

INTERNATIONAL ACADEMY OF ATLANTIC CITY
AGENDA FOR BOARD OF TRUSTEES MEETING
 Wednesday, June 8, 2016, Public Session – 6:30 PM
 25 Blackhorse Pike, Pleasantville, NJ 08232
 FORMAL ACTION WILL OR MAY BE TAKEN

- I. **Call to Order – 6:37 pm**
- II. **Open Public Meeting Statement**

The New Jersey Open Public Meetings Law was enacted to ensure 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 International Academy of Atlantic City Board of Trustees has caused notice of this meeting to be given by having the date; time and place advertised in Press of Atlantic City.

- III. **Salute to Flag**
- IV. **Roll Call**

Board Member	Present	Absent	Board Member	Present	Absent
Ed Blake		X	Cydnee Phoenix	X	
Rolanda Brewer	X		Stacey Zacharoff		X
Peter Caporilli	X				

Others Present: Natakie Chestnut, School Director, Michael Falkowski, Acting Board Secretary
 Nestor Smith, Board Attorney

Mr. Caporilli congratulated Dr. Chestnut for obtaining her doctorate.

V. **Board Business**

- 1. Election of: Vice Chairperson – Board of Trustees

Ms. Cydnee Phoenix nominated **Ms. Roland Brewer** and this was seconded by Mr. Peter Caporilli.

No further nominations.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Ed Blake					X	Cydnee Phoenix	1 st	X			
Rolanda Brewer		X				Stacey Zacharoff					X
Peter Caporilli	2 nd	X									

Ms. Rolanda Brewer was elected as Vice Chairperson.

- 2. **Committee Appointments**
 - a. **Standing Committees**
 - i. **Executive**
 - ii. **Advisory Grievance**
 - iii. **Nominating**
 - iv. **Finance**

- v. Enrollment
- vi. Development

VI. Approve Agenda

Motion to approve the agenda for the **June 8, 2016** regular meeting of the Board of Trustees.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Ed Blake					X	Cydnee Phoenix	2 nd	X			
Rolanda Brewer		X				Stacey Zacharoff					X
Peter Caporilli	1 st	X									

VII. Acceptance of Meeting Minutes

Motion to accept the minutes from the **April 6, 13, & 25 and May 13 & 23, 2016** meetings of the Board of Trustees.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Ed Blake					X	Cydnee Phoenix		X			
Rolanda Brewer	2 nd	X				Stacey Zacharoff					X
Peter Caporilli	1 st	X									

VIII. School Director’s Report & Academic Update

Dr. Chestnut went through the Director’s Report and Academic Update.

IX. Comments from SABIS Representatives - NONE

X. Committee Reports - NONE

XI. Public Comment – NONE

This meeting will now be open to the public for comments on specific Agenda Items only. Please state your name and address. Comments must be limited to three minutes per person.

XII. Reorganization Motions

1. Regular Meeting Dates – 2016/2017 School Year

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2016/2017 school year in accordance with 18A:10-6. Executive session to be called as necessary during Regular Meeting.

Day	Date	Regular Meeting	Notes
Wednesday	July 6, 2016	6:30 PM	Regular Meeting
Wednesday	August 3, 2016	6:30 PM	Regular Meeting
Wednesday	September 7, 2016	6:30 PM	Regular Meeting
Wednesday	October 5, 2016	6:30 PM	Regular Meeting
Wednesday	November 2, 2016	6:30 PM	Regular Meeting
Wednesday	December 7, 2016	6:30 PM	Regular Meeting
Wednesday	January 4, 2017	6:30 PM	Regular Meeting
Wednesday	February 1, 2017	6:30 PM	Regular Meeting

Wednesday	March 1, 2017	6:30 PM	Regular Meeting
Wednesday	April 5, 2017	6:30 PM	Regular Meeting
Wednesday	May 3, 2017	6:30 PM	Regular Meeting
Wednesday	June 7, 2017	6:30 PM	Regular Meeting

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2016/2017 school year, may be called 48 hours or more prior to the meeting by giving written notice of the date, time, location and agenda (if known) of the special meeting, and also whether formal action may or may not be taken.

