

# Princeton Charter School

## *Board of Trustees*

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Meeting of the Board of Trustees  
January 14, 2015

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

Board Members excused: none

Others present: Lawrence D. Patton, PCS's Head of School, Diane Potorski, PCS School Business Administrator/Board Secretary, Gail Wilbur and Lisa Eckstrom, PCS's Assistant Heads 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. Approval of Prior Minutes**

The minutes from the December 3, 2014 (**Board Document 12-03-01-14**) were presented for approval, Alan Zetterberg moved that the minutes be adopted; Randy Hubert seconded; and all present voted in favor.

### **III. Public Comment**

None

### **IV. Report of Friends of PCS**

Roxy Choe, President of Friends of PCS, gave an overview report of the financial data of the Friends Association. Ms. Choe explained the sources of revenue and current expenses. Ms. Choe also spoke about the upcoming Gala, Friends of PCS annual fundraising event. The Gala will be held on March 14, 2015 at PCS's campus center. Ms. Choe informed the Board that Friends is looking for a new Treasurer. An announcement, for this position, will be posted in PCS's weekly newsletter. Ms. Choe also explained how the Gala supports the many programs that PCS wishes to implement and there will be support a cause, again this year at this event.

The Board thanked Roxy for her comprehensive report and also extended its gratitude to Friends for all the financial resources it gives to PCS.

### **V. Head of School Report- Recommendations**

#### **2014-2015 FACULTY/STAFF TRAVEL**

Faculty/Staff travel was presented for Board approval (**Board Document 01-14-15-02**) after discussion Randy Hubert moved that the Faculty/Staff travel be approved, Shannon Daley-Harris seconded and the Board unanimously approved the following:

#### **RESOLUTION**

The PCS Board of Trustees hereby approves the Faculty/Staff travel set forth as above (**Board Document 01-14-15-02**).

#### **Board Resolution [01-14-15-01]**

2014-2015 FIELD TRIPS

Lawrence D. Patton presented Field Trip requests (**Board Document 01-14-15-03**), after discussion Brandice Canes-Wrone moved to approve the Field Trip requests, Randy Hubert 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 01-14-15-03**).

#### **Board Resolution [01-14-15-02]**

#### GRANT ACCEPTANCE

Lawrence D. Patton requested that the Board accept a grant, in the amount of \$7,500, from the Curtis W. McGraw Foundation. Khalid Anwar moved to accept this grant, Trusha Shah seconded and the Board unanimously approved the following:

#### RESOLUTION

The PCS Board of Trustees hereby accepts a grant, in the amount of \$7,500, from the Curtis W. McGraw Foundation.

#### **Board Resolution [01-14-15-03]**

#### PERSONNEL

##### FACULTY/STAFF HIRES

##### SUBSTITUTE TEACHER HIRES

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

- Mark S. Horowitz
- Amanda Bongiovanni
- Kirit Paradkar

After discussion, Randy Hubert moved to hire Mark. S. Horowitz, Amanda Bongiovanni and Kirit Paradkar, as a Substitute Teacher for the 2014-2015 school year, Khalid-Anwar 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	Kinga Kaminska
Randy Hubert- yes	

#### RESOLUTION

The PCS Board of Trustees hereby hires Mark. S. Horowitz, Amanda Bongiovanni and Kirit Paradkar, as a Substitute Teachers for the 2014-2015 school year.

#### **Board Resolution [01-14-15-04]**

#### HEAD OF SCHOOL REPORT

Lawrence D. Patton presented a formal Board Report (**Board Document 01-14-15-04**). Some of the highlights of this report are as follows:

1. A draft of the 2015-2016 school year calendar.
2. Admissions information and lottery information.
3. Professional Development Day information
4. Technology update.
5. Student life update.

The Board thanked Mr. Patton for his comprehensive report.

## **VI. Board Committee Reports**

### **FACILITIES COMMITTEE**

A draft of the campus Landscape Master Plan was presented. This plan was done by Clarke Caton Hintz. There are many options to choose from, incorporated with this plan. The Board discussed the Landscape Master Plan in great detail and also discussed how the options, on this plan, will be funded. Friend's annual fundraising event (the Gala) will be one venue where the funds will be raised to support the costs of this project. PCS Capital & Endowment Fund will also be soliciting donations to support the various cost options of this plan. A formal presentation of the Landscape Master Plan will be presented to the PCS community.

### **COMMUNICATIONS COMMITTEE**

Amanda Rose discussed that a sample letter of the parent survey results was sent out to the PCS parent body.

### **FINANCE COMMITTEE**

Khalid Anwar reported that a forecast tool was being developed. This forecast tool will be presented at the Board of Trustees annual retreat.

