

Meeting Book - Foundation Academy July 28, 2021 Board Meeting

Foundation Academies Board Meeting

I. Opening Items

A. Call 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 28, 2021. at 5:01 PM in Room 100 at 22 Grand St. Trenton, NJ 08618. Present Todd Kent, Jacqui Griffith, Kimme Carlos, Stacy Denton, Carl Seiden. Absent - Grecia Montero

Jacqui
Griffith

B. Record Attendance and Guests

Staff present: Graig Weiss, Sheria McRae, and Rachael Binz, in the capacity of secretary to the board. Public present: None

C. 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.

Jacqui
Griffith

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. Stacy Denton seconded the motion. The board voted unanimously to enter executive session. Executive session started at 5:10 PM and ended at 6:12 PM. Public session continued after the close of executive session.

III. Continuation of Public Session

A. Public Participation

None

B. Summer 2021 CEO Update

Todd Kent congratulated school leaders on successful renewal. The CAO and board discussed a potential staff retention incentive.

1. 2021 Charter Renewal Summary

C. Upcoming Events

August 5th & 6th - New staff orientation
August 9th - All staff return/staff orientation day 1
August 11th - 1:00 PM FABOT meeting (Emergent hires only)
August 19th - First day of school for students

IV. Board Officer Elections

Board officers are elected to one year terms beginning July 29, 2021.

A. Board President Election

Jacqui Griffith nominated Kimme Carlos to the position of President of the Foundation Academy Board of Trustees. Stacy Denton seconded the nomination.

The board voted unanimously to elect Kimme Carlos President of the Foundation Academy Board of Trustees.

B. Board Vice President Election

Stacy Denton nominated Jacqui Griffith to the position of Vice President of the Foundation Academy Board of Trustees. Carl Seiden seconded the nomination.

The board voted unanimously to elect Jacqui Griffith President of the Foundation Academy Board of Trustees.

C. Board Secretary/Treasurer Election

Stacy Denton nominated Stacy Denton to the position of Secretary/Treasurer of the Foundation Academy Board of Trustees. Carl Seiden seconded the nomination. The board voted unanimously to elect Stacy Denton Secretary/Treasurer of the Foundation Academy Board of Trustees.

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

A. Reappoint Hatfield Schwartz LLC 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. Reappoint Lismarie Acevedo as Homelessness Liaison

AA. Readopt the Chief Executive Officer Emergency Succession Plan

1. Emergency CEO Succession Plan 2021

AB. Reappoint Lolade Onashile as Human Resources Officer

AC. Reapprove membership in the New Jersey State Interscholastic Athletic Association.

AD. Approve the appointment of Jose Torres as School Safety Specialist

AE. Reapprove the Chief Executive Officer Evaluation Tool

1. School Leader Evaluation Tool

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

Jacqui Griffith 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 073020-V.A. through 073020-V.AE. Carl Seiden seconded the motion. The board voted unanimously to approve the motion. 073020-V.A. through 073020-V.AE.

VII. Committee Reports

A. Academics, Culture, and Talent Committee

Did not meet.

Todd Kent

B. Advancement Committee

Did not meet.

Jacqui
Griffith

C. Finance and Facilities Committee

The board discussed the merits of investing in current staff.

Carl
Seiden
and Graig
Weiss

1. Finance Packet

- a. 2021-07-26 Finance Committee Agenda.pdf

D. Trustees Committee

Jacqui
Griffith

VIII. Consent Agenda Items

A. Approve Minutes

- 1. June 20, 2021 meeting minutes

B. Accept Donations as presented and attached

- 1. Investors Foundation, \$2500.00 for Supporting Young Scientists grant, check (7/1/2021)

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

- 1. Accept the resignation of Ronald Beacham, Paraprofessional, effective July 8, 2021.

- a. R.Beacham Resignation.docx

- 2. Accept the resignation of Folasade Jacobs, Career Teacher, effective July 30, 2021.

- a. F.JacobsResignation Letter.docx

- 3. Accept the resignation of Tara Pepe, Senior Director of Finance, effective September 30, 2021.

