

**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**

**April 13, 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 April 8, 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. Reorganization Meeting 15 Minutes**

**A. Nomination of Officers**

i. Election of the President - \_\_\_\_\_

Motion:	Second:									Passed:	Y/N
Roll Call	JJ	BK	ED	MS	OM	AS	GJ	CM	ST		Total
YES											
NO											
ABSTAIN											
ABSENT											

ii. Election of the Vice-President - \_\_\_\_\_

<b>Motion:</b>	<b>Second:</b>									<b>Passed:</b>	<b>Y/N</b>
<b>Roll Call</b>	<b>JJ</b>	<b>BK</b>	<b>ED</b>	<b>MS</b>	<b>OM</b>	<b>AS</b>	<b>GJ</b>	<b>CM</b>	<b>ST</b>		<b>Total</b>
YES											
NO											
ABSTAIN											
ABSENT											

iii. Election of the Secretary - \_\_\_\_\_

<b>Motion:</b>	<b>Second:</b>									<b>Passed:</b>	<b>Y/N</b>
<b>Roll Call</b>	<b>JJ</b>	<b>BK</b>	<b>ED</b>	<b>MS</b>	<b>OM</b>	<b>AS</b>	<b>GJ</b>	<b>CM</b>	<b>ST</b>		<b>Total</b>
YES											
NO											
ABSTAIN											
ABSENT											

iv. Election of the Treasurer - \_\_\_\_\_

<b>Motion:</b>	<b>Second:</b>									<b>Passed:</b>	<b>Y/N</b>
<b>Roll Call</b>	<b>JJ</b>	<b>BK</b>	<b>ED</b>	<b>MS</b>	<b>OM</b>	<b>AS</b>	<b>GJ</b>	<b>CM</b>	<b>ST</b>		<b>Total</b>
YES											
NO											
ABSTAIN											
ABSENT											

**B. Motion to Approve the determination of regular board meeting dates and times and the annual reorganization meeting:**

- Wednesday, May 11, 2011, starting at 7:00 pm.
- Wednesday, June 8, 2011, starting at 7:00 pm.
- Wednesday, August 10, 2011, starting at 7:00 pm.
- Wednesday, September 14, 2011, starting at 7:00 pm.
- Wednesday, October 12, 2011, starting at 7:00 pm.
- Wednesday, November 9, 2011, starting at 7:00 pm.
- Wednesday, December 14, 2011, starting at 7:00 pm.
- Wednesday, January 11, 2012, starting at 7:00 pm.
- Wednesday, February 8, 2012, starting at 7:00 pm.
- Wednesday, March 14, 2012, starting at 7:00 pm.
- Wednesday, April 18, 2012, starting at 7:00 pm, reorganization.
- Wednesday, April 18, 2012, starting at 7:30 pm, regular meeting.

**C. Motion to Approve all Board policies, procedures, regulations, curriculum and programs, and basic textbooks and resources employed in the operation of the school in accordance with state law and regulations, effective July 1, 2011.**

- D. **Motion to Approve TD Bank as the depository of record for the Queen City Academy Charter School accounts:**
  - Operating Account
  - Clubhouse Account
  - Payroll Account
  - Payroll Agency Account
  - Summer Plan Account
  - State Unemployment Account
  - Student Activities Account
  - Paula DiVenuto Memorial Account
  - School Lunch Account
  - QCA Account (Ray Blanco Scholarship Fund)
- E. **Motion to Approve all checks drawn against all accounts are signed by any two of the following:**
  - Business Administrator/Board Secretary
  - Board President
  - Board Vice President
- F. **Motion to Approve maintaining the following Petty Cash:**
  - Petty Cash \$500
  - Petty Cash Limit per expense \$75
- G. **Motion to Approve the Courier-News as the school's official newspaper.**
- H. **Motion to Approve Jesse L. Cohen as the School Business Administrator/Board Secretary.**
- I. **Motion to Approve Barre & Company as the school's auditors at an amount not to exceed \$15,000.**
- J. **Motion to Approve The Fortitude Group, Inc. the school's insurance provider.**
- K. **Motion to Approve Amanda Avena as the Affirmative Action person.**
- L. **Motion to Approve Judith Hester as the Title IX person.**
- M. **Motion to Approve Theresa Radline as the Homeless Liaison.**
- N. **Motion to Approve Judith Hester as the 504 Coordinator.**

**Motion to Approve Items B through N** was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved \_\_\_\_\_.

- V. **Correspondence** **5 Minutes**
  - A. Rutgers – Grow Healthy Grant Award
  - B. State of New Jersey – Department of Agriculture, Coordinated Review Effort
- VI. **Student Liaison – Aidah Muhammad** **5 Minutes**
- VII. **Teacher Liaison – Lori Meyer/ Thomas Johnson** **10 Minutes**
- VIII. **Public Participation** **15 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.

