



The Institute for Excellence Charter School

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**Minutes for Regular Meeting of the Board of Trustees
Tuesday, December 15, 2009**

Executive Session – 7:00 p.m.

**Personnel Matters
Contract Review
Bylaw Amendments
Review Bills, Signatures**

Regular Meeting – 8:00 p.m.

CALL TO ORDER

FLAG SALUTE

SUNSHINE NOTICE:

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advanced notice of and to attend the meeting of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Institute for Excellence Charter School board of trustees has caused notice of this meeting to be published by having the date, time and place advertised in the Courier Post, and posted at the school.

ROLL CALL:

Board Member	Present	Absent
Ms. Jolenna Wells-Beverly		X
Ms. Linda L. Clemons	X	
Ms. Andrea Z. Lomas	X	
Ms. Beverly J. Hutton	X	
Ms. Megan McVaugh		X
Ms. Colleen Webster	X	
Ms. Dana Long		X

A quorum was X wasn't _____ established.

Present Also: Ms. Thompson, Mr. Matthews, Mr. Primas, Mr. Badessa, Mrs. Alwan, Secty.

Presentations:

Chief School Administrator/Director’s Report – Ms. Thompson

Parent/Teacher conferences went well. Teachers received professional development presented by Beverly Hutton, Board of Trustee member. All teachers have been evaluated. Little Hands Family Services began its 8 week evening program. We can now receive reimbursement for free and reduced lunches. Foreign language services will soon begin. Teachers send out weekly reports to parents notifying and updating them about the programs.

Ms. Hutton – A big announcement should come from the Administration with respect to the beginning of these programs.

Ms. Thompson – Will take care of it.

Ms. Hutton – What type of projects are students working on with the computers?

Ms. Thompson – 2nd graders are using the computers to research and investigate the solar system.

Board President Update

Business Office:

Approval of Minutes – November 17, 2009 (Regular Board Meeting with amendments) and Executive Session Minutes.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons		X	X		
Ms. Andrea Z. Lomas			X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster	X		X		
Ms. Dana Long					

Motion carried X , Not carried by a roll call vote

B. Motion to approve the following financial reports:

Treasurer’s Report for September 2009

Report of Board Secretary for September 2009

Certification – Board Secretary

Status of Personnel Report

Approval of bill payment list for November, December 2009

TABLED

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons					
Ms. Andrea Z. Lomas					
Ms. Beverly J. Hutton					

Ms. Megan McVaugh					
Ms. Colleen Webster					
Ms. Dana Long					

Motion carried _____, Not carried _____ by a roll call vote

Motion to approve the LDP Consulting Agreement for \$375 monthly (\$4,500 annually) for Broker Fees regarding our State health Benefits Package.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons		X		X	
Ms. Andrea Z. Lomas				X	
Ms. Beverly J. Hutton					X
Ms. Megan McVaugh					
Ms. Colleen Webster	X			X	
Ms. Dana Long					

Motion carried _____, Not carried X by a roll call vote

Ms. Clemons – Explained there will be a Special Meeting on January 4, 2010 at which time representatives from the NJSBA will assist the board in developing a five (5) year strategic plan. Public invited to attend.

Ms. Hutton – Good we have available State Health Benefits. Larger districts take advantage of this program that saves money. It’s important to protect your employees.

Public Comments (agenda items only):

Motion to open the meeting to the public

Agenda Items Only! Please state your name and address. * All general comments are to be made at the end of the meeting!

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons		X	X		
Ms. Andrea Z. Lomas			X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster	X		X		
Ms. Dana Long					

Motion carried X, Not carried _____ by a roll call vote

Mr. Webster, 103, Ebbtide Drive -Wayne Pope has been doing an outstanding job taking care of our school’s technical needs, aspects of which can’t be handled as well by SJTP. SJTP has waived the \$2,500 setup fee for hosting power school and student management.

This type of networking has redundant power to run product setup system. Price \$4.00 per student.

Ms. Clemons – How is this different from Genesis?

Ms. Hutton – Power School is better. Technical support with Genesis not enough.

Ms. Thompson – We used Automated Star Student in A.C. Researched various programs over the summer.

Mr. Webster – Devices Mr. Pope uses is more appropriate for this facility. Within an hour he can be called and have the server back up.

Ms. Hutton – What is Wayne’s fee?

Mr. Webster – Mr. Pope’s fee is \$1,800 a year plus \$3.00 a gigabyte. Here’s a quick overview of where we stand.

Full security system w/cameras, we/backup hard drive records information. Camera in foyer being worked on.

Networking two separate entities; teachers and students access. The 2 not mixed up.

Wireless system involved access to business. We have a bad router – Wayne is working on.

Phone system is at the absolute maximum capacity – bad ports – can be replaced. We

should look into another phone system. Receive complaints about internal phone system.

Phone system used as PA system only in classrooms. Wiring system should be looked into.

Ms. Clemons – This is a security issue. What about the purchase of Smart Boards?

Mr. Webster – Suggest you budget for a services package. Look into Co axle cable with links to TVs in classrooms. Smart Boards very expensive.

Ms. Hutton – Can you come back after doing research on these issues.

