

**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 29, 2014 – 6:30 P.M.**

**I. CALL TO ORDER**

*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 delivered to the Courier News and Star Ledger on MAY 27, 2014 and posted at the entrances of the school.*

*NOTE: Members of this meeting will participate and vote via telephonic conference call.*

**II. ROLL CALL**

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

**III. FLAG SALUTE**

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

**V. TEACHER LIAISON** – Mr. Thomas Johnson

**VI. PRESENTATIONS**

**VII. CORRESPONDENCE**

**VIII. CHIEF ACADEMIC OFFICER/DIRECTOR'S REPORT**

\*Attached

**IX. TRUSTEE PRESIDENT'S REPORT**

**X. NEW BUSINESS**

**XI. FACILITIES/FINANCE UPDATE**

- \*Energy Rebate Submitted for Art/Tech Room Lighting \$3,855
- \*Energy Rebate Received Heating System \$3,240
- \*Permission to Participate in Regional Broadband Initiative

**XII. 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.

**XIII. APPROVAL OF MINUTES**

- A. May 5, 2014 Regular Minutes
- B. May 5, 2014 Executive Minutes

**XIV. RESOLUTION TO MEET IN EXECUTIVE SESSION**

Resolution 15-048 "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 May 27, 2014 at \_\_\_\_PM regarding the following matters; personnel matters, 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.

**REGULAR MEETING RE-OPENS**

**RESOLUTIONS**

**CURRICULUM & INSTRUCTION**

**Curriculum & Instruction – Gail Bennett-Tafaro, Chairperson**

**Acceptance of Monthly HIB and Suspension Report**

Resolution 15-049 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, accepts the monthly HIB and Suspension report."

**Approval of the Following Field Trips**

Resolution 15-050 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the following field trips for the 2013-2014 school year:

<u>Date</u>	<u>Grade</u>	<u>Destination</u>
6/15/2014	Honor Society	Ripley's Believe it or Not! NYC"

**Approval of Professional Conferences**

Resolution 15-051 "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:

<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Amount</u>	<u>Account</u>
Tanya Asbury	Atlantic City	Anti-Bullying PD	107.50(2)	11-000-223-580-000-045
Jasmine Chiles	Atlantic City	Anti-Bullying	107.50(2)	11-000-223-580-000-045
Plus Hotel and Incidentals per the GSA reimbursement as approved by NJDOE memo dated 4/3/14”				

## **PERSONNEL & MANAGEMENT**

### **Personnel & Management – Sherylyn Tucker, Chairperson**

#### **Tabled**

Resolution 15-052 “Tabled”

#### **Tabled**

Resolution 15-053 “Tabled”

## **FINANCE & FACILITIES**

### **Finance & Facilities – Mark Sharp, Chairperson**

#### **Approval of Current Year Transfers**

Resolution 15-054 “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 (4/30/14)**

Resolution 15-055 “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 April 30, 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 April 30, 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 (5/1/14 – 5/29/14)**

Resolution 15-056 “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 \$xxx,xxx.xx.”

#### **Approval to Deposit \$75,000 “Other Legal Reserve”**

Resolution 15-057 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, authorizes the Business Administrator/Board Secretary to deposit \$75,000.00 into “NJDOE Escrow 10-104”, and “Other Reserve 10-760” for New Jersey Department of Education’s Escrow Account, legally required to be established per the Charter School Agreement. This is not associated with Authorized deposits into Reserve Accounts for the month of June.”

**Award of Bid – Technology FY15**

Resolution 15-058 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the Business Administrator/Board Secretary, awards the following contract to provide Technology Professional Services as per bids solicited and received on May 16, 2014 at 12:00 PM in accordance with N.J.S.A. 18A:18A-1 et seq. and N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27

Tschang Consulting LLC

Monmouth Junction, NJ 08852    Base    \$40,000.00    Hourly \$55.00

The Business Administrator/Board Secretary attests that the funds required to execute this contract are available as per N.J.A.C. 6-23A-13.”

**Award of Bid – Custodial FY15**

Resolution 15-059 “WHEREAS, the Queen City Academy Board of Trustees (“Board”) publicly advertised and received bids for Evening Custodial/Cleaning Services (“Services”) for the 2014-2015 school year; and

WHEREAS, the Board has determined to award the contract for the Services as part of the Board’s small business set aside program; and

WHEREAS, Oriental Pacific Maintenance Co., who submitted the lowest mathematical bid for Services, failed to provide a Consent of Surety with its bid and also failed to properly complete the required Equipment Ownership Disclosure Form; and

WHEREAS, the second lowest bid submitted by Blue Stripes Property Management, Inc. is responsive to the bid specifications;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Rejects the bid submitted by Oriental Pacific maintenance Co. based on the material defects in its bid set forth above; and
2. Award the contract for the Services to Blue Stripes Property management Inc., in the amount of Thirty-Eight Thousand, Four Hundred Seventy-Five dollars (\$38,475.00) and fifteen dollars and twenty-five cents (\$15.25) per hour for extra services for the 2014-2015 school year, with the option to renew for up to two (2) one-year periods pursuant to N.J.S.A. 18A:18A-37.

