

**THE QUEEN CITY ACADEMY CHARTER SCHOOL
815 WEST 7TH STREET
PLAINFIELD, NJ 07063**

OUR MISSION

The mission of the queen city academy charter school is to provide a nurturing and cooperative learning community where each student can achieve his/her maximum academic, creative, and physical potential; develop a lifelong love of learning; develop respect for self and others in a multicultural world; develop self confidence and self esteem; function with high ethical standards; and accept responsibility.

AGENDA

MARCH 26, 2014 – 6:30 P.M.

I. CALL TO ORDER OF THE ANNUAL REORGANIZATION MEETING – MR. DERDERIAN

The new jersey open public meetings law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the queen city academy charter school board of trustees has caused notice of this meeting to be published by having the date, time, and place thereof posted in the courier news on MARCH 17, 2014 and posted at the entrances of the school.

II. OATH OF OFFICE ADMINISTERED TO NEWLY APPOINTED/RENEWAL OF TRUSTEES FOR THE QUEEN CITY ACADEMY CHARTER SCHOOL

Expiring terms for new three-year terms:

Dr. Brian Kramer
Omowale Morgan

New Appointees:

Xxx Xxx
Xxx Xxx

III. ROLL CALL

Dr. Brian Kramer
Mr. Mark Sharp
Mr. Omowale Morgan
Ms. Robin Pistorius
Ms. Andrea Silvershein
Ms. Gayle Jones
Ms. Cornethia McCloud
Ms. Gail Bennett-Tafaro
Ms. Sherylyn Tucker
Mr./Mrs. Xxx Xxx
Mr./Mrs. Xxx Xxx

Trustees then sign the “Code of Ethics”

IV. FLAG SALUTE – MR. DERDERIAN

V. ELECTION OF THE TRUSTEE PRESIDENT

The Business Administrator/Board Secretary will open the floor for nominations for the Office of Trustee President.

At this time, I'm accepting nominations for the Office of Trustee President. If only one person is nominated as Trustee President, I will record the nomination and appointment of the President as a unanimous vote.

Nomination of _____ by _____, seconded by _____

Nomination of _____ by _____, seconded by _____

Motion to close nominations _____, seconded by _____

Roll Call Vote/Unanimous Vote

VI. ELECTION OF THE TRUSTEE VICE-PRESIDENT – At this time, the Trustee President will open the floor for the Office of Trustee Vice-President.

Nomination of _____ by _____, seconded by _____

Nomination of _____ by _____, seconded by _____

Motion to close nominations _____, seconded by _____

Roll Call Vote/Unanimous Vote

VII. STUDENT LIAISON – Mr. Ricky Thompson, Tamilore Fashe, Kyle Brown, and Cire Riddick

VIII. TEACHER LIAISON – Mr. Thomas Johnson

IX. PRESENTATIONS

*Danielle West and Michael Derderian – Proposed 2014-2015 Budget

X. CORRESPONDENCE

XI. CHIEF ACADEMIC OFFICER/DIRECTOR'S REPORT

*Attached

XII. TRUSTEE PRESIDENT'S REPORT

XIII. NEW BUSINESS

XIV. FINANCE/FACILITIES UPDATE

*Financing of Exterior Doors & Windows

*Grant Avenue Fence

XV. HEARING OF THE PUBLIC

Motion to open Public Participation made by _____, seconded by _____, and approved at _____ pm.

Motion to close Public Participation made by _____, seconded by _____, and approved at _____ pm.

XVI. APPROVAL OF MINUTES

- A. March 3, 2014 Regular Meeting
- B. March 3, 2014 Executive Meeting

RESOLUTIONS

REORGANIZATION RESOLUTIONS

Appointment of the Business Administrator/Board Secretary

Resolution 15-001 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, appoints Michael Derderian as Business Administrator/Board Secretary."

Appointment of Treasurer of School Funds

Resolution 15-002 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, appoints Chris Lessard as Treasurer for the 2014-2015 School Year."

Appointment of Board Auditor

Resolution 15-003 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, appoints Barre & Company as School Auditor for the 2014-2015 school year."

