

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
July 22, 2015

Board Members Present: Khalid Anwar, Brandice Canes-Wrone, Randy Hubert, Paul Josephson, Amanda Rose, Trusha Shah. Maryellen McQuade called in.

Board Members excused: Shannon Daley-Harris, Kinga Kaminski.

Others present: Lawrence D. Patton, PCS's Head of School (called in); Lisa Eckstrom, PCS's Assistant Head of School; Lindsey Donaldson, Recorder; Rob Short, School Business Office.

Others excused: Gail Wilbur, PCS's Assistant Head of School; Diane Potorski, PCS's School Business Administrator/Board Secretary; Roxy Choe, President of 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 June 10 (**Board Document 06-10-15-01**) and the June 19, 2015 (**Board Document 06-19-15-01**) meetings were presented for approval. Amanda Rose moved that the minutes be adopted, Khalid Anwar seconded, and all present voted in favor.

III. Closed Session (To review Personnel and HIB issues)

Amanda Rose moved to enter into executive (closed) session at 9:10 AM, Brandice Canes-Wrone 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 9:10 AM for the purpose of discussing HIB investigations and personnel 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 [07-22-15-01]

The Board resolved (Brandice Canes-Wrone proposed, Khalid Anwar seconded) to return to open session at 9:35 AM.

IV. Public Comment

None

V. Head of School Report - Recommendations

2015-2016 FACULTY/STAFF TRAVEL
None

2015-2016 FIELD TRIPS
None

HEAD OF SCHOOL REPORT

Lawrence D. Patton presented a formal Board Report (**Board Document 07-22-15-02**). Some of the highlights of this report are as follows:

1. Handbooks - Presented for a 1st reading.
2. State Reporting Updates
3. ANNUAL REPORT

The 2014-2015 Annual Report was presented for Board approval (**Board Document 07-22-15-03**). After discussion Paul Josephson moved that the Board approve the 2014-2015 Annual Report, pending further review and revisions by the Board, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the 2014-2015 Annual Report (**Board Document 07-22-15-03**), pending further review and revisions by the Board, for filing with the NJDOE.
Board Resolution [07-22-15-02]

4. Calendar Amendment - In advance of the winter recess, December 18, 2015 becomes a half day.
5. 2015-2016 Renewal Site Visit - This is scheduled for December 3, 2015.
6. School Security - August 12, 2015 Princeton Police Department hosting an event to discuss this issue.
7. HIB Grade - This item will be held over to the August 12, 2015 meeting.

Khalid Anwar left the meeting at this point (10:00 AM)

VI. Board Committee and Other Reports

FRIENDS REPORT
None

CAPITAL AND ENDOWMENT FUND
None

ADMISSIONS COMMITTEE
None

FACILITIES COMMITTEE
None

FINANCE COMMITTEE
Robert Long reported that the transfer to Peapack Gladstone had gone well. The staff of that institution had been attentive and helpful.

NOMINATING COMMITTEE
None

PERSONNEL COMMITTEE

None

VII. Curriculum

1. New French Textbooks - *T'es Branche*
2. New Math Textbook - *Holt McDougal Mathematics Grade 7, Common Core Edition ©2012*

After discussion, Amanda Rose moved to adopt *T'es Branche* as instructional material for the 2015-2016 school year. Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the incorporation of *T'es Branche* into the French curriculum.

Board Resolution [07-22-15-03]

After discussion, Amanda Rose moved to adopt *Holt McDougal Mathematics Grade 7, Common Core Edition ©2012* as instructional material for the 2015-2016 school year. Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the incorporation of *Holt McDougal Mathematics Grade 7, Common Core Edition ©2012* into the Math curriculum.

Board Resolution [07-22-15-04].

V11. Policies and Handbooks

1. The *2015-2016 Faculty/Staff Handbook (Board Document 07-22-15-04)* was presented for a first reading.
2. The *2015-2016 Parent/Student Handbook (Board Document 07-22-15-05)* was presented for a first reading.
3. EEO and Anti-harassment (amended) (**Board Document 07-22-15-06**) was presented for a first reading.
4. Computer Use (amended) (**Board Document 07-22-15-07**) was presented for a first reading.
5. Electronic Communications (**Board Document 07-22-15-08**) was presented for a first reading.
6. Ethics/Conflict of Interest (**Board Document 07-22-15-09**) was presented for a first reading.
7. NJSAFE (created) (**Board Document 07-22-15-10**) was presented for a first reading.

V111. Faculty/Staff Hires

NEW HIRES

None

SUBSTITUTE TEACHER HIRES

None.

IX. School Business Reports

1. CHECK REGISTER

The Check Register for the time period of June 6 – June 30, 2015 (**Board Document 07-22-15-11**) was presented. Randy Hubert moved to adopt the check register (revised – check # A21537 voided), 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 June 6 – June 30, 2015 (**Board Document 07-22-15-11**) set forth as above.

Board Resolution [07-22-15-05].

2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of June, 2015 (**Board Document 07-22-15-12**) was presented for approval. Randy Hubert moved to approve the Bank Reconciliation Report, for the month of June, Amanda Rose seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the June, 2015 Bank Reconciliation Report (**Board Document 07-22-15-12**)

Board Resolution [07-22-15-06].

3. CERTIFICATION OF PAYROLL

- i. June 15, 2015 - \$179,120.87
- ii. June 30, 2015 - \$178,146.19

Randy Hubert moved to approve the payroll for the month of June, 2015 set forth as above, Amanda Rose seconded and the Board unanimously approved the following:

RESOLUTION

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

Board Resolution [07-22-15-07].

