

# Meeting Book - Foundation Academy May 27, 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, May 27, 2020 at 6:01 PM via Google Meet. Present- Jacqui Griffith, Stacy Denton, Kimme Carlos, Todd Kent, Stephen Silverman, Grecia Montero, Patrick Hall. Absent - Allan Kehrt

Presented  
by: Ms  
Jacqui  
Griffith

#### B. Pledge Of Allegiance

Presented  
by: Ms.  
Jacqui  
Griffith

1. American Flag

#### C. Record Attendance and Guests

Staff present: Graig Weiss, Natasia Shuford, Angela Joyner, Venetia Birchmore, Melissa Campbell, Chris Lessard, 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. Mission Moment

1. [Parenting During Covid-19 Snip](#)

#### F. Public Participation

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### II. Committee Reports

#### A. Friends Advancement Committee

The Friends are providing emergency support to families impacted by COVID-19.

Jacqui  
Griffith

#### B. Finance and Facilities Committee

The impact of COVID-19 on school finances cannot yet be determined.

Allan Kehrt  
& Stephen  
Silverman

1. Finance Packet

- a. 2020-05-26 Finance Committee Agenda.pdf

#### C. Strategic Planning Committee

Consistency \* Leadership \* Resilience

Jacqui  
Griffith

We must revisit our systems and practices to ensure they consistently reflect "Excellence Always."

Our people are our power. We must attract, develop, and retain leaders at all levels.

### III. Consent Agenda Items

#### A. Approve Minutes

1. April 2020 meeting minutes
2. May 15 meeting minutes

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

1. Jane and Henry Landau, \$505.00 (check) for 12th and 11th grade lunch balances, 4/22/2020

#### C. Accept the resignations of the following staff as presented and attached:

1. Accept the resignation of Thomas Wicklund, Teacher, effective June 30, 2020.
  - a. FCA Resignation.pdf
2. Accept the resignation of Melody Hwang, Teacher, effective June 30, 2020.
  - a. Resignation Letter Hwang.docx

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

1. Correction: Correct the title of Kali Beth Erstein from Career Teacher and Team Leader to Advanced Teacher and Team Leader, effective July 1, 2020.
2. Correction: Correct the term of Felicia Williams, School Secretary from 11-months to 12-months, effective July 1, 2020.
3. Correction: Correct the title and salary change for Corin Rushing-Francis from Leader of Student Culture and \$70,697 to Leader of Student Culture and Team Leader and \$74,697, effective August 6, 2020.
4. Correction: Correct the title and salary change for Rudolph Williams from Leader of Student Culture and \$86,500 to Leader of Student Culture and Team Leader and \$90,500, effective August 6, 2020.
5. Correction: Correct the start date of DaNae Williams, School Secretary, from June 27, 2020 to May 27, 2020, effective May 27, 2020.

#### E. Approve Staff Hires

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

Vote

Lolade  
Onashile

1. 2020-21 Salaried Positions
  - a. Katherine Kilcullen as Social Worker Fellow
  - b. William Scott as Instructional Dean
  - c. Atiya Harmon as Director of Special Services
2. 2020-21 Non-Salaried Positions
  - a. Giselle David as Summer Academy Teacher
3. May Talent Items

F. Approve paid training days for the following staff at the rate of \$100.00 per day:

1. Alexandra Rene-Fedna
2. Katherine Kilcullen
3. Atiya Harmon

<p>G. Approve Staff Salaries Paid Through Federal Grant          Approve staff salaries paid through federal grant as presented and attached.</p>	Vote	Tara Pepe
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1. Additional Staff Receiving a Portion of Salary Through Grant FY20\_May2020.docx

<p>H. Approve Staff Travel for Professional Development          Approve the following staff travel for professional development:</p>	Vote	Tara Pepe
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1. Nicole Bradshaw and Alexander Davies to attend the AP Summer Institute Training at Camden Community College on August 3, 2020 through August 6, 2020 for a total cost not to exceed \$1,990.00, plus the cost of ground transportation per Board policy.

