

**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**

**AUGUST 1, 2013 – 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 posted in the courier news on JULY 29, 2013 and posted at the entrances of the school.*

**II. ROLL CALL**

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

**III. FLAG SALUTE**

**IV. PRESENTATIONS**

**V. CORRESPONDENCE**

**VI. NEW BUSINESS**

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

**VIII. TRUSTEE PRESIDENT'S REPORT**

**IX. FACILITIES UPDATE**

\*Boiler Issues  
\*Pritchard Update  
\*New Kitchen Update – Floor, Ventilation, Fire Suppression, Suspended Ceiling  
\*Exterior Update – Sign, Shrubs, Power wash, Painting, Banners, Tree Removal

**X. STUDENT LIAISON – TBD**

**XI. TEACHER LIAISON – TBD**

**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. June 26, 2013 Regular Meeting
- B. June 26, 2013 Executive Meeting

**RESOLUTIONS**

**CURRICULUM & INSTRUCTION**

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

**Re-adoption of Curriculum and Textbooks**

Resolution 14-001 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves courses of study and textbooks currently in use and purchased for grades K-8 for the 2013-2014 school year as attached and listed in the academic office.”

**Adoption of Curriculum Guides**

Resolution 14-002 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the revised curriculum guides for the 2013-2014 school year.”

**Annual Report of HIB for the 2012-2013 School Year**

Resolution 14-003 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, accepts the annual HIB and EVVR report for the 2012-2013 school year

Trustee Discussion

Public Discussion”

**PERSONNEL & MANAGEMENT**

**Personnel & Management – Jill Stolz & Gail Bennett-Tafaro, Chairpersons**

**Approval to Create Positions**

Resolution 14-004 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the creation of the following positions:

Part-time Maintenance Aide”

### **Acceptance of Resignations**

Resolution 14-005 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, accepts the following resignations

Vanessa Jones – Grade K

Amanda Poor – Grade 3

Laura Leibrock – Grade 6 Science

Christine Gallucci – Grade 8 Language Arts

Muriel Cagney – Resource Room

Krystal Woetko – Resource Room”

### **Approval of Certified Appointments**

Resolution 14-006 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the following certified appointments for the 2013-2014 school year as per attached contracts:

Karen Kane – Grade 1

Julie Bernhard – Grade 3

Heather Johnson – Grade 8 Language Arts

Carl Bampoe – Assistant Director

Shannon Turner – Resource Room

Jasmine Chiles – Guidance Counselor through November 30, 2013”

### **Approval of Maternity Leave of Absence**

Resolution 14-007 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the following NJMLA for September 1, 2013 through November 30, 2013:

Tanya Asbury”

### **Approval of Non-certified Appointments**

Resolution 14-008 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the following non-certified appointments for the 2013-2014 school year:

Karen Majano – Part-time Maintenance Aide

Maria Sfondouris – Multi-Purpose Aide”

### **Approval of Extra Compensation**

Resolution 14-009 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the extra compensation to Karen Majano at \$14.00/hour, not to exceed \$4,480 for the period 7/1/2013 through 8/31/2013.”

## **FINANCE & FACILITIES**

### **Finance & Facilities – Sherylyn Tucker & Dr. Brian Kramer, Chairpersons**

#### **Approval of Prior Year Transfers**

Resolution 14-010 “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 2012-2013 school year as attached.”

**Approval of Treasurer’s and Secretary’s Report (6/30/13)**

Resolution 14-011 “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 June 30, 2013, 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 June 30, 2013 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 (7/31/13)**

Resolution 14-012 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, approves the following expenditure reports for drafts as and payroll as per attached totaling \$194,514.52.”

**Acceptance of Entitlements**

Resolution 14-013 “RESOLVED that The Queen City Academy Charter School hereby accepts the following entitlement for the 2013-2014 school year:

IDEA -14 \$49,712”

Resolution 14-014 “RESOLVED that The Queen City Academy Charter School hereby accepts the following entitlement for the 2013-2014 school year:

NCLB -14 Title I Part A	\$162,162
Title II Part A	\$4,172
Title III	\$9,410
Title III	\$8,115 – Consortium CJACS”

**Approval to Submit Entitlements**

Resolution 14-015 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, hereby approves the submission of the IDEA - 14 totaling \$49,712.00 for the 2013-2014 school year.”

