

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
November 12, 2014

Board Members Present: Khalid Anwar, Amanda Rose, Paul Josephson, Alan Zetterberg, Trusha Shah, Brandice Canes-Wrone, Randy Hubert and Shannon Daley-Harris

Board Members excused: Kinga Kamiska

Others present: Lawrence D. Patton, PCS's Head of School, Diane Potorski, PCS School Business Administrator/Board Secretary, Gail Wilbur, PCS's Assistant Head of School.

I. Opening of Meeting

The President announced that this meeting was being held in accordance with the Open Public Meetings Act and that forty-eight hours advance notice of the date, time and location, had been provided to the 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. in the public notice on June 2, 2014.

II. President Call to Order

The open public meeting was called to order at 7:10 PM

III. Approval of Prior Minutes

The minutes from the October 8, 2014 (**Board Document 10-08-14-01**) were presented for approval, Alan Zetterberg moved that the minutes be adopted; Randy Hubert seconded; and all present voted in favor.

IV. Public Comment

None

V. Head of School Report- Recommendations

2014-2015 FACULTY/STAFF TRAVEL

Faculty/Staff travel was presented for Board approval (**Board Document 11-12-14-02**), after discussion Randy Hubert moved that the Faculty/Staff travel be approved, with the exception of item #2 on the list, Amanda Rose seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Faculty/Staff travel (as amended) set forth as above (**Board Document 11-12-14-02**).

Board Resolution [11-12-14-01]

2014-2015 FIELD TRIPS

Lawrence D. Patton presented Field Trip requests (**Board Document 11-12-14-03**), after discussion Brandice Canes-Wrone moved to approve the Field Trip requests, Alan Zetterberg seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Field Trips set forth as above (**Board Document 11-12-14-03**).

Board Resolution [11-12-14-02]

GRANT APPLICATION

Lawrence D. Patton requested authority to apply for a grant for approximately \$10,000 from the Curtis W. McGraw Foundation. Randy Hubert moved to allow PCS to apply for this grant, Alan Zetterberg seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby authorizes PCS to apply for a grant for approximately \$10,000 from the Curtis W. McGraw Foundation.

Board Resolution [11-12-14-03]

PERSONNEL

SUBSTITUTE TEACHER HIRES

Lawrence Patton requested that the following individual be hired as a Substitute Teacher for the 2014-2015 school year:

- Manju Chawla

After discussion, Amanda Rose moved to hire Manju Chawla, as a Substitute Teacher for the 2014-2015 school year, Brandice Canes-Wrone seconded and a roll call vote was taken, the vote is as follows:

Paul Josephson- yes	Brandice Canes-Wrone- yes
Alan Zetterberg- yes	Trusha Shah- yes
Amanda Rose- yes	Khalid Anwar- yes
Shannon Daley-Harris- yes	

RESOLUTION

The PCS Board of Trustees hereby hires Manju Chawla as a Substitute Teachers for the 2014-2015 school year.

Board Resolution [11-12-14-04]

AFTER SCHOOL TUTOR

Lawrence Patton requested that the following individual be hired as an After School Tutor for the 2014-2015 school year:

- Andrew Borozna

After discussion, Amanda Rose moved to hire Andrew Borozan as an After School Tutor for the 2014-2015 school year, Brandice Canes-Wrone seconded and a roll call vote was taken, the vote is as follows:

Paul Josephson- yes	Brandice Canes-Wrone- yes
Alan Zetterberg- yes	Trusha Shah- yes
Amanda Rose- yes	Khalid Anwar- yes
Shannon Daley-Harris- yes	

RESOLUTION

The PCS Board of Trustees hereby hires Andrew Borozan as an After School Tutor for the 2014-2015 school year.

Board Resolution [11-12-14-05]

HEAD OF SCHOOL REPORT

Lawrence D. Patton presented a formal Board Report (**Board Document 11-12-14-04**). Some of the highlights of this report are as follows:

1. He met with Dakota Cleaning Services to review procedures for cleaning the building and the use of appropriate cleansers that will address the Enterovirus D68.
2. The school directory is done and has gone out to the parent body.
3. Friends of PCS annual gala will be on March 14, 2015.

4. The ERBS have been administered and the WrAP tests finished today.
5. There was a two day training on Common Core, 21 teachers attended this in house training.
6. The Administrators visited The Pennington School for more information on Schoology. The Faculty will be trained on November 14, 2014.
7. On October 28, 2014, the New Jersey Schools Insurance Group awarded Princeton Charter School its 2014 Safety Award. PCS was one of the 39 districts to receive this award of distinction from over 400 districts.

