

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
July 27, 2016

Board Members Present: Paul Josephson, Amanda Rose, Brandice Canes-Wrone, Randy Hubert; Maryellen McQuade, Lily Zou, Harlan Tenenbaum called in

Board Members excused: Dipty Jain, Khalid Anwar

Others present: Lawrence D. Patton, PCS's Head of School, Robert Long, Interim SBA and Board Secretary; Lisa Eckstrom, PCS Assistant Heads of School called in

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 July 15, 2015

II. Approval of Prior Minutes

The minutes from the June 8, 2016 (**Board Document 06-08-16-01**) were presented for approval; Amanda Rose moved that the minutes be approved; Randy Hubert seconded; and all present voted in favor.

III. Closed Session (To review HIB, personnel and student matters)

Amanda Rose moved to enter into executive (closed) session at 9:10 a.m., Randy Hubert 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 9:10 a.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 [07-27-16-01]**

IV. Return to Open Session

The Board resolved (Amanda Rose moved, Randy Hubert seconded and the Board approved) to return to open session at 9:40 a.m. **Board Resolution [07-27-16-02]**

V. Public Comment None

VI. Organization of the Board

1. Approval of Board of Trustees Officers for 2016-17:

- Paul Josephson, President
- Amanda Rose, Vice President
- Khalid Anwar, Treasurer
- Randy Hubert, Secretary

Amanda Rose made the motion; Brandice Canes-Wrone seconded; all present voted in favor.

RESOLUTION

The PCS Board of Trustees approves the election of its officers for the 2016-17 school year as set forth above. **Board Resolution [07-27-16-03]**

2. Board Committee Structure and Membership:

A draft roster of Board Operating Committees, with proposed membership roles (**Board Document 07-27-16-02**) was reviewed and discussed. No vote was taken and Board comments will be factored into a revision which will be presented at the next Board meeting.

VII. Head of School Report/Recommendations

2015-16 FACULTY/STAFF TRAVEL

Reimbursement for Administrative Staff travel was presented for Board approval (**Board Document 07-27-16-03**). After discussion Amanda Rose moved that the reimbursement for Administrative Staff travel be approved; Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the reimbursement for Administrative Staff travel set forth as above (**Board Document 07-27-16-03**). **Board Resolution [07-27-16-04]**

Lawrence Patton reviewed the details FY 2015-16 Annual Report that is submitted to the NJ State Commissioner of Education; the Mercer County Superintendent of Schools; and the Princeton Regional Schools Board of Education (**Board Document 07-27-16-04**). After discussion Amanda Rose moved that the FY 2015-16 Annual Report be approved and submitted; Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the FY 2015-16 Annual Report and its subsequent submission to the appropriate reporting authorities. (**Board Document 07-27-16-04**). **Board Resolution [07-27-16-05]**

VIII. Board Committee and Other Reports: None

IX. Curriculum

1. Leveled Literacy Intervention Program:

The acquisition and implementation of the Leveled Literacy Intervention Program for use with grades 5-8 (**Board Document 07-27-16-05**) was discussed.

2. Calkins Assessment to replace DRA-Pilot:

Use of the Calkins Assessment tool to replace DRA-Pilot was discussed.

Amanda Rose moved that the above referenced changes to PCS curriculum be approved and implemented; Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the curricular programs referenced above and their subsequent implementation in the 2016-17 school year. **Board Resolution [07-27-16-06]**

X. Policies

The first reading of the following were presented and discussed:

- I. Edits to Student-Parent Handbook (**Board Document 07-27-16-06**)
- II. Edits to Faculty Handbook (**Board Document 07-27-16-07**)
- III. Edits to Code of Conduct (**Board Document 07-27-16-08**)

XI. Personnel

PERSONNEL

Lawrence Patton requested that the following individual be hired as a full-time English/Language Arts teacher for the 2016-17 school year.

1. Erinn Auletta (resume: **Board Document 07-27-16-09)**

After discussion, Amanda Rose moved to hire Erinn Auletta as a full-time English/Language Arts teacher for the 2016-2017 school year; Randy Hubert seconded and a roll call vote was taken; the vote is as follows:

Khalid Anwar- absent	Paul Josephson- yes	Harlan Tenenbaum- yes
Randy Hubert- yes	Maryellen McQuade-yes	Brandice Canes-Wrone- yes
Dipty Jain - absent	Amanda Rose- yes	Lily Zou - yes

RESOLUTION

The PCS Board of Trustees hereby hires Erinn Auletta as a full-time English/Language Arts teacher for the 2016-17 school year. **Board Resolution [Board Resolution [07-27-16-07]**

Lawrence Patton requested that the following individual be hired as a leave replacement Art Teacher for the required period during the 2016-17 school year; and approved as a Substitute Teacher for the 2016-17 school year.

