

**PRINCETON CHARTER SCHOOL  
BOARD OF TRUSTEES  
PUBLIC MEETING AGENDA**

**May 13, 2015**

BOARD MEETING: 7:00 pm  
MARSEE CENTER BUILDING

**WELCOME**

Welcome to this public meeting of the Princeton Charter School Board of Trustees. The Board is an unpaid group of nine citizens and sets policy and makes decisions on educational, financial, and personnel matters for Princeton Charter School on behalf of the parents. We are always pleased when members of the community attend our meetings.

The Board of Trustees and Princeton Charter School operate under applicable New Jersey laws.

Each meeting includes opportunities for those attending to comment on items on the published agenda or other matters of interest to them. Early in the meeting there is a "Public Comment" period to provide an opportunity for members of the public to speak on agenda items only. Additionally, members of the public will have the opportunity to make comments after the Board's discussion of "New Business". The Board reserves the right to limit the time allotted to public participation. Law limits discussion of individual personnel.

We desire sincerely that our meetings provide useful opportunities for communication between the Board and the community. Thank you for attending.

*Princeton Charter School Board of Trustees*

# PRINCETON CHARTER SCHOOL BOARD OF TRUSTEES

## BOARD MEETING

### PUBLIC MEETING AGENDA

**DATE: May 13, 2015**

A. OPENING OF THE MEETING

REQUIRED NOTICE OF PUBLIC MEETING

As required by the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.), adequate notice of this meeting was provided through the annual public notice on June 2, 2014 to the following: Princeton Public Library; The Trenton Times; The Town Topics; Princeton; Mercer County Clerks; Princeton Public Schools Business Office; the Mercer County Superintendent of Education; Capital One, N.A.

B. PRESIDENT—CALL TO ORDER

C. ADOPTION OF THE MINUTES

RESOLVE, that the Board of Trustees move to approve the minutes from the April 8, 2015 meeting.

D. PUBLIC COMMENT

E. ORGANIZATION OF THE BOARD

1. **Board of Trustees Election Results** for 3 year period beginning July 1, 2015 to June 30, 2018 (candidates and results)
  - (a) Khalid Anwar (elected)
  - (b) Randy Hubert (elected)
  - (c) Maryellen McQuade (elected)
  - (d) Oscar Torres-Reyna
2. **Election of Officers for the 2015-2016 School Year**
  - (a) President
  - (b) Vice President
  - (c) Treasurer
  - (d) Secretary
3. **Adoption of the 2015-2016 Board of Trustee Meeting Calendar**
4. **Adopt current Board of Trustees Policies and Bylaws**
5. **Adopt School Curriculum**, including textbooks, workbooks and other instructional materials for all subject areas for the 2015-2016 school year.

- 6. Appointment of Head of School / Charter School Lead Person**  
 - Lawrence D. Patton
- 7. Appointments of other internal officers / coordinators for 2015-2016**
- (a) Qualified Purchasing Agent - Diane Potorski  
 Allowing bid threshold to be \$36,000; quote threshold - \$5,400
  - (b) Public Agency Compliance Officer (PACO) - Diane Potorski
  - (c) Custodian of Public Records - Diane Potorski
  - (d) Board Secretary - Diane Potorski
  - (e) Emergency Management Coordinator - Lawrence D. Patton
  - (f) Section 504 Officer - Gail Wilbur
  - (g) Affirmative Action Officer - Lisa Eckstrom
  - (h) Title IX Officer - Gail Wilbur
  - (i) Homeless Liaison - Lisa Eckstrom
  - (j) Integrated Pest Management Coordinator - Chris Tocco
  - (k) Right to Know Custodians - Paula Davis  
 - Kathy MacKenzie
  - (l) Indoor Air Quality Coordinator - Chris Tocco
  - (m) Chemical Hygiene Coordinator - Chris Tocco
  - (n) Asbestos Management Coordinator - Chris Tocco
- 8. Designation of the following professional services for 2015-2016**
- (a) Official newspapers:
    - Town Topics
    - Trenton Times
  - (b) Official Depositories
    - Capital One Bank
  - (c) Legal Counsel
    - Apruzzese, McDermott, Mastro & Murphy
    - Adams, Gutierrez & Lattiboudere, LLC
  - (d) Pest Management Company
    - Western Pest Services
  - (e) Insurance Broker of Record (General Liability Insurance)
    - GR Murray, ERIC North insurance pool
  - (f) Insurance Broker of Record (Health Insurance)
    - To be determined
  - (g) Special Education service provider
    - Middlesex Educational Services Commission
  - (h) Auditors
    - Withum, Smith & Brown
  - (i) Nursing Services
    - Princeton Healthcare Systems
  - (j) School Physician
    - Dr. Robert Helmich
  - (k) ERISA 403(b) Supplemental Plan
    - TIAA-CREF

