

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

June 15, 2015 – 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 June 11, 2015, and posted at the entrances of the school.

II. Roll Call

1 Minute

<i>Dr. Brian Kramer</i>	_____	<i>Ms. Andrea Silvershein</i>	_____
<i>Ms. Gail Bennett-Tafaro</i>	_____	<i>Mr. Henry McCloud</i>	_____
<i>Mr. Mark Sharp</i>	_____	<i>Ms. Sherylyn Tucker</i>	_____
<i>Ms. Marlene Harvey</i>	_____	<i>Ms. Robin Pistorius</i>	_____
<i>Mr. Omowale Morgan</i>	_____		

III. Flag Salute

1 Minute

IV. Correspondence

1 Minute

A. Resignation Letter – Ms. Pistorius

V. New Business

5 Minutes

A. Virtual Meetings
B. New Sound System

VI. Student Liaison

1 Minute

VII. Teacher Liaison - Ms. L. Meyer

5 Minutes

VIII. Public Participation

10 Minutes

Motion to Open Public Participation made by _____, seconded by _____, and approved at _____ P.M.

Motion to Close Public Participation made by _____, seconded by _____ and approved at _____ P.M.

IX. Approval of Minutes

5 Minutes

- A. May 12, 2015 - Regular Board Meeting
- B. May 12, 2015 - Executive Session
- C. June 8, 2015 – Special Meeting

Motion to Approve Items A - C was made by _____, seconded by _____, and approved at _____ P.M.

X. President’s Report – Dr. Brian Kramer

10 Minutes

- A. Board Strategic Planning Initiative – Update on Goal Setting Sessions (see attachment) and next meeting is June 16, 2015
- B. Board Training Update (see attachment)

XI. Chief Academic Officer/Director’s Report – Ms. Danielle West

20 Minutes

- A. June 2015 Director’s report and Presentation – See attached

B. APPROVAL OF CAO TO OFFER CONTRACTS

RESOLUTION 15-145 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL TRUSTEES AUTHORIZE DANIELLE WEST, CAO/DIRECTOR, TO AUTHORIZE EMPLOYMENT CONTRACTS FOR THE 2015-2016 SCHOOL YEAR BETWEEN THE PERIOD 6/15/15 THROUGH 8/31/2015 IN THE ABSENCE OF BOARD QUORUM AND MEETINGS TO FILL ANTICIPATED OPENINGS.”

C. APPROVAL OF CAO TO SUBMIT ANNUAL REPORTS

RESOLUTION 15-146 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL TRUSTEES AUTHORIZE DANIELLE WEST, CAO/DIRECTOR, TO SUBMIT ANNUAL REPORTS FOR THE 2014-2015 SCHOOL YEAR BETWEEN THE PERIOD 6/15/15 THROUGH 8/31/2015 IN THE ABSENCE OF BOARD QUORUM AND MEETINGS.”

Motion to Accept Items A-C was made by _____, seconded by _____, and approved _____ P.M.

XII. Curriculum – Ms. Gail Bennett-Tafaro, Chairperson

10 Minutes

A. ACCEPTANCE OF MONTHLY HIB AND SUSPENSION REPORT

RESOLUTION 15-147 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, ACCEPTS THE MONTHLY HIB AND SUSPENSION REPORT FOR MAY-JUNE 2015.”

B. APPROVAL OF FIELD TRIPS

RESOLUTION 15-148 “RESOLVED THAT THE QUEEN CITY ACADEMY UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE FOLLOWING FIELD TRIP FOR THE 2014-2015 SCHOOL YEAR”

- June 18th – 8th Grade Graduation Dinner – Spain Inn, Piscataway, NJ

Motion to Accept Items A-B was made by _____, seconded by _____, and approved _____ P.M.

XIII. Finance – Ms. Marlene Harvey, Chairperson

10 Minutes

- A. Motion to Approve the expenditure reports/bill listing (separate attachment)
- B. Motion to Approve Budget Transfers between accounts (separate attachment)
- C. Motion to Void all outstanding checks over one-year
- D. Motion to Approve proposals from SAVIC Construction for asbestos abatement services in the auditorium
- E. Motion to Approve proposal from MTM Metro Corporation for asbestos abatement services in the air handler room
- F. Motion to Approve proposal with Westchester Environmental for asbestos safety control monitoring
- G. Motion to Approve USA Environmental Management, Inc. as our primary provider for AHERA compliance services for the 2014-2015 and 2015-2016 school years (see attachment)
- H. Motion to Approve additional construction management services from EI Associates for Facilities Expansion Project for a rate of \$800 per site visit plus reimbursable expenses. (see attached proposal)
- I. Motion to Approve submission of 2015 NJSIG Safety Grant.
- J. Motion to Approve the annual award of \$250.00 to XXX from the Paula DeVinuto Scholarship Fund
- K. Motion to Approve the annual award of \$250.00 to XXX from the Ray Blanco Scholarship Fund

