

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: August 11, 2009
Minute Taker: Ms. Jodi Cenac
Board Members Present: Dr. Richards, Mr. Mitchell, Ms. Albert, Mr. Tiggs arrived at 7:16pm
Others Present: Ms. Dumenigo, Mr. Ray
Absent: Mrs. Thomas 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:

September , 2009@ 6pm

Topic	Discussion	Outcome
I. Welcome	Greetings and introductions by Board members	
II. Call to Order/Pledge	Dr. Richards called the meeting to order at 7:01pm. Pledge was recited Roll call was done by Dr. Richards Announcement of publications- Ms. Dumenigo	
III. Approval of Board Minutes and Resolution to accept minutes	<ul style="list-style-type: none"> • On page 7 of minutes the center block referring to New Hires should include name of employees, their term of employment, and salaries • Question about Roman numeral XV- Mr. Julien's short term contract (\$100/hour should be the amount noted). Dr. Richards also asked if we had an estimate of how many hours Mr. Julien would be employed under this arrangement. Dr. Richards asked Administration to share other information regarding Mr. Julien's relationship and the terms of this contract at the next meeting. Then a new vote would take place regarding this matter. • On pg. 9 the start date for the new treasurer should be included: June 1, 2009- June 30, 2010 <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: 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>

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IV. Financial Committee Report by Business Manager	<ul style="list-style-type: none"> Mr. Ray asked that this report, along with the resolution for June and July be tabled for the next meeting so that the treasurer could review them. 	
V. Resolution to Accept Bill List and Payroll for July	<ul style="list-style-type: none"> Tabled temporarily 7:18pm to discuss other agenda items- will be addressed later in the meeting. This matter was discussed at 8:16pm <p>Be it resolved that the Board of Trustees of Pride Academy Charter School Accept the Bill List and Payroll for July</p>	<p><u>Resolution to Accept Bill List and Payroll for July:</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 Mr. Tiggs- in favor</p> <p>Motion Carried</p>
VI. Resolution to Authorize Submission of the NCLB Grant Application	<ul style="list-style-type: none"> Mr. Ray provided an overview about the grant- NCLB: No Child Left Behind We are currently working on the grant application which is all web based The deadline for submission of all grants is August 28, 2009 and Board Approval is needed for the submission <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the authorization to submit the NCLB Grant Application.</p>	<p><u>Motion to Authorize the Submission of the NCLB Grant Application:</u></p> <p><u>Motion to approve:</u> Mr. Mitchell Seconded: Ms. Albert</p> <p><u>Vote:</u> Dr. Richards- in favor Mr. Mitchell- in favor Ms. Albert- in favor Mr. Tiggs- in favor</p> <p>Motion Carried</p>
VII. Resolution to Authorize Submission of the	<ul style="list-style-type: none"> Part of the move to help improve the economy: American Recovery and Reinvestment Action in the 	<p><u>Resolution to Authorize the</u></p>

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<p>NCLB ARRA Grant Application</p>	<p>amount of \$64, 836 to purchase equipment, supplies, teaching, benefits, etc. It has to be services or products that can be sustained by the school after the four year coverage</p> <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the authorization to submit the NCLB ARRA Grant Application.</p>	<p><u>Submission of the NCLB ARRA Grant Application:</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 Mr. Tiggs- in favor</p> <p>Motion Carried</p>
<p>XVIII. Resolution to Authorize Submission of the IDEA Grant Application</p>	<ul style="list-style-type: none"> • \$48, 568 is the amount for this grant • Related to special education services <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the authorization to submit the IDEA Grant Application.</p>	<p><u>Resolution to Authorize Submission of the IDEA Grant Application:</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 Mr. Tiggs- in favor</p> <p>Motion Carried</p>
<p>IX. Resolution to Authorize Submission of the IDEA ARRA Grant Application</p>	<ul style="list-style-type: none"> • \$61, 785 is the amount for this grant <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve authorization to submit the IDEA ARRA Grant Application.</p>	<p><u>Resolution to authorize submission of the IDEA ARRA Grant Application</u></p> <p><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>

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		Motion Carried
X. Resolution to Authorize Processing of Surety Bond	<ul style="list-style-type: none"> • Bond to cover any financial issues that may arise. <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the authorization to Process the Surety Bond.</p>	<p><u>Resolution to Authorize Processing of Surety Bond</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>
XI. Principal's Report	<p><u>Ms. Dumenigo:</u></p> <ul style="list-style-type: none"> • Ms. Dumenigo identified the new hires • FICA reimbursement of \$41, 000 was received- thank you to Mr. Ray for his diligence • The Business Office has 3 employees and continues to make great strides • PowerSchool- Ms. Dumenigo worked to set up 2009-2010 Powerschool file, also Mr. Mendez worked to set up the data for 2008-2009 • Ms. Brower completed the school student conduct report (EVVRS File) and submitted it on time • Summer School was led by Ms. Cenac and Mr. Powell and we were able to offer students programs in Math and Language Arts • We revised the contracts for 10 and 12 month employees- some of the language needs to be adjusted • A report on assessment data will be available a the September meeting • Smart Boards and water fountains will be installed over the summer • A school bell system and security system will also be installed • A milk cooler will also be purchased for the breakfast program, as well as additional cafeteria tables • Floors are being waxed and painting of walls- lots of maintenance work being completed by custodians. 	

