

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
May 11, 2016

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

Board Members excused: Kinga Kaminska, Shannon Daley-Harris, 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 of PCS Friends PTO, Martha Toma, PCS Faculty, Katelyn Schmitt, PCS Faculty

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 April 13, 2016 (**Board Document 04-11-16-01**) were presented for approval, Amanda Rose moved that the minutes be approved; Maryellen McQuade seconded; and all present voted in favor.

III. Public Comment

Martha Toma was presented as a representative of PCS faculty and spoke regarding PCS's planned changes to school-sponsored medical and prescription insurance plans.

IV. Organization of the Board

1. Adoption of the 2016-2017 Board of Trustee Meeting Calendar: Amanda Rose made the motion; Maryellen McQuade seconded; all present voted in favor.
2. Adoption of current Board of Trustee Policies and Bylaws: Amanda Rose made the motion; Khalid Anwar seconded; all present voted in favor.
3. Adoption of School Curriculum, including textbooks, workbooks, and other instructional materials for all subject areas for the 2016-2017 school year: Amanda Rose made the motion; Khalid Anwar seconded; all present voted in favor.
4. Appointment of Head of School/Lead Charter Person: Lawrence D. Patton, PCS Head of School was re-appointed as Charter School Lead Person. Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor.
5. Appointments of other internal Officers/Coordinators for 2016-2017: Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor of the following:
 - a. Qualified Purchasing Agent QPA - Robert Long will have temporary QPA status for the 2016-2017 school year allowing the bid threshold to remain at \$40,000 and quote threshold at \$6,000.
 - b. Public Agency Compliance Officer (PACO) - Rob Long
 - c. Custodian of Public Records - Rob Long

- d. Board Secretary - Rob Long
 - e. Emergency Management Coordinator - Lawrence D. Patton
 - f. Section 504 Officer - Nancy O'Neil
 - g. Affirmative Action Officer - Lisa Eckstrom
 - h. Title IX Officer - Lisa Eckstrom
 - i. Homeless Liaison - Lisa Eckstrom
 - j. Integrated Pest Management Coordinator - Christopher Tocco
 - k. Right to Know Custodians - Paula Davis & Kathy MacKenzie
 - l. Indoor Air Quality Coordinator - Christopher Tocco
 - m. Chemical Hygiene Coordinator - Christopher Tocco
 - n. Asbestos Management Coordinator - Christopher Tocco
6. Designation of the following professional services for 2016-2017: Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor of the following:
- a. Official newspapers:
 - i. Town Topics
 - ii. Trenton Times
 - b. Official Depositories:
 - i. Peapack Gladstone Bank
 - ii. PNC Bank
 - c. Legal Counsel
 - i. Apruzzese, McDermott, Mastro & Murphy
 - ii. Adams, Gutierrez & Lattiboudere, LLC
 - d. Pest Management Company
 - i. Western Pest Services
 - e. Insurance Broker of Record (General Liability/Property/Casualty)
 - i. GR Murray, ERIC North Insurance Pool
 - f. Insurance Broker of Record (Health Insurance)
 - i. Gallagher, O'Gorman & Young (DBA Brown & Brown Benefit Advisors)
 - g. Special Education service provider
 - i. Middlesex Educational Services Commission
 - h. Auditors
 - i. Withum, Smith & Brown
 - i. Nursing services
 - i. Princeton Healthcare Systems
 - j. School Physician
 - i. Dr. Robert Helmich
 - k. ERISA 403(b) Supplemental Plan
 - i. TIAA-CREF
7. Membership Renewals: Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor of the following:
- a. New Jersey Charter Public School Association
 - b. New Jersey School Boards Association
 - c. New Jersey Association of School Business Officials
 - d. New Jersey Association of School Administrators
8. Authority to procure goods and services through State contracts: Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor.
9. Business Administrator authority to solicit bids for budgeted items: Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor.

10. 2016-2017 Professional Development/Travel Budget - \$25,000: Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor.
11. Regular School District Travel (for general school business, PCS administrators) - \$400 total allowance per School administrator: Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor.
12. Authority to sign checks - Any two of the following: Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor of the following:
 - a. Head of School
 - b. President of Board
 - c. Vice-President of Board
 - d. School Business Administrator/Board Secretary
13. Authority to pay non-contractually obligated bills, as necessary, between Board meetings: \$5,000 limit on bills to be released. School Business Administrator will report to the Board, checks released, at the next Board meeting: Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor:
14. Rate of pay for Substitute Teachers: Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor of the following:
 - a. \$85 per day - Sub certified
 - b. \$95 per day - 4-yr degree with sub cert
 - c. \$100 per day - Certified teacher
 - d. \$150 per day - registered nurse

V. Head of School Report/Recommendations

The upcoming year's calendar of board meetings was discussed, and the 2016-17 board calendar was approved. Board received an update on the bidding process for the cleaning service. Head of school presented the School's recent median Student Growth Percentile (mSGP) in math and English as reported in the schools 2014-15 performance report from the DOE. The School continues to perform at a high level on State tests with an mSGP in Math of 77 and English Language Arts of 64.

