

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

**May 11, 2016**

BOARD MEETING: 7:00 pm  
MARSEE CENTER BUILDING

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 11, 2016**

#### 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 May 30, 2015 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 13, 2016 meeting.

#### D. PUBLIC COMMENT

##### **1. Adoption of the 2016-2017 Board of Trustee Meeting Calendar**

##### **2. Adopt current Board of Trustees Policies and Bylaws**

##### **3. Adopt School Curriculum**, including textbooks, workbooks and other instructional materials for all subject areas for the 2016-2017 school year.

##### **4. Appointment of Head of School / Charter School Lead Person**

- Lawrence D. Patton

##### **5. Appointments of other internal officers / coordinators for 2016-2017**

- (a) Qualified Purchasing Agent - Rob Long will have Temporary Purchasing Agent status for 2016-17 allowing bid threshold to be \$40,000; quote threshold - \$6,000
- (b) Public Agency Compliance Officer (PACO) - Rob Long
- (c) Custodian of Public Records - Rob Long
- (d) Board Secretary - Rob Long
- (e) Emergency Management Coordinator - Lawrence D. Patton
- (f) Section 504 Officer - Nancy O'Neil
- (g) Affirmative Action Officer - Lisa Eckstrom
- (h) Title IX Officer - Lisa Eckstrom

- (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

**6. Designation of the following professional services for 2016-2017**

- (a) Official newspapers:
  - Town Topics
  - Trenton Times
- (b) Official Depositories
  - Peapack Gladstone Bank
  - PNC 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)
  - Gallagher, O’Gorman & Young
- (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. 2016-2017 Professional Development / Travel Budget - \$25,000**

**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

**E. HEAD OF SCHOOL REPORT /RECOMMENDATIONS -**

- 1. Faculty/Staff Travel
- 2. Field Trips
- 3. School lunch price for 2016-2017
  - (a) Paid – \$5.00
  - (b) Reduced- \$0.40

**F. BOARD COMMITTEE AND OTHER REPORTS**

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

**G. CURRICULUM**

- 1. Singapore Math Program for Grades k-2
- 2. Algebra II pilot in Grade 8
- 3. K-4 English Language Arts Intervention Kits
- 4. Change in Grade 2, grade 3 Social Studies curriculum sequence

**H. POLICIES – None**

I. 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
Maryellen McQuade	Amanda Rose
Trusha Shah	

3. Substitute Teachers- New appointments – Kirti Paradkar

ROLL CALL VOTE

Roll Call Vote:

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

4. After School Tutor- New appointments – Kirti Paradkar

ROLL CALL VOTE

Roll Call Vote:

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

J. SCHOOL BUSINESS REPORTS

1. RESOLVED, that the Board of Trustees accept the check register for the time period of April 1 – May 6, 2016.
2. RESOLVED, that the Board of Trustees approve the Bank Reconciliation report for the month of April, 2016.
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, 2016 - \$175,149.95
  - ii. April 29, 2016 - \$168,837.26
5. RESOLVED, that the Board of Trustees accept the Line 108 report and Board Secretary Report for April, 2016 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

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K. HARASSMENT, INTIMIDATION & BULLYING

L. APPROVAL OF ENGAGEMENTS / CONTRACTS

None

M. PUBLIC COMMENT

N. ADJOURNMENT