3. Appoint School Business Administrator/Board Secretary

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, Board of Trustees approves the Resolution to appoint **Dr. Brian Falkowski** as the Business Administrator/Board Secretary for the 2016/2017 school year for \$0.00. In Dr. Brian Falkowski's absence **Michael Falkowski** will serve as the Acting Board Secretary for \$0.00.

4. Treasurer of School Monies

Whereas, Chapter 39, P.L. 2010 makes the position of treasurer of school moneys optional and Whereas, it is the wish of the International Academy of Atlantic City Charter School Board of Trustees to not appoint a treasurer of school moneys and

Whereas, the School Business Administrator possesses the proper certifications and qualifications to assume the duties of the treasurer of school moneys

Now Therefore Be it Resolved by the International Academy of Atlantic City Charter School Board of Trustees, County of Hudson, NJ, as follows:

1. The School Business Administrator shall receive and hold in trust all school moneys belonging to the district from whatever source derived free of any control by the governing body of the municipality.

2. The School Business Administrator shall direct the deposit of school moneys or such part thereof as may be designated in any bank of banking institution of this State designated by it as depository of school moneys, which may include the State of New Jersey Cash Management Fund, MBIA Cash Management Fund and NJARM Cash Management Fund.

3. The School Business Administrator shall, upon depositing the same therein, be relieved from liability for any loss thereof which may be caused by reason of the deposit.

4. The School Business Administrator shall be bonded in such amount and with such surety as the board shall direct.

5. The School Business Administrator shall keep a record of the sums received and paid out by him/her in accordance with the uniform system of bookkeeping prescribed by the State Board.

6. The School Business Administrator shall, upon ceasing to hold the office of School Business Administrator, pay over the balance of school funds remaining in his/her hands to his/her successor in office.

5. Adoption of Code of Ethics

RESOLVED, that the International Academy of Atlantic City Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics, as attached, for its members, for the 2016/2017 school year.

18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

L.2001,c.178,s.5.

6. Adoption of Policies

RESOLVED, that the current board policies adopted by the International Academy of Atlantic City Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2016/2017 school year.

7. Appoint Public Agency Compliance Officer (PACO) and Custodian of School Records

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, Board of Trustees approves the Resolution to appoint **Dr. Brian Falkowski** as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2016/2017 school year.

8. Appoint Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, Board of Trustees approves the Resolution to appoint **Tywan Harris** as Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator for the 2016/2017 school year.

9. Depository of Funds

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, Board of Trustees upon the recommendation of the School Director, approves **TD Bank** as the depository of funds for the 2016/2017 school year.

10. Newspaper of Record

BE IT REOLVED: that the International Academy of Atlantic City Charter School, Board of Trustees upon the recommendation of the School Director, herewith designates the **Atlantic City Press** as the official Newspapers of Record; be it Resolved the official Website is <http://iaac.sabis.net/> for the 2016/2017 school year.

11. Authorize the School Business Administrator to Audit and School Director to Approve Bill Payments

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, Board of Trustees upon the recommendation of the School Director, herewith designates the School Business Administrator/Board Secretary with the approval of School Director, in accordance with N.J.S.A 18A:19-1, as the person designated to audit accounts and demands and to approve accounts and demands prior to presentation to the Board of Trustees for the 2016/2017 school year.

12. Authorize Payment of Bills Between Meetings

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, authorizes the Business Administrator to approve the Payment of Bills, as may be necessary between Board meetings and present the aforementioned payments to the Board for approval at the next regularly scheduled meeting for the 2016/2017 school year.

13. Appoint an Affirmative Action Officer, Title IX Compliance Officer and Substance Awareness Coordinator

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby appoints **Ronnie Jones** as the Affirmative Action Officer, pursuant to N.J.A.C 6:4-1.4 and Title IX Officer and Substance Awareness Coordinator for the 2016/2017 school year.

14. Appoint an Section 504 Administrator, Homeless Liaison & SEMI Coordinator

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby appoints **Naomie Johnson** as the Section 504 Administrator, pursuant to N.J.A.C 6:4-1.4 and Homeless Liaison, I&RS Coordinator and SEMI Coordinator for the 2016/2017 school year

15. Appoint a Section 504 Compliance Officer

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby appoints **Dr. Natakie Chestnut** as the 504 Compliance Officer, pursuant to Section 504-1973 Rehabilitation Act, for the 2016/2017 school year.

