

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 27, 2013 – 6:30 p.m.

I. Call to Order of the Annual Reorganization Meeting 1 Minute

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 Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Courier News on March 21, 2013 and posted at the entrances of the school.

II. Roll Call 1 Minute

Dr. Brian Kramer	___	Ms. Andrea Silvershein	___
Ms. Julie Jerome	___	Ms. Gayle Jones	___
Mr. Mark Sharp	___	Ms. Cornethia McCloud	___
Ms. Jill Stolz	___	Ms. Gail Bennett-Tafaro	___
Mr. Omowale Morgan	___	Ms. Sherylyn Tucker	___
Ms. Robin Pistorius	___		

III. Flag Salute 1 Minute

IV. Reorganization Meeting 20 Minutes

A. **Renewal of Board members** with expiring terms for new three-year terms:

- i. Ms. Cornethia McCloud
- ii. Ms. Sherylyn Tucker
- iii. Ms. Andrea Silvershein

Motion:

Second:

Passed:

Roll Call	Kramer	Jerome	Morgan	Tucker	McCloud	Jones	Sharp	Silvershein	Ben-Tafaro	Stolz	Pistorius
YES											
NO											
ABSTAIN											
ABSENT											

B. Nomination of Officers

i. Election of the President - _____

Motion:

Second:

Passed:

Roll Call	Kramer	Jerome	Morgan	Tucker	McCloud	Jones	Sharp	Silvershein	Ben-Tafaro	Stolz	Pistorius
YES											
NO											
ABSTAIN											
ABSENT											

ii. Election of the Vice-President - _____

Motion:

Second:

Passed:

Roll Call	Kramer	Jerome	Morgan	Tucker	McCloud	Jones	Sharp	Silvershein	Ben-Tafaro	Stolz	Pistorius
YES											
NO											
ABSTAIN											
ABSENT											

C. Code of Ethics – All Board Members: Signature Roster

D. Committee Selections (Chairpersons):

- i. Parent-Teacher Relationship Committee
- ii. Curriculum Committee
- iii. Facilities Committee
- iv. Nominating Committee
- v. Faculty Committee
- vi. Policy Committee
- vii. Student Government Committee
- viii. Site Committee
- ix. Other Committees

E. Motion to Approve 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 Art 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 24, 2013, starting at 6:30 pm**
- Wednesday, May 22, 2013, starting at 6:30 pm**
- Wednesday, June 26, 2013, starting at 6:30 pm**
- Wednesday, August 28, 2013, starting at 6:30 pm**
- Wednesday, September 25, 2013, starting at 6:30 pm**
- Wednesday, October 23, 2013, starting at 6:30 pm**

Tuesday, November 26, 2013, starting at 6:30 pm *
Wednesday, December 18, 2013, starting at 6:30 pm *
Wednesday, January 22, 2014, starting at 6:30 pm
Wednesday, February 26, 2014, starting at 6:30 pm
Wednesday, March 26, 2014, 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.

- F. **Motion to Approve all Board policies, procedures, regulations,** curriculum and programs, and basic textbooks and resources employed in the operation of the school in accordance with state law and regulations, effective July 1, 2013.
- G. **Motion to Approve** TD Bank as the **depository of record** for the Queen City Academy Charter School accounts:
- Operating Account
 - Clubhouse Account
 - Payroll Account
 - Payroll Agency Account
 - Summer Plan Account
 - State Unemployment Account
 - Student Activities Account
 - Paula DeVinuto Memorial Account
 - School Lunch Account
 - QCA Account (Ray Blanco Scholarship Fund)
- H. **Motion to Approve all checks** drawn against the:
- i. **Operating account** are signed by any two of the following:
 - Business Administrator/Board Secretary**
 - Board President**
 - Board Vice President**
 - ii. **All other accounts** are signed by the Business Administrator.
- I. **Motion to Approve** to 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 Title 6 of the N.J.A.C. 6:20-2.10:
- | | |
|------------------------------|-------|
| Petty Cash | \$500 |
| Petty Cash Limit per expense | \$75 |
- J. **Motion to Approve** that the Business Administrator/Board Secretary be designated as the Board of Trustee's **Claims Auditor** with authority, as provided by 18A:19-2 amended, to direct pre-payment 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.
- K. **Motion to Approve** the Courier-News and the Star Ledger as the school's **official newspapers** to receive notices of meetings, legal advertisements and all other necessary public notifications for the 2013-14 school year.
- L. **Motion to Approve** Mr. Jesse L. Cohen as the **School Business Administrator/ Board Secretary**.
- M. **Motion to Approve** Barre & Company as the school's **Auditors** at an amount not to exceed \$15,000.
- N. **Motion to Approve** The Fortitude Group, Inc. the school's **Insurance Provider**.
- O. **Motion to Approve** Ms. Hope Blackburn of Schwartz, Simon, Edelstein & Celso, LLC as **Board Attorney** for the 2013-14 school year.
- P. **Motion to Approve** Mr. Christopher Lessard, SBA as the **Treasurer of School Monies**.
- Q. **Motion to Approve** Dr. Kerri Powell as the **School Physician** for the 2013-14 school year.
- R. **Motion to Approve** Ms. Amanda Avena as the **Affirmative Action Officer**.

