

Board Meeting Minutes

Organization: Pride Academy Charter School Board Meeting
President: Dr. Randall Richards
Time: 7:15pm
Place: 117 Elmwood Avenue, East Orange, NJ 07018
Date: July 14th, 2009
Minute Taker: Ms. Jodi Cenac
Board Members Present: Dr. Richards, Mr. Mitchell, Ms. Albert
Others Present: Mrs. Thomas, Ms. Dumenigo, Mr. Julien
Absent: Mr. Karanja, Mr. Tiggs, and Mr. Brown

This meeting was publicized in the following papers: Newark Star Ledger, Orange Record, Newark Leader, East Orange Transcript

IMPORTANT DATES TO REMEMBER:

August 11, 2009@ 7pm

Topic	Discussion	Outcome
I. Welcome	Greetings and introductions by Board members	
II. Call to Order/Pledge	Dr. Richards called the meeting to order at 7:15pm. Pledge was recited Roll call was done by Dr. Richards Announcement of publications- Mrs. Thomas	
III. Approval of Board Minutes and Resolution to accept minutes	<ul style="list-style-type: none"> • Corrections were made and notated on the minutes <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Board Minutes.</p>	<p><u>Resolution to approve Board Minutes:</u> Motion to approve: Mr.Mitchell Seconded: Ms. Albert</p> <p><u>Vote:</u> Mr.Mitchell- in favor Ms. Albert- in favor Dr. Richards- in favor</p> <p>Motion Carried</p>

Topic	Discussion	Outcome
<p>IV. Resolution to Accept the Resolution to Accept Bill List and Payroll</p>	<ul style="list-style-type: none"> • Dr. Richards welcomed Mr. Ray to the meeting as well as joining our team at Pride. • Total bill list covered payroll expenses (there were 2 payrolls in June) as well as regular monthly bills • <i>* A note was made to have the Secretary’s Report, Treasurer’s Report and then the Bill List Report</i> • Mr. Ray is working on a template which will show a more concise breakdown of the funds • He noted that we have a “healthy” balance in our account due to the numbers from our two enrollment counts. • Dr. Richards asked Mr. Ray to look into the refund from the cable company for over payment- the amount was a little over \$9,000. He also asked that we inform them that our legal fees for assistance in obtaining the refund. • Dr. Richards also requested Mr. Ray to investigate the options available to us in regards for an interest bearing account for other funds, as well as other services that would be in the best interest of the school and our growth <p>Be it resolved that the Board of Trustees of Pride Academy Charter School Accept the Bill List and Payroll.</p>	<p><u>Resolution to Accept the Bill List and Payroll:</u></p> <p>Motion to approve: Ms. Albert Seconded: Mr. Mitchell</p> <p><u>Vote:</u> Mr.Mitchell- in favor Ms. Albert- in favor Dr. Richards- in favor</p> <p>Motion Carried</p>
<p>V. Resolution to Accept Board Secretary’s Report for June</p>	<ul style="list-style-type: none"> • Mr. Ray reviewed the expenses for the month • Mr. Ray said that we would not need to take out a Bridge Loan because the funds in our account cover our expenses through September <p>Be it resolved that the Board of Trustees of Pride Academy Charter School Accept Board Secretary’s Report for June</p>	<p><u>Resolution to Accept Board Secretary’s Report for June:</u></p> <p>Motion to approve: Mr. Mitchell Seconded: Ms. Albert</p> <p><u>Vote:</u> Mr.Mitchell- in favor Ms. Albert- in favor Dr. Richards- in favor</p> <p>Motion Carried</p>

