

# Princeton Charter School

## *Board of Trustees*

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Meeting of the Board of Trustees  
August 19, 2015

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

Board Members excused: 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; Lindsey Donaldson, Recorder; Rob Short, School Business Office.

Others excused: 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 July 22, 2015 meeting (**Board Document 07-22-15-01**) were presented for approval. Randy Hubert moved that the minutes be adopted, Amanda Rose seconded, and all present voted in favor.

### **III. Closed Session (To review Personnel)**

Brandice Canes-Wrone moved to enter into executive (closed) session at 9:10 AM, Kings Kaminska 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 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 [08-19-15-01]**

The Board resolved (Randy Hubert proposed, Amanda Rose seconded) to return to open session at 9:30 AM.

### **IV. Public Comment**

None

## V. Head of School Report - Recommendations

Lawrence D. Patton presented a formal Board Report (**Board Document 08-19-15-02**). Some of the highlights of this report are as follows:

### 1. Faculty/Staff Travel

Faculty/Staff travel was presented for Board approval (**Board Document 08-19-15-03**). After discussion Brandice Canes-Wrone 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 08-19-15-03**).

**Board Resolution [08-19-15-02]**

### 2. Field Trips

NONE

### 3. Policies – Tardy and Absent

### 4. SPED – Gail Wilbur and her SPED team have worked on documents that explain the process of Intervention and Referral Services (I&RS) and on formalizing contracts and SOW's for the support personnel contracted to supply these services. Larry Patton and Paul Josephson thanked Gail for her work in this area

### 5. Renewal – Larry Patton and Paul Josephson apprised the Board of the work being done in preparation for the renewal submission and site visits.

### 6. Calendar Update: After discussion, Amanda Rose moved to amend the 2015-2016 Calendar to reflect that 09/14 (Rosh Hashanah) will be a school holiday. Randy Hubert seconded, and the Board unanimously approved the following:

#### RESOLUTION

The PCS Board of Trustees hereby unanimously approves the amendment of the 2015-2016 Calendar to reflect that 09/14 (Rosh Hashanah) will be a school holiday.

**Board Resolution [08-19-15-03]**

## VI. Board Committee and Other Reports

BOARD COMMITTEES 2015-2016: Paul Josephson presented an updated list of members of the Board Committees for further review and comment (**Board Document 08-19-15-04**). After discussion, Randy Hubert moved to accept the list of Committees, 2015-2016 with the revision to include Rob Thomas on the Finance Committee and on the Facilities Committee. Kinga Kaminska seconded, and the Board unanimously approved the following:

#### RESOLUTION

The PCS Board of Trustees hereby unanimously accepts the list of Committees, 2015-2016 (**Board Document 08-19-15-04**) with the revision to include Rob Thomas on the Finance Committee and on the Facilities Committee.

**Board Resolution [08-19-15-04]**

#### FRIENDS REPORT

None

CAPITAL AND ENDOWMENT FUND

None

ADMISSIONS COMMITTEE

Larry Patton gave an update on the status of enrollment. The school is currently full at 348 students.

FACILITIES COMMITTEE

None

FINANCE COMMITTEE

None

NOMINATING COMMITTEE

None

PERSONNEL COMMITTEE

None

STUDENT LIFE COMMITTEE

The structure and focus of the Student Life Committee was discussed and will be reviewed at subsequent meetings.

Brandice Canes-Wrone left the meeting at 10:00 and returned at 10:10 AM

**VII. Curriculum**

**1. Interventions for At-Risk Readers (Board Document 08-19-15-05).**

Gail Wilbur presented further detail in respect of the leveled Literary Intervention Program, Level 4 Guided Reading Levels O-T (**Board Document 08-19-15-05**)

**V11. Policies and Handbooks**

**1. 2015-2016 FACULTY / STAFF HANDBOOK**

The 2014-2015 Faculty / Staff Handbook was presented for a second reading and approval (**Board Document 08-19-15-06**). After discussion Randy Hubert moved the adoption of the 2015-2016 Faculty/Staff Handbook, Amanda Rose seconded, and the Board unanimously approved the following:

**RESOLUTION**

The PCS Board of Trustees hereby adopts the 2015-2016 Faculty / Staff Handbook (**Board Document 08-19-15-06**), set forth as above.  
**Board Resolution [08-19-15-05]**

**2. 2015-2016 PARENT / STUDENT HANDBOOK**

The 2014-2015 Parent / Student Handbook was presented for a second reading and approval (**Board Document 08-19-15-07**). After discussion Randy Hubert moved the adoption of the 2015-2016 Faculty/Staff Handbook, Amanda Rose seconded, and the Board unanimously approved the following:

**RESOLUTION**

The PCS Board of Trustees hereby adopts the 2015-2016 Parent / Student Handbook. (**Board Document 08-19-15-07**), set forth as above.  
**Board Resolution [08-19-15-06]**

3. The EEO and Anti-harassment Policy (amended) was presented for a second reading. Randy Hubert moved that the EEO and Anti-harassment (amended) Policy (**Board Document 08-19-15-08**) be approved, Amanda Rose seconded and the PCS Board of Trustees unanimously approves the following:

RESOLUTION

The PCS Board of Trustees hereby approves the EEO and Anti-harassment (amended) Policy (**Board Document 08-19-15-08**)  
**Board Resolution [08-19-15-07]**

4. The Computer Use Policy (amended) was presented for a second reading. Randy Hubert moved that the Computer Use Policy (amended) Policy (**Board Document 08-19-15-09**) be approved, Amanda Rose seconded and the PCS Board of Trustees unanimously approves the following:

RESOLUTION

The PCS Board of Trustees hereby approves the EEO and Anti-harassment (amended) Policy (**Board Document 08-19-15-09**)  
**Board Resolution [08-19-15-08]**

5. The Electronic Communications Policy) was presented for a second reading. Randy Hubert moved that the Electronic Communications Policy (**Board Document 08-19-15-10**) be approved, Amanda Rose seconded and the PCS Board of Trustees unanimously approves the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Electronic Communications Policy. (**Board Document 08-19-15-10**)  
**Board Resolution [08-19-15-09]**

6. The Ethics and Conflicts of Interest Policy was presented for a second reading. Randy Hubert moved that the Ethics and Conflicts of Interest Policy (**Board Document 08-19-15-11**) be approved, Amanda Rose seconded and the PCS Board of Trustees unanimously approves the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Ethics and Conflicts of Interest Policy. (**Board Document 08-19-15-11**)  
**Board Resolution [08-19-15-10]**

7. The NJSAFE Policy (created) was presented for a second reading. Randy Hubert moved that the Ethics and Conflicts of Interest Policy (**Board Document 08-19-15-12**) be approved, Amanda Rose seconded and the PCS Board of Trustees unanimously approves the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Ethics and Conflicts of Interest Policy. (**Board Document 08-19-15-12**)  
**Board Resolution [08-19-15-11]**

**V111. Faculty/Staff Hires**

NEW HIRES

None

## SUBSTITUTE TEACHER HIRES

Lawrence Patton requested that the following individuals be hired as Substitute teachers for the 2015-2016 school year:

- Current - Amanda Bongiovanni
  - Manju Chawla
  - Alison Joyce
  - Kelly Kenney
  - Kathryn Solovay
- New
  - James Griffin
  - Elizabeth Herrera
  - Tim Reagan
  - Kristy Rubino
  - Veronica Zwelen

After discussion, Amanda Rose moved to approve the hiring the above-mentioned substitute teacher candidates as substitute teachers for the 2015-2016 school year, Brandice Canes-Wrone seconded and a roll call vote was taken, the vote is as follows:

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

### RESOLUTION

The PCS Board of Trustees hereby hires above-mentioned substitute teacher candidates as substitute teachers for the 2015-2016 school year.

**Board Resolution [08-19-15-12]**

## VIII. School Business Reports

### 1. CHECK REGISTER

The Check Register for the time period of July 1 – August 13, 2015 (**Board Document 08-19-15-13**) was presented. Khalid Anwar 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 July 1 – August 13, 2015 (**Board Document 08-19-15-13**) set forth as above.

