

# Princeton Charter School

## *Board of Trustees*

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Meeting of the Board of Trustees  
February 11, 2015

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

Board Members excused: Kinga Kaminska, Amanda Rose

Others present: Lawrence D. Patton, PCS's Head of School (called in); Gail Wilbur and Lisa Eckstrom, PCS's Assistant Heads of School; Roxy Choe, President of Friends of PCS

Others excused: Diane Potorski, PCS's School Business Administrator/Board Secretary

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

Shannon Daley-Harris 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 January 14, 2015 (**Board Document 01-14-15-01**) were presented for approval. Randy Hubert moved that the minutes be adopted, Alan Zetterberg seconded, and all present voted in favor.

### **III. Public Comment**

None

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

#### 2014-2015 FACULTY/STAFF TRAVEL

Faculty/Staff travel was presented for Board approval (**Board Document 02-11-15-02**). 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 02-11-15-02**).  
**Board Resolution [02-11-15-01]**

#### 2014-2015 FIELD TRIPS

Lawrence D. Patton and Lisa Eckstrom presented Field Trip requests (**Board Document 02-11-15-03**). After discussion Alan Zetterberg moved to approve the Field Trip requests, Brandice Canes-Wrone 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 02-11-15-03**).  
**Board Resolution [02-11-15-02]**

#### CALENDAR for AY 2015-16

Larry Patton and Lisa Eckstrom presented the Calendar for AY 2015-16 (**Board Document 02-11-15-04**). After discussion Shannon Daley-Harris moved to approve the Calendar for AY 2015-16 subject to final review by Paul Josephson, Trusha Shah seconded and the Board unanimously approved the following:

## RESOLUTION

The PCS Board of Trustees hereby approves the Calendar for AY 2015-16 set forth as above (**Board Document 02-11-15-04**).

### **Board Resolution [02-11-15-03]**

## PERSONNEL

### FACULTY/STAFF HIRES

None.

### SUBSTITUTE TEACHER HIRES

None.

## HEAD OF SCHOOL REPORT

Lawrence D. Patton presented a formal Board Report (**Board Document 02-11-15-05**). Some of the highlights of this report are as follows:

1. PARCC: Training of students and faculty, monitoring of impact on instructional time;
2. Policy: SPED and I&RS – Update;
3. Administrative Review of Lunch Program – Update;
4. Technology – Update on equipment, PARCC preparations and learning management systems.

The Board thanked Mr. Patton for his comprehensive report.

## **V. Board Committee Reports**

Paul Josephson thanked the PCS community for working together on some exciting and challenging initiatives. Among these are the preparations for the PARCC testing, the implementation of Schoology, and the ongoing refinancing and campus plan discussions.

### FACILITIES COMMITTEE

It was reported that a formal presentation of the Landscape Master Plan would be presented to the PCS community on 2/12/2015.

### FINANCE COMMITTEE

Khalid Anwar reported on his meetings in respect of the refinancing initiative. The refunding application will be lodged with the EDA by March 24, 2015. PCS is on schedule to close in May 2015 pending a Board decision to do so.

### NOMINATING COMMITTEE

None

### ADMISSIONS COMMITTEE

None

## **VI. Curriculum**

Gail Wilbur noted the correction to the title page of the Revised K-2 Language Arts Curriculum document (**Board Document 01-14-15-05**).

## **VII. Policies**

The following policy was presented for a first reading:

1. Intervention and Referral Services for General Education Students, Policy # 6164.1(**Board Document 02-11-15-06**).

## **VIII. School Business Reports**

The IRS Form 990 (**Board Document 02-11-15-07**) was presented for review. Larry Patton, Paul Josephson and Khalid Anwar will review the document and submit for approval at the 4/8/2015 meeting of the Board.

## CHECK REGISTER

The Check Register for the time period of January 10, 2015 – February 5, 2015 (**Board Document 02-11-15-08**) in the amount of \$213,979.51 for general expenses was presented. Khalid Anwar moved to adopt the check register, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

## RESOLUTION

The PCS Board of Trustees approves the check register for the time period of January 10, 2015 – February 5, 2015 (**Board Document 02-11-15-08**) set forth as above.

**Board Resolution [02-11-15-04]**

## BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of January 2015 (**Board Document 02-11-15-09**) was presented for approval. Khalid Anwar moved to approve the Bank Reconciliation Report, for the month of January, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

## RESOLUTION

The PCS Board of Trustees hereby approves the January Bank Reconciliation Report (**Board Document 02-11-15-09**).

**Board Resolution [02-11-15-05]**

## CERTIFICATION OF PAYROLL

- i. January 15, 2015 - \$176,845.52
- ii. January 30, 2015 - \$172,000.43

Khalid Anwar moved to approve the payroll for the month of January, 2015 set forth as above, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

## RESOLUTION

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

**Board Resolution [02-11-15-06]**

## LINE 108 AND BOARD SECRETARY REPORTS

The January Line 108 report and Board Secretary Report were presented for approval (**Board Document 02-11-15-10**). Khalid Anwar moved to approve these reports, Brandice Canes-Wrone 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 January, 2015. (**Board Document 02-11-15-10**)

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of January 31, 2015 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 02-11-15-07]**

## TRANSFERS

A transfer request list was presented for Board approval (**Board Document 02-11-15-11**), Khalid Anwar moved to approve the transfer request, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

## RESOLUTION

The PCS Board of Trustees approves the transfer request list (**Board Document 02-11-15-11**) set forth as above.

**Board Resolution [02-11-15-08]**

**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 8:30 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 [02-11-15-09]**

The Board resolved to return to open session at 9:00 PM.

**X. Harassment, Intimidation & Bullying**

None

**XI. Approval Of Engagements/ Contracts**

The following engagement contracts were presented for Board approval:

1. D & R Long Associates, LLC (**Board Document 02-11-15-12**).

After discussion, Trusha Shah moved to approve this engagement contract, Randy Hubert seconded and the Board unanimously approved the following:

**RESOLUTION**

The PCS Board of Trustees hereby approves the engagement contract with D & R Long Associates, LLC

**Board Resolution [02-11-15-10]**

**XII. Unfinished Business/New Business**

None

**XIII. Public Comment**

None

**XIV. Adjournment**

Respectfully submitted,

Lawrence D. Patton  
Head of School