2. Samantha Weed (resume: **Board Document 07-27-16-10)**

After discussion, Brandice Cane-Wrones moved to hire Samantha Weed as a leave replacement Art Teacher for the required period during the 2016-17 school year; and approve her as a

Substitute Teacher for the 2016-17 school year; Amanda Rose seconded and a roll call vote was taken; the vote is as follows:

Khalid Anwar- absent	Paul Josephson- yes	Harlan Tenenbaum- yes
Randy Hubert- yes	Maryellen McQuade-yes	Brandice Canes-Wrone- yes
Dipty Jain - absent	Amanda Rose- yes	Lily Zou - yes

RESOLUTION

The PCS Board of Trustees hereby hires Samantha Weed as a leave replacement Art Teacher for the required period during the 2016-17 school year; and approves her as a Substitute Teacher for the 2016/2017 school year;. **Board Resolution [Board Resolution 07-27-16-08]**

Lawrence Patton requested that the following individual be hired as a leave replacement Kindergarten Teacher for the required period during the 201-017 school year; as well her approve as a Substitute Teacher for the 2016-17 school year.

3. Anne Kiesewetter (resume: Board Document 07-27-16-11)

After discussion, Amanda Rose moved to hire Anne Kiesewetter as a leave replacement Kindergarten Teacher for the required period during the 2016-17 school year; and approve her as a Substitute Teacher for the 2016-17 school year; Randy Hubert seconded and a roll call vote was taken; the vote is as follows:

Khalid Anwar- absent	Paul Josephson- yes	Harlan Tenenbaum- yes
Randy Hubert- yes	Maryellen McQuade-yes	Brandice Canes-Wrone- yes
Dipty Jain - absent	Amanda Rose- yes	Lily Zou - yes

RESOLUTION

The PCS Board of Trustees hereby hires Anne Kiesewetter as a leave replacement Kindergarten Teacher for the required period during the 2016/2017 school year; and approves her as a Substitute Teacher for the 2016/2017 school year. **Board Resolution [07-27-16-09]**

XII. School Business Reports

1. CHECK REGISTER

The Check Register for the time period of June 01, 2016 – June 30, 2016 (**Board Document 07-27-16-12**) in the amount of \$549,999.70 for general expenses was presented.

2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of June 2016 (**Board Document 07-27-16-13**) was presented for approval.

3. LINE ITEM TRANSFERS

Line item transfers to close school year 2015-16 (**Board Document 07-27-16-14**) were presented.

4. CERTIFICATION OF PAYROLL

- a. June 15, 2016 - \$170,229.48
- b. June 24, 2016- \$176,387.30

5. LINE 108 AND BOARD SECRETARY REPORTS

The June 2016 Line 108 Report and Board Secretary Report were presented for approval (**Board Document 07-27-16-15**).

6. PCS FY 2015-16 BUDGET SNAPSHOT

A FY 2015-16 year-end budget summary report was presented for discussion and review. (**Board Document 07-27-16-16**).

Amanda Rose moved to accept and approve items XII: 1-6; Randy Hubert seconded and the Board unanimously voted to accept and approve the following (**note:** Prior to the review of the above and subsequent vote, Board Members Harlan Tenenbaum and Lily Zou had to drop from their call-in participation in the board meeting.):

RESOLUTION

RESOLVED, that the PCS Board of Trustees hereby accepts and approves the School Business Reports, items XII: 1-6 as detailed above.

RESOLVED, that the PCS Board of Trustees accepts and approves the School Business Reports as set forth above; and that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of June 30, 2016, after review of the monthly financial reports (Line 108 and Board Secretary reports (**Board Document 07-27-16-15**)), 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 [07-27-16-10]**

XIII. Harassment, Intimidation & Bullying - None

XIV. Approval of Engagements/Contracts

1. Extension of line-of-credit with Peapack Gladstone Bank:

RESOLVED, that the Board of Trustees approve the extension of pre-existing line-of-credit through 6/30/17.

2. Application for Safety Grant through NJSIG:

RESOLVED, that the Board of Trustees approves PCS's application for a \$2,500.00 Safety Grant through NJSIG for use in the 2016-17 school year.

3. Application for IDEA Grant:

RESOLVED, that the Board of Trustees approves PCS's application for a \$49,425 IDEA Grant for use in the 2016-17 school year.

4. Application for NCLB Grant:

RESOLVED, that the Board of Trustees approves PCS's application for a \$26,588 NCLB Grant for use in the 2016-17 school year.

ENGAGEMENTS/CONTRACTS

Amanda Rose moved that the above contacts and engagements, XIV: 1-4, be approved; Randy Hubert seconded, and the Board unanimously approved the following:

RESOLUTION

RESOLVED, the Board of Trustees accept and approve of the contracts and engagements noted above XIV: 1-4. **Board Resolution [07-27-16-11]**

XV. Public Comment - None

XVI. Adjournment

Amanda Rose moved to adjourn the meeting, Randy Hubert seconded and the Board approved adjournment of the meeting at 11:04 pm.

Respectfully submitted,

Robert Long
Interim Board Secretary