

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
June 8, 2016

Board Members Present: Amanda Rose, Brandice Canes-Wrone, Randy Hubert, Maryellen McQuade, Trusha Shah, Khalid Anwar

Board Members excused: Kinga Kaminska, Shannon Daley-Harris, Paul Josephson

Others present: Lawrence D. Patton, PCS's Head of School, Lisa Eckstrom, PCS Assistant Heads of School, Roxy Choe, President of PCS Friends PTO

I. Opening of Meeting

Amanda Rose 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 May 11, 2016 (**Board Document 05-11-16-01**) were presented for approval, Brandice Canes-Wrone moved that the minutes be approved; Trusha Shah seconded; and all present voted in favor.

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

Brandice Canes-Wrone moved to enter into executive (closed) session at 7:15 p.m., 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 a public body may hold a closed session, to enter into closed session at 7:15 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 [06-08-16-1]**

IV. Return to Open Session

The Board resolved (Brandice Canes-Wrone moved, Trusha Shah seconded and the Board approved) to return to open session at 7:35 p.m. **Board Resolution [06-08-16-02]**

V. Public Comment None

VI. Organization of the Board

1. Acknowledgment and acceptance of Board of Trustees election results:

- Dipty Jain - elected to three-year term beginning 7/1/16
- Harlan Tenenbaum - elected to three-year term beginning 7/1/16
- Lily Zou - elected to three-year term beginning 7/1/16

Maryellen McQuade made the motion; Brandice Canes-Wrone seconded; all present voted in favor.

RESOLUTION

The PCS Board of Trustees accepts the results of the Spring 2016 Board of Trustees election as set forth above. **Board Resolution [06-08-16-03]**

VII. Head of School Report/Recommendations

2015-2016 FACULTY/STAFF TRAVEL

Faculty/Staff travel was presented for Board approval (**Board Document 06-08-16-02**). After discussion Amanda Rose moved that the Faculty/Staff travel be approved, Brandice Canes-Wrone 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 06-08-16-02**). **Board Resolution [06-08-16-04]**

Lawrence Patton provided updates on School activities including:

- Numerous medals won by PCS students in the National French Language Contest and National Spanish Exam.
- A successful PCS Field Day, with special thanks to Mark Papp, faculty, and Randy Hubert, parent, for their efforts in organizing.
- A successful 8th grade trip to Washington DC.
- Donation of a baby grand piano from David and Beth Steward.
- Recognized retiring Board of Trustee members, Shannon Daley-Harris, Kinga Kaminska and Trusha Shah for their service to PCS.

VIII. Board Committee and Other Reports:

1. 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 source of revenue and current expenses.

IX. Curriculum

Policy procedures for Summer/Off-Schedule Curricular Proposals were reviewed (**Board Document 06-08-16-03**).

X. Policies

None

XI. Personnel

PERSONNEL

Lawrence Patton requested that the following individual be hired as a full-time Spanish teacher for the 2016/2017 school year.

1. Andrea Chipana (resume: **Board Document 06-08-16-04)**

After discussion, Amanda Rose moved to hire Andrea Chipana as a full-time Spanish teacher for the 2016/2017 school year, Brandice Canes-Wrone seconded and a roll call vote was taken; the vote is as follows:

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

RESOLUTION

The PCS Board of Trustees hereby hires Andrea Chipana as a full-time Spanish teacher for the 2016/2017 school year.

Board Resolution [06-08-16-05]

XII. School Business Reports

1. CHECK REGISTER

The Check Register for the time period of May 01, 2016 – June 01, 2016 (**Board Document 06-08-16-05**) in the amount of \$632,318.41 for general expenses was presented. Trusha Shah 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 May 01, 2016 – June 01, 2016 (**Board Document 06-08-16-05**) set forth as above. **Board Resolution [06-08-16-06]**

2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of May 2016 (**Board Document 06-08-16-06**) was presented for approval. Trusha Shah moved to adopt the Bank Reconciliation Report, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the May, 2016 Bank Reconciliation Report (**Board Document 06-08-16-06**) **Board Resolution [06-08-16-07]**

3. CERTIFICATION OF PAYROLL

- a. May 13, 2016 - \$177,564.30
- b. May 29, 2016- \$179,190.82

Trusha Shah moved to approve payroll for the month of May as set forth above, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

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

Board Resolution [06-08-16-08]

4. LINE 108 AND BOARD SECRETARY REPORTS

The May Line 108 Report and Board Secretary Report were presented for approval (**Board Document 06-08-16-07**). Trusha Shah moved to approve these reports, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

RESOLVED, that the PCS Board of Trustees hereby accepts the Line 108 Report and Board Secretary Report for the month of May 2016,

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of May 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 [06-08-16-09]**

XIII. Harassment, Intimidation & Bullying

Brandice Canes-Wrone moved to approve the May 2016 HIB report, Trusha Shah seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the May, 2016 HIB report.

Board Resolution [06-08-16-10]

XIV. Approval of Engagements/Contracts

School Building Janitorial Contract: The Board reviewed the details of the bid from the sole-bidder for the School Building Janitorial Contract - Dakota Building Services (**Board Document 06-08-16-08**). Dakota Building Services is the current contractor of this service.

RESOLVED, that the Board of Trustees accept the bid of \$78,000/yr, fixed for the term of the contract, by Dakota Building Services for a term of five years starting July 1, 2016 - June 30, 2021.

State Employee Health Benefits Plan (SEHBP): The SEHBP requires a specific resolution form for participation (**Board Document 06-08-16-09**).

RESOLVED, that the Board of Trustees authorize Robert Long to submit the resolution form prescribed by the State for participation in the SEHBP.

Auditor Engagement: The Board reviewed the details of the engagement letter from Withum, Smith & Brown (**Board Document 06-08-16-10**) for conducting the annual audit of PCS business and financial operations, FY 15/16, as required by the State of NJ. Withum, Smith & Brown provided audit services to PCS in FY 14/15.

RESOLVED, that the Board of Trustees approve the engagement of Withum, Smith & Brown to conduct the annual school audit for FY 15/16 and prepare financial statements and Certified Annual Financial Report (CAFR) at the cost of \$32,550.

Gift: PCS has received a donation of a baby grand piano.

RESOLVED, that the Board accept the gift of the Baldwin baby grand piano valued at \$20,000 from David and Beth Steward in honor of their friend and faculty member, Jeanne Nahan.

ENGAGEMENTS/CONTRACTS

Randy Hubert moved that the above contacts and engagements be accepted and approved, Maryellen McQuade seconded, and the Board unanimously approved the following:

RESOLUTION

RESOLVED, the Board of Trustees accept and approve of the contracts and engagements noted above. **Board Resolution [06-08-16-11]**

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 9:00 pm.

Respectfully submitted,

Robert Long
Interim Board Secretary