Resolution 14-016 “RESOLVED that The Queen City Academy Charter School, upon the recommendation of the CAO/Director, hereby approves the submission of the NCLB - 14 totaling \$183,859 for the 2013-2014 school year.”

**Approval to Charge Salaries to Fund 20**

Resolution 14-017 “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 2013-2014 school year:

NCLB-14		
Jennifer Cherubini	20-231-100-100	\$51,456.00 (100%)
Asha Mayers	20-231-100-100	\$50,542.00 (100%)
IDEA-14		
Shannon Turner	20-250-100-100	\$38,278.00”

**Appointment of District Purchasing Agent**

Resolution 14-018 “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 14-019 “RESOLVED that The Queen City Academy Charter School does hereby appoint the Board Secretary, as investment officer for the 2013-2014 school year.”

**Designation of Public Contracts Officer**

Resolution 14-020 “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 14-021 “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 2013-2014 school year for all travel not to exceed \$10,000.00”

**Approval to Amend NJSBAIG Laws**

Resolution 14-022 “WHEREAS The New Jersey School Boards Association Insurance Group (NJSBAIG) Board of Trustees approved proposed amendments to its Bylaws at a public meeting on March 20, 2013 in accordance with Article IX© of the current NJSBAIG Bylaws; and

WHEREAS, the current NJSBAIG Bylaws require for the proposed amendments to be approved by member school districts; and

WHEREAS, seventy-five percent (3/4) of the member school districts must approve the proposed amendments within one hundred eighty (180) days of the hearing on the amendments:

NOW THEREFORE, BE IT RESOLVED that at a regular meeting of The Queen City Academy Charter School held on August 1, 2013, the Board does hereby approve the proposed amendments to the NJSBAIG Bylaws.

**Approval to Authorize Competitive Contracting for the Energy Savings Improvement Plan**  
Resolution 14-023 "WHEREAS The Queen City Academy Charter School gives EI Architects the authority to submit RFP's for an ESIP based on their initial Energy Audit and;

WHEREAS, the guidelines as identified in N.J.S.A. 18A:18A-4.3 require Board or Trustee approval to proceed with solicitation for Competitive Contracting to initiate an ESIP and;

WHEREAS, solicitation is by no means an action of award by The Queen City Academy Charter School; now

THEREFORE, BE IT RESOLVED that The Queen City Academy Charter School will authorize Competitive Contracting RFP solicitation and only act further upon favorable review by Trustee Council that The Queen City Charter Academy School has the authority as outlined in the State of New Jersey's Fiscal and Accountability Guidelines."

## **POLICY**

**Policy – Robin Pistorius, Chairperson**

### **Approval upon Second Read and Adoption of Policies and Regulations**

Resolution 14-024 "WHEREAS The Queen City Academy Charter School Board of Trustees approves to adopt on second read, the following:

#### **POLICIES: Second read and adoption**

0000.01 INTRODUCTION (M) REVISED

0000.02 INTRODUCTION (M) REVISED

P3232 TUTORING SERVICES (NEW)

P5120 ASSIGNMENT OF PUPILS (M) REVISED

P5300 AUTOMATED EXTERNAL DEFIBRILLATORS (AED)(M) REVISED

P5533 PUPIL SMOKING (M) REVISED

P7434 SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

#### **REVISED**

P7522 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES (STAFF)

#### **NEW**

P7523 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES (PUPILS)

#### **REGULATIONS: Second read and adoption**

R3232 TUTORING SERVICES (NEW)

R5300 AUTOMATED EXTERNAL DEFIBRILLATORS (AED)(M) REVISED

**Approval of Charter Agreement with NJDOE**

Resolution 14-025 "WHEREAS The Queen City Academy Charter School Board of Trustees, upon the recommendation of the CAO/Director and favorable review by the Board Attorney approves the execution of the Charter Agreement between The Queen City Academy Charter School and the New Jersey Department of Education; now

THEREFORE BE IT RESOLVED that said document is signed by the Board President and sent to the New Jersey Department of Education by September 30, 2013.

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

Resolution 14-026 "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 August 31, 2013 at \_\_\_\_PM regarding the following matters; student, personnel, and facilities. 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.