- L. APPROVAL OF RENEW FOOD SERVICES CONTRACT: NUWAYCONCESSIONAIRES
RESOLUTION 15-149 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the School Business Administrator, approves renewal of Nu-Way Concessionaires as our Food Services provider for FY16”
**Contract Attached*

- M. APPROVAL OF RENEW INTERNET SERVICES CONTRACT: NCS
RESOLUTION 15-150 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the School Business Administrator, approves renewal of Next Century Systems as our Internet Services provider for FY16”
**Contract Attached*

- N. APPROVAL OF RENEW CLEANING SERVICES CONTRACT: BLUE STRIPES
RESOLUTION 15-151 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the School Business Administrator, approves the renewal of Blue Stripes Property Management, Inc. as our Cleaning Services provider for FY16”
**Contract Attached*

- O. APPROVAL OF UCESC FOR ENVIRONMENTAL SAFETY AND BLOODBORNE PATHOGEN SERVICES FOR THE 2015-2016 SCHOOL YEAR
RESOLUTION 15-152 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES RENEWAL OF THE ENVIRONMENTAL SAFETY AND BLOODBORNE PATHOGEN SERVICES FOR 2015-2016 FROM UCESC (UNION COUNTY EDUCATIONAL SERVICES COMMISSION).”

- P. APPROVAL OF FINANCIAL TRANSACTIONS
RESOLUTION 15-153 “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 2014-2015 AND 2015-2016 SCHOOL YEARS BETWEEN THE PERIOD 6/15/15 THROUGH 8/31/2015 IN THE ABSENCE OF BOARD QUORUM AND

MEETINGS ONLY UPON FAVORABLE REVIEW BY THE FINANCE COMMITTEE AND TO BE SIGNED BY THE BOARD PRESIDENT OR VICE-PRESIDENT. THE BILL LIST WILL BE APPROVED AT THE NEXT REGULAR BOARD MEETING.

BE IT FURTHER RESOLVED, THAT THE BUSINESS ADMINISTRATOR/BOARD SECRETARY BE AUTHORIZED TO PAY INVOICES AND CHANGE ORDERS RELATED TO THE CONSTRUCTION AND FINANCING OF THE FACILITIES EXPANSION PROJECT FROM FUND BALANCE FOR THE 2014-2015 AND 2015-2016 SCHOOL YEARS BETWEEN THE PERIOD 6/15/15 THROUGH 8/31/2015 IN THE ABSENCE OF BOARD QUORUM AND MEETINGS ONLY UPON FAVORABLE REVIEW BY THE FACILITIES COMMITTEE.” CHANGE ORDERS WILL BE FORMALLY APPROVED AT THE NEXT REGULAR BOARD MEETING.

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 2014-2015 AND 2015-2016 SCHOOL YEARS BETWEEN THE PERIOD 6/15/15 THROUGH 8/31/2015 IN THE ABSENCE OF BOARD QUORUM AND MEETINGS ONLY UPON FAVORABLE REVIEW BY THE FINANCE COMMITTEE.” TRANSFERS WILL BE FORMALLY APPROVED AT THE NEXT BOARD MEETING.

Q. APPROVAL OF CNP SUBMISSION

RESOLUTION 15-154 “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 2015-2016 CHILD NUTRITION PACKET.”

R. APPROVAL OF HEALTH INSURANCE PROVIDER

RESOLUTION 15-155 “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 7/1/2015 FOR THE 2015-2016 SCHOOL YEAR. ADDITIONALLY, THE QUEEN CITY ACADEMY CHARTER SCHOOL SHALL EXTEND HRA WITH HEALTH EQUITY.

S. ACCEPTANCE OF ENTITLEMENTS

RESOLUTION 15-156 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL HEREBY ACCEPTS THE FOLLOWING ENTITLEMENT FOR THE 2014-2015 and 2015-2016 SCHOOL YEAR:

NCLB -15 TITLE I PART A	\$181,625
TITLE II PART A	\$ 5,421
TITLE III	\$ 13,239

T. APPROVAL TO SUBMIT ENTITLEMENTS

RESOLUTION 15-157 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, HEREBY APPROVES THE SUBMISSION OF THE NCLB - FY16 TOTALING \$200,285 FOR THE 2015-2016 SCHOOL YEAR.”

U. APPROVAL TO CHARGE SALARIES TO FUND 20

RESOLUTION 15-158 “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 2015-2016 SCHOOL YEAR:

NCLB- 15	
MICHELE DUDLEY-JONES	20-231-100-100 \$xxxxx (100%)
ASHA MAYERS	20-231-100-100 \$xxxxx (100%)”

V. ACCEPTANCE OF ENTITLEMENTS

RESOLUTION 15-159 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL HEREBY ACCEPTS THE FOLLOWING ENTITLEMENT FOR THE 2015-2016 SCHOOL YEAR:

IDEA -15 BASIC	\$60,148
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W. DECLINE PRESCHOOL ENTITLEMENT

RESOLUTION 15-160 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL HEREBY DECLINES THE FOLLOWING ENTITLEMENT FOR THE 2014-2015, AND 2015-2016 SCHOOL YEAR:

2014-2015 - PRESCHOOL	\$ 907
2015-2016 - PRESCHOOL	\$ 1,055”

X. APPROVAL TO SUBMIT ENTITLEMENTS

RESOLUTION 15-161 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, HEREBY APPROVES THE SUBMISSION OF THE IDEA - FY16 TOTALING \$61,203 FOR THE 2015-2016 SCHOOL YEAR.”