a. May Staff PD Requests.pdf

<p>I. Accept Board Secretary Report          Approve the April Board Secretary Report as presented and attached.</p>	Vote	Christopher Lessard
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1. Board Sec Report 2020-04-30.pdf

<p>J. Accept Board Treasurer Report          Approve the April Board Treasurer Report as presented and attached.</p>	Vote	Christopher Lessard
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1. April Treasurers Rept 2020.pdf

<p>K. Accept Budget Adjustments and Transfer Date 4/30/2020</p>	Vote	Christopher Lessard
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Approve the budget adjustments with a transfer date of April 30, 2020 as presented and attached.

1. Budget Adj\_April 2020.pdf

<p>L. Approve Certification of Accounts          Certification of Accounts</p>	Vote	Christopher Lessard
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Pursuant to N.J.A.C. 6A:23A-16.1 0 (c) 3, I certify that as of April 30, 2020 no major budgetary line item account expenditure exceeds the

amount appropriated by the district Boards of Education.

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Christopher Lessard

May 27, 2020  
Date

Board Certification of Accounts  
RESOLVED After review of the Secretary's and Treasurer's reports for April 30, 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.

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|--|-------------|------------------|
| <b>M. Approve Bill List</b><br>Approve the bills list for April 30, 2020 through May 27, 2020 in the amount of \$1,165,464.42 as presented and attached.<br><br>1. May Check Register.pdf  | <b>Vote</b> | <b>Tara Pepe</b> |
| <b>N. Approve Gross Payrolls</b><br>Approve the gross payrolls for April 30, 2020 in the amount of \$418,733.53 and for May 15, 2020 in the amount of \$406,702.21 as presented and attached.<br><br>1. 4.30.20 Payroll Report.pdf<br><br>2. 5.15.20 Payroll Report.pdf  | <b>Vote</b> | <b>Tara Pepe</b> |
| <b>O. Approve CARES Emergency Relief Grant Submission</b><br>Approve the submission of the CARES Emergency Relief Grant application , and accept the grant award of these funds upon subsequent approval of the CARES Emergency Relief Grant application.  | <b>Vote</b> | <b>Tara Pepe</b> |
| <b>P. Approve FY21 ESEA Grant Submission</b><br>Authorize the submission of the ESEA application for Fiscal Year 2021, and accept the grant award of these funds upon the subsequent approval of the FY2021 ESEA application.  | <b>Vote</b> | <b>Tara Pepe</b> |
| <b>Q. Approve FY21 IDEA Grant Submission</b><br>Authorize the submission of the IDEA application for Fiscal Year 2021, and accept the grant award of the fund upon subsequent approval of the FY2021 IDEA application.   | <b>Vote</b> | <b>Tara Pepe</b> |
| <b>R. Adopt the following policies, regulations and exhibits:</b><br><br>1. 2130 Principal Evaluation<br><br>2. 2130 R Principal Evaluation Regulation<br><br>3. 2240 Research, Evaluation and Planning<br><br>4. 3516 Safety<br><br>5. 4111 Recruitment, Selection and Hiring<br><br>6. 4111.1/4211.1 Nondiscrimination/Affirmative Action<br><br>7. 4111.2/4211.2 Domestic Violence<br><br>8. 4211 Recruitment, Selection and Hiring |             |                  |