**Board Resolution [08-19-15-13]**

### 2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of July, 2015 (**Board Document 08-19-15-14**) 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 July, 2015 Bank Reconciliation Report (**Board Document 08-19-15-14**)

**Board Resolution [08-19-15-14]**

### 3. CERTIFICATION OF PAYROLL

- i. July 15, 2015 - \$45, 768.00
- ii. July 30, 2015 - \$56, 425. 07

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

**RESOLUTION**

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

**Board Resolution [08-19-15-15]**

**4. LINE 108 AND BOARD SECRETARY REPORTS**

The July Line 108 report and Board Secretary Report were presented for approval (**Board Document 08-19-15-15**). 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 July, 2015 (**Board Document 08-19-15-15**).

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of July 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 [08-19-15-16]**

**X1. Harassment, Intimidation & Bullying**

NONE

**X11. Engagements and Authorizations**

The following agreements were presented for Board approval:

**1. WSB Engagement Letter (Board Document 08-19-15-16).**

After discussion, Khalid Anwar moved to approve the terms of engagement, Randy Hubert seconded and the Board unanimously approved the following:

**RESOLUTION**

The PCS Board of Trustees hereby approves the terms of engagement with Withum Smith And Brown, PC.

**Board Resolution [08-19-15-17]**

**2. D'Angelo's Italian Market Agreement (Board Document 08-19-15-17).**

**CONTRACT EXTENSION AND CHANGE ORDER NO. 1**

WHEREAS, Princeton Charter School ("PCS") and D'Angelo Italian Market ("Vendor") previously entered into the attached School Nutrition Programs Vendor Contract for a term of two (2) years effective July 1, 2013 ("original Contract"); and

WHEREAS, PCS and the Vendor desire to extend the original Contract for one (1) additional school year, from 7/1/2015 – June 30, 2016, ("Contract Extension"); and

WHEREAS, lunch orders are variable, dependent on student demand, and the original Contract was projected to have an annual cost of approximately \$59,500.00, which is consistent with actual experience; and

WHEREAS, the Vendor, citing the increased cost of ingredients, has increased the price of an individual pizza pie from \$9.00 to \$9.50 for the 2015-2016 school year, which is an increase of \$0.50 per pizza pie; and

WHEREAS, pizza is offered as a lunch option on Fridays, when school is in session, and the amount ordered varies from week-to-week. The projected annual increase to the contract price for the 2015-2016 school year is approximately \$600.00, which is an increase of 1.0%; and

WHEREAS, PCS wishes to maintain the consistency and quality of its school lunch program, therefore, Change Order No. 1 in the amount not to exceed \$600.00 is required for the extension of the original Contract for one (1) additional school year; and

WHEREAS, the Acting Chief Financial Officer has certified that funds are available in the amount of \$600.00 for the increased cost of pizza pies; and

WHEREAS, the PCS Board of Trustees has adopted the attached **Board Resolution [08-19-15-18]** authorizing Change Order No. 1 and the amendment and extension of the original Contract between PCS and the Vendor on the terms set forth herein and in the authorizing resolution; and

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, IT IS AGREED BETWEEN PCS AND THE VENDOR AS FOLLOWS:

1. The Vendor agrees to continue providing vended meals to PCS from Tuesday, September 8, 2015 through the end of the school year, currently scheduled to be Friday, June 17, 2016. PCS will advise Vendor of any changes to the school calendar;
2. Compensation to the Vendor for pizza pies shall be in the amount of \$9.50 per pizza pie;
3. All other terms and conditions of the original Contract shall remain in full force and are hereby incorporated by reference.

#### RESOLUTION

The PCS Board of Trustees hereby does hereby authorize Lawrence D. Patton to execute the contract extension and change order as set forth above.

**Board Resolution [08-19-15-18].**

#### **X111. Public Comment**

None

#### **X1V. Closed Session (To review personnel issue)**

NONE

#### **XV Public Comment**

NONE

#### **XVI. Adjournment**

Amanda Rose moved to adjourn the meeting at 11:02 AM, Brandice Canes-Wrone seconded and the Board unanimously agreed.

Respectfully submitted,

Lawrence D. Patton  
Head of School