Y. APPROVAL TO CHARGE SALARIES TO FUND 20

RESOLUTION 15-162 “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 \$30,074.00
DAWN TANTIALLO	20-250-100-100 \$30,074.00”

Z. Board Secretary’s Certification of Accounts

Pursuant to N.J.A.C. 6A:23-2.10c3, I certify that as of April 30, 2015, no major budgetary line item account expenditure exceeds the amount appropriated by the district Board of Trustees.



Charlene Jones
Board Secretary

June 15, 2015
Date

Board Certification of Accounts

RESOLVED: After review of the Secretary's and Treasurer's reports for April 2015 and based upon consultation with and representations of the appropriate district officials (Secretary, Treasurer and Chief Academic Officer/Director), the Board of Trustees 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 Accept Items A-Z was made by _____, seconded by _____, and approved _____ P.M.

XIV. Facilities – Ms. Sherylyn Tucker, Chairperson 10 Minutes

- A. Facilities Expansion Committee Meeting Update (Timeline attached)
- B. June Report- Technology and Facilities Updates

XV. Human Resources – Mr. Mark Sharp, Chairperson 10 Minutes

A. ACCEPTANCE OF PROFESSIONAL DEVELOPMENT

RESOLUTION 15-163 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE FOLLOWING STAFF PROFESSIONAL DEVELOPMENT."

- JUNE 25TH – ALL STAFF PD FOR 2014-2015 REFLECTION / 2015-2016 GOAL-SETTING, 1:00PM TO 4:00PM.

B. ACCEPTANCE OF SALARIES

RESOLUTION 15-164 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE FOLLOWING SALARIES FOR THE 2015-2016 SCHOOL YEAR:

NAME	POSITION	CONTRACT SALARY FY16
Tanya Ellis-Asbury	School Counselor	\$xxxxx
Jasmine Chiles	Guidance Counselor/High School Placement Coordinator	\$xxxxx

C. APPROVAL OF RESIGNATION(S)

RESOLUTION 15-165 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, ACCEPTS WITH REGRET THE FOLLOWING RESIGNATION(S):

- 1. EMILY ZUPKUS"

Motion to Approve Items A-C was made by _____, seconded by _____, and approved at _____ PM.

XVI. Policy – Ms. Robin Pistorius, Chairperson 10 Minutes

A. SECOND READ AND ADOPTION OF TUITION REIMBURSEMENT POLICY

RESOLUTION 15-166 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, HEREBY ADOPTS ON SECOND READ THE TUITION REIMBURSEMENT POLICY."

A. APPROVAL TO ADOPT A NEW OR UPDATED EXISTING POLICY AFTER THE FIRST READ
RESOLUTION 15-167 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL,
UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, HEREBY ESTABLISHES A POLICY
TO ADOPT A NEW POLICY OR UPDATE A CURRENT POLICY AFTER THE FIRST READ BY
RECOMMENDATION OF THE POLICY CHAIRPERSON.

B. APPROVAL TO ADOPT NEPOTISM POLICY
RESOLUTION 15-168 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL,
UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, HEREBY ADOPTS THE NEPOTISM
POLICY."

C. MOTION TO APPROVE THE FOLLOWING SUMMER HOURS FOR 2015 AS FOLLOWS:
• SUMMER HOURS FOR ALL 12-MONTH EMPLOYEES WILL BE MONDAY-
THURSDAY 8:00AM - 3:00PM, FROM JUNE 29, 2015 - AUGUST 21, 2015.

Motion to Approve Items A-C was made by _____, seconded by
_____, and approved at _____ PM.

XVII. Old Business

5 Minutes

A. Friends of QCA Update - Andrea Silvershein

XVIII. Adjournment – Regular Meeting

1 Minute

A. APPOINT ACTING BOARD SECRETARY

RESOLUTION 15-169 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER
SCHOOL BOARD OF TRUSTEES APPOINTS _____ TO SERVE AS ACTING
BOARD SECRETARY IN THE ABSENCE OF THE BOARD SECRETARY FOR THE JUNE
15, 2015 REGULAR AND EXECUTIVE SESSIONS.

Motion to Approve Items A was made by _____, seconded by
_____, and approved at _____ PM.

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

XIX. Executive Session

20 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 Close the Executive Meeting made by _____,
seconded by _____, and approved at _____ PM.

Reminder:

- A. June 16, 2015 – Strategic Planning Committee Meeting, 5:30PM
- B. August 17, 2015 – Regular Board Meeting, 6:30PM