

**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 24, 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 August 19, 2015 and posted at the entrances of the school.

**II. Roll Call**

**1 Minute**

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

**III. Flag Salute**

**1 Minute**

**IV. Correspondence**

**1 Minute**

**V. New Business**

**20 Minutes**

- A. Board Strategic Planning Initiative Update (Attachment) by Rick Pressler*
- B. Virtual Meetings*
- C. New Sound System*

**VI. Student Liaison – N/A**

**VII. Teacher Liaison – N/A**

**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. June 15, 2015 - Regular Board Meeting
- B. June 15, 2015 - Executive Session

**Motion to Approve Items A - B** was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved at \_\_\_\_\_ P.M.

**X. President’s Report – Dr. Brian Kramer**

**10 Minutes**

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

**20 Minutes**

- A. August 2015 Director’s report – See attached

**B. APPROVAL OF PARENT AND STAFF HANDBOOK**

**RESOLUTION 16-100** “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE REVISION OF THE STUDENT AND STAFF HANDBOOK FOR THE 2015-2016 SCHOOL YEAR.”

**C. APPROVAL OF NJDOE SCHOOL SELF ASSESSMENT REPORT**

**RESOLUTION 16-101** “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE SUBMISSION OF THE NJDOE SCHOOL SELF ASSESSMENT FOR DETERMINING GRADES UNDER THE ANTI-BULLYING BILL OF RIGHTS ACT JULY 2014 - JUNE 2015 REPORT FILING”

**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. APPROVAL OF CURRICULUM AND TEXTBOOKS**

**RESOLUTION 16-102** “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 2015-2016 SCHOOL YEAR AND LISTED IN THE ACADEMIC DIRECTOR’S OFFICE.”

**B. APPROVAL OF ACHIEVEMENT NETWORK**

**RESOLUTION 16-103** “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE CONTRACT WITH ACHIEVEMENT NETWORK TO PROVIDE INTERIM ASSESSMENTS, COACHING, AND LEADERSHIP DEVELOPMENT FOR 2015-2016 SCHOOL YEAR.”

**C. APPROVAL OF CHARTER SCHOOL ESSENTIALS**

**RESOLUTION 16-104** “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES AGREEMENT WITH CHARTER SCHOOL ESSENTIALS CURRICULUM FOR THE 2015-2016 SCHOOL YEAR.”

**D. APPROVAL OF DANIELSON GROUP CONSULTING**

**RESOLUTION 16-105** “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES CONTRACT WITH DANIELSON GROUP CONSULTING FOR THE TEACHER ORIENTATION SEPTEMBER 2015.”

**Motion to Accept Items A-D** was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved \_\_\_\_\_ P.M.

- A. Motion to Approve the expenditure reports/bill listing after the June 15<sup>th</sup> board meeting including July 2015 and payroll totaling \$134,979.83. (Attachment)
- B. Motion to Approve the August expenditure reports/bill listing and payroll totaling \$542,638.89. (Attachment)
- C. Motion to Approve prior year 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 2014-2015 school year as attached
- D. Motion to Approve payment requests to Belmont Construction as submitted by the contractor and approved by the architect and bank (Attachment)
- E. Motion to Approve the acceptance of \$193.84 donation(s) from Truist Company made on behalf of Dr. Brian Kramer and Ms. Nancy Rayhorn. Funds will be deposited in the Ray Blanco Scholarship Fund Account. (Attachment)
- F. Motion to Approve design change notice by EI Associates to include fee of \$800.00 for professional services rendered on August 5, 2015 at the City of Plainfield ZBA meeting. (Attachment)
- G. Motion to Approve professional services contract with Tanya Marione for \$1,000.00 for planning services rendered on August 5, 2015 at the City of Plainfield ZBA meeting. (Attachment)
- H. Motion to Approve services rendered by Karl & Associates for asbestos testing in designated areas for repair or abatement in the amount of \$3,700.00
- I. Motion to Approve EI Associates submission of the NJ SmartStart Clean energy program application for 2015-2016. (Attachment)
- J. Motion to set up capital reserve for the construction project for \$1,049,000.00.

**K. APPROVAL OF NEW BID THRESHOLD**

**RESOLUTION 16-107**

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts whose purchasing agents do not possess a qualified purchasing agent (QPA) certificate, from \$26,000 to \$29,000,

WHEREAS, the Queen City Academy Charter School would like to take advantage of the maximum statutory bid threshold amount of \$29,000 for school districts who do not have a qualified purchasing agent;

NOW, THEREFORE BE IT RESOLVED that the Queen City Academy Charter School establishes and sets the bid threshold amount of \$29,000 for the board of education, and further authorizes Charlene Jones to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

**L. APPROVAL OF USE OF CONTINGENCY ALLOWANCE - BELMONT CONSTRUCTION**

**RESOLUTION 16-116** “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE SCHOOL BUSINESS ADMINISTRATOR, APPROVES THE USE OF THE CONTINGENCY ALLOWANCE OF \$25,000 FOR THE FACILITIES EXPANSION PROJECT.”

**M. APPROVAL OF CHANGE ORDERS - BELMONT CONSTRUCTION**

**RESOLUTION 16-117** “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE SCHOOL BUSINESS ADMINISTRATOR, APPROVES THE SPECIFIED CHANGE ORDERS FOR THE FACILITIES EXPANSION PROJECT FROM JULY – AUGUST 2015 NOT TO EXCEED \$25,000.”

