

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 22, 2012 – 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 Trustees has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Courier News on August 17, 2012 and posted at the entrances of the school.

II. Roll Call **1 Minute**

Dr. Brian Kramer	_____	Ms. Andrea Silvershein	_____
Ms. Julie Jerome	_____	Ms. Gayle Jones	_____
Mr. Mark Sharp	_____	Ms. Cornethia McCloud	_____
Ms. Jill Stolz	_____	Ms. Gail Bennett-Tafaro	_____
Mr. Omowale Morgan	_____	Ms. Sherylyn Tucker	_____

III. Flag Salute **1 Minute**

IV. Correspondence **15 Minutes**

- A. Letter to Pastor Ball Re: Basement
- B. Letter from Pastor Ball Re: Basement
- C. Letter from Mr. Andril – June 25, 2012
- D. Letter to Mr. Andril – July 12, 2012
- E. Letter from Mr. Andril – July 30, 2012
- F. Letter from Ms. Judith Hester

V. New Business **60 Minutes**

- A. Oath of School Board Member – Robin Pistorius
- B. Amended Board Voting Roster – 2012-13
- C. Board Committee Structure – 2012-13
- D. Board Attorney Candidate Review
- E. Board Effectiveness Questionnaire

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

- VI. Student Liaison – TBD** **1 Minute**
- VII. Teacher Liaison – TBD** **1 Minute**
- VIII. 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.

- IX. Approval of Minutes** **5 Minutes**

- A. June 27, 2012 Regular Meeting
- B. June 30, 2012 Board Retreat (including Report)

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

- X. President’s Report** **10 Minutes**

- XI. Chief Academic Officer/Director’s Report** **30 Minutes**

- A. Director’s Report- August
- B. School Letterhead
- C. Daily Class Schedule
- D. School Calendar 2012-13 (Amended)
- E. Staff Handbook 2012-13
- F. Parent/Student Handbook 2012-13
- G. Annual Report 2012
- H. Filing of the Substitute Teachers Waiver in accordance with N.J.A.C 6A:9-6.5c
- I. HIB Report : May and June- Final Reading

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

- XII. Curriculum – Gail Bennett-Tafaro, Chairperson** **10 Minutes**

- A. Social Studies
 - i. Kindergarten – Unit 1
 - ii. 1st Grade – Unit 1
 - iii. 2nd Grade – Units 1 & 3
 - iv. 3rd Grade – Units 1 & 3
 - v. 4th Grade – Unit 1
 - vi. 7th Grade – Unit 1
 - vii. 8th Grade – Unit 1

- B. Spanish
 - i. Kindergarten – Unit 1
 - ii. 1st Grade – Unit 1
 - iii. 2nd Grade – Unit 1
 - iv. 3rd Grade – Unit 1

C. Textbook List 2012-13

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

XIII. Finance – Sherylyn Tucker, Chairperson

10 Minutes

- A. **Motion to Approve** the expenditure reports from:
 - i. June 28 to June 30, 2012 in the amount of **\$ 24,292.70** (attached)
 - ii. July 1 to August 22, 2012 in the amount of **\$ 352,008.55** (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, 2012, after review of the **Secretary’s and Treasurer’s monthly financial reports (appropriations section) for June 2012 and July 2012**, 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 following budget for the **2012-2013 NCLB Grant**:

i. **Title IA**

100- 100 Personal Services – Salaries	\$ 118,383
200- 200 Employee Benefits	<u>21,286</u>
TOTAL	\$ 139,669

Salaries to applied to:

Ms. Jennifer Cherubini, Title I Teacher	- \$49,957 (100%)
Ms. Asha Mayers, Title I Teacher	- \$49,070 (100%)
Ms. Farideh Bahrami, Teacher’s Aide	- \$19,356 (70%)

ii. **Title IIA**

200- 300 Purch Prof Services	\$ 3,994
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D. **Motion to Approve** the following budget for the **2012-13 IDEA Grant**:

100- 100 Personal Services – Salaries	\$ 44,264
200- 200 Employee Benefits	<u>8,853</u>
TOTAL	\$ 53,117

Salaries to be applied to:

Ms. Muriel Cagney, Special Education Teacher	\$ 44,464 (81%)
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E. **Motion to Approve** the following **NCLB FY2012 Title IA Amendment #2** to re-budget 2011-12 for carryover funds from 2010-11 for the Title IA Summer Program 2012 as follows:

100-100 Personal Services – Salaries	\$ 131,972
100-600 Instructional Supplies	30,506
200-200 Benefits	<u>23,595</u>
TOTAL	\$ 186,073

P. Board Secretary's Certification of Accounts

i.

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of **June 30, 2012 (FY2012) and July 31, 2012 (FY2013)**, no major budgetary line item account expenditure exceeds the amount appropriated by the district Board of Education.



Jesse Cohen
Board Secretary

August 22, 2012
Date

ii. Board Certification of Accounts

RESOLVED: *After review of the Secretary's and Treasurer's reports for June 2012 and July 2012 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 P was made by _____, seconded by _____, and approved _____.

XIV. Facilities – Brian Kramer, Chairperson

10 Minutes

A. Facilities Report – August: Jesse Cohen (attached)

XV. Human Resources – Ms. Julie Jerome, Chairperson

10 Minutes

A. **Upon the recommendation of the Chief Academic Officer/Director**, approve the following hires for the 2012-13 school year:

- i. Alyssa Derling Dance Teacher, Part-time, Tuesday and Thursday \$30/ hour
- ii. Jeffrey Brutus School Counselor \$50,000/ year
- iii. Claude Gentile Long-term Substitute \$ 100/day

B. **Approve the Summer hiring of Andrew Feeley-Hicks** at a rate of \$12/hour for custodian work on an “as needed” basis as directed by the School Business Administrator.

C. **Approve the work schedule change for Ms. Judith Hester** to leave work on Wednesdays at 2:15 pm from September 5 through December 19, 2012 in order to accommodate her teaching position at Somerset Christian College.

D. **Approve the Substitute Teacher List** for the 2012-13 school year at \$100/day (attached)

E. **Approve the contract** for the **School Business Administrator**, Jesse Cohen for the 2012-13 school year (attached)

F. **Approve the contract** for the **Assistant Director**, Danielle West for the 2012-13 school year (attached)

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

Motion:	Second:										Passed:	
Roll Call	Kramer	Jerome	Morgan	Tucker	McCloud	Jones	Sharp	Silvershein	Ben-Tafaro	Stolz		
YES												
NO												
ABSTAIN												
ABSENT												

XVI. Policy – Gayle Jones, Chairperson **10 Minutes**
A. Polices: FIRST READING
 i. Policy 3212 (Amended)

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

XVI. Old 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.

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