

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
April 8, 2015

Board Members Present: Khalid Anwar, Brandice Canes-Wrone, Shannon Daley-Harris, Randy Hubert, Paul Josephson, Amanda Rose, Trusha Shah and Alan Zetterberg.

Board Members excused: Kinga Kaminska

Others present: Lawrence D. Patton, PCS's Head of School; Gail Wilbur and Lisa Eckstrom, PCS's Assistant Heads of School; Rob Long, Business Office (called in.); Roxy Choe, President of Friends of PCS; Fuensanta Diaz-Cobacho

Others excused: Diane Potorski, PCS's School Business Administrator/Board Secretary.

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 Clerks; Princeton Public Schools Business Office; the Mercer County Superintendent of Education; Capital One, N.A. in the public notice on June 2, 2014.

II. Approval of Prior Minutes

The minutes from the March 18, 2015 meeting (**Board Document 03-18-15-01**) were presented for approval.

Randy Hubert moved that the minutes be adopted, Shannon Daley-Harris seconded, and all present voted in favor.

The following corrections were noted:

1. Minutes of 2015/01/14, date corrected: The Check Register for the time period of December 4, 2014 to January 9, 2015.

III. Public Comment - Report from Friends of Princeton Charter School

Roxanna Choe, President of Friends of PCS, gave an overview report of Friends' financial status and explained the sources of revenue and current expenses. She reported on recent and upcoming activities, namely the 3rd grade new parent dinner, the spring picnic, the art show, and Communiversity. She indicated that she would be meeting with the Head of School to discuss clubs and Friends' support thereof. She also mentioned that Friends had purchased 75 Chromebooks. Paul Josephson requested that she relay the Board's thanks to Friends of PCS for their hard work and generosity in support of the PCS students and community.

IV. Head of School Report- Recommendations

2014-2015 FACULTY/STAFF TRAVEL

Faculty/Staff travel was presented for Board approval (**Board Document 04-08-15-02**) after discussion Amanda Rose moved that the Faculty/Staff travel be approved, Shannon Daley-Harris 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 04-08-15-02**).

Board Resolution [04-08-15-01]

2014-2015 FIELD TRIPS

Lawrence D. Patton presented a Field Trip request (**Board Document 04-08-15-03**).After discussion Randy Hubert moved to approve the Field Trip request, Alan Zetterberg seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Field Trip set forth as above (**Board Document 04-08-15-03**).
Board Resolution [04-08-15-02].

HEAD OF SCHOOL REPORT

Lawrence D. Patton presented a formal Board Report (**Board Document 04-08-15-04**).Some of the highlights of this report are as follows:

1. CAP training is scheduled to take place for both students and parents.
2. PARCC Testing – Update and impact of the new Chromebooks on testing schedule.
3. Princeton Repertory Ballet – Investigating possible partnerships and artists in residence programs.
4. Schoology – Demonstration of its use in Ms. Celik’s classroom as an example of the benefits to students, teachers and parents.

V. Board Committee Reports

FACILITIES COMMITTEE

None

FINANCE COMMITTEE

None

NOMINATING COMMITTEE

The committee reported on the planning, timelines and logistics in respect of the upcoming election. Maryellen McQuade would be nominated by the Board as a candidate. Additional candidates would be accepted to the ballot via petition.

ADMISSIONS COMMITTEE

None

VI. Curriculum

Lawrence D. Patton reported that all curriculum sub-committee meetings had been re-scheduled.

V11. Policies

The following policy was presented for approval:

1. 5141.21 Administering Medication (**Board Document 04-08-15-05**)

V111. Faculty/Staff Hires

Lawrence D. Patton requested that the following individual be hired as a part-time tutor for the 2014-2015 school year:

- Amanda Bongiovanni

After discussion, Amanda Rose moved to approve the hiring of Amanda Bongiovanni as an after-school tutor for the 2014-2015 school year. Shannon Daley-Harris seconded and a roll call vote was taken; the vote was as follows:

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

RESOLUTION

The PCS Board of Trustees hereby hires Amanda Bongiovanni as an after-school tutor for the 2014-2015 school year.

Board Resolution [04-08-15-03].

SUBSTITUTE TEACHER HIRES

None.