Appointment of Board Attorney

Resolution 15-004 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, appoints Schwartz, Simon, Edelstein, & Celso, LLC as Board Attorney for the 2014-2015 school year."

Appointment of School Physician

Resolution 15-005 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, appoints Dr. Kerri Powell as the Board's Physician for the 2014-2015 school year."

Approval of 2014-2015 Board Meetings

Resolution 15-006 "RESOLVED that The Queen City Academy Charter School Board of Trustees, pursuant to Chapter 231, pal. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Trustees will be held in the multi-purpose room, 815 West Seventh Street, Plainfield, New Jersey, at 6:30 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the regular meetings shall be the normal conduct of business of the Board of Trustees and any other items brought to the Board's attention by the Board Members, Board Attorney, Director and Business Administrator/Board Secretary

WEDNESDAY, APRIL 30, 2014, STARTING AT 6:30 PM*
WEDNESDAY, MAY 28, 2014, STARTING AT 6:30 PM
WEDNESDAY, JUNE 25, 2014, STARTING AT 6:30 PM
WEDNESDAY, AUGUST 27, 2014, STARTING AT 6:30 PM
WEDNESDAY, SEPTEMBER 24, 2014, STARTING AT 6:30 PM
WEDNESDAY, OCTOBER 22, 2014, STARTING AT 6:30 PM
TUESDAY, NOVEMBER 25, 2014, STARTING AT 6:30 PM *
WEDNESDAY, DECEMBER 17, 2014, STARTING AT 6:30 PM *
WEDNESDAY, JANUARY 28, 2015, STARTING AT 6:30 PM

WEDNESDAY, FEBRUARY 25, 2015, STARTING AT 6:30 PM
WEDNESDAY, MARCH 25, 2015, STARTING AT 6:30 PM
(REORGANIZATION MEETING AT 6:30 PM FOLLOWED BY REGULAR MEETING)

*** NOTE: DATE CHANGE FROM NORMALLY SCHEDULED 4TH WEDNESDAY OF THE MONTH.”**

Approval and Adoption of Board Policies, Procedures, Regulations, Curriculum, Textbooks and Resources

Resolution 15-007 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, adopts all policies, procedures, regulations, curriculum, programs, textbooks, and resources utilized in the operation of the school in accordance with state laws, and regulations, effective July 1, 2014.”

Approval of Depository of Record

Resolution 15-008 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the following bank accounts:

Fulton Bank

Operating Account
Clubhouse Account
Payroll Account
Payroll Agency Account
Summer Plan Account
State Unemployment Account
Student Activities Account
Paula DeVinuto Account
School Lunch Account
Ray Blanco Scholarship Fund
NJDOE Escrow Account
Petty Cash Checking

TD Bank

Operating Account.”

Appointment of Health Broker

Resolution 15-009 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, appoints The Fortitude Group, Inc. as the Board’s Health Broker for the 2014-2015 school year.”

Approval of Permitted Pupil Records

Resolution 15-010 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves permitted Pupil Records in accordance with N.J.A.C. 6:3-6.3a(2) as identified in Board Policy for the 2014-2015 school year.”

Approval of Authorized Signers

Resolution 15-011 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves all checks drawn against the Operating Account are signed by any two of the following; President, Vice-President, or Business Administrator. All other accounts by the Business Administrator for the 2014-2015 school year.”

Establishment of Petty Cash Account

Resolution 15-012 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the Business Administrator to maintain and disperse the following Petty Cash account in accordance with N.J.S.A. 18A:4-15 and :19-13 and N.J.A.C. 6:20-2.10,

Petty Cash \$500

Petty Cash Checking \$1,000

Petty Cash Limit per Expense \$75

Petty Cash Checking Limit per Expense \$125."

Approval of Claims Trustee Transactions

Resolution 15-013 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the Business Administrator/Board Secretary be designated as the Board Trustee's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct prepayment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the interest of the Board to pay promptly for the 2014-2015 school year."

