

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
March 9, 2016

Board Members Present: Paul Josephson, Amanda Rose, Shannon Daley-Harris, Brandice Canes-Wrone, Randy Hubert, Khalid Anwar - Maryellen McQuade called in

Board Members excused: Kinga Kaminska, Trusha Shah

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 Clerk; Princeton Public Schools' Business Office; the Mercer County Superintendent of Education; and Peapack-Gladstone Bank in the public notice on May 30, 2015

II. Approval of Prior Minutes

The minutes from the February 10, 2016 (**Board Document 02-10-16-01**) were presented for approval, Shannon Daley-Harris moved that the minutes be approved with the amendment to reflect that Board member Kinga Kaminska was excused from the February 10, 2016 Board Meeting; 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 7:07 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 a public body may hold a closed session, to enter into closed session at 7:07 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 [03-09-16-01]

The Board resolved (Shannon Daley-Harris moved, Amanda Rose seconded) to temporarily return to open session at 7:27 pm to allow the President of Friends of PCS to deliver her report. **Board Resolution [03-09-16-02]**

IV. Report of Friends of PCS

Roxy Choe, President of Friends of PCS, gave an overview and 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 Ms. Choe for her comprehensive report and also extended its gratitude to Friends for all the financial resources it gives to PCS.

V. Return to Closed Session (to review HIB and Personnel matters)

Shannon Daley-Harris moved to re-enter into executive (closed) session at 7:36 pm., 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 a public body may hold a closed session, to enter into closed session at 7:36 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 [03-09-16-03]**

The Board resolved (Shannon Daley-Harris moved, Amanda Rose seconded) to return to open session at 8:32 p.m (note - Board member Maryellen McQuade was disconnected from the conference call line at approximately 8:15 pm and was not able to reconnect into the meeting). **Board Resolution [03-09-16-04]**

VI. Acknowledgement of Receipt of Diane Potorski's Letter of Retirement

The letter of retirement sent to the School by its incumbent School Business Administrator, Diane Potorski, announcing her retirement effective 3/31/16 (**Board Document 03-09-16-02**), was acknowledged as received and read into the public record. A discussion followed on ways to recognize Ms. Potorski's service to PCS.

RESOLVED, that the Board of Trustees hereby acknowledges the receipt of, and its acceptance of, the letter of retirement of Diane Potorski, School Business Administrator. **Board Resolution [03-09-16-05]**

VII. Public Comment

None

VIII. Head of School Report

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

1. PCS's Charter was officially renewed by the State of NJ for another five years!
2. The decision was made not to implement an Algebra II course for 8th graders for the 16/17 school year, but to continue investigation of the option for future school years.

BUSINESS OFFICE RESTRUCTURING

Mr. Patton presented to the Board a proposal for restructuring the personnel positions of the PCS Business Office. Currently there are two positions, a full-time School Business Administrator ("SBA") position and a part-time Staff Accountant position. It is proposed to modify the SBA position to a three-fifths (3/5's) time position and modify the Staff Accountant position to a full-time position. After discussion Amanda Rose moved that the restructuring of the Business Office personnel positions be approved, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the restructuring of the Business Office personnel positions as set forth above. **Board Resolution [03-09-16-06]**

2015-2016 FACULTY/STAFF TRAVEL

Faculty/Staff travel was presented for Board approval (**Board Document 03-09-16-03**). 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 03-09-16-03**). **Board Resolution [03-09-16-07]**

2014-2015 FIELD TRIPS

Lawrence D. Patton presented Field Trip requests (**Board Document 03-09-16-04**), 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 03-09-16-04**). **Board Resolution [03-09-16-08]**

IX. Board Committee Reports

Board Member Candice Canes-Wrone provided an update on the progress of the Curriculum Committee and requested Board participation in upcoming meetings. Amanda Rose will participate in the English Committee; Paul Josephson will participate in the History Curriculum Committee.

X. Curriculum

None

XI. Policies and Plans

RESOLVED, that the Board of Trustees hereby authorizes the submission of the proposed Comprehensive Equity Plan (CEP) (pending review of appointed Board committee) Board members Randy Hubert and Maryellen McQuade will serve as the Board members on the CEP Review Committee. Shannon Daley-Harris moved, Amanda Rose seconded and the Board unanimously approved. **Board Resolution [03-09-16-09]**

XII. Personnel

FACULTY/STAFF HIRES

None

XIII. School Business Reports

1. The proposed, preliminary budget for school year 2016/17 (**Board Document 03-09-16-05**) was presented and discussed. Khalid Anwar moved to adopt the preliminary budget for school year 2016/17, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the preliminary budget for school year 2016/17 (**Board Document 03-09-16-05**) set forth as above. **Board Resolution [03-09-16-10]**.

2. CHECK REGISTER

The Check Register for the time period of February 1, 2016 – March 2, 2016 (**Board Document 03-09-16-06**) in the amount of \$594,666.47 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 February 1, 2016 – March 2, 2016 (**Board Document 03-09-16-06**) set forth as above. **Board Resolution [03-09-16-11]**.

3. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of February, 2016 (**Board Document 03-09-16-07**) was presented for approval. Khalid Anwar moved to approve the Bank Reconciliation Report, for the month of February, 2016. Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the February, 2016 Bank Reconciliation Report (**Board Document 03-09-16-07**) **Board Resolution [03-09-16-12]**

4. CERTIFICATION OF PAYROLL

- a. February 12, 2016- \$177,402.47
- b. February 29, 2016- \$174,685.77

Khalid Anwar moved to approve the payroll for the month of January 2016 set forth as above, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the February payroll, set forth as above.
Board Resolution [03-09-16-13]

LINE 108 AND BOARD SECRETARY REPORTS

The February Line 108 report and Board Secretary Report were presented for approval (**Board Document 03-09-16-08**). 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 February, 2016,

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of February 29, 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 [03-09-16-14]

XIV. HIB

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

RESOLUTION

The PCS Board of Trustees hereby approves the February, 2016 HIB report **Board Resolution [03-09-16-15]**

No report for March, 2016

XV. APPROVAL OF ENGAGEMENTS/CONTRACTS

1. RESOLVED, that the Board of Trustees hereby approves the settlement agreement resolving the following matters: EDU 12704-2014S; Agency Ref. No. 2016-23889; and Agency Ref. No. 2016-23411.
2. RESOLVED, that the Board of Trustees approve of the appointment of Lisa Eckstrom as the Princeton Charter School Affirmative Action Officer for FY 2016/17

Shannon Daley-Harris moved, Amanda Rose seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the noted settlement agreements and appointment of Lisa Eckstrom and the Princeton Charter School Affirmative Action Officer for FY 2016/17. **Board Resolution [03-09-16-16]**

XVI. Public Comment

None

XVII. Adjournment

The meeting adjourned at **10:04 p.m.**, Shannon Daley-Harris proposed, Amanda Rose seconded.

Respectfully submitted,

Robert Long
Interim Board Secretary