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<p>VI. Resolution to Accept Treasurer's Report for June</p>	<ul style="list-style-type: none"> • Tabled until the next meeting <p>Be it resolved that the Board of Trustees of Pride Academy Charter School tabled the Treasurer's Report for June until the next meeting.</p>	
<p>VII. Resolution to Change the check signer on all accounts</p>	<ul style="list-style-type: none"> • The names need to be changed to Mr. Ray, Dr. Richards, and Mr. Mitchell from Joel Julien, Dr. Richards, and Mr. Mitchell <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Resolution to Change the check signer on all accounts.</p>	<p><u>Resolution to Change the check signer on all accounts:</u></p> <p><u>Motion:</u> Mr. Mitchell <u>Seconded:</u> Ms. Albert</p> <p><u>Vote:</u> Ms. Albert- in favor Dr. Richards- in favor Mr. Mitchell- in favor</p> <p>Motion Carried</p>
<p>XVIII. Resolution to adopt a Surety Bond for the SBA and the Treasurer</p>	<ul style="list-style-type: none"> • There is a single audit and a fiscal audit performed. • The auditors want to make sure that there is a bond in case something was to happen. <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Resolution to adopt a Surety Bond for the SBA and the Treasurer</p>	<p><u>Resolution to adopt a Surety Bond for the SBA and the Treasurer</u></p> <p><u>Motion to approve:</u> Mr. Mitchell <u>Seconded:</u> Ms. Albert</p> <p><u>Vote:</u> Mr. Mitchell- in favor Ms. Albert- in favor Dr. Richards- in favor</p> <p>Motion Carried</p>

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<p>IX. Resolution to adopt an Employee Cash Advance Policy</p>	<ul style="list-style-type: none"> • Sometimes faculty members purchase things for the school and need to be reimbursed • This policy will cover travel expenses for mileage (for example if a staff member was to go to Trenton for a workshop), purchases for school purposes, or if the employee has a hardship and they need to obtain some funds from their payroll ahead of time (funds should not exceed more than 1 pay). <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Resolution to adopt an Employee Cash Advance Policy.</p>	<p><u>Resolution to adopt an Employee Cash Advance Policy</u> <u>Motion:</u> Ms. Albert <u>Seconded:</u> Mr. Mitchell</p> <p><u>Vote:</u> Ms. Albert- in favor Mr. Mitchell- in favor Dr. Richards- in favor</p> <p>Motion Carried</p>
<p>X. Resolution to adopt a Petty Cash Policy</p>	<ul style="list-style-type: none"> • Petty Cash amount should be reduced to \$500 instead of \$1500 • Individual purchases should not exceed \$50 <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Resolution to adopt a Petty Cash Policy.</p>	<p><u>Resolution to adopt a Petty Cash Policy</u> <u>Motion:</u> Mr. Mitchell <u>Seconded:</u> Ms. Albert</p> <p><u>Vote:</u> Ms. Albert- in favor Dr. Richards- in favor Mr. Mitchell- in favor</p> <p>Motion Carried</p>
<p>XI. Principal's Report</p>	<p><u>Mrs. Thomas:</u> → Welcomed Mr. Ray to our team and thanked him for doing an extraordinary job in preparing for the audit and the Board Meeting tonight. → Dr. Richards had suggested that Mrs. Thomas complete a reflection and goal setting during the meeting for her contract renewal and acceptance of her contract: She thanked the Board for their faith in her and acknowledged her blessings for being here at Pride. Areas in which she plans to continue to improve include and are not limited to the following:</p> <ul style="list-style-type: none"> □ Become more effective and efficient in managing time so as to be more present and visible in classrooms, hallways, and transition times. □ Continue to become more knowledgeable about state mandates, reporting deadlines, and school law. □ Continue to support the growth of our Parent Leaders as positive and open-minded stakeholders and their use 	

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	<p>of the PACS learning cycle and a solutions-based approach to solving problems and addressing needs.</p> <ul style="list-style-type: none"> ❑ Continue to support the growth of our inclusion model and ensure that we are delivering an exemplary level of service and support for our special education students. ❑ Improve student achievement results through my continued and expanded involvement in teacher supervision and professional development, implementation of our interim assessment program, the development of a Title I basic skills program and the development of an after school/Saturday skills enhancement program. ❑ Develop well-articulated business office procedures and policies ❑ Continue to streamline and develop efficient and comprehensive enrollment procedures ❑ Seek out, explore, and engage in grant opportunities to provide much needed sources of funding. ❑ Continue to build and articulate the Student Code of Conduct through the development of student mentoring opportunities and a peer mediation program. ❑ Be always mindful of and strive to be more of what George Washington Carver advises: “tender, compassionate, sympathetic and tolerant.” <p>→ Parent Surveys: we administered a parent survey and received about 30 responses (one of the challenges we encountered).</p> <ul style="list-style-type: none"> • There was a strong percent of parents who were positive with their responses. The areas of need come in terms of the level of involvement that some parents are feeling and we need to be more creative in how we bring them in to be more involved in decision making. • There was a call for more afterschool programs <p>→ High School Placement Report from Mr. Silver:</p> <ul style="list-style-type: none"> • Part of high school placement is informing the parents about high schools and opportunities, as well as the financial education piece • We had 41 parochial school acceptances and only 10 registered • 7 Students going to Christ the King and 3 to Marist • Vocational Schools: 11 acceptances and 8 registered • 2 students went to TEAM Academy • 1 student went to Cicely Tyson 	

