

# Meeting Book - Foundation Academy April 28, 2021 Board Meeting

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## I. Opening Items

### A. Call Meeting to Order

Presented by: Ms. Jacqui Griffith / Presented By: Ms. Jacqui Griffith / Jacqui Griffith called a meeting of the board of trustees of Foundation Academy Charter School to order on Wednesday, April 28, 2021 at 6:06 PM at 22 Grand St. Present- Jacqui Griffith, Steve Silverman, Stacy Denton, Kimme Carlos, Grecia Montero (exited at 7:00 PM), Todd Kent  
Absent - Allan Kehrt

### B. Record Attendance and Guests

Staff present: Graig Weiss, Sheria McRae, and Rachael Binz, in the capacity of secretary to the board. Public present: Stefani Schwartz

### C. Sunshine Law

Presented by: Ms. Jacqui Griffith / 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.

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## II. 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.

Kimme Carlos made a motion to enter executive session. Stephen Silverman seconded the motion. The board voted unanimously to enter executive session at 6:07 PM.

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## III. Continuation of Public Session

Public session resumed at 6:24 PM

### A. Mission Moment

Civic Service Learning

1. [Youth Leadership for Service-Learning Excellence Award](#)

## B. Public Participation

None.

## C. Strategic Imperatives Update

Graig Weiss updated the board on progress toward the strategic imperatives. The school will offer on-site COVID-19 testing for staff and students.

Graig  
Weiss

1. April 2021 Update - FABOT.pdf - Page 1

## D. Upcoming Events

### REMINDERS:

Financial disclosures due April 30th.  
Complete board self-evaluation (in BoardEffect) prior to the May 26th board meeting.

### EVENTS:

May 12th: Staff Renewal FABOT meeting  
June 2nd: A Conversation with Dr. John Carlos -- organization-wide event  
June 4th: Senior Signing Day  
June 15th: High School Graduation  
June 17th: 8th Grade Recommitment  
June 18th: Last day of school

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## IV. Committee Reports

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

Did not meet.

Todd  
Kent

### B. Friends Advancement Committee

The Friends will announce scholarships in the next week.

Jacqui  
Griffith

1. 4.19.21 Advancement Report (1).pdf - Page 8

### C. Finance and Facilities Committee

Stephen Silverman presented the finance and facilities report.

Stephen  
Silverman

#### 1. Finance Packet

- a. 2021-04-26 Finance Committee Agenda.pdf - Page 14

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## V. Consent Agenda Items

### A. Approve Minutes

1. March 31, 2021 board meeting minutes - Page 55

### B. Accept Donations as presented and attached

1. Kopp Electric (for Grecia and John Montero), \$500.00, check (2/15/21)

### C. Approve Staff Hires

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

Vote

Lolade  
Onashile

1. 2021-22 Salaried Positions
  - a. Melissa Hartzell as Career Teacher
  - b. Tyasia Biggs as Novice Teacher
2. 2020-21 Non-Salaried Positions
  - a. Mckenzie Lennon as Paid Technology Intern
3. April 28 FABOT.pdf - Page 61

D. Recognize the resignation of Jacqueline Bonk, Executive Assistant to the CEO, effective April 12, 2021.

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

1. Jaclyn Nelson
2. Luke Rizzoli
3. Marina Pappas
4. April 28- FABOT Corrections.pdf - Page 63

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

1. Melissa Hartzell
2. Tyasia Biggs

**G. Accept Board Secretary Report**  
Approve the March Board Secretary Report as presented and attached.

**Vote** Christopher Lessard

1. BoardSecReport\_2021-03-31.pdf - Page 64

**H. Accept Board Treasurer Report**  
Approve the March Board Treasurer Report as presented and attached.

**Vote** Christopher Lessard

1. TreasurerRept\_March2021.pdf - Page 76

**I. Accept Budget Adjustments and Transfer Date 3/31/2021**  
Approve the budget adjustments with a transfer date of March 31, 2021 as presented and attached.

**Vote** Christopher Lessard

1. BudgetAdj\_3.31.21.pdf - Page 86

**J. Approve Certification of Accounts**  
Certification of Accounts  
Pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I certify that as of March 31, 2021 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

**Vote** Christopher Lessard

April 28, 2021  
Date

Board Certification of Accounts  
RESOLVED After review of the Secretary's and Treasurer's reports for March 31, 2021 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**

Approve the April 1, 2021 to April 28, 2021 bills list in the amount of \$3,190,198.61 as presented and attached.

Vote

Tara  
Pepe

1. April Check Register.pdf - Page 87

### **L. Approve Gross Payrolls**

Approve the gross payrolls for March 31, 2021 in the amount of \$419,578.06 and for April 15, 2021 in the amount of \$561,549.39, as presented and attached.

Vote

Tara  
Pepe

1. 3.31.21 Payroll Report.pdf - Page 98

2. 4.15.21 Payroll Report.pdf - Page 104

### **M. Approve submission of the NJSIG Safety Grant application and receipt of a Safety Grant Award**

WHEREAS, the New Jersey Schools Insurance Group ("NJSIG") is a school board insurance group authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;  
WHEREAS, the Foundation Academy Charter School Board of Trustees, hereinafter referred to as the "Educational Institution," is a member of NJSIG; and,  
WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.  
NOW THEREFORE, BE IT RESOLVED that:  
1. The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2021-22 fiscal year in the amount of \$6,733 for the purposes set forth in their safety grant application, which is attached hereto; and,  
2. The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

Vote

Tara  
Pepe

1. 2021\_Safety\_Grant\_Application.pdf - Page 110

### **N. Approve staffing agency contract**

Approve the staffing agency contract with K12 Staffing to provide as needed substitute staffing coverage as presented and attached.

Vote

Tara  
Pepe

**O. Approve calendar changes:**

1. Approve a calendar change to reflect the NJDOE's cancellation of the NJSLA Math, ELA, and Science exams for Spring 2021.
2. Approve a calendar change to hold a full day of instruction on May 7, 2021.
3. Approve the postponement of the ACCESS 2.0 for ELLs testing window to May 10-21, 2021.

**P. Approve the Excellence Always Award in the amount of \$1,000 each for the following staff members effective April 28, 2021.**

1. Iris Medina
2. Jacquelyn Brady
3. Lorena LiMato
4. Jessica Tatelbaum
5. Colleen DiDonato

**Q. Adopt the following policy:**

1. 3542 2 School Meal Program Arrears - Page 120

**R. Accept the resignation of Mr. Allan Kehrt from the Foundation Academy Board of Trustees, effective April 28, 2021.**

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

Stephen Silverman 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 042821-V.A. through 042821-V.R. Kimme Carlos seconded the motion. The board voted unanimously to approve the motion.

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**VII. Closing Items**

Kimme Carlos made a motion to Adjourn Meeting. Stephen Silverman 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 7:22 PM. Respectfully Submitted, R. Binz