

Meeting Book - Foundation Academy March 30, 2022 Board Meeting

Foundation Academies Board Meeting

I. Opening Items

A. Call The Meeting to Order

Kimme Carlos called a meeting of the board of trustees of Foundation Academy Charter School to order on Wednesday, March 30, 2022 at 5:07 PM in room 100 of 22 Grand St, Trenton, NJ 08611.

Present- Todd Kent, Kimme Carlos, Stacy Denton, Carl Seiden, Al-Lateef Farmer, Absent: Rev. Karen Hernandez-Granzon, Grecia Montero, Jacqui Griffith.

Presented
by: Ms.
Kimme
Carlos

B. Record Attendance and Guests

Staff present: Graig Weiss, Sheria McRae, Natasia Cooper, Angela Joyner, Venetia Birchmore, Isabel Goss, Kheri Freeman, Shanesia Davis, Christopher Lessard, Kathleen Reilly Streicher, Lolade Onashile, Julia Baran, Diana Ubaldo, and Rachael Binz, in the capacity of secretary to the board.

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.

Presented
by: Ms.
Kimme
Carlos

D. Public Participation

E. Strategic Imperatives Update

Per pupil funding update (see Finance and Facilities slides)

1. [2020-25 Strategic Imperatives](#)

Graig
Weiss

F. Upcoming Events

Board members and school administrators were reminded to submit financial disclosure statements.

G. Mid-Level Leader Development Goals and Results

Shanesia Davis presented the schools mission, vision, and progress toward goals.

1. 3/30 Goals and Progress: Board Presentation.pdf

Shanesia
Davis

H. Mission Moment

Shanesia Davis presented the Mission Moment -- a Home Office teambuilding outing.

Shanesia
Davis

I. Staff Recruiting and Retention Update

Lolade Onashile and Julia Baran presented a staff recruiting a retention update.

Lolade
Onashile

1. March 2022 Talent Board Presentation.pdf
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II. Committee Reports

A. Academics, Culture, and Talent Committee

Todd Kent reviewed progress toward i-ready goals, HS culture goals, and student and staff surveys.

Todd Kent

B. Friends Advancement Committee

Kathleen Reilly Streicher shared that school tours will resume in the

Jacqui

spring, and a spring appeal is coming soon.

Griffith

C. Finance and Facilities Committee

Carl
Seiden

The branding and wayfinding project is moving forward on-budget. The 363 WSS project will be funded through ESSER 3. Planning is in progress.

1. Finance Packet

- a. 2022-03-28 Finance Committee Agenda.pdf
- b. March Finance & Facilities Presentation.pdf

D. Trustees Committee

Jacqui
Griffith

The Trustees Committee has solidified the profile of its ideal Board of Trustees and revised member expectations.

III. Consent Agenda Items

A. Approve Minutes

- 1. February 23, 2020 board meeting minutes

B. Approve Staff Hires

Vote

Lolade
Onashile

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

1. 2021-2022 Salaried Positions

- a. Michelle Ruess as Sr Director of Marketing and Communications
- b. Cory DuValier as School Secretary
- c. Tyrone O’Garro as Data and Assessment Manager

2. 2021-2022 Stipends/Non-Salaried positions

- a. Inayah Turner for Home Instruction
- b. Chonda Page as Grade Level Chair

3. 2022-2023 Salaried Positions

- a. Renee Canales as Sr. Director of Training and Development
- b. Jasmine Barber as Teacher

4. 2022-2023 Stipends/Non-salaried positions

- a. Christian Torino as Athletic Director
- b. Claire Cunliffe as High School Class Scheduler
- c. Katherine Kilcullen as 504 Coordinator
- d. Katherine Kilcullen as Summer 504 Coordinator

5. March Talent Items

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

1. 2021-2022 Training Days

- a. Michelle Ruess
- b. Cory DuValier
- c. Tyrone O'Garro
- d. Renee Canales

2. 2022-2023 Training Days

- a. Renee Canales
- b. Jasmine Barber

D. Approve the maternity/medical leave from the following staff as presented and attached:

1. Approve the Maternity Leave of Jacqueline Brady, effective August 20, 2022, return date being December 20, 2022.

- a. Brady Leave Letter.pdf

2. Approve the FMLA leave of Employee 516, effective March 16, 2022, return date being June 8, 2022.

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

1. Terra Applegate

- 2. March Talent Corrections

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

1. Acknowledge the resignation of Melissa Campbell, Assistant Principal of Instruction, effective March 18, 2022.

- a. M.Campbell Resignation Letter

2. Acknowledge the resignation of Audrey Polites, Instructional Dean, effective April 8, 2022.

- a. Polites resignation

3. Acknowledge the resignation of Charmaine Mitchell, Building Substitute, effective March 28, 2022.

- a. CMitchell Resignation.pdf

G. Approve Staff Travel for Professional Development as presented and attached

1. Graig Weiss to attend Charter Accelerator PD April 26-29, 2022 in Denver, CO as presented and attached and per board policy. Vote Diana Ubaldo