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	<ul style="list-style-type: none"> • Other students moved out of state or indicated their attendance at district schools • Mr. Silver has set goals to work with parents, establishing high school student portfolios and working more closely with parents <p>→ End of the Year Activities Report by Ms. Dumenigo:</p> <ul style="list-style-type: none"> • Final Exams given for Math, Language Arts, Science, and Social Studies • Spirit Week was held the week after final exams and ideas were developed by Student Council (crazy sock day, switch day, etc.) • Field Day and Pride’s Got Talent events were held at the end of the week • Student Exhibitions were also held to display student projects and performance based learning activities • We received our 501C3 letters • Parent Council: during our May meeting Mrs. Thomas and Ms. Becker presented a workshop on bullying, specifically Cyber-Bullying. It was well attended and many important questions were asked • Parent Appreciation Dinner was held in June to honor the parents who had worked hard on the council throughout the year • Link Inc. Program presented to students about cyber bullying, abstinence, HIV/AIDS, and safety. Students learned and interacted positively while learning about dangers. • Project Pride Presentations were held during the last week of school. Each team presented their topics and research gathered. For example, a 5th grade class that chose cancer learned how to make business calls, schedule appointments, write a thank you note, create discussion questions, researched the topic and had guest speakers. Students also had to develop a community service project that would help patients/survivors • Child Nutrition Site Visit: there were a total of 4 site visits this year. There were some errors but they were corrected and they commended us for investing in the point of sale software • Mrs. Thomas commended Ms. Dumenigo for all of her work with the lunch program and organizing the reports. <p>→ The end of the year was busy and culminated by graduation. We had a challenging group of 8th graders but they made significant growth. Mrs Thomas credited the faculty and</p>	

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	<p>acknowledged their hard work and dedication in their work at Pride this past year. Ms. Albert commented that a school is only as good as its leadership and it is a credit to the staff and administration.</p> <p>→ Assessment: all students took the state tests but we have not received the results yet. We will most likely receive them towards the end of the July</p> <p>→ Update with Imani Baptist Church: Rev. Smalls has been ill and will be returning to work tomorrow. Mrs. Thomas will meet with him tomorrow. He has attended to the issue of the door for the computer lab, the space near the boiler is cleared and we can use it for storage. Two things remain outstanding, which are the main entrance doors and a down pipe on the side of the building on Shepard Ave. He has agreed to us renting the Imani Room. We are going to ask him if we can lease some of his other offices in the church building for our Business Office. The relationship between the church and the school appears to be very strong and healthy.</p>	
<p>XII. Approval of 2009-2010 New Hires</p>	<ul style="list-style-type: none"> • New Math Teacher: coming from a charter school, highly qualified, worked in an environment very similar to our school culture • Project Pride Teacher: comes with experience from a KIPP school, lots of energy, also has a math background • Custodian- very experienced • Ms. McClean- social worker <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the 2009-2010 New Hires.</p>	<p><u>Motion to Approve the 2009-2010 New Hires:</u></p> <p><u>Motion:</u> Ms. Albert</p> <p><u>Seconded:</u> Mr. Mitchell</p> <p><u>Vote:</u> Ms. Albert- in favor Dr. Richards- in favor Mr. Tiggs- in favor</p> <p>Motion Carried</p>
<p>XIII. Approval of Adoption of Math Textbooks</p>	<p>Rationale:</p> <ul style="list-style-type: none"> - Paul Lawrence was not the right fit for our students - Our students needed a more structured course, where topics were paced and organized efficiently - The Glencoe series is aligned to the NJCCC standards, brand new publication - Implements test prep exercises directly aligned to the NJASK - Graphic novels which are comics, but as students read they can solve problems - Math Triumphs- a series which is designed for students performing below grade level, where they learn the same skills presented in the regular classroom and when they get on track they can work on the same level as other students (a good option for our IEP students) 	<p><u>Motion to Approve Adoption of Math Textbooks</u></p> <p><u>Motion:</u> Mr. Mitchell</p> <p><u>Seconded:</u> Ms. Albert</p> <p><u>Vote:</u> Ms. Albert- in favor Dr. Richards- in favor Mr. Mitchell- in favor</p> <p>Motion Carried</p>

