

# Princeton Charter School

## *Board of Trustees*

Meeting of the Board of Trustees, August 24, 2016

Board Members Present: Paul Josephson, Brandice Canes-Wrone, Randy Hubert; Dipty Jain, Lily Zou, Harlan Tenenbaum. Amanda Rose called in.

Board Members excused: Maryellen McQuade, Khalid Anwar

Others present: Lawrence D. Patton, PCS's Head of School, Lisa Eckstrom and Gail Wilbur, PCS Assistant Heads of School, Robert Long, Interim SBA and Board Secretary, Neha Patel, Board Attorney, Appruzzese, McDermott, Mastro & Murphy; Jennifer Knill, James Knill, Ethan Bergeron, Esq., Carolyn Chevance, CR, D'Amico Certified Reporting LLC

### **I. Opening of Meeting**

Paul Josephson 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 Clerk; Princeton Public Schools' Business Office; the Mercer County Superintendent of Education; and Peapack-Gladstone Bank in the public notice on July 15, 2015

### **II. Approval of Prior Minutes**

The minutes from the July 27, 2016 (**Board Document 07-27-16-01**) were presented for approval; Randy Hubert moved that the minutes be approved; Brandice Canes-Wrone seconded; and all present voted in favor.

### **III. Closed Session (To review HIB, personnel and student matters)**

Randy Hubert moved to enter into executive (closed) session at 9:19 a.m., Harlan Tenenbaum seconded and the Board approved the following: Princeton Charter School Board of Trustees hereby resolves, pursuant to the Open Public Meetings Act that said a public body may enter into closed session for the purpose of discussing contracts, 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.

Randy Hubert moved and Harlan Tenenbaum seconded and all present voted in favor of moving the PCS Board of Trustees into executive (closed) session to entertain a residency appeal requested by parents of xxx' and to receive legal advice concerning same. (note - Board Member Maryellen McQuade was absent from this Board meeting; did not vote on this matter, and otherwise would have been recused from the vote.) **Board Resolution [08-24-16-01]**

### **IV. Return to Open Session**

The Board resolved (Randy Hubert moved, Harlan Tenenbaum seconded and the Board approved) to return to open session at 11:40 a.m. **Board Resolution [08-24-16-02]**

RESOLUTION

Related to matters discussed in closed session, Randy Hubert moved, Brandice Canes-Wrone seconded and the PCS Board of Trustees unanimously approves the following resolution:

Resolution affirming student M.K.'s entitlement to continued attendance at Princeton Charter School. **Board Resolution [08-24-16-03]**

#### RESOLUTION

Related to matters discussed in closed session, Randy Hubert moved, Brandice Canes-Wrone seconded and the PCS Board of Trustees unanimously approves the following resolution:

Resolution disenrolling student J.K., from Princeton Charter School due to ineligibility for enrollment as a bona fide Princeton resident at the time of application.

**Board Resolution [08-24-16-04]**

V. **Public Comment** - None

VI. **Organization of the Board**

1. Draft list of proposed Board of Trustee Committees for SY 16-17 (**Board Document 08-24-16-02**) were circulated for first read.

VII. **Head of School Report/Recommendations**

A general update report (**Board Document 08-24-16-03**) on PCS activities and schedule was included in the Board packet, and Lawrence Patton reviewed the PARCC scores earned by PCS students this past Spring that reports "very strong" performance on the part of PCS students.

1. Faculty/Staff Travel - None
2. Field Trips - None

VIII. **Board Committee and Other Reports** - None

IX. **Curriculum** - None

X. **Policies and Plans**

Randy Hubert moved that the following policy documents be approved; Brandice Canes-Wrone seconded; and all present voted in favor.

1. Student-Parent Handbook - **Board Document 07-27-16-06**
2. Faculty Handbook - **Board Document 07-27-16-07**
3. Revised Code of Conduct - **Board Document 07-27-16-08**

#### RESOLUTION

The PCS Board of Trustees approves for the 2016-17 school year the policy documents set forth above. **Board Resolution [08-24-16-05]**

XI. **Faculty/Staff Appointments**

1. School Nurses
  - a. Kathy MacKenzie -  $\frac{4}{5}$ 's time
  - b. Paula Davis -  $\frac{1}{2}$  time

After discussion, Randy Hubert moved to hire Kathy MacKenzie and Paula Davis for the 2016-2017 school year; Brandice Canes-Wrone seconded and a roll call vote was taken; the vote is as follows:

Khalid Anwar- absent	Paul Josephson- yes	Harlan Tenenbaum- yes
Randy Hubert- yes	Maryellen McQuade-absent	Brandice Canes-Wrone- yes
Dipty Jain - yes	Amanda Rose- absent	Lily Zou - yes

#### RESOLUTION

The PCS Board of Trustees hereby hires Kathy MacKenzie as a  $\frac{1}{2}$ 's time School Nurse and Paula Davis as a  $\frac{1}{2}$  time School Nurse for the 2016-17 school year. **Board Resolution [08-24-16-06]**

#### 2. Substitute Teachers

- a. Alison Joyce
- b. Amanda Bongivanni
- c. Robert Cohen
- d. Kelly Kenney Hayes
- e. Katy Solovay
- f. Elisabeth Herrera
- g. Lisa Kaehn
- h. Michael Inguardi
- i. Shannon Stone
- j. Ivia Yavelow
- k. Theresa Voigtsberger - Nurse

After discussion, Randy Hubert moved to approve for the 2016-2017 school year the Substitute Teacher list as set forth above; Brandice Canes-Wrone seconded and a roll call vote was taken; the vote is as follows:

Khalid Anwar- absent	Paul Josephson- yes	Harlan Tenenbaum- yes
Randy Hubert- yes	Maryellen McQuade-absent	Brandice Canes-Wrone- yes
Dipty Jain - yes	Amanda Rose- yes	Lily Zou - yes

#### RESOLUTION

The PCS Board of Trustees hereby approves the Substitute Teacher list as set forth above for the 2016-17 school year. **Board Resolution [08-24-16-07]**

### **XII. School Business Reports**

#### 1. CHECK REGISTER

The Check Register for the time period of July 01, 2016 – August 1, 2016 (**Board Document 08-24-16-04**) in the amount of \$474,913.19 for general expenses was presented.

#### 2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of July 2016 (**Board Document 08-24-16-05**) was presented for approval.

### 3. CERTIFICATION OF PAYROLL

- a. July 15, 2016 - \$45,273.36
- b. July 29, 2016- \$36,427.97

### 4. LINE 108 AND BOARD SECRETARY REPORTS

The July 2016 Line 108 Report and Board Secretary Report were presented for approval (**Board Document 08-24-16-06**).

Brandice Cane-Wrone moved to accept and approve items XII: 1-4; Dipty Jain seconded and the Board unanimously voted to accept and approve the following :

#### RESOLUTION

RESOLVED, that the PCS Board of Trustees hereby accepts and approves the School Business Reports, items XII: 1-4 as detailed above.

RESOLVED, that the PCS Board of Trustees accepts and approves the School Business Reports as set forth above; and that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of June 30, 2016, after review of the monthly financial reports (Line 108 and Board Secretary reports (**Board Document 08-24-16-06**), 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 [08-24-16-08]**

### **XIII. Harassment, Intimidation & Bullying - None**

### **XIV. Approval of Engagements/Contracts**

#### **1. Award of contract for janitorial services to Dakota Building Services (Board Document 08-24-16-07) (bid accepted at June 2016 PCS Board of Trustee meeting):**

RESOLVED, that the Board of Trustees approve the contract with Dakota Building Services for a period of two-years (7/1/16 - 6/30/18) with the option to extend the contract for up to two additional years at the price fixed in the present contract.

#### **2. Renewal of computer network servicing contract with Ancero (Board Document 08-24-16-08):**

RESOLVED, that the Board of Trustees approve the one-year extension (9/1/16 - 8/31/17) of its contract with Ancero.

#### **3. Renewal of school lunch contract with D'Angelo Italian Market (Board Document 08-24-16-09):**

RESOLVED, that the Board of Trustees approve the one-year extension (9/1/16 - 8/31/17) of its contract with D'Angelo Italian Market.

ENGAGEMENTS/CONTRACTS

Randy Hubert moved that the above contracts XIV: 1-3, be approved; Dipty Jain seconded, and the Board unanimously approved the following:

RESOLUTION

RESOLVED, the Board of Trustees accept and approve of the contracts and engagements noted above XIV: 1-3. **Board Resolution [08-24-16-09]**

**XV. Public Comment - None**

**XVI. Adjournment**

Randy Hubert moved to adjourn the meeting, Brandice Canes-Wrone seconded and the Board approved adjournment of the meeting at 11:58 am.

Respectfully submitted,

Robert Long  
Interim Board Secretary

I, Robert Long, certify that all statements and information provided herein are a true and accurate record of the Princeton Charter School Board meeting held on August 24, 2016

\_\_\_\_\_  
Robert Long

\_\_\_\_\_  
Date