

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

September 21, 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 September 16, 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. Presentation: School/Guidance Counselors

5 Minutes

V. Correspondence

1 Minute

- A. NJ Department of Health
- B. Educational Risk Insurance Consortium – North

VI. New Business – New Board Members Update

5 Minutes

VII. Student Liaison – N/A

VIII. Teacher Liaison – N/A

IX. 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.

X. Approval of Minutes

5 Minutes

- A. August 24, 2015 - Regular Board Meeting
- B. August 24, 2015 - Executive Session

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

XI. President's Report – Dr. Brian Kramer

10 Minutes

XII. Chief Academic Officer/Director's Report – Ms. Danielle West

20 Minutes

A. September 2015 Director's report – See attached

B. APPROVAL OF STAFF HANDBOOK

RESOLUTION 16-118 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE REVISION OF THE STAFF HANDBOOK FOR THE 2015-2016 SCHOOL YEAR."

C. APPROVAL OF PARENT/STUDENT HANDBOOK

RESOLUTION 16-119 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE REVISION OF THE PARENT/STUDENT HANDBOOK FOR THE 2015-2016 SCHOOL YEAR."

D. APPROVAL OF FIELD TRIPS

RESOLUTION 16-120 "RESOLVED THAT THE QUEEN CITY ACADEMY UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE FOLLOWING FIELD TRIP(S) FOR THE 2015-2016 SCHOOL YEAR"

- 4th Grade – Drumthwacket – Princeton, NJ (No Cost)

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

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

10 Minutes

XIV. Finance – Ms. Marlene Harvey, Chairperson

10 Minutes

A. Motion to Approve the September expenditure reports/bill listing and payroll (Attachment)

B. Motion to Approve payment requests to Belmont Construction as submitted by the contractor and approved by the architect and bank (Attachment) and transfer from capital reserves funds

C. Motion to Approve the acceptance of \$145.38 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)

D. Motion to Approve Don Dietrich as our E-rate Consultant renewal contract for \$1,350.00

E. Board Secretary's Certification of Accounts

Pursuant to N.J.A.C. 6A:23-2.10c3, I certify that as of July 31, 2015, no major budgetary line item account expenditure exceeds the amount appropriated by the district Board of Trustees.



Charlene Jones
Board Secretary

September 14, 2015
Date

Board Certification of Accounts

RESOLVED: After review of the Secretary's and Treasurer's reports for July 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-E was made by _____, seconded by _____, and approved _____ P.M.

XV. Facilities – Ms. Sherylyn Tucker, Chairperson

10 Minutes

- A. Facilities Expansion Project: Auditorium Conversion to New Classrooms
- B. September Report- Technology and Facilities Updates
- C. Request for Use of Facilities
- D. ACCEPTANCE OF UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS
RESOLUTION 16-121 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS AND THE QCACS EMERGENCY MANAGEMENT PLAN FOR THE 2015-2016 SCHOOL YEAR”
- E. AUTHORIZE PROPER DISPOSAL OF TASKALFA620 COPY MACHINE
RESOLUTION 16-122 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE SCHOOL BUSINESS ADMINISTARTOR, APPROVES THE PROPER DISPOSAL OF THE COPY MACHINE TASKALFA620, SERIAL#QFU9900981”

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

XVI. Human Resources – Mr. Mark Sharp, Chairperson

10 Minutes

- A. ACCEPTANCE OF SUBSTITUTE TEACHERS
RESOLUTION 16-123 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE FOLLOWING SUBSTITUTE TEACHER(S) FOR EMPLOYMENT FOR THE 2015-2016 SCHOOL YEAR:
 - GARRETT GIANNESCHI
 - WREN A. STEVENS “
- B. APPROVAL OF NEW HIRE MULTIPURPOSE AIDE
RESOLUTION 16-124 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE FOLLOWING MULTIPURPOSE AIDE HIRE FOR EMPLOYMENT FOR THE 2015-2016 SCHOOL YEAR:
 - GERALDINE ASCENCIO – MULTIPURPOSE AIDE - \$XXX “
- C. APPROVAL OF STIPEND FOR PD FACILITATOR
RESOLUTION 16-125 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES \$400 STIPEND FOR THE PROFESSIONAL DEVELOPMENT FACILITATOR, KAREN KANE, FOR WORKSHOPS”
- D. APPROVAL OF PROFESSIONAL DEVELOPMENT FOR TEACHERS
RESOLUTION 16-126 “RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE PROFESSIONAL DEVELOPMENT FOR TEACHERS AS FOLLOWS:
 - UNITS OF STUDY IN READING CONFERENCE DAY SEMINAR – K-2 – COLUMBIA TEACHER COLLEGE - \$165 PER PERSON
 - ANIBAL GARCIA
 - MARIA SFONDOURIS
 - ELANA DYZENAUS
 - AMANDA AVENA
 - WE GROW READERS – COLUMBIA TEACHER COLLEGE - \$85 PER PERSON
 - ELANA DYZENHAUS
 - AENJ CONFERENCE/MEMBER AND WORKSHOPS - \$150.00
 - JOANNA ELLMERS “

E. APPROVAL OF RESIGNATION(S)

RESOLUTION 16-127 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, ACCEPTS WITH REGRET THE FOLLOWING RESIGNATIONS:

- KAREN KANE "

F. APPROVAL OF STIPEND(S) FOR 2015-2016 SCHOOL YEAR

RESOLUTION 16-129 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, APPROVES THE EXTRA COMPENSATION / STIPENDS FOR THE 2015-2016 SCHOOL YEAR FOR THE FOLLOWING:

- Kimberley LaRochelle – Detention Monitor - \$30/Hour "

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

XVII. Policy – Mr. Henry McCloud, Chairperson

10 Minutes

A. STRAUSS ESMAY POLICY UPDATES

RESOLUTION 16-128 "RESOLVED THAT THE QUEEN CITY ACADEMY CHARTER SCHOOL, UPON THE RECOMMENDATION OF THE CAO/DIRECTOR, HEREBY ACCEPTS THE SECOND READ AND ADOPTION OF THE FOLLOWING 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. 5615 – SUSPECTED GANG ACTIVITY
9. 5756 – TRANSGENDER STUDENTS

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

XVIII. Old Business

5 Minutes

A. FRIENDS OF QCA UPDATE - ANDREA SILVERSHEIN

XIX. Adjournment – Regular Meeting

1 Minute

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.

XX. Adjournment – Executive Session/Closed Meeting

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

Reminder: October 19, 2015 – Regular Board Meeting, 6:30PM