16. Appoint a HIB/Anti-Bully Coordinator

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby appoints **Garry Rogers** as the HIB/Anti-Bully Coordinator for the 2016/2017 school year.

17. Appoint a School Purchasing Agent

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby appoints **Dr. Brian Falkowski** as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$40,000 and \$6,000 respectively pursuant to Local Public Contract Laws and Public School Contract Law N.J.S.A 40A:11-3 (c), N.J.S.A 40A:11-9 (b), N.J.S.A 40A11-6.1 (a) and N.J.S.A 18A:18A-2, N.J.S.A 18A:18A-3 (a), N.J.S.A 18A:18A-37 (a), for the 2016/2017 school year.

18. Authorize purchases below 15% of the Bid Threshold without competitive quotations
 BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2016/2017 school year.
19. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles
 BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2016/2017 school year.
20. Resolution to authorize the School Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting.
 BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby authorizes the School Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting for the 2016/2017 school year.
21. Establish a Business Office petty cash fund with a maximum balance of \$1,000 in cash and the maximum disbursement from petty cash at \$50.00.
 BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby approves the establishment of petty cash with a maximum of \$1,000 and a maximum single cash disbursement of \$50.00, for the 2016/2017 school year.
22. Appoint External Audit Firm
~~BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby approves the appointment of Nisivoecia, LLP to prepare the school's Comprehensive Annual Financial Report & Auditors Management Report for the fiscal year ending June 30, 2016, at a cost not to exceed \$25,000.~~
23. Appoint Board Attorney
 BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby approves the appointment of **The Smith Legal Group, LLC** to provide legal services for the 2016/2017 school year.
24. Approve Voluntary Payroll Deduction Companies
 BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby approves the following voluntary deduction companies for the 2016/2017 school year:

Voluntary Insurance	Aflac, Sunlife
FSA	SelectAccount

25. Approve NJ Uniform Chart of Accounts
 BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby approves the NJ Uniform Chart of Accounts for the 2016/2017 school year.

26. Approve Food Service Management Company

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby approves the renewal of **Preferred Meals** as the Food Services Vended Meals provider for the 2016/2017 school year.

27. Resolution to Appoint School Doctor

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, hereby approves the appointment of **Dr. O'Reilly** as School Doctor for the 2016/2017 school year at a cost not to exceed \$1,000.

28. Cooperative Purchasing

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, to participate with National Cooperative Pricing System with PEPPM National Cooperative Contracts, Approved County Educational Services, Ed-Data Services, Middlesex County Cooperative, & Hunterdon County Cooperative for 2016/2017 school year.

29. Approve Use of Facsimile Signatures

BE IT RESOLVED: that the International Academy of Atlantic City Charter School, upon the recommendation of the School Director, to approve use of facsimile signatures for the following: Warrant Account, Net Payroll Account, Payroll Agency Account, Summer Savings Accounts and Purchase Orders and Contracts and Letters for the 2016/2017 school year.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Ed Blake					X	Cydnee Phoenix		X			
Rolanda Brewer	2 nd	X				Stacey Zacharoff					X
Peter Caporilli	1 st	X									

XIII. Motions for Approval

1. Finance

- a. Board Secretary's Report and Bank Reconciliation Report: To approve the Board Secretary's Report and Bank Reconciliation Report for March and April 2016, as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the International Academy of Atlantic City Board of Trustees acknowledges receipt of the secretary's certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of March and April 2016, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal Approve Board Secretary Report ending March and April 2016.
- b. Bills List: To approve bills list from May 12 through June 8, 2016.
- c. To approve the School Business Office contract to provide School Business Administrator Services for the 2016-2017 school year at \$7,750/month.
- d. To approve The Smith Legal Group LLC contract to provide legal services from June 1, 2016 through May 31, 2017 at \$2,500/month.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Ed Blake					X	Cydnee Phoenix		X			
Rolanda Brewer	2 nd	X				Stacey Zacharoff					X
Peter Caporilli	1 st	X									

