

Meeting Book - Foundation Academy July 29, 2020 Board Meeting: Reorganization and Annual Renewals

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, July 29, 2020 at 6:07 PM via Google Meet. Present- Todd Kent, Grecia Montero, Jacqui Griffith, Allan Kehrt, Stephen Silverman, Kimme Carlos, Stacy Denton.

Presented
by: Ms.
Jacqui
Griffith

B. Pledge Of Allegiance

Presented
by: Ms.
Jacqui
Griffith

1. American flag

C. Record Attendance and Guests

Staff present: Sheria McRae, Artemus Werts, Shanesia Davia, Natasia Shuford, Lolade Onashile, Angela Joyner, Chris Lessard, Barbara Zjawin, Melissa Campbell, 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 placing a link to the virtual meeting space on the school website. Formal action may take place at this meeting.

Presented
by: Ms.
Jacqui
Griffith

E. Staff Introductions

Sheria McRae introduced two new members of the Senior Leadership Team.

Sheria
McRae

1. Artemus Werts, Principal in Residence
2. Shanesia Davis, Director of Training and Development

F. Summer 2020 CAO Update

Sheria McRae presented the school's restart plan for the 2020-21 school year. This plan is subject to change based on shifting health data and changes to NJ guidelines.

1. [FA Restart Plan](#)

G. Public Participation

II. Board Officer Elections

A. Board President Election

Stephen Silverman nominated Jacqui Griffith for Board President. Grecia Montero seconded the nomination. The board voted unanimously to reelect Jacqui Griffith as President of the Foundation Academy Board of Trustees.

B. Board Vice President Election

Jacqui Griffith nominated Kimme Carlos for Board Vice President. Stacy Denton seconded the nomination. The board voted

unanimously to elect Kimme Carlos as Vice President of the Foundation Academy Board of Trustees.

C. Board Secretary/Treasurer Election

Jacqui Griffith nominated Stephen Silverman for Board Secretary/Treasurer. Allan Kehrt seconded the nomination. The board voted unanimously to elect Stephen as Secretary/Treasurer of the Foundation Academy Board of Trustees.

III. Annual Renewals, Re-Appointments, Re-Adoptions, Adoptions, and Appointments

A. Reappoint The Weiner Law Group as School Attorney

B. Reappoint Monique Bonnier as Treasurer of School Monies

C. Reappoint Barre and Company as School Auditor

D. Reappoint Alon Baker as School Doctor

E. Reappoint Parette Somjen Architects as School Architect

F. Reappoint Christopher Lessard as Qualified Purchasing Agent

G. Reappoint Investors Bank as Depository

H. Reappoint Borden Perlman as Insurance Broker

WHEREAS, the Foundation Academy Charter School Board of Trustees, ("Educational Facility") has resolved to join the New Jersey Schools Insurance Group (ERIC North/NJSIG) following a detailed analysis; and WHEREAS, the Bylaws of NJSIG require that each entity may designate a Risk Management Consultant/Broker to perform various professional services in the Bylaws and Risk Management Plan; and WHEREAS, the Bylaws indicate that NJSIG shall pay each Risk Management Consultant/Broker a fee to be established annually by the Board of Trustees; NOW THEREFORE, BE IT RESOLVED Foundation Academy Charter School Board of Trustees does hereby appoint Borden Perlman as its Risk Management Consultant/Broker in accordance with the Fund's Bylaws. This appointment will run concurrent with the Board's Term of membership in NJSIG (ERIC North/NJSIG).