The Board thanked Mr. Patton for his comprehensive report.

VI. Board Committee Reports

Paul Josephson, reported that the Faculty Committee was formed and the first meeting was held. The meeting was extremely productive. The committee will also reviewing options presented to them for PCS's health insurance plan, once the options are available.

Mr. Josephson also reported on the status of the NJ Charter School Association, as the Executive Director, recently resigned. An Interim was in place and a search committee was formed to fill this position.

ADMISSIONS COMMITTEE

Randy Hubert reported that the open house on November 9, 2014 was highly attended. The coat drive was a great success.

COMMUNICATIONS COMMITTEE

Amanda Rose reported that PCS teacher Aaron Burt and several PCS students manned PCS's water stand at Princeton's half marathon. It was a great experience for all involved.

FINANCE COMMITTEE

Khalid Anwar reported that the Comprehensive Annual Finance Report (CAFR) for the school year 2013-2014 will presented at the next Board of Trustee meeting. The Finance Committee will review prior to this meeting. The final (revised) budget for the 2014-2015 school year will also be presented. This budget is based on the final October 15, 2014 enrollment count.

VII. Policies

The following policies were presented for a first reading:

- a. Family and Medical Leave Act Policy (**Board Document 11-12-14-05**).
- b. American with Disabilities Act Policy (**Board Document 11-12-14-06**).
- c. Whistleblower Policy (**Board Document 11-12-14-07**).

VIII. School Business Reports

CHECK REGISTER

The Check Register for the time period of October 4 2014 to November 7, 2014 (**Board Document 11-12-14-09**), in the amount of \$300,863.82 for general expenses, was presented. Alan Zetterberg moved to adopt the check register, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the check register for the time period of October 4, 2014 to November 7, 2014 (**Board Document 11-12-14-08**) set forth as above.

Board Resolution [11-12-14-06]

BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of October (**Board Document 11-12-14-10**) was presented for approval. Alan Zetterberg moved to approve the Bank Reconciliation Report, for the month of October, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the October Bank Reconciliation Report (**Board Document 11-12-14-10**).

Board Resolution [11-12-14-07]

CERTIFICATION OF PAYROLL

- a. October 15, 2014- \$170,852.87
- b. October 30, 2014-\$169,103.81

Alan Zetterberg moved to approve the payroll for the month of October set forth as above, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the October payroll, set forth as above.

Board Resolution [11-12-14-08]

LINE 108 AND BOARD SECRETARY REPORTS

The October Line 108 report and Board Secretary Report were presented for approval (**Board Document 11-12-14-11**). Alan Zetterberg moved to approve these reports, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

RESOLVED, that the Board of Trustees accept the Line 108 report and Board Secretary Report for the month of October 2014,

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of October 31, 2014, 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.

Board Resolution [11-12-14-09]

Grant from Friends of PCS

Alan Zetterberg moved to accept a grant in the amount of \$1,500 from Friends of PCS, to cover the costs of Michael Fowlin, an assembly speaker on November 20, 2014. Khalid Anwar seconded and the PCS Board of Trustees unanimously approves the following:

RESOLUTION

The PCS Board of Trustees hereby accepts \$1,500 from Friends of PCS to cover the cost of the Michael Fowling an assembly speaker on November 20, 2014.

Board Resolution [11-12-14-10]

IX. Closed Session

Amanda Rose moved to enter into executive (closed) session at 9:30 pm, Shannon Daley-Harris seconded and the Board approved the following:

Princeton Charter School Board of Trustees hereby resolves, pursuant to the Open Public Meetings Act that said public body hold a closed session, to enter into closed session 9:30 pm, for the purpose of discussing The Charter School Agreement, personnel, student and/or any legal matters. It is expected that

the results of the discussion undertaken in closed session will be made public at the time official action is taken.

The PCS Board of Trustees moved into executive (closed) session to discuss matters that are deemed necessary to go into executive (closed) session to discuss.

Board Resolution [11-12-14-11]

The Board returned to Open Session at 10:15pm

The Board accepted the HIB report of October 8, 2014 and approved the decisions and actions that were taken by the Head of School, with regard to this HIB report.

Board Resolution [11-12-14-12]

X. Unfinished Business/New Business

None

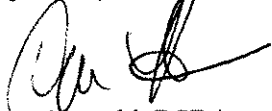
XI. Public Comment

None

XII. Adjournment

Alan Zetterberg moved to adjourn the meeting at 10:20 pm, Amanda Rose seconded and the Board unanimously agreed.

Respectfully submitted,



Diane Potorski, RSBA,
School Business Administrator/Board Secretary