IX. School Business Reports

Presentation of the IRS 990 (07/01/13 – 06/30/14) for submission. Khalid Anwar, PCS's Treasurer of the Board of Trustees, presented IRS 990 (07/01/13 – 06/30/14) (**Board Document 04-08-15-06.**) Following discussion, Khalid Anwar moved to adopt the 2015-2016 budget, Randy Hubert seconded and the PCS Board of Trustees unanimously approved the following:

RESOLUTION The PCS Board of Trustees hereby resolves that the Board of Trustees approve the IRS 990 (07/01/13 – 06/30/14) for submission. (**Board Document 04-08-15-06.**)

Board Resolution [04-08-15-03]

CHECK REGISTER

The Check Register for the time period of March 1 – March 31, 2015 (**Board Document 04-08-15-07**) was presented. Khalid Anwar moved to adopt the check register, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the check register for the time period of March 1 – March 31, 2015(**Board Document 04-08-15-07**) set forth as above.

Board Resolution [04-08-15-04]

BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of March, 2015 (**Board Document 04-08-15-08**) was presented for approval. Khalid Anwar moved to approve the Bank Reconciliation Report, for the month of March, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the March, 2015 Bank Reconciliation Report (**Board Document 04-08-15-08.**)

Board Resolution [04-08-15-05]

CERTIFICATION OF PAYROLL

- i. March 13, 2015 - \$174, 620.82
- ii. March 27, 2015 - \$174, 189.23

Khalid Anwar moved to approve the payroll for the month of March, 2015 set forth as above, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

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

Board Resolution [04-08-15-06]

LINE 108 AND BOARD SECRETARY REPORTS

The March Line 108 report and Board Secretary Report were presented for approval (**Board Document 04-08-15-09.**) Khalid Anwar moved to approve these reports, Randy Hubert 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 March, 2015. (**Board Document 04-08-15-09.**)

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of March 31, 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 [04-08-15-07]

TRANSFERS

A transfer request list was presented for Board approval (**Board Document 04-08-15-10**) Khalid Anwar moved to approve the transfer request, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the transfer request list (**Board Document 04-08-15-10**) set forth as above.

Board Resolution [04-08-15-08]

X. Closed Session

Alan Zetterberg moved to enter into executive (closed) session at 9:15 PM, Khalid Anwar 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 8:50 PM 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 [04-08-15-09]

The Board resolved to return to open session at 9:00 PM.

X1. Harassment, Intimidation & Bullying

Alan Zetterberg moved to accept receipt of the HIB incident report dated March 18, 2015, Randy Hubert seconded and the PCS Board of Trustees resolved the following:

RESOLUTION The PCS Board of Trustees hereby acknowledges receipt of the HIB incident report dated March 18, 2015. **Board Resolution [04-08-15-10]**

X11. Letter of Confirmation

The following Letter of Confirmation was presented for Board approval:

1. Peapack-Gladstone Bank (**Board Document 04-08-15-11**)

After discussion, Khalid Anwar moved to approve this engagement contract, as amended, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLVED, that the Princeton Charter School accept the terms and conditions of the Peapack-Gladstone Bank financing commitment letter dated March 13, 2015 covering an NJEDA tax exempt bond financing, a term loan and a committed line of credit; and

FURTHER RESOLVED, that the officers of the Corporation take any and all necessary and appropriate actions to comply with the terms of the said commitment letter; and

FURTHER RESOLVED, that the officers of the Corporation take any and all necessary and appropriate actions to close the Peapack-Gladstone Bank and NJDEA financing vehicles.

Board Resolution [04-08-15-11]

X111. Approval of Engagements

The following cooperative pricing agreement was presented for Board approval:

1. MSRESC Cooperative Pricing Agreement (**Board Document 04-08-15-12**)

After discussion, Khalid Anwar moved to approve this agreement, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the cooperative pricing agreement with MSRESC.

Board Resolution [04-08-15-12]

X1V. Unfinished Business/New Business

None

XV. Public Comment

None

XVI. Adjournment

Amanda Rose moved to adjourn the meeting at 9:02 PM, Alan Zetterberg seconded and the Board unanimously agreed.

Respectfully submitted,

Lawrence D. Patton
Head of School