- a. ResignationLetter_TPepe.pdf

4. Accept the resignation of Jessica Lawrence, Career Teacher, effective June 30, 2021.

a. J.Lawrence Resignation.docx

5. Accept the resignation of Laura Higgins, Career Teacher, effective July 14, 2021.

a. L.Higgins Resignation.docx

6. Accept the resignation of Yoni Soto, Temporary School Custodian, effective July 23, 2021.

a. Y.Soto Resignation.pdf

7. Accept the resignation of Desrine Richards, Bus Driver/Facilities Associate, effective July 23, 2021.

8. Accept the resignation of Maurese Chandler, Paraprofessional, effective September 8, 2021.

a. M. Chandler Resignation.pdf

9. Accept the resignation of Michelle Lawlor, Marketing and Communications Associate, effective September 30, 2021.

a. M. Lawlor Resignation.pdf

D. 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. Ka'Dasya Roberts as Teacher Fellow

b. Diana Ubaldo as School Business Administrator Leader-in-Residence

c. Bryan Alvarez as School Nurse

d. Ellen Graf as School Nurse

e. Elizabeth Harrison as Novice Teacher

f. Helena Richardson as Custodian

g. Isabella Gonzalez Giraldo as Paraprofessional

h. Laura Desai as Career Teacher and Instructional Dean

i. Latifah Bradford as Teacher Fellow

j. Glenn Kliemisch as Novice Teacher

k. Vincent Bello as Teacher Fellow

- l. Jamila Absarulislam as Novice Teacher
- m. Jennifer Dodson as Teacher Fellow
- n. Gifty Afari Yeboah as Paraprofessional
- o. Sondra Addobea-Reese as Teacher Fellow

2. 2021-2022 Stipends/Non-Salaried positions

- a. Destini Bell as Advancement Intern
- b. Yoni Soto as Substitute Custodian
- c. Kathleen Griffo as Grade Level Chair
- d. Kheri Freeman as Summer School Coordinator
- e. Desrine Richards as Substitute Custodian
- f. Curtis Taylor as Substitute Teacher

3. July 2021 Talent Items

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

1. Julia Cenatus
2. Krystal Cohen
3. Anthony Terry
4. Danielle McCrary
5. James Blocker
6. Amalia Batista
7. Kelly Smith
8. Rodney Matlock
9. Jasmine Washington
10. Iris Medina
11. Jasmine Otero
12. Bridget Lewis
13. Angel McCoy
14. Aisha Williams
15. Dorcas Okonofua
16. Maurese Chandler
17. Johanna Soto

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

1. Ka'Dasya Roberts
2. Destiny Stoll
3. Danielle McCrary
4. Dorcas Okonofua
5. Desrine Richards
6. James Blocker
7. Diana Ubaldo
8. Helena Richardson
9. Isabella Gonzalez Giraldo
10. Latifah Bradford
11. Laura Desai
12. Glenn Kliemisch
13. Vincent Bello
14. Jamila Absarulislam
15. Jennifer Dodson
16. Gifty Afari Yeboah
17. Sondra Addobea-Reese

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 1, 2021:

1. Rachael Binz
2. Eric Bullock
3. Natasia Cooper
4. Devin Fergusson
5. Kathleen Griffo
6. Olabisi Okoya
7. Iris Medina

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 1, 2021:

1. Isabel Goss
2. Alice Lubrano-Weiss
3. Jacqueline Martinez

I. Approve Staff Salaries Being Paid Through Federal Grant Vote Tara Pepe

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

1. Staff Receiving a Portion of Salary Through Grant 21-22.docx

J. Approve Staff Professional Development Vote Tara Pepe

Approve the following staff professional development activities:

1. July PD Requests.pdf
2. Lorena LiMato to attend the Saint Mary of the Woods College Fall Residency in Indiana from August 13, 2021 through August 15, 2021 for a total cost not to exceed \$0.00, plus the cost of ground transportation per Board policy.
3. Christina Mangus to virtually attend the 2021 Annual Conference on Advancing School Mental Health on October 14, 2021 and October 15, 2021 for a total cost not to exceed \$195.00 as presented and attached.

K. Accept Board Secretary Report Vote Christopher Lessard

Approve the June Board Secretary Report as presented and attached.

1. BoardSecReport_2021-06-30.pdf

L. Accept Board Treasurer Report Vote Christopher Lessard

Approve the June Board Treasurer Report as presented and attached.

1. TreasurerRept_June2021.pdf

M. Accept Budget Adjustments and Transfer Date 6/30/21 Vote Christopher Lessard

Approve the budget adjustments with a transfer date of June 30, 2021 as presented and attached.

1. BudgetAdj_6.30.21.pdf

N. 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 June 30, 2021 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education.

Christopher Lessard

July 28, 2021
Date

Board Certification of Accounts
RESOLVED After review of the Secretary's and Treasurer's reports for June 30, 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-16.10(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.

O. Approve Bill List

Approve the July 1, 2021 to July 28, 2021 bills list in the amount of \$991,033.00 as presented and attached.

- 1. July Check Register.pdf

Vote

Tara Pepe

P. Approve Gross Payrolls

Approve the gross payrolls for July 15, 2021 in the amount of \$272,664.22 as presented and attached.