I. Reauthorize AXA Equitable and Vanguard as Approved Tax Sheltered Annuity Companies

J. Reauthorize National Benefits Services as the 403b Third Party Administrator

K. Reappoint The Trenton Times and The Trentonian as newspapers for noticing FABOT meetings

L. Reappoint SBA, Board President and Board Treasurer as Check Signatories

M. Readopt By-Laws and Policies

N. Readopt existing written curricula and textbooks

O. Reauthorize implementation of school budget

- P. **Readopt the Integrated Pest Management Plan**
- Q. **Reapprove the use of State Contracts**
 Reauthorize the Business Administrator to make purchases, up to the bid threshold utilizing the quotation process and/or purchases from NJ State contract vendors and/or purchases from other qualified pricing cooperatives/consortiums approved/awarded vendors
- R. **Reapprove purchasing arrangement with New Jersey Education Consortium**
- S. **Reapprove purchasing agreement with Educational Services Commission of New Jersey**
- T. **Reapprove the use of purchasing contracts through the Mercer County Cooperative Purchasing System**
- U. **Reapprove the use of purchasing contracts through the Sourcewell Purchasing Cooperative (formerly known as National Joint Powers Alliance Purchasing Cooperative)**
- V. **Reapprove mileage reimbursement rate of \$0.35 per mile**
- W. **Reappoint Lolade Onashile as School Affirmative Action Officer**
- X. **Reappoint Lolade Onashile as Title IX Coordinator**
- Y. **Reappoint Barbara Zjawin as 504 Officer**
- Z. **Appoint Katherine Kilcullen as Homelessness Liaison effective August 6, 2020.**
- AA. **Readopt the Chief Executive Officer Emergency Succession Plan**
 - 1. Chief Executive Officer Succession Plan
- AB. **Appoint Lolade Onashile as Human Resources Officer**
- AC. **Reapprove membership in the New Jersey State Interscholastic Athletic Association.**
- AD. **Reapprove the appointment of Lorraine Sroka as School Safety Specialist**

IV. Resolved/Motion/Roll Call Vote Annual Renewals, Re-Appointments, Re-Adoptions, and Appointments

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 072920-III.A. through 072920-III.AD. Todd Kent seconded the motion. The board voted unanimously to approve the motion.

V. Committee Reports

- A. **Friends' Advancement Committee**
 The first round of Knight Fund scholarships has been granted.

Jacqui
Griffith

B. Finance and Facilities Committee

Per pupil funding has decreased slightly. Further cuts may be announced later this summer. The audit will be delayed due to lack of information re: pension liability.

Stephen
Silverman

1. Finance Packet

- a. 2020-07-27 Finance Committee Agenda.pdf

C. Trustees Committee

The next Trustees Committee meeting will be held in September.

Jacqui
Griffith

VI. Consent Agenda Items

A. Approve Minutes

- 1. June 24, 2020 meeting minutes

B. Accept Donations as presented and attached

- 1. Paul and Anne Disdier (Schwab Charitable),
500.00 for Fall Challenge Books (check), 6/17/20
- 2. Bhatia - Chowdhury Family Giving Fund,
\$2,200.00 (check), 6/17/20

C. 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. Chisoney Swaby as Teacher Fellow
- b. Byron Martin as Leader of Student Culture
- c. Yuri Kim as Teacher Fellow
- d. Janayra Reyes as Teacher Fellow
- e. Marina Papas as Teacher Fellow
- f. Lillian Foster as Teacher Fellow
- g. Myquasia Chambers as Teacher Fellow
- h. Luke Rizzoli as Teacher Fellow
- i. Terri White as Teacher Fellow
- j. Jacquelyn Floyd as Teacher Fellow
- k. Sherine Nashef as Teacher Fellow
- l. Victoria Moeller as Teacher Fellow
- m. Jeongwoo Kho as Teacher Fellow
- n. Brittany Greco as Career Teacher and
Instructional Dean
- o. Margaret Jones as Director of Special

Services

p. July 2020 Talent Items

2. 2020-21 Non-Salaried Positions

- a. LaShannon Taylor as Grade Level Chair
- b. Lauriann Mason as Grade Level Chair
- c. Kathleen Griffo as Grade Level Chair

D. Accept Resignations

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

1. Accept the resignation of Shaniece Hammond, Career Teacher and Instructional Dean, effective July 8, 2020.
 - a. S. Hammond
2. Accept the resignation of Ginnelle Sroka, Advanced Teacher, effective August 27, 2020.
 - a. S. Sroka
3. Accept the resignation of Dominique Zappola, Career Teacher, effective June 30, 2020.
 - a. D. Zappola
4. Accept the resignation of Jill Reichman, Advanced Teacher, effective June 30, 2020.
 - a. J. Reichman
5. Accept the resignation of Molly Mitchell, Career Teacher, effective September 22, 2020.