9. 5113 Attendance, Absences and Excuses
10. 5114 Suspension and Expulsion
11. 5119 Transfers
12. 5134 Married, Pregnant, Lactating Students
13. 5141 Health
14. 5141.22 Medical Marijuana
15. 5141.22 Medical Marijuana\_DOH Auth and Parent Consent\_Exhibit
16. 5141.3 Health Exams/Immunizations
17. 6010 Goals and Objectives
18. 6114 Emergencies and Disaster Preparedness
19. 6140 Curriculum Adoption
20. 6141 Curriculum Design, Development
21. 6142 Subject Fields
22. 6142.10 Internet Safety and Technology
23. 6142.4 Physical Education and Health
24. 6146 Graduation Requirements
25. 6147 Standards of Proficiency
26. 6161.1 Guidelines for the Evaluation and Selection of Instructional Materials and Resources
27. 6162.5 Research
28. 6164.4 Child Study Team
29. 6171 Special Instructional Programs
30. 6171.4 Special Education
31. 6172 Alternative Education Programs

**S. Approve the first reading of the following policies, regulations and exhibits:**

1. **2131 Chief Executive Officer**  
 Added more detail related to the evaluation process in the first paragraph. Amended first bullet list: "D" to include quantitative and/or qualitative merit criteria; and added "H" regarding performance of contractual duties
2. **3100 Budget Planning, Preparation and Adoption**  
 Updated the school's former policy to better comply with charter requirements and accurately reflect our budget process.
3. **3541.33 Transportation Safety**  
 Added section: Training for Interacting with Students with Special Needs The training must be completed before the diver or aide provides transportation services to students.
4. **3542.1 Local Wellness and Nutrition**  
 Edited paragraph 3 to refer to the district goals. In first Bullet list A-G: changed "offered" to "sold" in "B"; added "G"; and the paragraph following "G" Deleted sections titled: All Schools Elementary Schools Middle and high Schools Added sections

titled: Committee Review Triennial Assessment Physical Activity Recordkeeping Requirements' Marketing Edited last section titled: General School District Requirements

**5. 4112.2 Certification**

Revised the introductory paragraphs regarding verification of credentials. Added a paragraph about physical exams. Minor revisions in section Reporting Arrests and updated the legal citations in this section Provisionally Certified Teachers section replaced with section titled Mentoring Provisional Novice Teachers definitions were added Sections added: First Year Teaching Supports Mentor selection District mentoring Plan Adult High School Section titled Special Education edited

**6. 4116 Evaluation of Teaching Staff Members**

Added definitions for : Corrective action plan Post-observation conference Teacher Changes throughout the policy and regulation to make these documents more consistent with the current code. \*The District Evaluation Advisory Committee is discretionary beginning 2018-2019 school year.

**7. 5131.6 Drugs, Alcohol, Tobacco**

Term Change: Electronic Violence and Vandalism Reporting System (EVVRS) was changed to: Student Safety Data System (SSDS)

**8. 5141R Health AED Regulation**

Required.

**9. 5141.21R Administering Medication Regulation**

Required.

**10. 5141.4R Missing Abused and Neglected Children Regulation**

Required.

**11. 5131.5/ 5131.7R Violence and Weapons Regulation**

Required.

**12. 6145 Extracurricular Activities**

Edited the last paragraph of the first section to be more consistent with the wording from the Comprehensive Equity Plan Assessment

**13. 6145.1 Intramural Competition Interscholastic Competition**

Section added titled: Fact Sheet on The Use and Misuse of Opioid Drugs This update applies to districts/charter schools that have an interscholastic athletic program or cheerleading program and requires that this fact sheet be distributed annually to student athletes and cheerleaders. Signed acknowledgment of this fact sheet is also required.

**14. 6171.2 Gifted and Talented**

Last sentence added regarding student of color and female student representation and other minor changes.

**T. Approve a change of the Board of Trustees meeting scheduled on May 14, 2021 to May 12, 2021.**

**U. Approve the Pandemic Crisis Plan updated May 2020**

1. Foundation Academies Pandemic Crisis Plan to County May 2020 Update.pdf

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

Consent agenda items numbered 052720-III.A. through 052720-III.U. were unanimously passed by a roll call vote of members present.

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**V. Closing Items**

Kimme Carlos made a motion to Adjourn Meeting. Todd Kent 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 6:32 PM.  
Respectfully Submitted, R. Binz