Blue Stripes Property Management Inc.

108 Grant Avenue  
Plainfield, NJ 07060-1008    Base    \$38,475.00    Hourly \$15.25

The Business Administrator/Board Secretary attests that the funds required to execute this contract are available as per N.J.A.C. 6-23A-13.”

**Approval of Payment**

Resolution 15-060 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the transfer of funds from Operations into Student Activities to expedite payment for a Board expenditure as follows:

Check 147	Old Ebbitt Grill	\$954.80	Washington DC Trip - Students
Check 148	Edible Arrangements	\$325.28	QCA Board
Check 150	Old Ebbitt Grill	\$396.00	Washington DC Trip - Chaperones”

### **Approval of Travel Reimbursement**

Resolution 15-061 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the reimbursement of travel related expenses associated with the 8<sup>th</sup> Grade Washington DC Trip for the following chaperones:

Robin Nehila  
Anibal Garcia  
Antonio Berdecia  
Kimberly LaRochelle  
Nancy Lombardi  
Shannon Turner  
Danielle West"

### **Approval of Treasurer**

Resolution 15-062 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves Chris Lessard as Treasurer of School Monies for the 2014-2015 school year at a rate of \$400 per month."

### **Approval of CAO to offer Contracts**

Resolution 15-063 "RESOLVED that The Queen City Academy Charter School Trustees authorize Danielle West, CAO/Director, to authorize employment contracts for the 2014-2015 school year between the period 6/1/14 through 9/14/2014 in the absence of Board Quorum and Meetings to fill anticipated openings."

### **Approval of Financial Transactions**

Resolution 15-064 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the Business Administrator/Board Secretary to pay bills and warrants for the 2013-2014 and 2014-2015 school years between the period 6/1/14 through 8/31/2014 in the absence of Board Quorum and Meetings only upon favorable review by the Finance and Facilities Committee and to be signed by the Board President or Vice-President.

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary be authorized to execute line-item transfers and transfers to or from Fund Balance for the 2013-2014 and 2014-2015 school years between the period 6/1/14 through 8/31/2014 in the absence of Board Quorum and Meetings only upon favorable review by the Finance and Facilities Committee."

### **Approval of CNP Submission**

Resolution 15-065 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, authorizes the Business Administrator/Board Secretary to submit all required documentation and paperwork for the 2014-2015 Child Nutrition Packet."

### **Approval of Health Insurance Provider**

Resolution 15-066 "RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director and Fortitude Insurance Group, approves the execution of a Health Insurance contract between The Queen City Academy Charter School and AETNA Insurance effective 7/1/2014 for the 2014-2015 school year. Additionally, The Queen City Academy Charter School shall extend Health Coverage with Horizon for the period June 1, 2014 through June 30, 2014"

**Acceptance of Entitlements**

Resolution 15-067 “RESOLVED that The Queen City Academy Charter School hereby accepts the following entitlement for the 2014-2015 school year:

NCLB -15 Title I Part A	\$154,446
Title II	\$4,748
Title III	\$8,050
Title III	\$10,357 – Consortium CJACS”

**Approval to Submit Entitlements**

Resolution 15-068 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, hereby approves the submission of the NCLB - FY15 totaling \$177,601 for the 2014-2015 school year.”

**Approval to Charge Salaries to Fund 20**

Resolution 15-069 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, hereby approves the following certified teachers to be charged to the following Entitlements (Fund 20) for the 2014-2015 school year:

NCLB-15		
Jennifer Cherubini	20-231-100-100	\$51,641.00 (100%)
Asha Mayers	20-231-100-100	\$50,367.00 (100%)”

**Acceptance of Entitlements**

Resolution 15-070 “RESOLVED that The Queen City Academy Charter School hereby accepts the following entitlement for the 2014-2015 school year:

IDEA -15 Basic	\$51,664
Preschool 3-5	\$907”

**Approval to Submit Entitlements**

Resolution 15-071 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, hereby approves the submission of the IDEA - FY15 totaling \$52,571 for the 2014-2015 school year.”

**Approval to Charge Salaries to Fund 20**

Resolution 15-072 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, hereby approves the following certified teachers to be charged to the following Entitlements (Fund 20) for the 2014-2015 school year:

IDEA - 15		
Shannon Turner	20-250-100-100	\$21,000.00
To be Determined	20-250-100-100	\$21,000.00”

**POLICY**

**Policy – Robin Pistorius, Chairperson**

**Adoption of Policies and Regulations on First Read**

Resolution 15-073 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, hereby adopts on first read the following policies and regulation:

Policy 1581 Victim of Domestic Violence Leave (M)  
Policy 3125 Employment of Teaching Staff Members (M)  
Policy 3240 Professional Development for Teachers and School Leaders (M)  
Policy 4125 Employment of Support Staff Members (M)  
Policy 6511 Direct Deposit”

**XIII. RESOLUTION TO MEET IN EXECUTIVE SESSION**

Resolution 15-074 “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 May 27, 2014 at \_\_\_\_PM regarding the following matters; student matters, personnel matters, 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.