- S. **Motion to Approve** Ms. Judith Hester as the **Title IX Officer**.
- T. **Motion to Approve** Mrs. Danielle West as the **Homeless Liaison**.
- U. **Motion to Approve** Ms. Judith Hester as the **504 Coordinator**.
- V. **Motion to Approve** Mr. Jesse Cohen as the **Integrated Pest Management Coordinator**
- W. **Motion to Approve** Mr. Jesse Cohen as the **Public Agency Compliance Officer (P.A.C.O.)**
- X. **Motion to Approve** Mr. Jesse Cohen as the **Purchasing Agent** for the 2013-14 school year with a bid threshold of \$26,000 for a non-QPA pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-9 and N.J.A.C. 5:34-5) and the Public School Contracts Law (N.J.S.A. 18A:18A-2)
- Y. **Motion to Approve** Mr. Jesse Cohen as the **Right-to-Know contact person** for the 2013-14 school year.
- Z. **Motion to Approve** Mr. Jesse Cohen as the **Asbestos Officer**.
- AA. **Motion to Approve** the **Organizational Chart** for the Board of Trustees (attached).
- BB. **Motion to Approve** the **Emergency Management Plan** for the 2013-14 school year (attached).
- CC. **Motion to Approve** adoption of **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 2013-14 school year.
- DD. **Motion to Approve** the following companies to provide **tax sheltered salary reduction agreement plans** as follows:
- i. AXA Equitable 403b Annuity Plan
 - ii. AFLAC Disability Insurance Plan
 - iii. Midland National Life 403b Annuity Plan
 - iv. American General Life Disability Insurance Plan
- EE. **Motion to Approve** that as provided by N.J.S.A. 18A:22-8.1 amended, the Chief Academic Officer/ Director be designated as **Chief School Administrator** to approve such line item budget transfers as are necessary between Board of Education meetings, and

FURTHER BE IT RESOLVED that such transfers shall be reported to the Board of Trustees, ratified and duly recorded in the minutes of such meeting not less than monthly.

- FF. **Motion to Approve** the use of **state contracts** as follows:

WHEREAS, Title 18A:18A-10 provides that “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Queen City Academy Charter School Board of Trustees has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Queen City Academy Board of Trustees desires to authorize its purchasing agent for the 2013-14 to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Queen City Academy Board of Trustees does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

Motion to Approve Items D through FF was made by _____, seconded by _____, and approved _____.

I. Call to Order of the Regular Meeting **1 Minute**

II. Roll Call **1 Minute**

Dr. Brian Kramer	___	Ms. Andrea Silvershein	___
Ms. Julie Jerome	___	Ms. Gayle Jones	___
Mr. Mark Sharp	___	Ms. Cornethia McCloud	___
Ms. Jill Stolz	___	Ms. Gail Bennett-Tafaro	___
Mr. Omowale Morgan	___	Ms. Sherylyn Tucker	___
Ms. Robin Pistorius	___		

III. Correspondence **5 Minutes**

- A. Letter to Avison Young – March 13, 2013
- B. Letter from NJ Department of Community Affairs (DCA)
Re: Competitive Contracting
- C. Email Response from DOE Charter School Office- March 17, 2013

IV. Student Liaison – Jereme Johnson **5 Minutes**

V. Teacher Liaison – **10 Minutes**

VI. Public Participation **15 Minutes**

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.

VII. Approval of Minutes **5 Minutes**

- A. February 26, 2013

Motion to Approve was made by _____, seconded by _____, and approved _____.

VIII. President's Report

10 Minutes

IX. Chief Academic Officer/Director's Report

15 Minutes

- A. Director's Report- March
- B. Technology Plan 2013-16
- C. February HIB Report

Motion to Approve Items A through C was made by _____, seconded by _____, and approved _____.

X. Curriculum – Mark Sharp, Chairperson

10 Minutes

- A. Spanish: Grades 4 & 5: Units 1-4 each

Motion to Approve was made by _____, seconded by _____, and approved _____.

XI. Finance – Sherylyn Tucker, Chairperson

10 Minutes

- A. **Motion to Approve** the submission of the attached **Budget for the 2013-14** School Year to the New Jersey Department of Education, Office of Charter Schools
- B. **Motion to Approve** the expenditure report from February 27, 2013 to March 27, 2013 in the amount of **\$ 329,041.50** (attached)
- C. **Motion to Approve**, pursuant to N.J.A.C. 6:20-2,13, the Board of Trustees certifies that as of February 28, 2013, after review of the **Secretary's and Treasurer's** monthly financial reports (appropriations section) for **February 2013**, and upon consultation with the appropriate district officials, that to the best of their knowledge no major account or fund has been over expended in violation of the above statute, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (attached)
- D. **Motion to Approve** the Design Change Notice #1 for EI Associates with an approximate cost of \$4,500 (attached)
- E. **Motion to Approve** the contract with **Epic Management, Inc.** for pre-construction management services at a cost not to exceed \$17,100 (attached).
- F. **Motion to Approve** the contract with **Next Century Systems, Inc.** for Internet access and server maintenance for 2013-14 school year (attached).
- G. **Motion to Approve** the budget adjustment (increase) of \$10,000 to Acct 11-000-230-331 (Legal services) from October 15, 2012 increased tuition revenues to cover additional legal expenses required for the remainder of the school year.
- H. **Motion to Approve** an increase in the retainer for **Graham, Curtin, P.A.** by an additional \$10,000 for expenses relating to real estate legal services.