4. LINE 108 AND BOARD SECRETARY REPORTS

The June Line 108 report and Board Secretary Report were presented for approval (**Board Document 07-22-15-13**). Randy Hubert 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 June, 2015 (**Board Document 07-22-15-13**).

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of June 30, 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 [07-22-15-08].

5. TRANSFERS

A transfer request list was presented for Board approval (**Board Document 07-22-15-14**). Randy Hubert moved to approve the transfer request, Amanda Rose seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the transfer request list (**Board Document 07-22-15-14**) set forth as above.
Board Resolution [07-22-15-09].

6. ACCEPTANCE OF GRANTS

Amanda Rose moved to accept a NCLB / Title 1A and 2A grant in the amount of \$27, 880. Randy Hubert seconded and the PCS Board of Trustees unanimously approves the following:

RESOLUTION The PCS Board of Trustees hereby accepts a NCLB / Title 1A and 2A grant in the amount of \$27, 880.

Board Resolution [07-22-15-10].

Amanda Rose moved to accept an IDEA grant in the amount of \$52, 194. Randy Hubert seconded and the PCS Board of Trustees unanimously approves the following:

RESOLUTION The PCS Board of Trustees hereby accepts an IDEA grant in the amount of \$52, 194.
Board Resolution [07-22-15-11].

7. RESOLUTION INCREASING THE BID THRESHOLD

RESOLVED that the Princeton Charter School Board of Trustees pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Diane Potorski to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Board Resolution [07-22-15-12].

X1. Harassment, Intimidation & Bullying

Lisa Eckstrom presented the HIB Report of June, 30 2015.

X11. Engagements and Authorizations

The following agreements were presented for Board approval:

1. NJSIG – Resolution, Indemnity and Trust Renewal Agreement (Board Document 07-22-15-15.)

WHEREAS, the NJSIG seeks to provide its members with protection, services and savings relating to insurance and self-insurance;

WHEREAS, two or more educational institutions have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 18A:18B-1 *et. seq.* and the regulations promulgated pursuant thereto;

WHEREAS, the Educational Institution has resolved to apply for and/or renew its membership with NJSIG; and

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG.

NOW, THEREFORE, it is agreed as follows:

1. The Educational Institution hereby establishes/renews its membership with NJSIG for a three (3) year period, beginning July 1, 2015, and ending July 1, 2018 at 12:01 a.m. eastern standard time.
2. The Educational Institution agrees to participate in NJSIG with respect to the types of coverage stated in the Renewal of Membership Resolution, attached hereto as Exhibit "A".
3. The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG and as from time to time amended by NJSIG and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith.
4. The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG Plan of Risk Management.
5. In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liability of each and every member of NJSIG all of whom, as a condition of membership in NJSIG, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.
6. If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand.

7. The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations.
8. NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A: 18B-1 *et. seq.* and such other statutes and regulations as may be applicable.
9. The Business Official designated in the Resolution to Renew Membership is hereby authorized to execute this Agreement to renew membership.

RESOLUTION

The PCS Board of Trustees hereby does hereby authorize Diane Potorski to execute the agreement to renew membership with NJSIG as set forth above.

Board Resolution [07-22-15-13].

2. Appointment of Arthur J. Gallagher Risk Management Services Inc. as its Risk Management Consultant/Broker in accordance with the Fund's Bylaws (**Board Document 07-22-15-16.**)

After discussion, Brandice Canes-Wrone moved to approve this engagement contract, concurrent with the Board's Term of Membership in NJSIG (ERIC NORTH/NJSIG), Trusha Shah seconded and the Board unanimously approved the following:

RESOLUTION

WHEREAS, the Princeton Charter School, ("Educational Facility") has resolved to join the New Jersey Schools Insurance Group (ERIC North/NJSIG) following a detailed analysis; and

WHEREAS, the Bylaws of NJSIG require that each entity may designate a Risk Management Consultant/Broker to perform various professional services in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that NJSIG shall pay each Risk Management Consultant/Broker a fee to be established annually by the Board of Trustees;

NOW THEREFORE, BE IT RESOLVED Princeton Charter School's Board of Trustees does hereby appoint Arthur J. Gallagher Risk Management Services Inc. as its Risk Management Consultant/Broker in accordance with the Fund's Bylaws. This appointment will run concurrent with the Board's Term of membership in NJSIG (ERIC North/NJSIG).

Board Resolution [07-22-15-14].

3. Health Insurance: As a point of information Robert Long reported that it is the school's intention to swap from Benecard to Amerihealth (prescription cover) as doing so will commit the school to a 7% increase in fees as opposed to 12%. Faculty and staff will enjoy the same benefits that they currently enjoy. There were no objections.

X111. Public Comment

None

X1V. Closed Session (To review personnel issue)

Amanda Rose moved to enter into executive (closed) session at 10:50 AM, Trusha Shah 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 10:50 AM for the purpose of discussing a personnel matter. 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 [07-22-15-15].

The Board resolved to return to open session (Amanda Rose proposed, Trusha Shah seconded) at 11:45 AM.

XV Public Comment

None

XVI. Adjournment

Amanda Rose moved to adjourn the meeting at 11:45 AM, Brandice Canes-Wrone seconded and the Board unanimously agreed.

Respectfully submitted,

Lawrence D. Patton
Head of School