1. Budget\_2020-2021 Official .pdf

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

Approve the February 27, 2020 to March 25, 2020 bills list in the amount of \$3,934,663.17 as presented and attached.

1. March Check Register.pdf

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

Approve the gross payrolls for February 28, 2020 in the amount of \$407,891.50, and for March 13, 2020 in the amount of \$395,635.67, as presented and attached.

1. 2.28.20 Payroll Report.pdf

2. 3.13.20 Payroll Report.pdf

**N. Approve 8th Grade Recommitment Ceremony venue contract** Vote Tara Pepe

Approve the contract with the State of New Jersey to use the War Memorial Building as the 8th Grade Recommitment Ceremony venue on June 18, 2020 for a total cost not to exceed \$1,840.00 as presented and attached.

1. War Memorial Contract\_8th Grade Recommitment.pdf

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| <p><b>O. Approve contract for interpretation services</b><br/>         Approve the contract with Keylingo Translations to provide as needed interpretation services as presented and attached.</p> <p>1. Keylingo Contract.pdf</p>   | <p>Vote</p> | <p>Tara Pepe</p>          |
| <p><b>P. Approve Proof Branding Contract</b><br/>         Approve the contract with Proof Branding, LLC to provide branding, design and development consultation services for a total cost not to exceed \$36,500.00 as presented and attached.</p> <p>1. Proof Branding Contract.pdf</p>  | <p>Vote</p> | <p>Tara Pepe</p>          |
| <p><b>Q. Approve student field trips</b><br/>         Approve the April student field trips as presented and attached.</p> <p>1. April Field Trips.docx</p>  | <p>Vote</p> | <p>Tara Pepe</p>          |
| <p><b>R. Affirm HIB Findings and student culture data</b><br/>         Affirm student culture data and the findings of HIB investigations 208904_FAC_03032020, 208334_FAC_02192020. and 209349_FAC_03132020 as "Founded- All Perpetrators" as presented and attached.</p> <p>1. February Culture Table</p> <p>2. HIB Report March 2020</p>   | <p>Vote</p> | <p>Barbara<br/>Zjawin</p> |
| <p><b>S. Approve the first reading of the following policies:</b></p> <p>1. <b>4115 Supervision</b><br/>         Paragraph 1 – changed “acknowledges” to “believes”<br/>         Paragraphs 1 and 2 changed the “Core Curriculum Content Standards” to the “New Jersey Student Learning Standards”<br/>         Deleted last sentence in the policy regarding distribution of the policy.</p> <p>2. <b>4131 Staff Development; Inservice Education/Visitation/Conferences</b><br/>         This policy was reviewed and there were minor changes throughout. Specifically the October 31 deadline for the development of each school leader’s professional development plan and the October 1 deadline for each teacher’s professional development plan were added. An exhibit is also provided that lists the Standards for Professional Learning (N.J.A.C. 6A:9C-3.3); Professional Standards for Teachers (N.J.A.C. 6A:9-3.3); and Professional Standards for School Leaders (N.J.A.C. 6A:9-3.4 from the National Policy Board for Educational Administrators)</p> <p>3. <b>5131.5 Violence/Vandalism</b><br/>         Official explanation: Electronic Violence and Vandalism Reporting System (EVVRS) was changed to: Student Safety Data System (SSDS)</p> <p>4. <b>5141.21 Administering Medication</b><br/>         Under Mandated: Added P.L. 2018. C.106 (A542, S1830) requiring the board to adopt policy regarding the requirement that any district with grades 9-12 obtain a standing order for opioid antidotes and to maintain a supply of such opioid antidotes in a secure but unlocked and easily accessible location. The law permits elementary and middle school districts to also adopt policy and obtain a supply of the opioid antidote P.L. 2019, c.118 regarding self-administration of hydrocortisone sodium succinate for adrenal insufficiency by students who are authorized by their parent/guardian and their physician. Emergency Administration of Hydrocortisone Sodium Succinate for Adrenal Insufficiency Placement and Availability of Hydrocortisone Sodium Succinate, and Transportation to Hospital Designee Training to Administer Hydrocortisone Sodium Succinate Minor changes to some of</p> |             |                           |

the other sections. Under Legal References: Added: P.L. 2018. C.106 (A542, S1830) Overdose Prevention Act, P.L. 2013, c. 46 P.L. 2019, c.118 regarding self-administration of hydrocortisone sodium succinate for adrenal insufficiency by students who are authorized by their parent/guardian and their physician. N.J.S.A. 18A:40-12.23 through N.J.S.A. 18A:40-12.28 P.L. 2019, c.118 Deleted: Policy Advisory #1 on N.J.S.A. 18A:40-12.3 Added Sections: Emergency Administration of Opioid Antidote Training Parent Notification Liability for the Administration of Opioid Antidote \*Required for districts with grades 9-12 for implementation in those grades only. Permitted in elementary and middle schools. Permitted in elementary and middle school districts

5. **5145.4 Equal Educational Opportunity**  
Term Change: Electronic Violence and Vandalism Reporting System (EVVRS) was changed to: Student Safety Data System (SSDS)
6. **6171.3 Title I - Improving Academic Achievement and Parent and Family Engagement**  
Policy overhauled with changes throughout reflecting the reauthorization of ESEA by the Every Student Succeeds Act (ESSA) of 2015 New sections added: Definitions; District Educational Plan; Parent and Family Engagement; School Level Parent and Family Engagement; Building Capacity for Parent and Family Engagement; School-Parent Compact; Annual Evaluation; and Comparability of Services (this section shall not apply to a district that has only one building for each grade span)

**T. Adopt the following policy:**

1. 6142.2 English as a Second Language Bilingual Programs

**U. Approve the employment contract of the following salaried staff as presented and attached, effective January 1, 2020.**

1. **Sheria McRae as Chief Academic Officer**
  - a. S. McRae

**V. Approve the FSMC Contract for the 2020-21 school year**

Approve renewal of the Food Service Management Company contract with Maschio Food Service for managing the food service program for the 2020-2021 school year.  
Management fee for FY 2020: \$25,500. FSMC Return Guarantee: \$ 30,000

**Vote**

**Christopher Lessard**

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**IV. 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 032520-III.A. through 032520-III.V. Todd Kent seconded the motion. The board voted unanimously to approve the motion

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**V. Closing Items**

Allan Kehrt 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 6:29 PM.  
Respectfully Submitted, R. Binz