

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
March 18, 2015

Board Members Present: Khalid Anwar, Brandice Canes-Wrone, Shannon Daley-Harris, Randy Hubert, Paul Josephson, Kinga Kaminska and Amanda Rose.

Board Members excused: Trusha Shah and Alan Zetterberg.

Others present: Lawrence D. Patton, PCS's Head of School (called in); Gail Wilbur and Lisa Eckstrom, PCS's Assistant Heads of School; Rob Long (Business Office); Robin Birkel (Friends of PCS).

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

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 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 February 11, 2015 meeting (**Board Document 02-11-15-01**) were presented for approval. Randy Hubert moved that the minutes be adopted, Shannon Daley-Harris seconded, and all present voted in favor.

III. Executive Session

Shannon Daley-Harris moved to enter into executive (closed) session at 7:10 PM, Khalid Anwar seconded and the Board approved the following:

Executive Session

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 7:10 PM, for the purpose of discussing contractual and 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.

RESOLUTION

The PCS Board of Trustees moved into executive (closed) session to discuss contractual and legal matters. **Board Resolution [03-18-15-01]**

Princeton Charter School Board of Trustees resolved to return to Open Public Session at 7:20 PM.

IV. Report from Friends of Princeton Charter School

Robin Birkel, Friends Executive Committee, gave an overview report of Friends' financial status and explained the sources of revenue and current expenses. She also reported on recent activities, namely Fun Fridays in February, the Faculty / Staff Appreciation Luncheon and the Mardi Gras Gala. Paul Josephson requested that she relay the Board's thanks to Friends of PCS for organizing these events. He made specific mention of the Gala which had been a successful community building and fund raising event.

V. Executive Session

Randy Hubert moved to re-enter executive (closed) session at 7:40 PM, Amanda Rose seconded and the Board approved the following:

Executive Session

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 7:40 PM, for the purpose of discussing contractual and 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.

RESOLUTION

The PCS Board of Trustees moved into executive (closed) session to discuss contractual and legal matters. **Board Resolution [03-18-15-02]**

Princeton Charter School Board of Trustees resolved to return to Open Public Session at 7:50 PM.

The following engagement contract was presented for Board approval:

- 1. MS&B (**Board Document 03-18-15-02**).

After discussion, Amanda Rose moved to approve this engagement contract, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the engagement contract with MS&B.

Resolution [03-18-15-03]

VI. Public Comment

None

VII. Head of School Report- Recommendations

2014-2015 FACULTY/STAFF TRAVEL

None

2014-2015 FIELD TRIPS

Lawrence D. Patton presented a Field Trip request (**Board Document 03-18-15-03**). After discussion Shannon Daley-Harris moved to approve the Field Trip request, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Field Trip set forth as above (**Board Document 03-18-15-03**).

Board Resolution [03-18-15-04]

LUNCH PROGRAM / OFFER VS SERVE

Lawrence D. Patton reported back on the Department of Agriculture’s Administrative Review of the school lunch program and of the implementation of the Offer vs Serve procedure (**Board Document 03-18-15-04**). PCS is in compliance in all areas.

VOLUNTEERS

Lawrence D. Patton reported that 8 student teachers from TCNJ would be engaged in a practicum teaching experience at PCS for 8 weeks. The student teachers would be observing and assisting faculty, and working with individuals and small groups. After discussion Randy Hubert moved to approve the practicum teaching experience of the student teachers from TCNJ, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the practicum teaching experience of the student teachers from TCNJ as above.

Board Resolution [03-18-15-05]

FACULTY/STAFF HIRES

Lawrence D. Patton requested that the following individual be hired as a part-time tutor for the 2014-2015 school year:

- Kristi Rubino

After discussion, Amanda Rose moved to approve the hiring of Kristi Rubino as a part-time aide for the 2014-2015 school year. Khalid Anwar seconded and a roll call vote was taken; the vote was as follows:

Paul Josephson	- yes	Amanda Rose	- yes	Trusha Shah	- absent
Khalid Anwar	- yes	Brandice Canes- Wrone	- yes	Alan Zetterberg	- absent
Shannon Daley Harris	- yes	Randy Hubert	- yes		
Kinga Kaminska	- yes				

RESOLUTION

The PCS Board of Trustees hereby hires Kristy Rubino as a part-time aide for the 2014-2015 school year.

Board Resolution [03-18-15-06]

SUBSTITUTE TEACHER HIRES

None.

HEAD OF SCHOOL REPORT

Lawrence D. Patton presented a formal Board Report (**Board Document 03-18-15-05**). Some of the highlights of this report are as follows:

1. The PCS Service Corps’ Read-it-Forward initiative concluded with a visit to the John F. Hartranft Elementary School in Philadelphia. Members of the PCS Service Corps delivered the classroom libraries that had been made possible by the donations of books by PCS families.
2. Update on the Princeton Charter School renewal timeline
3. PARRC Testing – Update

VIII. Board Committee Reports

FACILITIES COMMITTEE

None

FINANCE COMMITTEE

Khalid Anwar reported that PCS had been granted an extension in respect of the I-990 submission. The document will be presented for Board discussion and approval at the meeting on April 8th, 2015.

