

**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.*

**Board of Trustees**

**AGENDA**

**October 19, 2015 – 6:30 p.m.**

**I. Call to Order**

**II. Meeting Notice Announcement**

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 October 15, 2015 and posted at the entrances of the school.

**III. Flag Salute**

**IV. Roll Call**

Dr. Brian Kramer	_____	Mr. Henry McCloud	_____
Ms. Gail Bennett-Tafaro	_____	Mr. Omowale Morgan	_____
Ms. Marlene Harvey	_____	Ms. Andrea Silvershein	_____
		Ms. Sherylyn Tucker	_____

**V. Correspondence**

- A. Invitation: SSE&C Law Firm invitation for a Reception during the *Annual Workshop*, Wednesday, October 28, 2015, 5pm – 7pm
- B. Resignation Letter – Mark Sharp

**VI. New Board Member(s) Update**

**VII. Public Participation – 2 Minutes per person**

**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.

**VIII. Board Committee Reports**

- A. President's Report – Dr. Brian Kramer
- B. Curriculum – Ms. Gail Bennett-Tafaro, Chairperson
- C. Finance – Ms. Marlene Harvey, Chairperson
  - FY15 Preliminary Audit Update

- D. Facilities – Ms. Sherylyn Tucker, Chairperson
  - Facilities Expansion Project/Facilities and Technology Report
- E. Human Resources
- F. Policy – Mr. Henry McCloud, Interim Chairperson

**IX. Chief Academic Officer/Director’s Report / Student Achievement – Ms. Danielle West**

- See attached report

**X. Executive Session**

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 Enter into Executive Session** in accordance with the Open Public meetings Act to discuss confidential Personnel and Legal Issues as listed above.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved at \_\_\_\_\_ PM.

**Roll Call Vote**

Dr. Brian Kramer	_____	Mr. Henry McCloud	_____
Ms. Gail Bennett-Tafaro	_____	Mr. Omowale Morgan	_____
Ms. Marlene Harvey	_____	Ms. Andrea Silvershein	_____
_____	_____	Ms. Sherylyn Tucker	_____

**Motion to Close** the Executive Session and return to Public Session made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved at \_\_\_\_\_ PM.

**Roll Call Vote**

Dr. Brian Kramer	_____	Mr. Henry McCloud	_____
Ms. Gail Bennett-Tafaro	_____	Mr. Omowale Morgan	_____
Ms. Marlene Harvey	_____	Ms. Andrea Silvershein	_____
_____	_____	Ms. Sherylyn Tucker	_____

**XI. Regular Consent Agenda**

*The following items have been deemed to be matter of routine business and will be voted on by one motion:*

- 16-130 - Approve Regular Minutes from the September 21, 2015 meeting.

16-131 - Approve Executive Minutes from the September 21, 2015 meeting.

16-132 - Approve the following Field Trips:

<u>Place</u>	<u>Grade</u>	<u>Date</u>
Ort Farms, Long Valley, NJ	Grade 1	October 27 <sup>th</sup>
Ort Farms, Long Valley, NJ	Kindergarten	October 29 <sup>th</sup>
Sony Wonder Technology Lab, New York, NY	Grades 3 - 8	May 13 <sup>th</sup>

16-133 - Approve the October 2015 expenditure reports/bill listing and payroll (Attachment)

16-134 - Approve budget transfers (See attachment)

16-135 - 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

16-136 - Motion to Approve official change order - AIA Document G701-2001 from Belmont Construction as submitted by the contractor and approved by the architect utilizing the contingency of \$25,000.

16-137 - Motion to Approve the acceptance of \$96.92 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)

16-138 - Approval of Annual Charter School Fiscal Questionnaire

16-139 - Approve Board Secretary's Certification of Accounts

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



Charlene Jones  
Board Secretary

October 14, 2015  
Date

**Board Certification of Accounts**

**RESOLVED:** After review of the Secretary's and Treasurer's reports for August 2015 -September 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.