- 1. 7.15.21 Payroll Report.pdf

Vote

Tara Pepe

Q. Approve Report of Awarded Contracts

Pursuant to PL 2015, Chapter 47, the Foundation Academy Charter School Board of Trustees intends to renew, award or permit to expire the attached contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et. seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR, Part 200.317 et Seq.

- 1. Annual Board Contract Approval Summary 2021.pdf

Vote

Tara Pepe

R. Approve speech and language therapy professional services contract

Approve the professional services contract with LaChelle Watkins to provide speech and language therapy services for the 2021-22 school year for a total cost not to exceed \$75,000.00 as presented and attached.

- 1. 2021-22 Contract - LaChelle Watkins.pdf

Vote

Tara Pepe

S. Approve LDTC professional services contract

Approve the professional services contract with Odalis DeLaTorre to provide LDTC services for the 2021-22 school year as presented and attached.

- 1. 2021-22 Contract - Odalis DeLaTorre.pdf

Vote

Tara Pepe

T. Approve psychologist professional services contract

Approve the professional services contract with Thurayya Berry to provide psychological services for the 2021-22 school year as presented and attached.

- 1. 2021-22 Contract - Thurayya Berry.pdf

Vote

Tara Pepe

U. Approve Franklin Covey contract

Approve the Leader in Me Agreement with Franklin Covey for a total cost not to exceed \$43,965.32 as presented and attached.

- 1. FranklinCoveyContract_Signed.pdf

Vote

Tara Pepe

V. Approve architect professional services contract

Approve the professional services contract with DI Group Architecture to provide environmental graphics and wayfinding signage design and coordinate the bid process for a total cost not to exceed \$280,700 as presented and attached.

Vote

Graig Weiss

W. Approve Solicitation of Bids

Approve the solicitation of bids for the environmental graphics and wayfinding signage project.

Vote

Graig
Weiss

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

Algebra I: Student 1246895488

American Literature: Students 8643525926 & 2469432003

Geometry: Student 9152418515

Physical Education and Health 09: Student 5931945568

Spanish II: Student 4340021972

US History I: Student 8643525926

Western World History: Students 1246895488, 9152418515, and 4340021972

Y. Adopt the following policies, regulations and exhibits:

1. 2224.1 Title IX-Sex Based Discrimination
2. 2224.1 Title IX-Sex Based Discrimination Regulation
3. 2224.1 TitleIX-Sex Based Discrimination Report Form
4. 6140 Curriculum Adoption

Z. Approve calendar changes:

1. Approve the adjustment of new student orientation and freshman orientation to occur on August 18, 2021.
2. Approve a change to the 2021-22 Academic Calendar so that early dismissal days consistently occur on Fridays instead of Wednesdays in grades K-8, and the elimination of all early dismissal days scheduled for Wednesday for grades 9-12.
3. Approve the adjustment of mid-year ELL testing for grades 1-12 to occur on January 3-14, 2022.
4. Approve the addition of an early dismissal day on May 6, 2022 for high school students for a staff activity.
5. Approve a change from a full day of instruction to an early dismissal for grades 9-12 on June 17, 2022.
6. Approve the addition of the 5th Grade Move-Up Ceremony on June 17, 2022
7. Approve the addition of a closure for all schools and offices on June 20, 2022 in observance of Juneteenth.

8. Approve the addition of an iReady Kindergarten testing Window from August 30, 2021 through September 2, 2021.

AA. Approve the referral bonus for the following staff members, effective August 1, 2021:

1. Ernest Nemeth in the amount of \$1,000.00
2. DaNae Williams in the amount of \$2,000.00
3. Lorraine Sroka in the amount of \$1,000.00
4. Eric Bullock in the amount of \$1,000.00

AB. Approve the submission of the January 1- June 30 2021 School Safety Data Submission report as presented and attached.

1. SSDS Certification and Incident List

AC. Approve 2020-21 nursing service plan as presented and attached:

1. Nursing service plan for 2020-2021.pdf

AD. Approve 2021-22 CEO contract as presented and attached:

1. CEO Contract

IX. Resolved/Motion/Roll Call Vote

Stacy Denton made a motion to RESOLVE that the Board of Trustees accept the recommendation to the Chief Executive Officer to approve the above- identified consent agenda items numbered 073020-VIII.A. through 073020-VIII.AD. Kimme Carlos seconded the motion. The board voted unanimously to approve the motion. 073020-VIII.A. through 073020-VIII.AD.

X. Closing Items

Stacy Denton made a motion to Adjourn Meeting. Kimme Carlos 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 6:40 PM.
Respectfully Submitted, R. Binz