**IX. Approval of Minutes** **5 Minutes**  
A. March 9, 2011

**Motion to Approve** was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved \_\_\_\_\_.

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

**XI. Chief Academic Officer/Director's Report** **15 Minutes**  
A. Director's Report  
B. Professional Development Plan 2011-12  
C. School Calendar 2011-12

**Motion to Approve Items A through C** was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved \_\_\_\_\_.

**XII. Curriculum – Mark Sharp, Chairperson** **10 Minutes**  
A. Grade K, ELA Units 1, 2 & 3  
B. Grade 5, ELA Unit 1

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

**XIII. Finance –** **10 Minutes**

- A. **Motion to Approve** the expenditure report from March 10 to April 13, 2011 in the amount of **\$xxx,xxx.xx** (attached).
- B. **Motion to Approve**, pursuant to N.J.A.C. 6:20-2,13, the Board of Trustees certifies that as of March 31, 2010, after review of the **Secretary's and Treasurer's monthly financial reports (appropriations section) for March 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. (attachment)
- C. **Motion to Approve** Transfers of:
  - i. \$1,000 from 11-130-100-101-000-043 (Salaries: Grades 5-8) to 11-000-221-102-000-055 (Salar Supervisory- Improv Inst) for Curriculum Stipend.
  - ii. \$ 19.31 from 11-000-230-610-000-058 (General Supplies – Admin) to 11-000-230-890-000-063 (Misc. Expenditures – Admin) for Middles States Accreditation expenditures.
  - iii. \$ 9101 from 20-460-100-300-000-101 (IDEA ARRA-Inst Purch Srvs) to 20-460-100-600-000-101 (IDEA-ARRA-Inst Supplies) per IDEA ARRA Amendment 1
- D. **Motion to Approve Central Valley Lawn Service contract for 2011-12**
- E. **Motion to Approve the use of State Contract #WN88ABZ for the purchase of Dell laptop computers pursuant to N.J.A.C 18A:18A-10 in the amount of \$20,125.60 under the NCLB ARRA grant 2009-2011.**
- F. **Motion to Approve the following regular travel reimbursements:**

- i. Ms. Theresa Radline in the amount of \$39.60 for attendance at the Celebration of Teachers and Learning in New York City on Friday, March 18, 2011
- ii. Ms. Jessica Prentice in the amount of \$27.28 for mileage associated with the pick-up of two printers from the Kittatinny School District in Newton, New Jersey.
- G. **Motion to Approve the Budget** for the 2011-12 School Year (Revised) (attached)
- H. **Motion to Approve the filing of the IDEA 2009-10 Final Report.**
- I. **Motion to Approve changing the payroll date** from April 29, 2011 to April 21, 2011 to accommodate Spring Break.
- J. **Motion to Approve the Corrective Action Plan** for the Coordinated Review Effort (CRE) for the New Jersey Department of Agriculture Division of Food and Nutrition Services dated February 14, 2011.
- K. **Motion to Approve the contract for speech and language services with Ms. Mary Femenella for the 2011-12** (attached)
- L. **Motion to Approve attendance at the NJASBO Conference by Mr. Jesse Cohen, School Business Administrator, on June 1-3 in Atlantic City, NJ.**
- M. **Board Secretary's Certification of Accounts**

i.

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of **March 31, 2011**, no major budgetary line item account expenditure exceeds the amount appropriated by the district Board of Education.

April 13, 2011  
Date

\_\_\_\_\_  
Jesse Cohen  
Board Secretary

ii. Board Certification of Accounts

**RESOLVED:** *After review of the Secretary's and Treasurer's reports for March 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 M** was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved \_\_\_\_\_.

**XIV. Facilities – 5 Minutes**

- A. Facilities Report – March: Jesse Cohen
- B. READS Discussion: Brian Keenan

**XV. Human Resources – Dr. Brian Kramer, Chairperson 10 Minutes**

**XVI. Policy – Gayle Jones, Chairperson**

**10 Minutes**

**A. Policies: FIRST READING**

- i. 1230 Chief Academic Officer/Director Duties
- ii. 1522 School Level Planning
- iii. 2132 School District Goals & Objectives
- iv. 2414 Programs & Services for Pupils in High Poverty & High Need School Districts
- v. 2440 Summer Session
- vi. 2461 Special Education/Receiving Schools
- vii. 5561 Use of Physical Restraints
- viii. 6150 Tuition Income
- ix. 6220 Budget Preparation
- x. 6311 Contracts for Goods or Services Funded by Federal Grants
- xi. 6820 Financial Reports

**B. Regulations: FIRST READING**

- i. 2414 Programs & Services for Pupils in High Poverty & in High Need School Districts
- ii. 2440 Summer Session
- iii. 2461 Special Education/Receiving Schools
- iv. 2461.01 Special Education/Receiving Schools-IEP Implementation
- v. 2461.02 Special Education/Receiving Schools-Suspension
- vi. 2461.03 Special Education/Receiving Schools-Pupil Records
- vii. 2461.04 Special Education/Receiving Schools-Special Education Related Services
- viii. 2461.05 Special Education/Receiving Schools-IEP Compliance
- ix. 2461.06 Special Education/Receiving Schools-Highly Qualified & Appropriately Certified Staff
- x. 2461.07 Special Education/Receiving Schools-Termination of Placement
- xi. 2461.08 Special Education/Receiving Schools-In-Service Training
- xii. 2461.09 Special Education/Receiving Schools-Statewide & District-Wide Assessment Programs
- xiii. 2461.10 Special Education/Receiving Schools-Full Educational Opportunity
- xiv. 2461.11 Special Education/Receiving Schools-Staff Consultation
- xv. 2461.12 Special Education/Receiving Schools-Length of School Day & Academic Year
- xvi. 3144 Certification of Tenure Charges
- xvii. 5561 Use of Physical Restraints

**Motion to Approve the First Reading of Policies i. through xi. and Regulations i. through xvii.** was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved \_\_\_\_\_.

**XVI. Old Business**

**10 Minutes**

- A. NJSBA Board Training

**XVII. New Business**

**10 Minutes**

- A. NJASBO Tenure Reform Board Resolution

**XVIII. Executive Session**

**30 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.

**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