

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
September 9, 2015

Board Members Present: Khalid Anwar, Brandice Canes-Wrone, Shannon Daley-Harris, Paul Josephson, Maryellen McQuade, Amanda Rose, and Trusha Shah. Randy Hubert called in at 7:20 p.m.

Board Members excused: Kinga Kaminski

Others present: Lawrence D. Patton, PCS's Head of School); Gail Wilbur, PCS's Assistant Head of School; Lindsey Donaldson, Recorder; Rob Long, School Business Office.

Others excused: Lisa Eckstrom, PCS's Assistant Head of School, 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 September 9 and September 15, 2015 meetings (**Board Document 09-09-15-01 and Board Document 09-15-15-01**) were presented for approval. Amanda Rose moved that the minutes be adopted, Brandice Canes-Wrone seconded, and all present voted in favor.

III. Closed Session (To review HIB and Personnel matters)

Shannon Daley-Harris moved to enter into executive (closed) session at 7:15 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 public body hold a closed session, to enter into closed session at 9:10 PM, 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 [09-09-15-01].

The Board resolved (Shannon Daley-Harris proposed, Amanda Rose seconded) to return to open session at 9:35 p.m.

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: Lisa Eckstrom has been appointed to serve on the DOE Committee that is reviewing Common Core Standards in Language Arts, the new dismissal procedure is working well, the preparation of the renewal document is on track.

1. Faculty/Staff Travel

Faculty/Staff travel was presented for Board approval (**Board Document 08-19-15-03**). After discussion Shannon Daley-Harris moved that the Faculty/Staff travel be approved, Trusha Shah 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 [09-09-15-02].

2. Field Trips

NONE

3. Acceptance of Resignation – Joan Schubin (**Board Document 08-19-15-04**).

Lawrence D. Patton presented Joan Schubin's resignation letter. After discussion Shannon Daley Harris moved that the letter of resignation be accepted, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby accepts Joan Schubin's resignation (**Board Document 08-19-15-04**) effective October 9, 2015.

Board Resolution [09-09-15-03].

4. HIB Self-Assessment

Lawrence D. Patton presented the HIB Self-Assessment 2014-2015 (**Board Document 08-19-15-05**). After discussion Amanda Rose moved to accept the document for submission to the DOE, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby accepts the HIB Self-Assessment (**Board Document 08-19-15-05**) for submission to the DOE.

Board Resolution [09-09-15-04].

VI. Board Committee and Other Reports

FRIENDS REPORT

Trusha Shah delivered the report on behalf of Roxy Choe.

Friends will be present at Back-to-School Nights and will provide refreshments; the Fall Party Board Program is being chaired by Chunga Kang, Bojana Petrovic and Anna Ginovker; the Fall Picnic is being chaired by Wai Far Bazar and Vivian Zhang, and Picture Day is being chaired by Maria Maldacena.

Kinga Kaminska will be the Friends / Board liaison. Lawrence D. Patton and Paul Josephson thanked Roxy Choe and the Friends of PCS organization for their support of the welcome back and fall programs.

FINANCE COMMITTEE

Rob Long presented an amendment to the preliminary budget that had been submitted to the Board in March 2015 (**Board Document 03-18-15-07**). After explanation and discussion, Brandice Canes-Wrone moved to accept the amended budget (**Board Document 08-19-15-06**), Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION The PCS Board of Trustees hereby adopts PCS’s 2015-2016 budget as amended (**Board Document 08-19-15-06**) and recommends it for filing with the State Department of Education.
Board Resolution [09-09-15-05].

VII. Curriculum

None

V11. Policies and Handbooks

1. The Nepotism Policy, 4112.8 4212.8 (as amended by the NJSBA was presented for a first reading (**Board Document 08-19-15-07**).

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:

Previous - Katherine Steinberg

- New - Bobbi Aker
- Lisa Bohl
- Avital Drucker
- Kaitlin McCarthy

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

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

RESOLUTION

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

Board Resolution [09-09-15-06].

VIII. School Business Reports

1. CHECK REGISTER

The Check Register for the time period of August 1 – September 4, 2015 (**Board Document 08-19-15-08**), was presented. Brandice Canes-Wrone 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 August 1 – September 4, 2015 (**Board Document 08-19-15-08**) set forth as above.

Board Resolution [09-09-15-05].

2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of August, 2015 (**Board Document 08-19-15-09**), was presented for approval. Randy Hubert moved to approve the Bank Reconciliation Report, for the month of August, Amanda Rose seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the August, 2015 Bank Reconciliation Report (**Board Document 08-19-15-09**).

Board Resolution [09-09-15-07].

3. CERTIFICATION OF PAYROLL

- i. August 14, 2015 - \$47, 359.09
- ii. August 28, 2015 - \$ 44, 332.27

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

RESOLUTION

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

Board Resolution [09-09-15-08].

4. LINE 108 AND BOARD SECRETARY REPORTS

The August Line 108 report and Board Secretary Report were presented for approval (**Board Document 08-19-15-10**). 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 August, 2015 (**Board Document 08-19-15-10**).

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of August 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 [09-09-15-09].

X1. Harassment, Intimidation & Bullying

None

X11. Engagements and Authorizations

None

X111. Public Comment

None

X1V. Closed Session (To review personnel issue)

None

XV Public Comment

None

XV1. Adjournment

Amanda Rose moved to adjourn the meeting at 10:45 PM, Trusha Shah seconded and the Board unanimously agreed.

Respectfully submitted,

Lawrence D. Patton
Head of School