## **9. Membership Renewals**

- (a) New Jersey Charter Public School Association
- (b) New Jersey School Boards Association
- (c) New Jersey Association of School Business Officials
- (d) New Jersey Association of School Administrators

## **10. Authority to procure goods and services through state contracts**

## **11. Business Administrator authority to solicit bids for budgeted items**

## **12. 2015-2016 Professional Development / Travel Budget - \$30,000**

## **13. Regular School District Travel** (for general school business, PCS School Administrators) - \$400 total allowance per School Administrator.

## **14. Authority to sign checks.** Any 2 of the following:

- (a) Head of School
- (b) President of Board
- (c) Vice-President of Board
- (d) School Business Administrator/Board Secretary

## **15. Authority to pay bills, as necessary, between Board meetings:** \$2,000 limit on bills to be released. Business Administrator will report to the Board, checks released, at the next Board meeting

## **16. Rate of pay for Substitute Teachers**

- (a) \$85 per day - Sub certified
- (b) \$95 per day - 4-year degree, with sub cert
- (c) \$100 per day - Certified teacher
- (d) \$150 per day - Registered nurse

## **F. HEAD OF SCHOOL REPORT /RECOMMENDATIONS**

1. Faculty/Staff Travel
2. Field Trips
3. School lunch price for 2015-2016
  - (a) Paid – \$4.75
  - (b) Reduced- \$0.40

## **G. BOARD COMMITTEE AND OTHER REPORTS**

1. Report from Friends' liaison
2. Report from C&E liaison

## **H. CURRICULUM**

1. Keyboarding Without Tears

2. CCSS Alignment, Math
3. CCSS Alignment, English

I. POLICIES – Second Read

1. 5141.21 Administering Medication

J. CLOSED SESSION—FACULTY/STAFF REAPPOINTMENTS ( List to be provided at Board Meeting)

1. Non-tenured
2. Tenured

ROLL CALL VOTE

Khalid Anwar	Brandice Canes-Wrone	Shannon Daley-Harris
Randy Hubert	Paul Josephson	Kinga Kaminska
Amanda Rose	Trusha Shah	Alan Zetterberg

3. New Hires – Arthur Eisenbach

ROLL CALL VOTE

Khalid Anwar	Brandice Canes-Wrone	Shannon Daley-Harris
Randy Hubert	Paul Josephson	Kinga Kaminska
Amanda Rose	Trusha Shah	Alan Zetterberg

4. Substitute Teachers- New appointments - none

ROLL CALL VOTE

Khalid Anwar	Brandice Canes-Wrone	Shannon Daley-Harris
Randy Hubert	Paul Josephson	Kinga Kaminska
Amanda Rose	Trusha Shah	Alan Zetterberg

K. SCHOOL BUSINESS REPORTS

1. RESOLVED, that the Board of Trustees accept the check register for the time period of April 1 – April 30, 2015
2. RESOLVED, that the Board of Trustees approve the Bank Reconciliation report for the month of April, 2015
3. RESOLVED, that the Board of Trustees approve the attached line item transfers
4. RESOLVED, that the Board of Trustees certify the payrolls for the following dates:
  - i. April 15, 2015 - \$176,738.29
  - ii. April 30, 2015 - \$179,725.96
5. RESOLVED, that the Board of Trustees accept the Line 108 report and Board Secretary Report for April, 2015 and be it further RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of April 30, after review of the monthly financial reports (Line 108 and Board Secretary reports), that to the best of their knowledge no major account or funds has been over expended in violation of N.J.A. C 6A: 12-21.11(b) and that there are sufficient funds available to meet the charter’s financial obligations for the remainder of the fiscal year.

6. Acceptance of Grants

- From Friends of PCS n the amount of \$27,000

L. HARASSMENT, INTIMIDATION & BULLYING

M. APPROVAL OF ENGAGEMENTS / CONTRACTS

None

N. PUBLIC COMMENT

O. ADJOURNMENT