

**THE QUEEN CITY ACADEMY CHARTER SCHOOL**  
**815 West 7<sup>th</sup> 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**

**May 22, 2013 – 6:30 p.m.**

**I. Call to Order 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 Trustees has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Courier News on May 15, 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. Correspondence 5 Minutes**

- A. Letter to Pastor Ball Re: Parking – April 29, 2013
- B. Resignation Letter- Ms. Julie Jerome – May 1, 2013

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

- A. May Report

**VI. Teacher Liaison – 5 Minutes**

**VII. Public Participation** **10 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.

**VIII. Approval of Minutes** **5 Minutes**

A. April 24, 2013 Regular Meeting

**Motion to Approve Items A** was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved \_\_\_\_\_.

**IX. President's Report** **10 Minutes**

**X. Chief Academic Officer/Director's Report** **30 Minutes**

- A. Director's Report – May 2013
- B. HIB Report : April 2013 (No incidents)
- C. 2013-14 School Calendar

**Motion to Approve Items A through C** was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved \_\_\_\_\_.

**XI. Curriculum – Gail Bennett-Tafaro, Chairperson** **1 Minute**

- A. None

**XII. Finance – Sherylyn Tucker, Chairperson** **10 Minutes**

- A. **Motion to Approve** the expenditure report from April 25, 2013 to May 22, 2013 in the amount of **\$ 301,062.77** (attached)
- B. **Motion to Approve**, pursuant to N.J.A.C. 6:20-2,13, the Board of Trustees certifies that as of March 31, 2013, after review of the **Secretary's and Treasurer's** monthly financial reports (appropriations section) for **April 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)
- C. **Motion to Approve** the use of competitive contracting to obtain janitorial services for the 2013-14 school year in accordance with N.J.S.A. 18A:18A-1, et seq.
- D. **Motion to Approve** the contract for substitute nursing with **Delta-T Group**, Inc. under New Jersey State contract #65MCECCPS (attached)
- E. **Motion to Approve** Mr. Christopher M. Lessard as **Treasurer of School Monies** for the 2013-14 School Year as rate of \$400/month (attached)

- F. **Motion to Approve** the **Horizon Blue Cross/ Blue Shield medical plan** effective June 1, 2013 (plan available in Business Office).
- G. **Motion to Approve the Chief Academic Officer/ Director to offer contracts** in the absence of Board meetings during the month of July to candidates to fill vacant positions for the start of school in August 2013.
- H. **Motion to Approve** the following:
  - i. Direct the Business Administrator to make line item transfers within the 2012-2013 budget or to transfer funds from fund balance as needed to close out the 2012-2013 school year.
  - ii. Direct the Business Administrator to pay all bills through August 2013. Checks will be co-signed by Dr. Brian Kramer, President or Ms. Gail Bennett-Tafaro, Vice-President.
- I. **Motion to Approve** application for reimbursement through the **National School Lunch Program** for the 2013-2014 school year.
- J. **Motion to Approve** Schwartz Simon Edelstein & Celso, LLC as **Board Attorney** for 2013-14 school year per the attached retainer agreement.
- K. **Motion to Approve** regular travel reimbursements at \$0.31/mile for attendance at the NJCSA Conference on April 15, 2013:

A. Garcia	\$	323.22 *
A. Avena	\$	69.58
C. Garcia	\$	81.56
J. Cherubini	\$	78.88
J. Cohen	\$	83.02
J. Ellmers	\$	52.50
K. Glover	\$	76.82
N. Lombardi	\$	33.48
A. Porr	\$	77.65
J. Prentice	\$	88.59
T. Johnson	\$	78.06
K. Woetko	\$	45.30

\* A. Garcia reimbursement includes \$234 for train ticket to Washington DC for 8<sup>th</sup> grade field trip

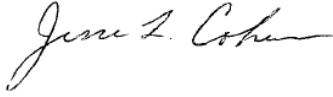
- L. **Motion to Approve** the contract with Dr. Kerri Powell, MD for physician services for the 2013-14 school year (attached)
- M. **Motion to Approve attendance at the Annual NJASBO Conference** by Mr. Jesse Cohen, School Business Administrator, on June 4-6, 2013 in Atlantic City, NJ. At a cost of \$150 plus transportation and lodging.
- N. **Motion to Approve** the following budgetary transfers of:

<u>From</u>		<u>To</u>		<u>Amount</u>
11-000-230-332-000	Audit Fees	11-000-230-320-000	Pur Prof Svs	\$ 800.00
11-000-262-441-000	Rent	11-000-251-831-000	Interest Long Trm Loans	\$ 10,000.00
11-000-262-441-000	Rent	12-000-400-720-000	Debt Svc Pymts	\$ 10,000.00

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

i.

