

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

June 20, 2011 – 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 Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Courier News on June 2, 2011 and posted at the entrances of the school.

II. Roll Call **1 Minute**

Ms. Julie Jerome	<u>√</u>	Ms. Andrea Silvershein	<u>√</u>
Dr. Brian Kramer	<u>√</u>	Ms. Gayle Jones	<u> </u>
Dr. Eugene Dudley	<u>√</u>	Ms. Cornethia McCloud	<u>√</u>
Mr. Mark Sharp	<u>X</u>	Ms. Sherylyn Tucker	<u>√</u>
Mr. Omowale Morgan	<u>√</u>		<u> </u>

III. Flag Salute **1 Minute**

IV. Correspondence **5 Minutes**

- A. Letter from Ms. Christine Gallucci
- B. Letter from Department of Agriculture
- C. Response to the Department of Agriculture
- D. Letter to Rose of Sharon Re: sink installation
- E. Response from Rose of Sharon Re: sink installation
- F. Turrell Fund Award

V. Student Liaison – Aidah Muhammad **10 Minutes**

VI. Teacher Liaison – Lori Meyer/ Thomas Johnson **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. May 11, 2011

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

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

X. Chief Academic Officer/Director's Report **20 Minutes**

- A. Director's Report- June
- B. School Calendar 2011-12 Final
- C. **Motion to Approve** the Field Trip to the Liberty Science Center on July 15, 2011 as part of the Summer Title 1 Program. Trip will include approximately thirty students, five chaperones at an approximate cost of \$500 using NCLB ARRA funds.
- D. **Motion to Approve** the Field Trip to the Newark Museum on July 29, 2011 as part of the Summer Title 1 Program. Trip will include approximately thirty students, five chaperones at an approximate cost of \$500 using NCLB ARRA funds.
- E. **Motion to Approve** submitting the 2010-2011 Annual Report on or before August 1, 2011 with approval of the Executive Committee.
- F. **Motion to Approve** the Parent-Student Handbook 2011-12 and the Staff Handbook 2011-12 (attached)

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

XI. Curriculum – Mark Sharp, Chairperson **10 Minutes**

- A. Grade K, Math Unit 2
- B. Grade 2, Math Units 5-7
- C. Grade 4, Math Units 1-6
- D. Grade 5, ELA, Units 2-4

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

XII. Finance – **10 Minutes**

- A. **Motion to Approve** the expenditure report from May 12 to June 20, 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 May 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 Transfers of:

- i. \$ 2500.00 from 11-120-100-101-000-043 (Teachers Salaries-Grades 1-4) to:
 1. \$500 - 11-000-221-102-000-055 (Sal Supervisory-Improv Inst)
 2. \$2,000 – 11-130-100-101-100-043 (Sub Salaries: Grades 5-8)
- ii. \$2,500 – 11-130-100-101-000-043 (Salaries:Grades 5-8) to 11-130-100-101-100-043 (Sub Salaries: Grades 5-8)
- iii. \$15,000 from 11-000-291-270-000-054 (Health Benefits) to 11-190-100-610-000-047 (General Educational Supplies) for the purchase of lab furniture in two classrooms under MRESC State Contract #MRESC 10/11-19
- iv. \$3,300 from 11-000-219-320-000-045 (Purch Prof Svcs Spec Ed) to 11-000-251-320-000-055 (Purch Prof Svcs- Business) for remaining Payroll and Fire Protection Services
- v. \$313.68 from 11-000-262-420-000-068 (Maintenance Svcs) to 11-000-262-610-000-071 (Maintenance- General Supplies) to balance account
- vi. \$1,000 from 11-000-251-105-000-053 (Sal: Clerical Business) to 11-000-240-105-000-053 (School Admin:Secret/Cler Sal) to cover balance for May
- vii. \$3,000 from 11-190-100-610-000-047 (Gen Educ Supplies) to 11-000-230-610-000-058 (Gen Admin Supplies) for Year End Balances
- viii. \$6,000 from 11-000-223-320-000 (Purch Svcs- Instr Staff) to 11-000-240-105-000 (School Admin-Secret/Cler Sal) for Year End Balances
- ix. \$1,000 from 11-000-291-270-000-054 (Health Benefits) to 11-000-291-220-000-054 (Board Share FICA) for Year End Balances
- x. \$3,000 from 11-000-216-320-000 (Spec Ed Svcs) to 11-000-230-895-000 (BOE Memberships Dues & Fees) for NJCSA Membership effective June 1, 2011

