

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

August 17, 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 August 12, 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. Letter to Pastor Ball Re: Sink Installation
- B. Letter to Pastor Ball Re: AC Unit in Music Room
- C. Special Education Letter

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. June 20, 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- July
- B. **Motion to Approve** the filing of the **Substitute Teachers Waiver**.
- C. **Motion to Approve** the **Staff Handbook** for the 2011-12 School Year (attached)
- D. **Motion to Approve** the **Parent/Student Handbook** for the 2011-12 School Year (attached)
- E. **Motion to Approve** the **Annual Report for the 2010-11 School Year**

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

XI. Curriculum – Mark Sharp, Chairperson

10 Minutes

- A. Grade K, ELA Units 4,5 & 6 as well as Overview Map
- B. Grade 3, ELA Units 1-5
- C. Grade 2, ELA Units 4 & 5
- D. Grade 5, ELA, Units 5 & 6
- E. Grade 7, ELA Units 3-6 & Overview Map
- F. Grade 8, ELA Units 3-5 and Overview Map
- G. Grade 2, Math Units 1-8

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

XII. Finance –

10 Minutes

- A. **Motion to Approve** the expenditure report from June 21 to August 17, 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 July 31, 2011, after review of the **Secretary’s and Treasurer’s monthly financial reports (appropriations section) for June and July 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** June Year End Transfers of:

<u>From</u>		<u>To</u>		<u>Amount</u>
11-190-100-610-000	Gen Inst Supp	11-000-230-610-000	Gen Admin Supp	\$ 176.33
11-120-100-101-100	Sub Sal: K-4	11-000-240-105-000	Admin- Secret/Cler Sal	\$ 801.24
11-120-100-101-100	Sub Sal: K-4	11-000-251-104-000	Sal: Business Office	\$ 0.08
11-120-100-101-100	Sub Sal: K-4	11-000-291-220-000	Board Share FICA	\$ 307.68
11-110-100-101-000	Teach Sal: Gr. K	20-250-100-100-000	IDEA Salaries	\$ 769.25
20-465-200-600-000	ARRA Title 1A Inst Supp	20-465-200-300-000	ARRA Title IA Prof Svcs	\$ 902.75
20-465-200-600-000	ARRA Title 1A Inst Supp	20-465-100-600-000	ARRA Title IA Inst Supp	\$ 848.00

D. Motion to Approve the reimbursement of fees paid by Board members for the State-mandated fingerprinting and criminal background check pursuant to Assembly Bill 444 amending N.J.S.A. 18A: 12-1.2 This amendment mandates that members of a board of education or members of a board of trustees of a charter school undergo a criminal history record check. The approximate cost of this service is \$70/person.

E. Motion to Approve the filing of Amendment #1 for the 2009-2011 NCLB ARRA Grant re-budgeting as follows:

i. 100-100 Personal Services – Salaries	\$ 22,000
ii. 100- 600 Instructional Supplies	36,437
iii. 200-200 Employee Benefits	4,400
iv. 200-300 Prof & Tech Services	3,635
v. 200-600 Supplies & Materials	<u>1,647</u>
TOTAL	\$ 68,119

F. Motion to Approve the filing of Amendment #1 for the 2010-2011 NCLB Title I-A Grant re-budgeting as follows:

i. 100- 100 Personal Services – Salaries	\$ 91,565
ii. 100- 600 Instructional Supplies	2,000
iii. 200-200 Employee Benefits	18,313
iv. 200-300 Prof & Tech Services	<u>8,740</u>
TOTAL	\$ 120,618

G. Board Secretary’s Certification of Accounts

i.

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

August 17, 2011
Date

Jesse Cohen
Board Secretary

ii. Board Certification of Accounts

RESOLVED: *After review of the Secretary’s and Treasurer’s reports for June and July 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 G was made by _____, seconded by _____, and approved _____.

XIII. Facilities – Mark Sharp, Chairperson

10 Minutes

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

XIV. Human Resources – Dr. Brian Kramer, Chairperson

10 Minutes

A. Upon the recommendation of the Chief Academic Officer/Director, approve the following personnel changes and additions for the 2011-12 School Year:

- i. Mr. Anibal Garcia 7th Grade Reading & Writing Teacher @ \$42,000/year
- ii. Stipend for Ms. Robin Nehila for the work done on Sycamore Migration in the amount of \$250 to be paid in the August 30, 2011 payroll.
- iii. Total compensation for Mr. Thomas Johnson, Ms. Robin Nehila and Ms. Vanessa Jones for work done on Middle States Accreditation process amended as follows:
 - 1. Not to exceed 32 hours per teacher at a rate of \$25/hour.
- iv. Stipends for the following afterschool Club supervisory duties, employees to be determined at a later date:

1. Glee Club	(3 x \$500)	\$1,500
2. Hope Club	(2 x \$500)	\$1,000
3. Soccer Club	(2 x \$500)	\$1,000
4. Chess Club	(2 x \$500)	\$1,000
5. Sister/Brother	(2 x \$1,000)	\$2,000

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

Motion to Approve items i. through iv. was made by _____, seconded by _____, and approved _____.

XV. Policy – Gayle Jones, Chairperson

10 Minutes

A. Policies: FIRST READING

- i. 0144 Board Member Orientation & Training
- ii. 2440 Summer Session (Revised Since May Adoption)
- iii. 3125.2 Employment of Substitute Teachers
- iv. 5350 Pupil Suicide Prevention
- v. 5512 Harassment, Intimidation, and Bullying
- vi. 5600 Pupil Discipline/ Code of Conduct
- vii. 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse Regulations

XVI. Old Business

10 Minutes

- A. Board Member Criminal History Checks

XVII. New Business
A. Discussion of PAC

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. 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