2. Buildings & Grounds

- a. To approve the lease 12,000 sqft to be used as a 2nd campus located at 700 Black Horse Pike, STE E1, Pleasantville, NJ in the Pleasantville Shopping Center Lease with Apple Farm, LLC & LEJO Corporation with the following rent schedule:
 - 1. 07/01/16 to 07/31/16 – Basic Rent and Cam Fees Abated
 - 2. 08/01/16 to 06/30/17 - \$6,000/month for a total of \$66,000
 - 3. Optional 2-Month Renewals from 07/01/17 to 06/30/19 at \$8,000/month
- b. To approve the School Business Administrator to solicit bids for construction relating to the 2nd campus located at 700 Black Horse Pike, STE E1, Pleasantville, NJ. Construction costs not to exceed \$150,000. Total construction costs to include what is spent with Marathon Engineering and Archer & Greiner.
- c. To approve the contract with Marathon Engineering to provide professional planning services at the 2nd campus located at 700 Black Horse Pike, STE E1, Pleasantville, NJ, not to exceed \$5,000.
- d. To approve the contract with Archer & Greiner to provide legal services for land use approvals for 2nd campus located at 700 Black Horse Pike, STE E1, Pleasantville, NJ at the following hourly rates:
 - 1. Paralegals - \$150 to \$250/hr
 - 2. Senior Attorney - \$685/hr
 - 3. Attorney Clint Allen - \$480/hr

Total not to exceed \$10,000.

- e. To approve Comcast contract for 2nd campus located at 700 Black Horse Pike, STE E1, Pleasantville, NJ.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Ed Blake					X	Cydnee Phoenix		X			
Rolanda Brewer	2 nd	X				Stacey Zacharoff					X
Peter Caporilli	1 st	X									

3. Personnel

- a. To approve the following new hires:

Name	Position	Salary	Start Date
Brenda Herbert	Substitute Nurse – RN	\$50.00 per hour covering the period of May 24, 2016 through June 17, 2016	Upon receipt of Criminal background check and Fingerprinting

- b. To approve the following resignations/terminations:

Name	Position	Termination Reason	Last Day Worked
Stephanie Wilson	Special Ed Teacher	Resignation	June 16, 2016
Jenny Mendez	2nd Grade Teacher	Resignation	June 16, 2016
Paige Loveland	KG Teacher	Resignation	August 15, 2016
Rosario Calixtro	Spanish Teacher	Resignation	August 15, 2016

- c. To approve the following teachers to work Summer School:

Name	Position	Hrly	Name	Position	Hrly
Monica Washington	Summer School Coord.	\$35	Nicholas Nazzario	Grade 1 and 2 Math	\$25
Suzanne Abbott	Grade 1 ELA	\$25	Rita Baccari	Grade 3 Math	\$25
Arminta Jones	Grad 2 ELA	\$25	LaTajah Hopkins	Grade 3 ELA	\$25

- d. To approve the contract with Bayada Home Health Care, Inc. to provide nursing services when needed at a rate of \$55/hr from May 16th to June 17, 2016.
- e. To approve the position change for Brandon Calahan from Office Manager to Receptionist effective July 1, 2016 with salary change to \$31,200/\$15.00 hr.
- f. To approve the position change for Takenya Martin from Receptionist to Office Manager effective July 1, 2016 with salary change to \$34,000/\$16.35 hr.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Ed Blake					X	Cydnee Phoenix	1 st	X			
Rolanda Brewer	2 nd	X				Stacey Zacharoff					X
Peter Caporilli		X									

4. Curriculum/Special Education

- a. To approve the contract with Renaissance Learning to provide Accelerated Reader and STAR Reading for the 2016/2017 school year for \$4,227.50.
- b. To approve the amendment of the summer school end date from August 5, 2016 to August 11, 2016 (5) weeks instead of (4) weeks.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Ed Blake					X	Cydnee Phoenix		X			
Rolanda Brewer	2 nd	X				Stacey Zacharoff					X
Peter Caporilli	1 st	X									

5. Policy/Governance - NONE

6. Miscellaneous - NONE

XIV. Executive Session - NONE

RESOLVED, that the International Academy of Atlantic City shall meet in Executive Session for the purpose of discussing: Personnel, Student Matters, and Legal Matters. FURTHER RESOLVED, that the discussion of such subject matter in Executive Session will be disclosed to the public when the matters have been resolved, unless such is otherwise prohibited by law.

XV. Unfinished Business or New Business

XI. Adjournment - 7:42 pm

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Ed Blake					X	Cydnee Phoenix	2 nd	X			
Rolanda Brewer	1 st	X				Stacey Zacharoff					X
Peter Caporilli		X									