N. Board Secretary's Certification of Accounts

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



Charlene Jones  
Board Secretary

August 17, 2015  
Date

**Board Certification of Accounts**

**RESOLVED:** After review of the Secretary's and Treasurer's reports for May 2015 – June 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-N** was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved \_\_\_\_\_ P.M.

**XIV. Facilities – Ms. Sherylyn Tucker, Chairperson**

**10 Minutes**

- A. Facilities Expansion Project: Auditorium Conversion to New Classrooms
- B. August Report- Technology and Facilities Updates (Attached)

**XV. Human Resources – Mr. Mark Sharp, Chairperson**

**10 Minutes**

A. ACCEPTANCE OF NEW HIRES

**RESOLUTION 16-108** "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE FOLLOWING HIRES AND EXTENDS CONTRACTS FOR EMPLOYMENT FOR THE 2015-2016 SCHOOL YEAR:

1. KRISTINA BARTKO-KINDERGARTEN MATH/ SCIENCE
2. SABRINA BROWN-2ND GRADE MATH/SCIENCE
3. ELANA DYZENHAUS-KINDERGARTEN ELA/SOCIAL STUDIES
4. AYATT ELMAHALAWY-5TH /6TH GRADE SCIENCE
5. SUSAN J. HINKLE- MATH COACH
6. EMILY M. LASKOWSKI—4TH GRADE ELA/ SOCIAL STUDIES
7. DANA LEFKOWITZ- 7TH / 8TH GRADE MATH
8. CATHERINE PIOTROWSKI- PHYSICAL EDUCATION
9. JILL RIZZO-3RD GRADE ELA
10. ROBERT RUCKER- MUSIC
11. NICOLE ZIVKOVIC-DANCE

B. APPROVAL OF RESIGNATION(S)

**RESOLUTION 16-109** "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, ACCEPTS WITH REGRET THE FOLLOWING RESIGNATIONS:

1. THOMAS JOHNSON
2. TAYLOR MANDEL
3. MARIBELLA MILLER"

C. APPROVAL OF SUBSTITUTE SALARIES

**RESOLUTION 16-110** "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE SUBSTITUTE TEACHER SALARY FOR THE 2015-2016 SCHOOL YEAR AT \$100/DAY."

D. APPROVAL OF STIPEND FOR TEACHER INTERVIEW PANELISTS

**RESOLUTION 16-111** "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES A STIPEND OF \$100/DAY FOR TEACHERS THAT PARTICIPATED IN THE SUMMER INTERVIEWS."

1. VIRGINIA WOOLLEY
2. ROBIN NEHILA
3. ANIBAL GARCIA
4. KIMBERLY LAROCHELLE
5. AMANDA AVENA
6. MARIA SFONDOURIS
7. ANTONIO BERDECIA
8. SHANNON TURNER
9. FARIDEH BAHRAMI

**E. APPROVAL OF PROFESSIONAL DEVELOPMENT FOR TEACHERS**

**RESOLUTION 16-112** “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE PROFESSIONAL DEVELOPMENT FOR TEACHERS WITH CHARTER SCHOOL ESSENTIALS CURRICULUM MAPPING, DANIELSON GROUP, & ELA NOVEL BASED PROFESSIONAL DEVELOPMENT.”

**F. APPROVAL OF NJASBO TRAINING FOR SCHOOL BUSINESS ADMINISTRATOR**

**RESOLUTION 16-113** “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE PROFESSIONAL DEVELOPMENT FOR THE SCHOOL BUSINESS ADMINISTRATOR AS REQUIRED BY NJASBO FOR THE 2015-2016 SCHOOL YEAR.”

**G. APPROVAL OF NEW CONTRACT FOR CAO/DIRECTOR**

**RESOLUTION 16-114** “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL CANCELS THE CURRENT CONTRACT AND APPROVES THE NEW CONTRACT FOR THE 2015-2017 SCHOOL YEARS AS ATTACHED.”

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

**XVI. Policy – Mr. Henry McCloud, Chairperson**

**10 Minutes**

**A. STRAUSS ESMAY POLICY UPDATES**

**RESOLUTION 16-115** “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, HEREBY ACCEPTS THE FIRST READ THE FOLLOWING NEW AND REVISED POLICIES AND REGULATION:

1. 3322 – STAFF MEMBER’S USE OF PERSONAL CELLULAR TELEPHONES/OTHER COMMUNICATION DEVICES - POLICY
2. 4322 – STAFF MEMBER’S USE OF PERSONAL CELLULAR TELEPHONES/OTHER COMMUNICATION DEVICES - POLICY
3. 5330 – ADMINISTRATION OF MEDICATION – POLICY & REGULATION(M)
4. 5339 – SCREENING FOR DYSLEXIA – POLICY (M)
5. 8540 – FREE AND REDUCED RATE MEALS – POLICY & REGULATION
6. 8550 – OUTSTANDING FOOD SERVICE CHARGES – POLICY
7. 8820 – OPENING EXERCISES – POLICY
8. 5756 – TRANSFER STUDENTS

*Motion to Accept First Read of Item A 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**

**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. 1<sup>st</sup> Annual Community BBQ – September 12, 2015, 12pm – 4pm
- B. September 21, 2015 – Regular Board Meeting, 6:30PM