E. Approve Training Days

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

1. Byron Martin
2. Yuri Kim
3. Chisoney Shawby
4. Janayra Reyes
5. Marina Papas as Teacher Fellow

F. Approve Staff Salaries Being Paid Through Federal Grant

Vote

Tara Pepe

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

1. Staff Receiving a Portion of Salary Through Grant 20-21.docx

G. Approve the 5-Year longevity bonuses in the amount of \$500 each for staff returning to Foundation

Academies after five years of service for the following staff members, effective August 15, 2020:

1. Laura Bloom
2. John Salvetta
3. Matthew Francis
4. Ryan Kiple
5. Jillian Brown
6. Lauriann Mason
7. Nora Buttacavole
8. Shea Lightfoot
9. Anthony Petralia
10. Audrey Polites

H. Approve the 10-Year longevity bonuses in the amount of \$1000 each for staff returning to Foundation Academies after ten years of service for the following staff members, effective August 15, 2020:

1. Sheria McRae
2. Christian Torino

I. Approve Staff Travel for Professional Development

Vote

Tara Pepe

Approve the following staff professional development activities:

1. July PD Requests.pdf
2. Tajh Laster to virtually attend "Physically Distanced Physical Education" for a total cost not to exceed \$99.00.
3. Tajh Laster to virtually attend "Teaching Physical Education and Health Remotely" for a total cost not to exceed \$129.00.
4. Angela Joyner and William Scott to virtually attend "EL Education Self Paced Curriculum Introduction" for a total cost not to exceed \$200.00.
5. Jacquelyn Brady, Damien Castagne, Sara Landau, Shadura Lee, Alice Lubrano, Loren McAlinden, Anthony Petralia and Audrey Polites to attend the "Virtual Ed Summit with Google for Education" on August 5, 2020 for a total cost not to exceed \$1,032.00.
6. Natasia Cooper to virtually attend "What Principals Need to Know About Coaching" on August 22, 2020 for a total cost not to exceed

\$189.00.

- | | | |
|--|-------------|----------------------------|
| <p>J. Accept Board Secretary Report
Approve the June Board Secretary Report as presented and attached.</p> <p>1. Board Sec Report 2020-06-30.pdf</p> | <p>Vote</p> | <p>Christopher Lessard</p> |
| <p>K. Accept Board Treasurer Report
Approve the June Board Treasurer Report as presented and attached.</p> <p>1. June Treasurers Rept.pdf</p> | <p>Vote</p> | <p>Christopher Lessard</p> |
| <p>L. Accept Budget Adjustments and Transfer Date 6/30/2020
Approve the budget adjustments with a transfer date of June 30, 2020 as presented and attached.</p> <p>1. June Budget Adj.pdf</p> | <p>Vote</p> | <p>Christopher Lessard</p> |
| <p>M. Approve Certification of Accounts
Certification of Accounts
Pursuant to N.J.A.C. 6A:23A-16.1 0 (c) 3, I certify that as of June 30, 2020 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.</p> <hr/> <p>Christopher Lessard</p> <p>July 29, 2020
Date</p> <p>Board Certification of Accounts
RESOLVED After review of the Secretary's and Treasurer's reports for June 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.</p> | <p>Vote</p> | <p>Christopher Lessard</p> |
| <p>N. Approve Bill List
Approve the June 25, 2020 through June 30, 2020 bills list in the amount of \$432,063.13, and the July 2, 2020 through July 29, 2020 bills list in the amount of \$705,858.04 as presented and attached.</p> <p>1. End of June Check Register.pdf</p> <p>2. July Check Register.pdf</p> | <p>Vote</p> | <p>Tara Pepe</p> |
| <p>O. Approve Gross Payrolls
Approve the gross payrolls for June 30, 2020 in the amount of \$431,907.13, and for July 15, 2020 in the amount of \$212,770.67 as presented and attached.</p> <p>1. 6.30.20 Payroll Report.pdf</p> <p>2. 7.15.20 Payroll Report.pdf</p> | <p>Vote</p> | <p>Tara Pepe</p> |
| <p>P. Approve Speech and Language Professional Services Contract
Approve the professional services contract with Comprehensive Therapy Services, LLC to provide speech and language services for the 2020-21 school year as presented and attached.</p> | <p>Vote</p> | <p>Tara Pepe</p> |