Appointment of District Purchasing Agent

Resolution 15-014 "WHEREAS, 18a:18a-2 provides that a Board of Education/Charter School shall assign the authority, responsibility and accountability for the purchasing activity of the BOE or Charter School to a person or persons who shall have the power to prepare, advertise for, and receive bids and to award contracts as permitted by this chapter; and

WHEREAS 18a:18a-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$36,000) may be awarded by the purchasing agent without advertising bids when so authorized by Board/Trustee resolution; and

WHEREAS 18a:18a-37.c provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$5,400) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board/Trustee Resolution,

NOW THEREFORE, be it resolved that The Queen City Academy Charter School pursuant to the statutes cited above hereby appoints the Business Administrator/Board Secretary as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of The Queen City Academy Charter School; and

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary is hereby authorized to award contracts on behalf of The Queen City Academy Charter School that are in the aggregate less than 15% of the bid threshold (currently \$5,400) without soliciting competitive quotations; and

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary is hereby authorized to seek competitive quotations, when applicable and practicable, before awarding contracts when contracts in the aggregate exceed 15% of the bid threshold (currently \$5,400) but less than the bid threshold of \$36,000."

Appointment of Investment Officer

Resolution 15-015 "RESOLVED that The Queen City Academy Charter School does hereby appoint the Board Secretary, as investment officer for the 2014-2015 school year."

Designation of Public Contracts Officer

Resolution 15-016 “RESOLVED that The Queen City Charter Academy School, upon the recommendation of the CAO/Director, hereby appoints the Business Administrator to serve as Affirmative Action Public Contracts Officer.”

Approval to Establish Maximum Travel Amount

Resolution 15-017 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves to establish as per N.J.S.A. 18A:11-12, a maximum travel amount for the 2014-2015 school year for all travel not to exceed \$30,000.00”

Appointment of Compliance Officers

Resolution 15-018 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, appoints the following Compliance Officers for the 2014-2015 school year:

Lock Out/Tag Out	Marvet Tiller
AHERA	Marvet Tiller
Right To Know	UCESCOM
Public Agency Contracts	Michael Derderian
Bloodborne Pathogens	Judith Hester
Affirmative Action/Sexual Harassment	Michael Derderian
IPM	Marvet Tiller
Employment Practices and Procedures	Danielle West
School and Classroom Practice	Danielle West
Purchasing Agent Compliance Officer	Michael Derderian
ADA Officer	Shannon Turner
Homeless Liaison	Michael Derderian
504 Committee Coordinator	Judith Hester
OPRA Officer	Michael Derderian
OSHA Officer	Michael Derderian”

Approval to Official Newspaper

Resolution 15-019 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the following as the school’s official newspapers to receive and publish meetings, bids, and legal advertisements for the 2014-2015 school year; The Courier-News
The Star Ledger”

Adoption of Roberts Rules

Resolution 15-020 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, adopts Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary and Board Attorney to act as the parliamentarians for the 2014-2015 school year.”

Approval of Tax Sheltered Companies

Resolution 15-021 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the following companies to provide tax sheltered salary reduction agreement plans for the 2014-2015 school year:

- AXA Equitable 403b Plan
- AFLAC Disability Insurance Plan
- Midland National Life 403b Annuity Plan
- American General Life Disability Insurance Plan.”

Approval of Chart of Accounts

Resolution 15-022 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the attached Chart of Accounts for the for the 2014-2015 school year."

Appointment of Committees

Resolution 15-023 "RESOLVED that The Queen City Academy Charter School 2014-2015 Committee Assignments are as follows:

Curriculum & Instruction

Trustee-Chairperson

Trustee

Trustee

Personnel & Management

Trustee-Chairperson

Trustee

Trustee

Finance & Facilities

Trustee-Chairperson

Trustee

Trustee

Policy

Trustee-Chairperson

Trustee

Trustee."

REGULAR BUSINESS RESOLUTIONS

CURRICULUM & INSTRUCTION

Curriculum & Instruction – Xx, Chairperson

Acceptance of Monthly HIB and Suspension Report

Resolution 15-024 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, accepts the monthly HIB and Suspension report."

