

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

December 14, 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 December 3, 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. Response Letter to Rose of Sharon Re: Gym Use November 26, 2011
- B. Update on OPRA Request – Star Ledger
- C. Letter from Ms. Christine Gallucci

V. Student Liaison – Chantal Herrera **10 Minutes**

VI. Teacher Liaison – Ms. Sharon Phillips **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. November 9, 2011 (Regular Meeting)
B. November 18, 2011 (Site Committee Meeting)

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- December
B. HIB Reports : September, October, November

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

- XI. Curriculum – Mark Sharp, Chairperson** **1 Minute**
A. None.

- XII. Finance –** **10 Minutes**

- A. **Motion to Approve** the expenditure report from November 10 to December 14, 2011 in the amount of **\$ 282,090.32** (attached)
B. **Motion to Approve**, pursuant to N.J.A.C. 6:20-2,13, the Board of Trustees certifies that as of November 30, 2011, after review of the **Secretary's and Treasurer's monthly financial reports (appropriations section) for November 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)
C. **Motion to Approve** the acceptance of the \$200 donation from the Raritan Valley Chapter of Link Fund Raisers & Grants, Inc. into the Paula DeVinuto Scholarship Fund.
D. **Motion to Approve the following:**

WHEREAS, The New Jersey School Boards Association Insurance Group (NJSBAIG) Board of Trustees approved proposed amendments to its Bylaws at a public meeting on October 19, 2011 in accordance with Article IX (C) 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 Board of Trustees held on the 14th day of December 2011, the Board hereby approves the proposed amendments to the NJSBAIG Bylaws.

- E. **Motion to Approve** the Professional Development Plan contract for NJ ASK Parent Awareness Nights on January 17, 18, and 19, 2012 with the New Jersey Teacher-to-Teacher, LLC (attached).
- F. **Motion to Approve** the contract of engagement for the law firm of Graham Curtin, P.A. for the purposes of special real estate counsel at a cost not to exceed \$20,000 (attached).

G. Board Secretary’s Certification of Accounts

i.

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

 Jesse Cohen
 Board Secretary

December 14, 2011
 Date

ii. Board Certification of Accounts

RESOLVED: *After review of the Secretary’s and Treasurer’s reports for November 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.*

- H. Food Service – Delinquency Balance Update
- I. Flexible Spending Account (FSA) Update

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

XIII. Facilities – Mark Sharp, Chairperson

10 Minutes

- A. Facilities Report – November: Jesse Cohen (attached)

XIV. Human Resources – Dr. Brian Kramer, Chairperson

10 Minutes

- A. **Motion to Approve**, upon the recommendation of the Chief Academic Officer/Director, the following updated job descriptions:
 - i. School Business Administrator (attached)
 - ii. Assistant to the School Business Administrator (attached)
 - iii. Part-time Administrative Assistant (attached)

- B. **Motion to Approve**, upon the recommendation of the Chief Academic Officer/ Director, the withdrawal of resignation by Mr. Jesse Cohen from the position of School Business Administrator/ Board Secretary (attached).

- C. **Motion to Approve**, upon the recommendation of the Chief Academic Officer/ Director, the resignation of Ms. Karen Richards, Social Worker, effective January 5, 2012 (attached)

- D. **Motion to Approve**, upon the recommendation of the Chief Academic Officer/Director, the approval of the following addition, not to exceed 1 hour/day:
 - i. Ms. Frankie McNeal Breakfast Supervisor \$15/hour

Motion to Approve Items A through D 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. **Policies: SECOND and FINAL READING**
 - i. 0142 Board Member Qualifications, Prohibited Acts, and Code of Ethics (By-Law)
 - ii. 2431.4 Prevention and Treatment of Sports-related Concussions and Head Injuries
 - iii. 5512 Harassment, Intimidation, and Bullying (Revised)
- B. **Regulations: SECOND and FINAL READING**
 - i. 2431.4 Prevention and Treatment of Sports-related Concussions and Head Injuries
- C. **Policies: FIRST READING**
 - i. 5519 Dating Violence at School
 - ii. 8505 School Nutrition
- D. **Regulations: FIRST READING**
 - i. 5519 Dating Violence at School

XVI. Old Business

10 Minutes

- A. Board Member Criminal History Checks
- B. Fulbright Scholarship Discussion

XVII. New Business

10 Minutes

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
- B. Personnel Matters

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