NOMINATING COMMITTEE

None

ADMISSIONS COMMITTEE

None

IX. Curriculum

None

X. Policies

The following policy was presented for approval:

1. Intervention and Referral Services for General Education Students, Policy # 6164.1(**Board Document 03-18-15-06**).

Shannon Daley-Harris moved to adopt the Intervention and Referral Services for General Education Students, Policy # 6164.1, Kinga Kaminska seconded, and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby adopts the Intervention and Referral Services for General Education Students, Policy # 6164.1(**Board Document 03-18-15-06**).

Board Resolution [03-18-15-07]

XI. School Business Reports

PRESENTATION OF THE 2014-2015 SCHOOL YEAR BUDGET Khalid Anwar, PCS's Treasurer of the Board of Trustees, presented Princeton Charter School's 2015-2016 school year budget (**Board Document 03-18-15-07**). Mr. Anwar informed the board that PCS's Finance Committee had met on March 13, 2015, reviewed the budget and recommended the budget be sent to the Board for formal approval. A power-point presentation was also used to highlight the revenue sources and the budgeted expenditures. The Board discussed the budget in detail. Following this discussion, Khalid Anwar moved to adopt the 2015-2016 budget, Amanda Rose seconded and the PCS Board of Trustees unanimously approved the following:

RESOLUTION The PCS Board of Trustees hereby adopts PCS's 2015-2016 budget (**Board Document 03-18-15-07**) and recommends it for filing with the State Department of Education.

Board Resolution [03-18-15-08]

CHECK REGISTER

The Check Register for the time period of February 6, 2015 – March 11, 2015 (**Board Document 03-18-15-08**) was presented. Khalid Anwar moved to adopt the check register, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the check register for the time period of February 6, 2015 – March 11, 2015 (**Board Document 03-18-15-08**) set forth as above.

Board Resolution [03-18-15-09]

BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of February, 2015 (**Board Document 03-18-15-09**) was presented for approval. Khalid Anwar moved to approve the Bank Reconciliation Report, for the month of February, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the February, 2015 Bank Reconciliation Report (**Board Document 03-18-15-09**).

Board Resolution [03-18-15-10]

CERTIFICATION OF PAYROLL

- i. February 13, 2015 - \$175, 325.54
- ii. February 27, 2015 - \$175, 724.72

Khalid Anwar moved to approve the payroll for the month of February, 2015 set forth as above, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

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

Board Resolution [03-18-15-11]

LINE 108 AND BOARD SECRETARY REPORTS

The February Line 108 report and Board Secretary Report were presented for approval (**Board Document 03-18-15-10**). Khalid Anwar moved to approve these reports, Randy Hubert 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 February, 2015. (**Board Document 03-18-15-10**)

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of February 28, 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 [03-18-15-12]**

TRANSFERS

A transfer request list was presented for Board approval (**Board Document 03-18-15-11**) Khalid Anwar moved to approve the transfer request, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the transfer request list (**Board Document 03-18-15-11**) set forth as above. **Board Resolution [03-18-15-13]**

XII. Safety Grant

Randy Hubert moved to grant the PCS Administrative Team approval to apply for the 2015-2016 school year Safety Grant Program in the amount of \$2, 500 through NJ Schools Insurance Group's ERIC NORTH, Kinga Kaminska seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby grants the PCS Administrative Team approval to apply for the 2015-2016 school year Safety Grant Program in the amount of \$2, 500 through NJ Schools Insurance Group's ERIC NORTH **Board Resolution [03-18-15-14]**

XIII. SEMI Waiver

Lawrence D. Patton requested a waiver of the requirements to maximize Special Education Medicaid Initiative (SEMI), for the 2015-2016 school year, because there are fewer than 40 Special Education-Medicaid eligible students at PCS. Brandice Canes-Wrone moved this request, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby resolves to waive the requirements to maximize SEMI, for the 2015-2016 school year, due to the fact that PCS has fewer than 40 Special-Education-Medicaid eligible students. **Board Resolution [03-18-15-15]**

XIV. Closed Session

Shannon Daley-Harris moved to enter into executive (closed) session at 9:15 PM, Khalid Anwar 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 9:15 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 [03-18-15-16]

The Board resolved to return to open session at 9:25 PM.

XV. Harassment, Intimidation & Bullying

Shannon Daley-Harris moved to accept receipt of the HIB incident report dated March 18, 2015, Khalid Anwar seconded and the PCS Board of Trustees resolved the following:

RESOLUTION The PCS Board of Trustees hereby acknowledges receipt of the HIB incident report dated March 18, 2015. **Board Resolution [03-18-15-17]**

XVI. Unfinished Business/New Business

None

XVII. Public Comment

None

XVIII. Adjournment

Amanda Rose moved to adjourn the meeting at 9:40 PM, Shannon Daley-Harris seconded and the Board unanimously agreed.

Respectfully submitted,

Lawrence D. Patton
Head of School