a. GWeiss_PD Acclerator.pdf

2. Sheria McRae to attend Charter Accelerator PD April 26-29, 2022 in Denver, CO as presented and attached and per board policy. Vote Diana Ubaldo

a. SMcRae_PD Acclerator.pdf

3. Mainor Rivera to attend NJASBO Board Basics for Newer Business Administrator and NJASBO Audit Review seminars April 1 and April 26, 2022, in Mt Laurel, NJ and Robbinsville, NJ for a total cost not to exceed \$300. Vote Diana Ubaldo

a. MR PD.pdf

4. Patrice Garrison to attend NJTESOL/NJBE 2022 Spring Conference June 1-3, 2022, in New Brunswick, NJ for a total cost not to exceed \$434. Vote Diana Ubaldo

a. PGarrisonPD.pdf

5. Diana Ubaldo to attend 2022 NJASBO Annual Conference on June 6 -10, 2022 in Atlantic City, NJ for a total cost not to exceed \$1024.50. Vote Diana Ubaldo

a. DU Conference.pdf

6. Erin Dougherty to attend NJTESOL/NJBE 2022 Spring Conference June 1-3, 2022, in New Brunswick, NJ for a total cost not to exceed \$434. Vote Diana Ubaldo

a. E Dougherty.pdf

7. Kathryn Zervos to attend NJTESOL/NJBE 2022 Spring Conference June 1-3, 2022, in New Brunswick, NJ for a total cost not to exceed \$434. Vote Diana Ubaldo

a. K Zervos.pdf

H. Approve Staff Professional Development

1. Sheria McRae to receive coaching from 2N Investments LLC March 2022 – February 2023, for a total cost not to exceed \$20,000.

a. 2nd Quote.pdf

b. Sheria Executive coaching.pdf

I. Accept Board Secretary Report Vote Christopher Lessard
Approve the February Board Secretary Report as presented and attached.

1. Board Sec 2022-02-28.pdf

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

1. Board Treasurer 2022-02-28.pdf

K. Accept Budget Adjustments and Transfer Date

Approve the budget adjustments with a transfer date of February 28, 2022 as presented and attached.

Vote

Christopher
Lessard

1. Budget Adj 2022-02-28.pdf

L. 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 February 28, 2022 no major budgetary line item account expenditure exceeds the amount appropriated by the district Boards of Education. Christopher Lessard Board Certification of Accounts RESOLVED After review of the Secretary's and Treasurer's reports for February 28, 2022 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.

Vote

Christopher
Lessard

M. Approve Bill List

Approve the February 24, 2022 to March 30, 2022 bills list in the amount of \$1,993,942.48 as presented and attached.

1. Bill List 2022-02-28.pdf

N. Approve Gross Payrolls

Approve the gross payrolls for February 28, 2022 in the amount of \$412,457.93 and for March 15, 2022 in the amount of \$409,442.45

Vote

Mainor
Rivera

1. February 28, 2021.pdf

2. March 15, 2022.pdf

O. Approve Resolution authorizing extraordinary, unspecifiable services agreement with Edgility for Executive Search

Vote

RESOLUTION 2022-

RESOLUTION AUTHORIZING EXTRAORDINARY
UNSPECIFIABLE SERVICES AGREEMENT WITH EDGILITY

WHEREAS, there exists a need to retain the services of a company that can staff the vacant position of Chief Financial Office/Chief Operating Officer; and

WHEREAS, the contract with Edgility will exceed the bid threshold under the Public School Contracts Law; and

WHEREAS, N.J.S.A. 18A:18A-5 provides that a contract which exceeds the bid threshold may be negotiated and awarded without public advertising for bids and bidding therefor, if the subject matter consists of extraordinary unspecifiable services which cannot reasonably be described by written specifications; and

WHEREAS, the award of this Contract may be characterized as an "extraordinary, unspecifiable service" pursuant to N.J.S.A. 18A:18A-5; and

WHEREAS, in accordance with N.J.A.C. 5:34-2.3, a designated official of Foundation Academies has filed a certificate with the Board of Trustees describing the nature of the work to be done, stating that it is not reasonably possible to draft specifications, describing the

informal solicitation of quotations, and describing in detail why the contract meets the provisions of the statute and regulations; and

WHEREAS, funds are available for these services; and

NOW THEREFORE BE IT RESOLVED as follows:

1. This contract is awarded without an invitation to bid as "Extraordinary, Unspecifiable Services" under the provisions of the Public School Contracts Law.
2. The Business Administrator is hereby authorized and directed to execute the agreement with Edgility, consistent with this Resolution.
3. A copy of this Resolution, the Certification of Extraordinary Unspecifiable Service and the agreement shall be placed on file with the Board.
4. A notice of this action shall be published in the official newspaper as required by law.