16-140 - On the recommendation of the CAO/Director, approve the professional development for Teachers:

Program Name	Date	Employees	Event Cost	Travel & Other Costs
Data Day	Oct. 26 <sup>th</sup>	Teachers & Instructional Staff	N/A	N/A
ELA Coaching	4 sessions, Oct 29, Nov 12 <sup>th</sup> , Dec. 3 <sup>rd</sup> , & TBD	Teachers & Instructional Staff	\$1500.00/session	N/A
NJEA Convention, Atlantic City	November 5 <sup>th</sup> – 6 <sup>th</sup>	Teachers and Staff	N/A	N/A

16-141 - On the recommendation of the CAO/Director, approve the stipends for extra-curricular activities for the following teachers and staff:

Afterschool Activity	#Positions	Grade Levels Served	# of Scholars Served	Stipended Amount	Teacher for Approval
Science Testing Coordinator	1	4th & 8th		\$500.00	
Yearbook/ Picture Advisor	1	8th	Max. 20	\$1,000.00	S. Turner
Student Council Advisor	2	1st - 8th	25-30	\$1,000.00	K. Dimaggio / K. Purnell
8 <sup>th</sup> Grade Advisor	1	8th	Max. 36	\$1,000.00	K. LaRochelle/ S. Phillips
Math Club	1	4th -8th	Max. 20	\$1,000.00	Robin Nehila
Choir Director	1	1st-8th	Max.75	\$1,000.00	R. Rucker
Male Mentoring	2	4th- 8th	Max. 50	\$1,000.00	A. Berdecia/ A. Garcia
Girls Mentoring	2	5th-8th	Max. 50	\$1,000.00	T. Asbury / J. Chiles
Soccer Club Coordinator	1	4th -8th	Max. 60	\$1,400.00	G. Corcoran
Parent Outreach Coordinator	2	N/A	N/A	\$500.00	T. Asbury / J. Chiles
Technology Club	1	3rd-8th	Max. 60	\$1,000.00	S. Phillips
Garden Club	1	K-3rd	Max. 60	\$800.00	A. Williamson
PARCC Testing Coordinator	2	3rd-8th	Schoolwide	\$1,400.00	K. LaRochelle/ S. Phillips
Dance Club Facilitator	1	3rd-8th	Max. 60	\$1,000.00	Nicole Zickovic
Science Fair	2	K-8th	Schoolwide	\$500.00	Ms. Elmahalawy
Hope Club	1	4th-8th	Max.25	\$1,000.00	Virgina Woolley
1st Tee Golf		3rd-8th	N/A	N/A	
Girl Scouts Lead On		K-4th	N/A	N/A	
A-Net Testing Facilitator	1	3rd-8th		\$1,000.00	A. Berdecia
SNEARS Lunch Coordinator	1			\$1,500.00	K. Alvarez
<u>Grant Funded</u>					
Title I Homework Club Teacher	8	3rd- 8th	Max. 100	\$40.00per day	K. Purnell, A.Mayers, S. Turner
After School Supervisor	1	3rd-8th		\$45.00per day	F. Bahrami

16-142 - Approve the Facilities and Technology report (See attachment)

16-143 - On the recommendation of the CAO/Director, approve the revised 2015-2016 School Calendar

16-144 - On the recommendation of the CAO/Director, approve the following Strauss Esmay policies and regulation as follows:

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

**RESOLVED** that the Queen City Academy Charter School Board of Trustees accepts the recommendation of the CAO/Director to approve the above-identified consent agenda items numbers 16-130 through 16-143.

**Roll Call Vote**

Dr. Brian Kramer	_____	Mr. Henry McCloud	_____
Ms. Gail Bennett-Tafaro	_____	Mr. Omowale Morgan	_____
Ms. Marlene Harvey	_____	Ms. Andrea Silvershein	_____
_____	_____	Ms. Sherylyn Tucker	_____

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**XII. Regular Agenda**

**16-145 -** \_\_\_\_\_

**Roll Call Vote**

Dr. Brian Kramer	___	Mr. Henry McCloud	___
Ms. Gail Bennett-Tafaro	___	Mr. Omowale Morgan	___
Ms. Marlene Harvey	___	Ms. Andrea Silvershein	___
_____	___	Ms. Sherylyn Tucker	___

**XIII. Other Items**

- A. Friends of QCA Update - Andrea Silvershein
- B. November 16, 2015 – Regular Board Meeting, 6:30pm
- C. Annual Board Retreat – Date TBD

**XIV. Adjournment – Regular Meeting**

**Motion to Adjourn** made by \_\_\_\_\_, seconded by \_\_\_\_\_,  
and approved at \_\_\_\_\_ PM.

**Roll Call Vote**

Dr. Brian Kramer	___	Mr. Henry McCloud	___
Ms. Gail Bennett-Tafaro	___	Mr. Omowale Morgan	___
Ms. Marlene Harvey	___	Ms. Andrea Silvershein	___
_____	___	Ms. Sherylyn Tucker	___

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