D. Motion to Approve transferring \$500 from the Ray Blanco Scholarship bank account (# 7862747628) to the Paula DeVinuto Scholarship Bank Account (# 7857690676).

E. Motion to Approve the contract with Perez & Bombelyn, P.C. for 2011-12 school year as Board Attorney (attached):

WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of "Professional Services": without competitive bids be adopted; NOW, THEREFORE, be it resolved by the Board of Trustees of The Queen City Academy that the firms of Perez & Bombelyn, P.C. be appointed as legal counsel for The Queen City Academy for the 2011-2012 school year without competitive bidding as a "Professional Service" in accordance with 18A:18A-5 of the Public Contracts Law.

F. Motion to Approve the receipt of a \$100 donation from Jimmy Goldberg to be deposited in the Paula DeVinuto Scholarship Fund.

G. Motion to Approve the annual award of \$500 to Aidah Muhammad from the Paula DeVinuto Scholarship Fund for **Outstanding Leadership**.

H. Motion to Approve the annual award of \$500 to Ivelisse Cuevas from the Ray Blanco Scholarship fund for **Most Improved Student** over a two year period.

I. Motion to Approve membership into the **New Jersey Charter School Association** at a cost of \$2,340 per year beginning June 1, 2011.

J. Motion to Approve establishing a Maintenance Reserve Account using approximately \$50,000 in anticipated surplus funds from the 2010-2011 fiscal year on or before June 30, 2011:

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Queen City Academy Charter School Board of Trustees wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Queen City Academy Charter School Board of Trustees has determined that up to \$50,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Queen City Academy Charter School Board of Trustees that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

K. Board Secretary's Certification of Accounts

xi.

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

Jesse Cohen
Board Secretary

June 20, 2011
Date

xii. Board Certification of Accounts

RESOLVED: *After review of the Secretary's and Treasurer's reports for May 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 K was made by _____, seconded by _____, and approved _____.

XIII. Facilities – Mark Sharp, Chairperson 10 Minutes

- A. Facilities Report – May: Jesse Cohen
- B. Food Service – Point-of-Sale System

XIV. Human Resources – Dr. Brian Kramer, Chairperson 10 Minutes

- A. Upon the recommendation of the Chief Academic Officer/Director, approve the following personnel the for the Summer Title I Program for the period July 5-August 12, Monday-Friday, 9:00 am – 12:00 pm noon.:
 - i. Ms. Lori Meyer Teacher @ \$25/hr
 - ii. Ms. Kalika Glover Teacher @ \$25/hr
 - iii. Mr. Christopher Winter Teacher @ \$25/hr
 - iv. Ms. Asha Hillman Teacher @ \$25/hr

- v. Ms. Krystal Woetko Teacher @ \$25/hr
- vi. Ms. Karen Richards Supervisor @\$30/hr
- B. Upon the recommendation of the Chief Academic Officer/Director, approve the hiring the following personnel for Middle States Accreditation work during the months of July and August, not to exceed eighteen (18) hours each:
 - i. Ms. Jennifer Cherubini Teacher @\$25/hr
 - ii. Ms. Vanessa Jones Teacher @\$25/hr
 - iii. Mr. Thomas Johnson Teacher @\$25/hr
 - iv. Ms. Robin Nehila Teacher @\$25/hr

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

XV. Policy – Gayle Jones, Chairperson **10 Minutes**
 A. None

XVI. Old Business **10 Minutes**

XVII. New Business **10 Minutes**
 A. New Criminal History Check Legislation

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. READS Presentation

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