1. Resolution (Edgility).docx
2. Edgility contract for COO search
3. Edgility Contract Addendum

P. Approve Resolution authorizing extraordinary, unspecifiable services agreement with VerusGP, LLC for employee retention tax credit program

WHEREAS, there exists a need to retain the services of an expert to identify qualified employees for the Employee Retention Tax Credit ("ERTC"); and

WHEREAS, N.J.S.A. 18A:18A-5 provides that a contract which exceeds the bid threshold may be negotiated and awarded without public advertising for bids and bidding therefor, if the subject matter consists of extraordinary unspecifiable services which cannot reasonably be described by written specifications; and

WHEREAS, the award of this Contract may be characterized as an "extraordinary, unspecifiable service" pursuant to N.J.S.A. 18A:18A-5; and

WHEREAS, in accordance with N.J.A.C. 5:34-2.3, a designated official of Foundation Academies has filed a certificate with the Board of Trustees describing the nature of the work to be done, stating that it is not reasonably possible to draft specifications, describing the informal solicitation of quotations, and describing in detail why the contract meets the provisions of the statute and regulations; and

WHEREAS, funds are available for these services as the services will be paid on a contingency fee; and

NOW THEREFORE BE IT RESOLVED as follows:

1. This contract is awarded without competitive bidding as "Extraordinary, Unspecifiable Services" under the provisions of the Public School Contracts Law.
2. The Business Administrator is hereby authorized and directed to execute the agreement with VerusGP, LLC, consistent with this Resolution.
3. A copy of this Resolution, the Certification of Extraordinary Unspecifiable Service and the agreement shall be placed on file with the Board.

4. A notice of this action shall be published in the official newspaper as required by law.

1. VerusGP contract.pdf

Q. Approve calendar changes:

1. Approve the change to make the 2022 Thanksgiving Break schools closed for all staff.
2. Approve the addition of an iReady Window 4 Reading Diagnostic for students in K-8 on June 6-8, 2022.

R. Approve the submission of the School Safety Data Submission- Reporting Period 1 as presented and attached.

1. SSDS.pdf

S. Approve compensation policy statement effective July 1, 2022 as presented and attached.

1. FA Compensation Policy Statement Final.pdf

T. Renew the employment contracts of the following salaried staff as presented and attached:

1. March 30-Salaried Renewals

U. Renew the employment contracts of the following non-salaried staff as presented and attached:

1. March 30-NonSalaried Renewals

V. Affirm suspension data as presented and attached.

1. Culture Snapshot

W. Approve Professional Services Contract

Approve the professional services contract with The Reynolds Group. to conduct Phase II Outdoor Project Engineering Services for 363 W State Street for an amount not to exceed \$11,200 as presented and attached.

1. Reynolds Group.pdf

Vote

X. Approve the termination of employee number 651, effective March 1, 2022.

1. Resolution terminating employee 651

Y. Confirm HIB Findings

Affirm the findings of the following HIB investigations: 227275_FAI_01262022 and 228692_FAP_02232022 as "Unfounded", 228027_FAC_02092022 and 229331_FCA_03082022 as "Unfounded, inconclusive" and 227865_FAI_02072022 as "Founded, not all perpetrators".

1. GenerateReport (2).pdf

Vote

Barbara
Zjawin

Z. Approve the 2022-2023 Operating Budget for Submission to the NJ Department of Education as presented and attached.

1. Budget_2022-2023 0.1 BOT Submitted.pdf

AA. Approve the FSMC Contract for the 2022-23 school year

Approve renewal of the Food Service Management Company contract with Maschio Food Service for managing the food service program for the 2022-2023 school year.

Management fee for FY 2023: \$27,625

FSMC Guaranteed Return to FSA \$30,000

AB. Approve Staff Travel Paid by Grant

Approve the following staff travel paid through the John Spears Alumni Relations grant.

1. John Salvetta to conduct alumni visits to Stockton University – Galloway and AC Campuses in New Jersey on April 11-12, 2022 for a total cost not to exceed \$184.50, plus the cost of ground transportation per Board policy.

a. JSalvetta PD.pdf

2. John Salvetta to conduct alumni visits to multiple colleges in New Jersey on April 6-8, 2022 for a total cost not to exceed \$466.50, plus the cost of ground transportation per Board policy.

a. JSalvettaPD2.pdf

IV. Resolved/Motion/Roll Call Vote

Todd Kent 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 033022-III.A. through 033022-III.A.B. approve the motion.

V. Executive Session

Todd Kent made a motion to enter executive session. Carl Seiden seconded the motion. The board entered executive session at 6:45 PM to discuss personnel matters. Public session resumed at 7:05 PM.

VI. Closing Items

Stacy Denton made a motion to Adjourn Meeting. Richard Seigler 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 7:06 PM. Respectfully Submitted, R. Binz