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<p>XII. Approval of Adjustments to Salary</p>	<ul style="list-style-type: none"> Discussion to approve the adjustment of salary for Ms. Dumenigo \$65, 000 effective July 1, 2009 and Mr. Nelson \$30, 000 effective July 1, 2009 Dr. Richards also asked for administration to prepare a resolution for the stipend for the Minute Taker at Board Meetings <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Adjustments to Salary.</p>	<p><u>Motion to Approve the Adjustments to Salary:</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. Tiggs- in favor</p> <p>Motion Carried</p>
<p>XIII. Approval of New Hires</p>	<ul style="list-style-type: none"> <u>Ms. Amanjot Kaur-</u> Fiscal Assistant- worked in schools before, worked with Mr. Ray, salary of \$45, 000. She is a 12-month employee. Start date was July 2009. <u>Bolove Simon-</u> Academic Support Teacher- interviewed by Mrs. Thomas, Ms. Brower, Ms. Cenac and Ms. Wilcox, salary \$44,000. he is a 10 month employee. Start date is August 2009. <u>Edgar Dinzy-</u> Academic Support Teacher- interviewed by Mrs. Thomas, Ms. Dumenigo, Ms. Wilcox. Salary \$44,000. He is a 10 month employee. Start date is August 2009. <u>Jennifer Legra-</u> Language Arts Teacher- interviewed by Mrs. Thomas, Ms. Dumenigo and Ms. Wilcox. Salary \$44,000. She is a 10 month employee. Start date is August 2009. <u>Darryl Powell-</u> Math Teacher- interviewed by Mrs. Thomas and Ms. Dumenigo. Salary \$45, 100. He is a 10 month employee. Start date August 2009. <u>LaShonda Dockery-</u> Office Manager: taking care of enrollment matters, interviewed by Mr. Ray and Mrs. Thomas additionally, salary \$30, 000. She is a 12 month employee. Start date was June 2009. <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the New Hires</p>	<p><u>Motion to Approve New Hires:</u></p> <p><u>Motion:</u> Mr. Mitchell</p> <p><u>Seconded:</u> Mr. Tiggs</p> <p><u>Vote:</u> Ms. Albert- in favor Dr. Richards- in favor Mr. Mitchell- in favor Mr. Tiggs- in favor</p> <p>Motion Carried</p>
<p>XIV. Approval of Summer Pay to Staff</p>	<ul style="list-style-type: none"> Due to an accounting error, these faculty members were supposed to have withholdings so that they can be sustained over the summer, however, the withholdings were not deducted throughout the year Since we had work that needed to be completed we 	<p><u>Motion to Approve Summer Pay to Staff:</u></p> <p><u>Motion:</u> Mr. Mitchell</p>

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	<p>extended the offer to them to resolve this issue</p> <ul style="list-style-type: none"> The two staff members are Mr. Powell and Ms. Dailey(they worked on curriculum, developing open-ended questions aligned to those of the NJASK, creating entrance tests and assessments for data driven interim tests for students). <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Summer Pay to Staff</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>
<p>XV. Approval Of Per Diem Independent Contract for Mr. Walton</p>	<ul style="list-style-type: none"> Mr. Walton’s contract was not renewed for next year. The custodian we hired did not show up to work so we approached Mr. Walton and asked him to extend his contract for 1 month on a per diem basis until August 31, 2009 <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Per Diem Contract for Mr. Walton</p>	<p><u>Motion to Approve Per Diem Independent Contract for Mr. Walton:</u></p> <p><u>Motion:</u> Mr. Mitchell</p> <p><u>Seconded:</u> Mr. Tiggs</p> <p><u>Vote:</u> Ms. Albert- in favor Dr. Richards- in favor Mr. Mitchell- in favor Mr. Tiggs- in favor</p> <p>Motion Carried</p>
<p>XVI. Approval of Purchase of Computer Equipment from CDW (Title 1)</p>	<ul style="list-style-type: none"> Specifically purchased with Title 1 funds <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Purchase of the Computer Equipment from CDW (Title 1).</p>	<p><u>Motion:</u> Mr. Mitchell</p> <p><u>Seconded:</u> Mr. Tiggs</p> <p><u>Vote:</u> Ms. Albert- in favor Dr. Richards- in favor Mr. Mitchell- in favor Mr. Tiggs- in favor</p> <p>Motion Carried</p>
<p>XIV. Approval of Purchase of Computer Equipment from CDW</p>	<p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Purchase of the Computer Equipment from CDW.</p>	<p><u>Motion to Approve Purchase of Computer Equipment from CDW:</u></p> <p><u>Motion:</u> Ms. Albert</p> <p><u>Seconded:</u> Mr. Tiggs</p> <p><u>Vote:</u></p>