PERSONNEL & MANAGEMENT

Personnel & Management – Xx, Chairperson

Appointment of Substitute Teacher

Resolution 15-025 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, appoints the following Substitute Teacher for the 2013-2014 school year:

Nicolle S. Harris

Mary Leonard."

FINANCE & FACILITIES

Finance & Facilities – Xx, Chairperson

Approval of Current Year Transfers

Resolution 15-026 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the transfer of funds in accordance with N.J.S.A. 18a:22-8.1 and 18a:22-8.2 within the adopted budget for the 2013-2014 school year as attached.”

Approval of Treasurer’s and Secretary’s Report (2/28/14)

Resolution 15-027 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the board secretary’s report for the month ended February 28, 2014, as per the attached and pursuant to N.J.A.C.6a:23-2.11, the Business Administrator/Board Secretary certifies that no budgetary line item account expenditure exceeds the amount appropriated by The Queen City Academy Charter School. Additionally, after review of the secretary’s and treasurer’s report for February 28, 2014 and based upon consultation with and representations of the appropriate district officials (Secretary, Treasurer and CAO/Director), The Queen City Academy Charter School has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over-expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year, and hereby certifies the district’s financial plan as approved is being followed as revealed in the following financial reports.”

Approval of Bills and Claims through (3/1/14 – 3/26/14)

Resolution 15-028 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the following expenditure reports for drafts and payroll as attached totaling \$239,694.73.”

Approval to Submit and Adopt 2014-2015 School Budget

Resolution 15-029 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the Submittal and Adoption of the 2014-2015 Budget to the New Jersey Department of Education, Office of Charter Schools and the Union County Executive County Superintendent of Schools as follows:

Budgeted Fund Balance	\$	400,000.00
Revenue – Local		3,131,263.00
Categorical Aid		201,782.00
Non-Public Aid		0.00
Total General Fund	\$	3,733,045.00
Special Revenue	\$	233,571.00
Total Revenues	\$	3,966,616.00
General Fund Appropriations	\$	3,733,045.00
Special Revenue	\$	233,571.00
Total Appropriations	\$	3,966,616.00”

Approval of Professional Conferences

Resolution 15-030 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, authorizes certified staff to attend the following conferences. Each conference is directly associated and within the scope of the duties as identified in 18A11-15(b) and Chapter 53/A5, which cannot exceed \$150 Daily:

Name	Destination	Purpose	Amount	Account
Michael Derderian	MRESCOM	Purchasing	0.00	11-000-223-580-000-045."

POLICY

Policy – Xx, Chairperson

Adoption of Mandated Policies and Regulations on Second and Final Read

Resolution 15-031 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, hereby approves the adoption of the following mandated policies and regulations upon second read:

- Bylaws – 0166 Telephonic Participation and Voting by Trustees
- Policy 0142.1C Nepotism (M)
- Policy 0174C Legal Services (M)
- Policy 0177C Professional Services (M)
- Policy 1570C Internal Controls (M)
- Policy 3144C Streamlined Tenure/Certification of Tenure Charges (M)
- Policy 6360C Political Contributions (M)
- Policy 6362C Contributions to Board Members and Contract Awards (M)
- Policy 6470C Payment of Claims (M)
- Policy 6510C Payroll Authorization (M)
- Policy 6620 Petty Cash (Updated)
- Policy 6811C Financial Requirements (M)
- Policy 9120C Public Relations Program (M)
- Regulation 1570C Internal Controls (M)."

XIII. RESOLUTION TO MEET IN EXECUTIVE SESSION

Resolution 15-032 "BE IT RESOLVED, pursuant of N.J.S. 10:4-12 and 10:4-13, that The Queen City Academy Charter School will hold a closed session on March 26, 2014 at ____PM regarding the following matters; personnel, prior contracts, future contracts, zoning issues. These records will remain confidential until it is acted upon or determined not to be excluded in public."

Motion to open Executive Session made by _____, seconded by _____, and approved at _____ pm.

IV. RESOLUTION TO ADJOURN

Motion to adjourn made by _____, seconded by _____, and approved at _____ pm.