Mrs. Webster - Make motion to approve SDP Squared as service provider.

Mr. Primas – Shouldn’t be done in public section of meeting but after we close meeting to public.

Katherine Last Name?, 283 Waterford Rd. – Have safety issue to discuss. There should be an exit door here in the cafeteria for the students and staff to escape in case of a fire. I witnessed a student lagging behind her class when they were supposed to board the school bus. The teacher/adult didn’t appear to know she was left behind.

Ms. Hutton – What is your suggestion? Everyone looked at this building prior to our leasing it. There are obstinate children who refuse to move.

Mr. Webster – Do teachers have cell phones they can use to call out in case of emergencies? Walkie Talkies should be purchased for staff.

Mrs. Hill – Happy to learn Speech Services will begin. Sometimes I e-mail the teachers with questions but some teachers don’t check their e-mails.

Mrs. Clemons – Parents should be notified that Speech Services will be conducted 4 days a week. Suggest to Mrs. Hill that she call the school secretary to give message to the teacher.

Bob Greggs (sic), 24 Sugar Maple Lane – The cafeteria ran out of food and my daughter couldn’t eat until later in the day during instruction time for her class.

Ms. Thompson – I will look into the situation in an effort to assure this doesn’t occur again.

Christy Helzel, (sic) 24 Scenic Rd. – When will health screenings begin?

Ms. Hutton – The nurse will notify you well in advance and it will be posted on our website.

Motion to close meeting to the public

Board Member	Moved By	Second	Aye	Nay	Abstain
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Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons			X		
Ms. Andrea Z. Lomas			X		
Ms. Beverly J. Hutton		X	X		
Ms. Megan McVaugh					
Ms. Colleen Webster	X		X		
Ms. Dana Long					

Motion carried _____ , Not carried _____ by a roll call vote

Committee Reports:

Personnel: A. Motion to approve the employment contract of Lisa Jackson (Instructional Assistant) at an annual salary of \$23,111 (prorated).

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons	X		X		
Ms. Andrea Z. Lomas		X	X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster			X		
Ms. Dana Long					

Motion carried X , Not carried _____ by a roll call vote

B. Motion to approve the temporary employment contract of Christine McGough to cover the leave of absence request of Archana Rathod (food service assistant) for the dates 12/29/09 – 1/29/10.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons		X	X		
Ms. Andrea Z. Lomas			X		
Ms. Beverly J. Hutton	X		X		
Ms. Megan McVaugh					
Ms. Colleen Webster			X		
Ms. Dana Long					

Motion carried X , Not carried _____ by a roll call vote

C. Motion to authorize administration to initiate a search for substitutes in each of the following positions: teacher, instructional assistant, food service assistant, and nurse. Each substitute will hold the necessary credentials for the position and successful criminal background check as required by the state of New Jersey.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons	X		X		
Ms. Andrea Z. Lomas		X	x		
Ms. Beverly J. Hutton				X	
Ms. Megan McVaugh					
Ms. Colleen Webster				X	
Ms. Dana Long					

Motion carried _____, Not carried X by a roll call vote

After motion and second, discussion ensued. Ms. Hutton – Motion needs more information there’s no fiscal parameters listed. How can we vote on this as is? Ms. Webster – We need cost or range of costs. Mr. Primas – This is only a search list.

D. Motion to approve monthly payments to Wadia Alwan, Asst. Board Secretary in the amount of \$150 per month for Board Secretarial services.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons		X	X		
Ms. Andrea Z. Lomas			X		
Ms. Beverly J. Hutton	X		X		
Ms. Megan McVaugh					
Ms. Colleen Webster			X		
Ms. Dana Long					

Motion carried X , Not carried _____ by a roll call vote

E. Motion to approve the reallocation of current staff members, Theresa Warren to Instructional Assistant and Delores Chavanon to Office Assistant with Chavanon’s salary adjusted to \$24,000 a year.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons			X		
Ms. Andrea Z. Lomas	X		X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster		X	X		
Ms. Dana Long					

Motion carried X , Not carried _____ by a roll call vote

F. Motion to approve the following individuals as volunteers pending State approval of background checks: Melinda Frontado, Tina Ruch, Lila Robinson, and Susan Winthrop.

Ms. Webster – Why are we reapproving volunteer list? **Ms. Thompson** – New volunteers added to list.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons			X		
Ms. Andrea Z. Lomas		X	X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster	X		X		
Ms. Dana Long			X		

Motion carried X , Not carried by a roll call vote

G. Motion to approve the contract with Camden County Educational Services Commission for Speech Therapy services at an annual amount of \$63,400 (prorated). Speech services will be provided 4 times a week in order to make up time lost.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons		X	X		
Ms. Andrea Z. Lomas			X		
Ms. Beverly J. Hutton	X		X		
Ms. Megan McVaugh					
Ms. Colleen Webster			X		
Ms. Dana Long					

Motion carried X , Not carried by a roll call vote

H. Motion to approve the following individuals to provide Child Study and Related Services Lawrence Berry, Physical Therapist, Sylvia Hull, Learning Disabilities Teacher Consultant, Steve Levick, School Psychologist, the Occupational Therapist and School Social Worker’s names will be provided later. CST individuals will be compensated at the rate of \$75.00 per hour.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons					
Ms. Andrea Z. Lomas					
Ms. Beverly J. Hutton					
Ms. Megan McVaugh					
Ms. Colleen Webster					
Ms. Dana Long					

Motion carried , Not carried by a roll call vote

Ms. Hutton – I want to acknowledge Ms. Rukiah Alwan’s fine job performance as our Sp. Ed. Teacher.

