

# Princeton Charter School

## *Board of Trustees*

Meeting of the Board of Trustees  
February 10, 2016

Board Members Present: Paul Josephson, Amanda Rose, Shannon Daley-Harris, Brandice Canes-Wrone, Randy Hubert, Kinga Kaminska, Trusha Shah, Maryellen McQuade

Board Members excused: Khalid Anwar

Others present: Lawrence D. Patton, PCS's Head of School, Lisa Eckstrom and Gail Wilbur, PCS's Assistant Heads of School, Robert Long, Interim School Business Administrator and Board Secretary, Roxy Choe, President, Friends of PCS

### **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; Peapack-Gladstone Bank in the public notice on May 30, 2015

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

The minutes from the January 13, 2016 (**Board Document 1-13-16-01**) were presented for approval, Shannon Daley-Harris moved that the minutes be approved; Amanda Rose seconded; and all present voted in favor.

### **III. Closed Session (To review HIB and Personnel Matters)**

Shannon Daley-Harris moved to enter into executive (closed) session at 7:08 p.m., Amanda Rose 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 7:08 p.m. 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 [02-10-16-01]**

The Board resolved (Shannon Daley-Harris moved, Amanda Rose seconded) to return to open session at 7:35 p.m.

#### **Board Resolution [02-10-16-02]**

At this time, Trusha Shah was excused from the meeting.

### **IV. Public Comment**

None

**V. Head of School Report**

Larry Patton presented his report, the highlights of which were as follows:

1. PARCC update on school performance against local districts
2. Review of final admissions lottery numbers
3. Update on PCS Calendar for FY 2016-17 school year. PCS is waiting on the Princeton Public School Board approval of its schedule so that spring breaks can be coordinated
4. Discussed draft of the Board retreat agenda
5. Discussed possible curricular implementation of Algebra II course

**2015-2016 FACULTY/STAFF TRAVEL**

Faculty/Staff travel was presented for Board approval (**Board Document 02-10-16-02**). After discussion Shannon Daley-Harris moved that the Faculty/Staff travel be approved, Amanda Rose 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 02-10-16-02**).

**Board Resolution [02-10-16-03]**

**2014-2015 FIELD TRIPS**

Lawrence D. Patton presented Field Trip requests (**Board Document 02-10-16-03**), after discussion Shannon Daley-Harris moved to approve the Field Trip requests, Amanda Rose 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 02-10-16-03**).

**Board Resolution [02-10-16-04]**

**VI. Board Committee Reports**

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's annual fundraising event.

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

**VII. Curriculum**

None

**VIII. Policies and Plans**

None

**IX. Personnel**

**FACULTY/STAFF HIRES**

None

## SUBSTITUTE PERSONNEL

Lawrence Patton requested that the following individuals be hired as substitute personnel for the 2015-2016 school year:

1. Michael Inguardi
2. Margo Silk

After discussion, Shannon Daley-Harris moved to hire Michael Inguardi and Margo Silk as substitute personnel for the 2015-2016 school year. Amanda Rose seconded and a roll call vote was taken; the vote is as follows:

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

## RESOLUTION

The PCS Board of Trustees hereby hires Michael Inguardi and Margo Silk as substitute personnel for the 2015-2016 school year.

**Board Resolution [02-10-16-05]**

## X. School Business Reports

### CHECK REGISTER

The Check Register for the time period of January 1, 2016 – February 4, 2016 (**Board Document 02-10-16-04**) in the amount of **\$667,782.98** for general expenses was presented. Shannon Daley-Harris moved to adopt the check register, Amanda Rose seconded and the Board unanimously approved the following:

## RESOLUTION

The PCS Board of Trustees approves the check register for the time period of January 1, 2016 – February 4, 2016 (**Board Document 02-10-16-04**) set forth as above.

**Board Resolution [02-10-16-06].**

### BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of December, 2015 (**Board Document 02-10-16-05**) was presented for approval. Shannon Daley-Harris moved to approve the Bank Reconciliation Report, for the month of January, 2016; Amanda Rose seconded and the Board unanimously approved the following:

## RESOLUTION

The PCS Board of Trustees hereby approves the January, 2016 Bank Reconciliation Report (**Board Document 02-10-16-05**)

**Board Resolution [02-10-16-07]**

### CERTIFICATION OF PAYROLL

- a. January 13, 2016- \$173,385.51
- b. January 29, 2016-\$170, 049.71

Shannon Daley-Harris moved to approve the payroll for the month of January 2016 set forth as above, Amanda Rose seconded and the Board unanimously approved the following:

RESOLUTION

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

**Board Resolution [02-10-16-08]**

LINE 108 AND BOARD SECRETARY REPORTS

The December Line 108 report and Board Secretary Report were presented for approval (**Board Document 02-10-16-06**). Shannon Daley-Harris moved to approve these reports, Amanda Rose 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, 2015,

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of January 31, 2016, 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 [02-10-16-09]**

**XI. HIB**

Shannon Daley-Harris moved to approve the January 2016 HIB report and accept the February 2016 HIB report, Amanda Rose seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the January, 2016 HIB report and accepts the February 2016 HIB report..

**Board Resolution [02-10-16-10]**

**XII. PCS Corrective Action Plan (CAP)**

The PCS Corrective Action Plan (CAP) was presented and discussed. Shannon Daley-Harris moved to approve the PCS (CAP) (**Board Document 02-20-16-07**) in response to the FY 2014/2015 Auditors' Management Report, Amanda Rose seconded and the Board unanimously approved the following:

RESOLVED, that the Board of Trustees has reviewed and approves of the PCS Corrective Action Plan (CAP) (**Board Document 02-20-16-07**) in response to the FY 2014/2015 Auditors' Management Report  
**Board Resolution [02-20-16-11]**

**XIII. Public Comment**

None

**XIV. Adjournment**

The meeting adjourned at **9:00 p.m.**, Shannon Daley-Harris proposed, Amanda Rose seconded.

Respectfully submitted,

Robert Long  
Board Secretary