### **NOMINATING COMMITTEE**

The Board of Trustees elections will be held in April. The Nominating Committee will be meeting to develop a communication tool that will be sent out to all PCS parent/guardians.

### **ADMISSIONS COMMITTEE**

Randy Hubert reported that the lottery was held on January 13, 2015. There were many applications. The waitlist remains strong. The main objective of the PCS Admission Committee is to continue its outreach efforts, in order to have a diverse student body, at PCS. There will be continued communication with the NJDOE on how to achieve this objective, of diversity, at PCS. The Board thanked the Admissions Committee for all their hard work.

## **VII. Curriculum**

Gail Wilbur presented the Revised K-2 Language Arts Curriculum (**Board Document 01-14-15-05**). After discussion Randy Hubert moved to adopt the Revised K-2 Language Arts Curriculum, Trusha Shah seconded and the Board unanimously approved the following:

### **RESOLUTION**

The PCS Board of Trustees hereby adopts the Revised K-2 Language Arts Curriculum (**Board Document 01-14-15-05**).

**Board Resolution [01-14-15-05]**

## **VIII. School Business Reports**

### **CHECK REGISTER**

The Check Register for the time period of December 2, 2014 to January 9, 2015 (**Board Document 01-14-15-06**) in the amount of \$265,409.74 for general expenses was presented. Trusha Shah 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 December 2, 2014 to January 9, 2015 (**Board Document 01-14-15-06**) set forth as above.

**Board Resolution [01-14-15-06]**

### **BANK RECONCILIATION REPORT**

The Bank Reconciliation Report for the month of December (**Board Document 01-14-15-07**) was presented for approval. Trusha Shah moved to approve the Bank Reconciliation Report, for the month of December, Khalid Anwar seconded and the Board unanimously approved the following:

#### RESOLUTION

The PCS Board of Trustees hereby approves the December Bank Reconciliation Report (**Board Document 01-14-15-07**).

**Board Resolution [01-14-15-07]**

#### CERTIFICATION OF PAYROLL

- a. December 15, 2014- \$168,276.95
- b. December 31, 2014-\$174,414.84

Trusha Shah moved to approve the payroll for the month of December set forth as above, Khalid Anwar seconded and the Board unanimously approved the following:

#### RESOLUTION

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

**Board Resolution [01-14-15-08]**

#### LINE 108 AND BOARD SECRETARY REPORTS

The December Line 108 report and Board Secretary Report were presented for approval (**Board Document 01-14-15-08**). Trusha Shah 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 December, 2014,

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of December 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 01-14-15-09]**

#### TRANSFERS

Diane Potorski presented a transfer request list for Board approval (**Board Document 01-14-15-09**), Trusha Shah moved to approve the transfer request, Khalid Anwar seconded and the Board unanimously approved the following:

#### RESOLUTION

The PCS Board of Trustees approves the transfer request list (**Board Document 01-14-15-09**) set forth as above.

**Board Resolution [01-14-15-10]**

#### **IX. Closed Session**

Amanda Rose moved to enter into executive (closed) session at 9:30 pm, Alan Zetterberg 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 at 9:30 PM 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.



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 [01-14-15-11]**

The Board resolved to return to open session at 9:45 pm.

**APPROVAL OF ENGAGEMENT CONTRACTS**

The following engagement contracts were presented for Board approval:

1. Peapack Gladstone Bank (Board Document 01-14-15-10).
2. Chatham Financial (Board Document 01-14-15-11).
3. Adams Gutierrez & Lattiboudere, LLC (Board Document 01-14-15-12)

After discussion, Brandie Canes-Wrone approved these engagement contracts, Khalid Anwar seconded the Board unanimously approved the following:

**RESOLUTION**

The PCS Board of Trustees hereby approves the engagement contracts with Peapack Gladstone Bank, Chatham Financial and Adams Gutierrez & Lattiboudere, LLC.

**Board Resolution [01-14-15-12]**

**X. Unfinished Business/New Business**

None

**XI. Closed Session**

Amanda Rose moved to enter into executive (closed) session at 10:15PM, Alan Zetterberg 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 10:15PM, for the purpose of discussing 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.

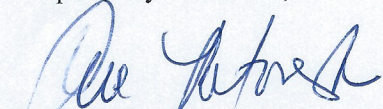
The PCS Board of Trustees moved into executive (closed) session to discuss matters that are deemed necessary to go into executive (closed) session to discuss.

**Board Resolution [01-14-15-13]**

Diane Potorski was asked to leave the meeting.

**XII. Adjournment**

Respectfully submitted,



Diane Potorski, RSBA,  
School Business Administrator/Board Secretary