



The Institute for Excellence Charter School

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**MINUTES of Regular Meeting of the Board of Trustees
Tuesday, November 17, 2009**

Executive Session – 7:30 p.m.

**Personnel Matters: RICE Letters (TT, FJS)
Review Bills, Signatures (open for public)**

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.

Presentations:

Chief School Administrator/Director's Report:

Ms. Thompson -With a few makeup tests schedule, Terra Nova testing is completed. Parent/ teacher conferences are set for November 23 and 24 and report cards will be given out at that time. Professional development workshop is planned for teachers and will be presented by Beverly Hutton on Nov. 24. Teachers are working on setting up web pages and portals.

Ms. Hutton – What have children been able to use?

Ms. Thompson – Students and teachers have internet access. Second graders can use computer for projects.

Board President Update

Ms. Clemons – Everything is setup and running with a few software glitches to be resolved. Perhaps Mr. Webster, one of our volunteers, is able to explain the glitches better.

Business Office:

A. Approval of Minutes – October 27, 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		X		
Ms. Megan McVaugh			X		
Ms. Colleen Webster			X		
Ms. Dana Long			X		

Motion carried X , Not carried by a roll call vote

B. Motion to approve the following financial reports: Reports (Tabled.)

- Treasurer's Report
- Report of Board Secretary
- Certification – Board Secretary
- Status of Personnel Report
- Approval of Bills

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 a field trip to MagiQuest: Character Education Academy located at 182 Route 10 West, East Hanover, NJ for second grade students.

Ms. Thompson – This trip meets core curriculum standards. It is the opening component of character education as it will provide new skills for students to utilize in implementing character buildup and teamwork. It was developed by our teachers to address some bullying issues. The cost will be \$10.00 per student paid by parent/guardian. Uncertain of total cost of trip which would include bus transportation to and from the site.

Ms. Clemons – Is the 1 to 2 hour trip too long for our students? A good estimation of bus transportation for the trip would be around \$800.00.

Ms. Thompson – It is a long trip for children but I feel it’s worth it.

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			X		
Ms. Colleen Webster			X		
Ms. Dana Long			X		
			X		

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

**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					
Ms. Andrea Z. Lomas		X	All Ayes		
Ms. Beverly J. Hutton	X				
Ms. Megan McVaugh					
Ms. Colleen Webster					
Ms. Dana Long					

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

Mr. Ed Webster – I was involved with helping Ms. Thompson with the computers and would like to be involved further but would need type of system and procedures. Where are we going with the technical implementation? Website has meeting starting at 7:00.

Ms. Thompson – I’m not happy with the wireless system. Nothing extra has been done. SJPT has made a presentation to us for their services. The technology has taken time and we have run into unforeseen bumps in the road. The time will be corrected.

Ms. Long – I’d like to make a motion that we form a technical committee.

Ms. Hutton – We should finalize this discussion in executive session.

Ms. Travis – I was removed from my position as Teacher Assistant for excessive absences. I was absent due to illness and provided documentation to this effect. I also took off for a death in my family. I understand I was on probation but my doctor kept me out of work so I wouldn’t contaminate the staff and students. I would like my record to state I was out due to illness.

Mr. Primas – We will discuss this issue further when we go back into Executive Session.

Mr. Frontado- What is the status of 3rd grade students? Also, do we have a difibulator?

Ms. Thompson – Our nurse Mrs. Odom is looking into pricing one for us.

Ms. Clemons – We plan to have building constructed next door for our 3rd graders. Virtua hospital may donate a difibulator to us.

Ms. Hutton – Sometimes the American Heart Association may donate one.

Ms. Lockburner – I have a concern with construction being so close to our children.

Mr. Pleczynski – I am the builder and we will assure the safety of the children.

Motion to close meeting to the public

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

Motion carried X , Not carried by a roll call vote

Committee Reports: None at this time.

Curriculum

Uniform

Finance

Motion to approve the leave of absence request of Archana Rathod (food service assistant) for the dates 12/29/09 – 1/29/10 due to a family illness.

McVaugh – How can employee project so far ahead for illness?

Ms. Thompson – She’ll be taking care of her mother during this absence.

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			X		
Ms. Colleen Webster			X		
Ms. Dana Long			X		
			X		

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

Motion to search for individual to temporarily cover duties of the food service assistant during the aforementioned leave of absence.

Ms. Clemons – Can Ms. Webster pick parent volunteers from her list?

Ms. Hutton – Do we have to be involved? Do you have someone in mind.

Mr. Matthew – We do have someone in mind who will be paid minimum wage and who has previous experience at the Chesilhurst School District.

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			X		
Ms. Colleen Webster	X		X		
Ms. Dana Long			X		
			X		

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

Motion to amend approved Board action dated October 27, 2009 and hereby appointing Wadia Alwan as Asst. Board Secretary instead of Board Secretary.

Ms. Clemons – Frank Badessa is our board secretary and is bonded.

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

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

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

Motion to approve the participation of interns from local colleges/universities and professional organizations to provide volunteer services in their areas of study, e.g. music, art, counseling, nursing, teaching, etc. pending State approval of background checks.

Ms. Hutton – Give us a bit more detail on the students.

Ms. Thompson – They are master level college students who must complete internships in order to be certified. I will schedule their visits and assignments.

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	X		X		
Ms. Colleen Webster			X		
Ms. Dana Long			X		
			X		

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

Motion to approve – No Action Taken Here

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 following individuals as volunteers pending State approval of background checks: No Action Taken At this time.