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of **April 30, 2013**, no major budgetary line item account expenditure exceeds the amount appropriated by the district Board of Trustees.



Jesse Cohen  
Board Secretary

May 22, 2013  
Date

ii. Board Certification of Accounts

**RESOLVED:** *After review of the Secretary's and Treasurer's reports for April 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 O** was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved \_\_\_\_\_.

**XIII. Facilities – Brian Kramer, Chairperson 10 Minutes**

A. Facilities Report – May: Jesse Cohen (attached)

**XIV. Human Resources – Gail Bennett-Tafaro, Chairperson 10 Minutes**

A. **Motion to Approve** Ms. Danielle West as Interim Chief Academic Officer/ Director and Lead Person for the period June 15 through June 30, 2013 at a salary of \$100,000 pro-rated for the time worked.

B. **Upon the recommendation of the Chief Academic Officer/Director**, approve the following hires and changes for the remainder of the 2012-13 school year:

i. Ms. Karen Majano, Custodian , full-time with benefits, at a rate of \$14.00/hour effective April 26, 2013.

ii. Mr. Michael Lewicki, Maintenance Supervisor, part-time four (4) hours per day, Monday through Friday, without benefits, at a rate of \$30,000/ year pro-rated for time worked effective June 1, 2013.

C. **Upon the recommendation of the Chief Academic Officer/Director**, approve the following salaries for the 2013-14 school year:

i.

Schakia	Arrington	6th Reading & Writing	\$	55,122
Amanda	Avena	4th Grade	\$	54,466
Farideh	Bahrami	RTI	\$	41,348
Antonio	Berdecia	7th/8th Social Studies	\$	41,203
Jennifer	Cherubini	Title I	\$	51,641
Gary	Corcoran	5th/6th Social Studies	\$	47,414
Alyssa	Derling	Dance (Part-time)	\$	30.82/hr
Michelle	Dudley-Jones	4th Grade	\$	52,089
Tanya	Ellis-Asbury	School Counselor	\$	51,500
Joanna	Ellmers	Art	\$	47,814
Christine	Gallucci	8th Reading & Writing	\$	50,626
Anibal	Garcia	7th Reading & Writing	\$	45,587
Clarivel	Garcia	Spanish	\$	44,482
Leslie	Garey	Secretary	\$	40,470
Marguerie	Hardin	Teacher's Aide-K	\$	38,373
Judy	Hester	School Nurse	\$	73,776
Thomas	Johnson	Phys. Ed.	\$	44,911
Vanessa	Jones	Kindergarten	\$	45,167
Janice	Knight	Administrative Assistant	\$	40,910
Kimberly	LaRochelle	7th/8th Science	\$	51,243
Laura	Leibrock	5th/6th Science	\$	45,626
Nancy	Lombardi	ELL	\$	43,646
Asha	Mayers	Title I	\$	50,367
Frankie	McNeal	Teacher's Aide-1st Grade	\$	31,293
Lori	Meyer	2nd Grade	\$	47,781
Robin	Nehila	7th/8th Mathematics	\$	44,561
Sharon	Phillips	Technology	\$	47,309
Amanda	Porr	3rd Grade	\$	40,692
Jessica	Prentice	5th Reading & Writing	\$	40,911
Jeffrey	Starr	Music	\$	40,838
Veronica	Sudeall	Asst. to SBA	\$	47,586
Marvet	Tiller	Lunch/Maintenance	\$	29,376
Danielle	West	CAO/D	\$	100,000
Joycelyn	Williams	P/T Lunch Aide	\$	14.42/hr
Alicia	Williamson	Health (P/T)	\$	28,812
Christopher	Winter	5th/6th Mathematics	\$	42,645
Krystal	Woetko	IDEA	\$	42,857
Marisol	Ziegler	P/T Recpt	\$	19.47/hr

D. **Upon the recommendation of the Chief Academic Officer/Director**, approve the hiring of Mr. Michael Lewicki, Maintenance Supervisor, part-time four (4) hours per day, Monday through Friday, without benefits, at a rate of \$30,000/ year for the July 1, 2013 – June 30, 2014 school year.

E. Stipend Discussion for FY2014

**Item A - D:**

**Motion:**

**Second:**

**Passed:**

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

**XV. Policy – Gayle Jones, Chairperson**

**5 Minutes**

A. None

**XVI. New Business**

**10 Minutes**

A. None

**XVII. Old Business**

**5 Minutes**

A. Publicity Event- May 31, 2013

**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