

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

October 12, 2011 – 7:00 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 Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Courier News on October 7, 2011 and posted at the entrances of the school.

II. Roll Call **1 Minute**

Ms. Julie Jerome	_____	Ms. Andrea Silvershein	_____
Dr. Brian Kramer	_____	Ms. Gayle Jones	_____
Dr. Eugene Dudley	_____	Ms. Cornethia McCloud	_____
Mr. Mark Sharp	_____	Ms. Sherylyn Tucker	_____
Mr. Omowale Morgan	_____		

III. Flag Salute **1 Minute**

IV. Correspondence **5 Minutes**

A. None

V. Student Liaison – TBD **10 Minutes**

VI. Teacher Liaison – Ms. Michelle Jones **10 Minutes**

VII. Public Participation **10 Minutes**

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.

VIII. Approval of Minutes **5 Minutes**

A. September 14, 2011

Motion to Approve was made by _____, seconded by _____, and approved _____.

IX. President's Report **10 Minutes**

X. Chief Academic Officer/Director's Report **30 Minutes**

A. Director's Report- September

B. **Motion to Approve** the annual **State Memorandum of Agreement (MOA)** in accordance with N.J.A.C. 6A:16-6.2(b)13 through 15 as approved by the Attorney General and the Commissioner of Education of the State of New Jersey.

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

XI. Curriculum – Mark Sharp, Chairperson **1 Minute**

- A. Grade 2, ELA, Unit6
- B. Grade 3, ELA, Unit 6
- C. Grade 4, ELA, Units 2-5
- D. Grade 6, ELA, Units 1-4
- E. Kindergarten, Math, Units 3-6
- F. Grade 7, Science, Units 3 & 4

XII. Finance – **10 Minutes**

- A. **Motion to Approve** the 2010-11 Financial Audit as presented by Barre & Company
- B. **Motion to Approve** the expenditure report from September 15 to October 12, 2011 in the amount of **\$ 288,239.91** (attached)
- C. **Motion to Approve**, pursuant to N.J.A.C. 6:20-2,13, the Board of Trustees certifies that as of September 30, 2011, after review of the **Secretary's and Treasurer's monthly financial reports (appropriations section) for September 2011**, and upon consultation with the appropriate district officials, that to the best of their knowledge no major account or fund has been over expended in violation of the above statute, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (attached)
- D. **Motion to Approve** the travel reimbursement rate of \$0.32/mile for school related travel for all district employees with an annual maximum amount of \$1500 per employee pursuant to N.J.A.C. 6A:23A-7.1.
- E. **Motion to Approve** the New Jersey School Boards Association Insurance Safety Grant in the amount of \$5,000 for the 2011-12 school year.
- F. **Motion to Approve** the contract for Professional Development services with Charter School Start-up, LLC (Cynthia Millinger) for \$7,000 for the period October 17, 2011 to March 30, 2012 (attached)

G. **Motion to Approve** the filing of **Amendment #2 of the NCLB Title IA 2010-11 Grant** to budget the Carryover from 2009-10 fiscal year as follows:

i.	100-100	Salaries	\$ 91,565
ii.	100-600	Instructional Supplies	47,394
iii.	200-200	Benefits	18,313
iv.	200-300	Prof & Tech Services	<u>8,740</u>
		TOTAL	\$ 166,012

H. **Motion to Approve** the following budgetary transfers:

<u>From</u>		<u>To</u>		<u>Amount</u>
11-190-100-890-000	Misc Expense- Instr	11-190-310-800-000	Other Salaries (Stipends)	\$ 1000.00

I. **Board Secretary's Certification of Accounts**

i.

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of **September 30, 2011**, no major budgetary line item account expenditure exceeds the amount appropriated by the district Board of Education.

 Jesse Cohen
 Board Secretary

October 12, 2011
 Date

ii. Board Certification of Accounts

RESOLVED: *After review of the Secretary's and Treasurer's reports for August 2011 (Revised) and September 2011 and based upon consultation with and representations of the appropriate district officials (Secretary, Treasurer and Chief Academic Officer/Director), the Board of Education 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 Approve Items A through I was made by _____, seconded by _____, and approved _____.

- J. NCLB carryover discussion
- K. Flexible Spending Plan (FSA) mandated- discussion

XIII. Facilities – Mark Sharp, Chairperson 10 Minutes

- A. Facilities Report – September: Jesse Cohen
 - i. HVAC Proposal – Music Room

XIV. Human Resources – Dr. Brian Kramer, Chairperson

10 Minutes

A. **Motion to Approve**, upon the recommendation of the Chief Academic Officer/Director, the hiring of the following personnel for the remainder of the 2011-2012 school year, prorated and effective October 17, 2011, with the employee’s appointment being contingent upon successful criminal history review.

i. Ms. Nancy Lombardi Part-time ESL Teacher @ \$25,000/year (without benefits)

B. **Motion to Approve** the following stipend positions to be paid at the end of the 2011-12 fiscal year:

- i. Gymnastics Club Coordinator Ms. Robin Nehila \$ 500
- ii. After-school Substitute Ms. Robin Nehila \$ 500

C. **Motion to Approve** Ms. Vanessa Jones as an after-school Homework Club teacher at \$25/hour replacing Ms. Asha Hillman.

Motion to Approve items A through C was made by _____, seconded by _____, and approved _____.

Motion:	Second:					Passed:			
Roll Call	Jerome	Kramer	Dudley	Sharp	Morgan	Silvershein	Jones	McCloud	Tucker
YES									
NO									
ABSTAIN									
ABSENT									

XV. Policy – Gayle Jones, Chairperson

10 Minutes

A. None

XVI. Old Business

10 Minutes

- A. Board Member Criminal History Checks
- B. Middle States Schedule Review

XVII. New Business

10 Minutes

- A. Dr. Brian Kramer (Board Member) lease agreement with Ms. Kalika Glover (Teacher)
- B. Use of the Auditorium and rest room facilities by the Girls Scouts for meetings to be held on the last Friday of each month at 7 pm beginning October 28, 2011 through April 30, 2012 pending landlord notification. Meeting will be attended by Board Member Sherylyn Tucker.

Motion to Approve Item B was made by _____, seconded by _____, and approved _____.

XVIII. Executive Session

10 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 Open Executive Session made by _____, seconded by _____, and approved at _____ PM.

A. Build with Purpose

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

XIX. Adjournment

1 Minute

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