1. ComprehensiveTherapyServices_LWatkins_FY21Contract.pdf

Q. Approve School Psychologist Professional Services Contract Vote Tara Pepe

Approve the professional services contract with Relative 2 G LLC to provide school psychologist services for the 2020-21 school year as presented and attached.

1. Relative2G_TBerry_FY21Contract.pdf

R. Approve LDTC Professional Services Contract Vote Tara Pepe

Approve the professional services contract with Creative Learning Services to provide LDTC services for the 2020-21 school year as presented and attached.

1. CreativeLearningServices_ODeLaTorre_FY21Contract.pdf

S. Approve Delta-T contract Vote Tara Pepe

Approve the contract with Delta-T to provide temporary staffing services as needed for the 2020-21 school year as presented and attached.

1. DeltaT_FY21Contract.pdf

2. DeltaT_FY21RateSheet.pdf

T. Approve Talent Kickstart contract Vote Tara Pepe

Approve the contract with Talent Kickstart to provide talent consulting services as presented and attached.

1. TalentKickstart_FY21Contract.pdf

U. Accept the final grades and coursework from the established Option II program through Educere to fulfill credits towards high school graduation:

Accept the final grades and coursework from the established Option II program through Educere to fulfill credits toward high school graduation:

British Literature - Student 9414212470

V. Re-approve the Chief Executive Officer Evaluation Tool

1. School leader evaluation tool

W. Approve the first reading of the following policies:

1. 1250-Visitors.docx

Amended to prohibit most visitors during the pandemic recovery. Visitors may be admitted only upon the approval of the principal and must observe social distancing rules and wear face masks while in school.

2. 3510-Operation-and-Maintenance-of-Plant.docx

Amended to include cleaning and disinfecting measures outlined in the guidance for facilities and school buses.

3. 3541.33-Transportation-Safety.docx

Amended to include an overview of cleaning, disinfecting and social distancing measures outlined in the guidance for school buses.

4. 5141.2-Illness.docx

Amended to cover contact tracing.

5. 5141.3-Health-Examinations-and-Immunizations.docx

Amended to cover screening, personal protective equipment

and social distancing.

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

1. Correction: Approve the title and salary change of Isiah Jones from Teacher Fellow and \$48,192 to Novice Teacher and \$53,192, effective July 1, 2020.

Y. Approve restart plan

1. Foundation Academies' Restart Plan

Z. Approve nursing services plan

1. Nursing Services Plan

AA. Approve the submission of the January 1- June 30 2020 School Safety Data Submission report as presented and attached.

1. SSDS Certification and Incident List
2. SSDS Certification and Incident List

AB. Approve the adoption of the following curriculum:

1. Spark PE for physical education classes in grade K-8
2. EL Education for English in grades K-8
3. Amplify Science for Science in grades K-8
4. Choices for History for History in grades 9-12
5. Springboard for English in grades 9-12
6. Autenticos for Spanish in grades 9-12
7. School-Connect for Freshman Seminar in grade 9
8. Leader in Me for Culture Curriculum in grades K-5
9. Senderos for Spanish in grades 7-8

VII. Resolved/Motion/Roll Call Vote

Stacy Denton 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 072920-VI.A. through 072920-VI.B. Allan Kehrt seconded the motion. The board voted unanimously to approve the motion.

VIII. Appendices

IX. Closing Items

Upcoming Meetings:

Wednesday, August 12, 2020 - Brief virtual meeting for emergent hires and health policies.

Wednesday, August 26, 2020 - In-person socially distanced meeting in the FCA info commons. Please wear a mask.

Stacy Denton made a motion to Adjourn Meeting. Allan Kehrt 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 7:24 PM.
Respectfully Submitted, R. Binz