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 development of an internal Child Study Team comprised of certified individuals who have passed the State criminal history background check to provide Child Study Team, Special Education and related services on a per diem basis. This internal CST will supplement the services currently rendered by the Camden County Educational Services Commission to ensure prompt and comprehensive services to the students of TIFECS.

Ms. Thompson – We were directed by the county supervisor of Child Study Services to immediately pull together a team of professionals to provide service to our special needs students. We must demonstrate that every effort to resolve this problem has been attempted. We have to make up student hours of services that haven’t been provided. County office aware of problem that exists in providing services to students.

Clemons – Parents must be informed. Have you tried another county for services such as Salem County?

Ms. Hutton – We can’t ask prospective enrollees if the student has an IEP. We must find services for the students. Can you bring special need parents together and tell them what’s going on. We must also calculate final cost. To my knowledge a P/T may run between \$70 and \$75.00 an hour. Likewise an O/T services may cost us the same. Speech Teacher may cost \$65.00/hr and some services are \$100.00 an hour.

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			X		
Ms. Colleen Webster		X	X		
Ms. Dana Long			X		
			X		

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

Motion to approve Antoinette Thompson (Director/CSA) to participate in the New Jersey Leaders to Leaders Principal Residency Program as required in N.J.A.C. 6A:9-12.5. Fees total \$3,160.

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		X	X		

Ms. Colleen Webster			X		
Ms. Dana Long			X		
			X		

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

Motion to amend the contract for Frank Viera to \$45,000 per year effective December 1, 2009 as per schedule provided by administration.

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		X	X		
Ms. Colleen Webster			X		
Ms. Dana Long			X		
			X		

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

Miscellaneous Board Business:

Motion to approve an inter-local services agreement with SJTP (South Jersey Technology Partnership) to manage our on-going computer technology needs. 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 Little Hands Family Services, LLC to conduct Preventive Parenting: A Family Approach to Helping Children Be Successful; an 8 week evening program. NO cost to district. Program is funded by a grant.

Ms. Long – This is an excellent company. Parents learn how to encourage their children to express themselves and how to handle difficult situations.

Ms. Thompson – They address anything that causes anxiety or stress within a family.

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		X	X		
Ms. Colleen Webster			X		
Ms. Dana Long			X		

Motion carried X , Not carried by a roll call vote

Motion to approve TIFECs to partner with Winslow Twp. Public Schools to offer a school-based clinic to provide H1N1 vaccinations to our students. Clinic to be held at Winslow Township High School.

Ms. Long – Was permission slip sent out to parents?

Ms. Clemons – How are we partners?

Ms. Thompson – Our parents and guardians will be notified of dates and time vaccinations are available which is from 4:00 to 7:00 pm at Winslow High School We’re partners because we are piggybacking this program and Winslow is providing the space and service at no cost to us.

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

Motion carried , Not carried by a roll call vote

Motion to approve Bobby Fields to conduct CPR training for professional development of staff members. Cost of \$27 per person includes training manual.

Ms. Webster – A local EMS would run about \$20.00 per person including a training manual. I MOVE to have our nurse reach-out to a local CRT provider for training and the cost not to exceed \$810.00 for the staff.

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			X		
Ms. Colleen Webster			X		
Ms. Dana Long			X		

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

Motion to approve Gabriel Beckley, student of PRISM Career Institute Practical Nursing Program, to complete a three day clinical observation of the TIFECs School Nurse’s Office.

Ms. Clemons – Is Mrs. Odom aware of and consent to this request? **Ms. Thompson**-Yes!

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			X		
Ms. Colleen Webster	X		X		
Ms. Dana Long			X		

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

Motion to approve the amendment to include the annual payment of membership fees for the professional affiliation organizations; NJPSA (New Jersey Principals and Supervisors Association) and NAESP (National Association of Elementary School Principals) as a component of the Director/CSA’s employment contract.

Ms. Hutton – Highly recommended program. **Cost not to exceed \$1,000.**

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

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

Motion to approve the solicitation of donations toward a Library Fund for the purpose of the establishment of a school library; to be coordinated by a parent volunteer (Amber Pallante).

Ms. Hutton – Contact book publishers who would probably make donations to the library.
Where will you put library?

Mr. Matthew – Probably on the 3rd floor. Two parents have built bookshelves for us.

Ms. Webster – We are having a book fare the first week in March and this event will help with furnishing the library.

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

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

DISCUSSION ITEMS:

Old Business: NONE

MOTION to adjourn to Executive Session to discuss personnel matters.

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

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

BOARD RETURNED from Executive Session to resume business.

MOTION to terminate employment contract of Tasha Travis (Instructional Assistant) and fill the vacancy said termination will create.

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

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

New Business:

MOTION to approve the Personnel Committee of Ms. Hutton, Ms. McVaugh and Mrs. Webster.

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	X		X		
Ms. Colleen Webster			X		
Ms. Dana Long			X		

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					
Ms. Andrea Z. Lomas	X				
Ms. Beverly J. Hutton			All Ayes		
Ms. Megan McVaugh					
Ms. Colleen Webster		X			
Ms. Dana Long					

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

None spoke at this time.

Motion to close to the Public

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

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

Motion to Adjourn: 11:00 p.m.

Fire Drills:

Date	Time to Empty
11/11/09	1:51

Enrollment Counts:

Grade	Count
K	79
1	77
2	78

Next regular meeting date and time: December 15, 2009 – 8:00 p.m.

Respectfully submitted,

Antoinette R. Thompson, Director