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		<p>Ms. Albert- in favor Dr. Richards- in favor Mr. Mitchell- in favor Mr. Tiggs- in favor</p> <p>Motion Carried</p>
<p>XVI. Approval of Purchases of Equipment and Installation of School Bell System</p>	<ul style="list-style-type: none"> • We used the same service that installed our phones INTEL • The bell system will have the ability to install a paging system later on which is an emergency call situation requirement. <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Purchases of Equipment and Installation of School Bell System.</p>	<p><u>Motion to Approve Purchases of Equipment and Installation of School Bell System:</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 Mr. Tiggs- in favor</p> <p>Motion Carried</p>
<p>XVII. Approval of Revisions to the Contract Templates</p>	<ul style="list-style-type: none"> • New contracts were revised for 10 and 12 month employees • Each employee will get a new contract which includes the revisions • Revisions included: language should say “twice a month” instead of “bi-weekly.” • Dr. Richards asked which titles the 12 month contract applied to (Ms. Dumenigo informed him- Principal, Custodians, Fiscal Assistant, Assistant School Director, Office Manager). Job descriptions for each position are on file. • On the third recital, it should read “employee” not “new” employee. • The part regarding the Salary Guide “placed on ____ step guide....” on pg. 3 (Compensation) needs to be removed since we base salary increases on merit performance. • The sentence was changed to the 12 month employee will receive (salary will be written) • We will also delete “the 12 month employee may receive ...” in terms of the amount or how the salary will be disbursed • Mr. Tiggs also said that there should be a line that 	<p><u>Motion to Approve Revisions to Contract Templates:</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 Mr. Tiggs- in favor</p> <p>Motion Carried</p>

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	<p>identifies the job title of the employee</p> <ul style="list-style-type: none"> • Mr. Tiggs and Dr. Richards also suggested that there is additional texts that needs to be reviewed and revised • Mr. Tiggs suggested that the job descriptions be included in the 12 month employee contracts as well so that it is also signed, rather than be attached • Dr. Richards also suggested that we have a separate contract for the School Secretary, Teacher’s Assistant, Nurse and Social Worker • We should also include the specific teacher position (Math Teacher, Language Arts Teacher, etc.) <p>Be it resolved that the Board of Trustees of Pride Academy Charter School approve the Revisions to the Contract Templates.</p>	
XVIII. New Business	<ul style="list-style-type: none"> • There has been some discussion about the discipline policy of Pride Academy • Dr. Richards asked Administration to prepare information regarding the policy, specifically, the number of times a student is suspended before they appear before the Board (for example there were students who were suspended 6 or 7 times before they appeared before the Board) • The Board would like to know what the policies are, what constitutes a suspension, etc. • Ms. Dumenigo explained that we took the considerations of the parents i.e. Saturday Accountability and held a meeting to discuss this policy. She will follow up with Ms. Brower and Mrs. Thomas so that a presentation can be made. • Mr. Ray also looked into opening an account at Wachovia Bank which will be able to accrue interest at a rate of 3% on a money market account. A minimum of \$10, 000 is needed. Bank of America would handle our major accounts, so this would be a side account that can be used for future expenses (i.e. if we move out of the building and we have new building expenses, etc.). Dr. Richards asked Mr. Ray to continue with his investigation and prepare a resolution for the next meeting. 	
XIX. Old Business	<ul style="list-style-type: none"> • Follow up on the matter of the bill that was paid twice and reimbursement to the school. We will need to contact the Board Attorney regarding that matter. • The other matter that was raised regarded payment of staff (talk to Mr. Ray to get the details for these two issues) 	
XX. Comments from the Public	<ul style="list-style-type: none"> • None 	

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<p>XXI. Adjournment</p>	<ul style="list-style-type: none"> The meeting was adjourned at 9:47pm. 	<p><u>Motion to Adjourn the Meeting:</u> <u>Motion:</u> Mr. Mitchell Seconded: Ms. Albert</p> <p>Vote: Dr. Richards- in favor Mr. Mitchell- in favor Mr. Tiggs- in favor Ms. Albert- in favor</p>