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	<p>also)</p> <ul style="list-style-type: none"> - Students will have a workbook where their notes are interactive and formatted according to the Cornell system of note taking (solving problems while reading, filling in the spaces, asking questions, etc.) - Parent friendly- parents and students can access the textbook online, as well as on-line quizzes, and homework help support services- they will each have a user name and password to log into their accounts - Interactive games and puzzles, etc. - Complete online support for teachers - CDs which help teachers pace their lessons and present notes using powerpoint - Continuous review of skills and concepts - The company sent us samples this year and the students responded well- there are two 8th grade classes that will be ready for Pre-Algebra Math - Real-World Unit Projects <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Adoption of Math Textbooks.</p>	
<p>XIV. Approval of Power School proposal</p>	<ul style="list-style-type: none"> • We have begun implementation of Power School and we received some training this past year. • We have an opportunity for a consultant to do the work of inputting the data so that we can get the program up and running. He will also set up the system and train staff about how to enter data <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Power School Proposal.</p>	<p><u>Motion to Approve Power School Proposal:</u></p> <p><u>Motion:</u> Ms. Albert <u>Seconded:</u> Mr. Mitchell</p> <p><u>Vote:</u> Ms. Albert- in favor Dr. Richards- in favor Mr. Mitchell- in favor</p> <p>Motion Carried</p>
<p>XV. Approval Mr. Julien's Short Term Contract and Salary</p>	<ul style="list-style-type: none"> • Mr. Julien's short term contract- he will be assisting Mr. Ray until Mr Ray is registered in the Provisional Program has commenced work with his mentor; should be until August 31, 2009 at a rate of \$300/month <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve Mr. Julien's Short Term Contract.</p>	<p><u>Motion to Approve Mr. Julien's Short Term Contract and Salary:</u></p> <p><u>Motion:</u> Ms. Albert <u>Seconded:</u> Mr. Mitchell</p> <p><u>Vote:</u> Ms. Albert- in favor Dr. Richards- in favor Mr. Mitchell- in favor</p>

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		Motion Carried
XVI. Approval of acceptance of Mr. Karanja's resignation as Board and the consideration of Ms Annette Hale as Board Treasurer	<ul style="list-style-type: none"> • Mr. Karanja has resigned and Mr. Julien recommends Ms Hale at a rate of \$300/month <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Power School Proposal acceptance of Mr. Karanja's resignation as Board and the consideration of Ms Annette Hale as Board Treasurer.</p>	<p><u>Motion:</u> Mr. Mitchell <u>Seconded:</u> Ms. Albert</p> <p><u>Vote:</u> Ms. Albert- in favor Dr. Richards- in favor Mr. Mitchell- in favor</p> <p>Motion Carried</p>
XIV. New Business	<ul style="list-style-type: none"> • The issue of whether the custodians should be paid extra to maintain the lawn. It was decided that this is part of their job responsibilities. Now we need to purchase a lawn mower. 	
XVI. Old Business	<ul style="list-style-type: none"> • Dr. Richards inquired about the servicing of the furnace and wiring, etc. • Pension Enrollment Issue: the process has begun and this year they will deduct about 11% from pay to make up for last year and this year • Clarification for Board Meeting times in the new school year beginning in September will be 6pm. 	
XVII. Comments from Public	<ul style="list-style-type: none"> • None 	
XVIII. Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 9:16 pm. 	<p><u>Motion:</u> Ms. Albert <u>Seconded:</u> Mr. Mitchell</p> <p><u>Vote:</u> Ms. Albert- in favor Dr. Richards- in favor Mr. Mitchell- in favor</p> <p>Motion Carried</p>