2015-2016 FACULTY/STAFF TRAVEL

Faculty/Staff travel was presented for Board approval (**Board Document 05-11-16-02**). After discussion Amanda Rose moved that the Faculty/Staff travel be approved, Randy Hubert 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 05-11-16-02**). **Board Resolution [05-11-16-01]**

Recommendation to set the price of School lunch for 2016-2017 school year. Amanda Rose made the motion and Randy Hubert seconded; all present voted in favor of the following:

- a. Paid lunch - \$5.00/lunch
- b. Reduced lunch - \$0.40/lunch

RESOLUTION

The PCS Board of Trustees hereby approves School lunch prices for the 2016-2017 school year.
Board Resolution [05-11-16-02]

VI. 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.

VII. Curriculum

Randy Hubert made the motion and Brandice Canes-Wrone seconded; all present voted in favor of the following:

1. Adoption of Singapore Math Program for grades K-2
2. Initiate Algebra II pilot program for grade 8
3. Change grade 2 & grade 3 Social Studies curriculum sequence

RESOLUTION

The PCS Board of Trustees hereby approves the discussed changes to PCS curriculum for the 2016-2017 school year.

Board Resolution [05-11-16-03]

VIII. Policies

None

IX. Personnel

SUBSTITUTE PERSONNEL

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

1. Kirti Paradkar

After discussion, Amanda Rose moved to hire Kirti Paradkar as substitute personnel for the 2015-2016 school year. Randy Hubert 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- yes	Kinga Kaminska-absent
Maryellen McQuade-yes	Amanda Rose- yes	Trusha Shah- absent

RESOLUTION

The PCS Board of Trustees hereby hires Kirti Paradkar as substitute personnel for the 2015-2016 school year.

Board Resolution [05-11-16-04]

AFTER SCHOOL TUTOR

Lawrence Patton requested that the following individual be hired as an After School Tutor for the 2015-2016 school year:

2. Kirti Paradkar

After discussion, Amanda Rose moved to hire Kirti Paradkar as an After School Tutor for the 2015-2016 school year. Randy Hubert 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- yes	Kinga Kaminska-absent

Maryellen McQuade-yes

Amanda Rose- yes

Trusha Shah- absent

RESOLUTION

The PCS Board of Trustees hereby hires Kirti Paradkar as an After School Tutor for the 2015-2016 school year. **Board Resolution [05-11-16-05]**

X. School Business Reports

1. CHECK REGISTER

The Check Register for the time period of April 01, 2016 – May, 06, 2016 (**Board Document 05-11-16-03**) in the amount of \$602,316.44 for general expenses was presented. Amanda Rose moved to adopt the check register, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the check register for the time period of April 01, 2016 – May, 06, 2016 (**Board Document 05-11-16-03**) set forth as above. **Board Resolution [05-11-16-06]**

2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of April 2016 (**Board Document 05-11-16-04**) was presented for approval. Amanda Rose moved to approve the Bank Reconciliation Report, for the month of April 2016. Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the April, 2016 Bank Reconciliation Report (**Board Document 05-11-16-04**) **Board Resolution [05-11-16-07]**

3. CERTIFICATION OF PAYROLL

- a. April 15, 2016 - \$175,149.95
- b. April 29, 2016- \$168,837.26

Amanda Rose moved to approve the payroll for the month of April 2016 set forth as above, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the April payroll, set forth as above. **Board Resolution [05-11-16-08]**

4. LINE 108 AND BOARD SECRETARY REPORTS

The April Line 108 Report and Board Secretary Report were presented for approval (**Board Document 05-11-16-05**). Amanda Rose moved to approve these reports, Khalid Anwar 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 April, 2016,

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of April 30, 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 [05-11-16-09]

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

Amanda Rose moved to enter into executive (closed) session at 9:15 p.m., Maryellen McQuade 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 9:15 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 [05-11-16-10]

XII. Return to Open Session

The Board resolved (Amanda moved and Maryellen McQuade seconded and the Board approved) to return to open session at 10:15 p.m **Board Resolution [05-11-16-11]**

XIII. Harassment, Intimidation & Bullying

None

XIV. Approval of Engagements/Contracts

None

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 10:17 pm.

Respectfully submitted,

Robert Long
Interim Board Secretary