Motion to approve Curtis Moore as a Substitute Custodian for the amount of \$12 per hour.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons		X	X		
Ms. Andrea Z. Lomas			X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster	X		X		
Ms. Dana Long					

Motion carried X , Not carried _____ by a roll call vote

J. Motion to approve Curtis Moore as a part-time evening custodian at a rate of \$12 per hour for four hours per evening.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons		X	X		
Ms. Andrea Z. Lomas			X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster	X			X	
Ms. Dana Long					

Motion carried X , Not carried _____ by a roll call vote

Miscellaneous Board Business:

A. Motion to approve an inter-local services agreement with SJTP (South Jersey Technology Partnership) to manage our on-going computer technology needs in the amount of \$6,027.00 as per the proposal.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons			X		
Ms. Andrea Z. Lomas	X		X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster		X	X		
Ms. Dana Long					

Motion carried X , Not carried _____ by a roll call vote

B. Motion to approve the revised 2010 budget as adjusted for the enrollment count of October 15, 2009.

Ms. Hutton – What does this mean? Mr. Badessa - Budget had to be reduced by \$2,530.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons			X		
Ms. Andrea Z. Lomas	X		X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster		X	X		
Ms. Dana Long					

Motion carried X , Not carried by a roll call vote

C. TABLED Motion to approve _____ to conduct CPR training for professional development of staff members. Cost of \$ _____ per person includes training manual.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons					
Ms. Andrea Z. Lomas					
Ms. Beverly J. Hutton					
Ms. Megan McVaugh					
Ms. Colleen Webster					
Ms. Dana Long					

Motion carried , Not carried by a roll call vote

D. Motion to participate in the Alliance for Competitive Telecommunications (ACT).

Ms. Clemons – Please explain. Do we have to take the lowest bidder? Ms. Hutton – We’re all working thru new processes, and don’t want to rubber stamp things presented.

Mr. Badessa – This is an open competitive bidding process. Company bidding gives you quotes and when district gets audited by state, they look to see if you’re part of this agreement. Starting date takes effect July 1, 2010 – June 30, 2011. Cost is submitted to E-rate for reimbursement. State has a statute that when you join will send vendors in to give districts the cheapest prices. There’s no cost to join.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons		X	X		
Ms. Andrea Z. Lomas	X		X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster			X		

Ms. Dana Long					

Motion carried X , Not carried _____ by a roll call vote

DISCUSSION ITEMS:

Old Business: Ms. Webster – Did students select mascot and school colors yet?

Ms. Thompson – Students and teachers voted and count was narrowed down to 6 animals and 6 colors. The colors blue and silver was selected and the animal selected was the Mustang.

New Business:

- A. Motion to approve contract with SDP Squared to provide technology backup services for our computer systems in an amount not to exceed \$150/month and \$3.00 per gigabite.**

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons	X		X		
Ms. Andrea Z. Lomas			X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster		X	X		
Ms. Dana Long					

Motion carried X , Not carried _____ by a roll call vote

PUBLIC COMMENTS (all issues):

Motion to Open to Public – Prior to speaking, please state your name & address.

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons			X		
Ms. Andrea Z. Lomas		X	X		
Ms. Beverly J. Hutton	X		X		
Ms. Megan McVaugh					
Ms. Colleen Webster			X		
Ms. Dana Long					

Motion carried X , Not carried _____ by a roll call vote

Mr. Russo, Cardinal Lane – Has this room been approved by the Fire Marshall? Are the children in the all purpose room when we have fire drills? In case of fire, do we have ladders to get the children out the windows? Can we have a state highway yield sign placed on property. What’s the best way to enter school when the doors are locked? Do we have an intercom system for announcements in case of emergencies and for school entrance?

Mr. Matthews – We’re working on an effective intercom system. Yes the facility was approved by the Fire Marshall and we will looking into yield signs for the safety of our students and visitors.

Motion to close to the Public

Board Member	Moved By	Second	Aye	Nay	Abstain
Ms. Jolenna Wells-Beverly					
Ms. Linda L. Clemons	X		X		
Ms. Andrea Z. Lomas			X		
Ms. Beverly J. Hutton			X		
Ms. Megan McVaugh					
Ms. Colleen Webster		X	X		
Ms. Dana Long					

Motion carried X , Not carried _____ by a roll call vote

Motion to Adjourn: 9:30 p.m.

Fire Drills:

Date	Time to Empty
12/2/09	1:59
12/10/09	2:15

Enrollment Counts:

Grade	Count
K	79
1	77
2	78

Next regular meeting date and time: **January 19, 2010 – 8:00 p.m.**

Respectfully submitted,

Antoinette R. Thompson, Director