I. **Motion to Approve** the following budgetary transfers of:

<u>From</u>		<u>To</u>		<u>Amount</u>
11-000-223-580-000	Inst Staff Train-Travel	11-000-223-320-000	Inst Staff Train	\$ 1,430
11-190-100-610-000	Gen Ed Supplies	11-000-252-600-000	IT Supplies	\$ 1,000
11-000-262-620-000	Energy Cost	11-000-251-320-000	Purch Prof Svcs	\$ 6,000

J. **Board Secretary's Certification of Accounts**

i.

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of **February 28, 2013**, no major budgetary line item account expenditure exceeds the amount appropriated by the district Board of Trustees.



Jesse Cohen
Board Secretary

March 27, 2013
Date

ii. Board Certification of Accounts

RESOLVED: *After review of the Secretary's and Treasurer's reports for February 2013 and based upon consultation with and representations of the appropriate district officials (Secretary, Treasurer and Chief Academic Officer/Director), the Board of Education of Queen City Academy Charter School has ascertained, to the best of our knowledge and ability, with the information provided, that no major account (Current Expense, Capital Outlay, Debt Service) 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 (the budget) as approved is being followed as revealed in the financial reports.*

Motion to Approve Items A through J was made by _____, seconded by _____, and approved _____.

K. **Motion to Approve the Purchase and Mortgage Resolution** (attached).

Item K:

Motion:

Second:

Passed:

Roll Call	Kramer	Jerome	Morgan	Tucker	McCloud	Jones	Sharp	Silvershein	Ben-Tafaro	Stolz	Pistorius
YES											
NO											
ABSTAIN											
ABSENT											

XII. Facilities – Brian Kramer, Chairperson 10 Minutes

- A. Facilities Report – March: Jesse Cohen (attached)
- B. Technology Report - Technology Plan 2013-16
 - i. Erate Funding Update FY14

XIII. Human Resources – Julie Jerome, Chairperson 10 Minutes

- A. **Motion to Approve**, upon the recommendation of the Chief Academic Officer/Director, the hiring of the following personnel for the remainder of the 2012-2013 school year, effective approximately April 15, 2013 upon completion of the ownership of the current facility, with the employee’s appointment being contingent upon successful criminal history review.
 - i. Ms. Paula Romero, Custodian/Day Porter & Night Crew Supervisor, full-time with benefits at a rate of \$14/hour
 - ii. Mr. Jesus Giron, Custodian/ Night Crew, part-time without benefits, at a rate of \$12/hour
 - iii. Karen Majano, Custodian/ Night Crew, part-time without benefits, at a rate of \$7.50/hour
- B. **Motion to Approve**, upon the recommendation of the Chief Academic Officer/ Director the hiring of Ms. Stephanie D’Elia as Special Education Teacher replacement for Ms. Muriel Cagney effective March 28, 2013 part-time at a rate of \$25/hour without benefits, with the employee’s appointment being contingent upon successful criminal history review.

Item A & B:

Motion:

Second:

Passed:

Roll Call	Kramer	Jerome	Morgan	Tucker	McCloud	Jones	Sharp	Silvershein	Ben-Tafaro	Stolz	Pistorius
YES											
NO											
ABSTAIN											
ABSENT											

XIV. Policy – Gayle Jones, Chairperson 5 Minutes

- A. None

XV. New Business 10 Minutes

- A. “Friends of” Discussion

XVI. Old Business 5 Minutes

- A. Mandated Training update
- B. Personal Disclosures Online
- C. “Friends of” Discussion

XVIII. Executive Session

10 Minutes

Motion to go into closed session to discuss personnel matters or other exceptions to the sunshine law as follows:

1. Any matter considered confidential by federal law, state statute, or court rule;
2. Any matter in which the release of information would impair the receipt of federal funds;
3. Any material which would constitute an unwarranted invasion of individual privacy if disclosed;
4. Any collective bargaining agreements;
5. Any matter involving the purchase, lease or acquisition of real property with public funds;
6. Any tactics and techniques used in protecting the safety and property of the public;
7. Any pending or anticipated litigation;
8. Personnel matters related to the employment, appointment or termination of current or prospective employees.

Motion to Open Executive Session made by _____, seconded by _____, and approved at _____ PM.

Motion to Close Executive Session made by _____, seconded by _____, and approved at _____ PM.

XIX. Adjournment

1 Minute

Motion to Close the Meeting made by _____, seconded by _____, and approved at _____ PM.