

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
October 14, 2015

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

Board Members excused: Brandice Canes-Wrone joined the meeting at 8:00 PM.

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

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

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, Shannon Daley-Harris seconded, and all present voted in favor.

III. Closed Session

Shannon Daley-Harris moved to enter into executive (closed) session at 7:11 PM, 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 7:11 PM, for the purpose of reviewing personnel and 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 [10-14-15-01].

The Board resolved (Shannon Daley-Harris proposed, Randy Hubert seconded) to return to open session at 7:32 PM.

IV. Public Comment

None

V. Head of School Report - Recommendations

Lawrence D. Patton presented a formal Board Report (**Board Document 10-14-15-02**).

1. Faculty/Staff Travel

Faculty/Staff travel was presented for Board approval (**Board Document 10-14-15-03**). After discussion Randy Hubert 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 10-14-15-03**).

Board Resolution [10-14-15-02].

2. Field Trips

The list of proposed field trips was presented for Board approval (**Board Document 10-14-15-04**). After discussion Amanda Rose moved that item 1 only be approved, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves item 1 (trip to Glass Roots) set forth as above (**Board Document 10-14-15-04**).

Board Resolution [10-14-15-03].

3. Renewal Application (**Board Document 10-14-15-05**).

Lawrence D. Patton presented the PCS Charter School renewal application. After discussion Randy Hubert moved that the renewal application be accepted, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the renewal application as presented (**Board Document 10-14-15-05**).

Board Resolution [10-14-15-04].

VI. Board Committee and Other Reports

FRIENDS REPORT

Roxy Choe presented a report on Friends of PCS' finances and activities. She confirmed that Friends would be hosting a coffee reception following the Halloween Parade on October 30.

FINANCE COMMITTEE

Rob Long presented the Annual Charter School Fiscal Questionnaire (**Board Document 10-14-15-06**). After explanation and discussion, Khalid Anwar moved to accept the submission of the Annual Charter School Fiscal Questionnaire as presented, Amanda Rose seconded and the Board unanimously approved the following:

RESOLUTION: The PCS Board of Trustees hereby Annual Charter School Fiscal Questionnaire as presented (**Board Document 10-14-15-06**), and recommends it for submission to the State Department of Education.
Board Resolution [10-14-15-05].

STUDENT LIFE / SCHOOL CLIMATE COMMITTEE

Discussion of the Student Life Committee structure addressed leadership, the purview of committees and membership.

VII. Curriculum

In order to illustrate some technology applications that teachers are beginning to use in the classroom, Lawrence Patton demonstrated the use of two applications: Plickers and Edpuzzle. These are simple effective free apps.

V11. Policies and Handbooks

1. The Nepotism Policy, 4112.8 4212.8 (as amended by the NJSBA) was presented for a second reading and approval (**Board Document 10-14-15-07**). After discussion Shannon Daley-Harris moved the adoption of the Nepotism Policy, 4112.8 4212.8 (as amended by the NJSBA), Amanda Rose seconded, and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby adopts the Nepotism Policy, 4112.8 4212.8 (as amended by the NJSBA) (**Board Document 10-14-15-07**) set forth as above.

Board Resolution [10-14-15-06].

2. The Nursing Services Plan was presented for approval (**Board Document 10-14-15-08**). After discussion Randy Hubert moved to approve and accept the Nursing Services Plan, Amanda Rose seconded, and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves and accepts the Nursing Services Plan (**Board Document 10-14-15-08**) set forth as above.

Board Resolution [10-14-15-07].

V111. Faculty/Staff Hires

NEW HIRES – ASP Aides

Lawrence Patton requested that the following individuals be hired as aides in the After-School Program, 2015-2016 school year:

- George Brand
- Kristen Dabrowski

After discussion, Trusha Shah moved to approve the hiring of the above-mentioned candidates as aides in the After-School Program for the 2015-2016 school year, Shannon Daley-Harris 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 the above-mentioned candidates as aides in the After-School Program for the 2015-2016 school year.

Board Resolution [10-14-15-08].

VIII. School Business Reports

1. CHECK REGISTER

The Check Register for the time period of September 1 – October 8, 2015 (**Board Document 10-14-15-09**) was presented. Khalid Anwar moved to adopt the check register, Trusha Shah seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the check register for the time period of September 1 – October 8, 2015 (**Board Document 10-14-15-09**) set forth as above.

Board Resolution [10-14-15-09].

2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of September, 2015 (**Board Document 10-14-15-10**) was presented for approval. Khalid Anwar moved to approve the Bank Reconciliation Report, for the month of September, Trusha Shah seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the September, 2015 Bank Reconciliation Report (**Board Document 10-14-15-10**).

Board Resolution [10-14-15-10].

3. CERTIFICATION OF PAYROLL

- i. September 15, 2015 - \$175,084.45
- ii. September 30, 2015 - \$176,959.61

Khalid Anwar moved to approve the payroll for the month of September, 2015 set forth as above, Trusha Shah seconded and the Board unanimously approved the following:

RESOLUTION

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

Board Resolution [10-14-15-11].

4. LINE 108 AND BOARD SECRETARY REPORTS

The September Line 108 report and Board Secretary Report were presented for approval (Board Document 10-14-15-11). After discussion, Khalid Anwar moved to amend Line 23 to \$95,000 to reflect the addition of \$50,000 to the budget, and to adjust the other lines accordingly. Trusha Shah 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 September, 2015 as proposed (**Board Document 10-14-15-11**).

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of September 30, 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 [10-14-15-12].

X1. Harassment, Intimidation & Bullying

None

X11. Engagements and Authorizations

Rob Long requested approval to open a checking account (for petty cash) at PNC, Princeton. After discussion, Brandice Canes-Wrone moved to authorize Rob Long to open a checking account (for petty cash) at PNC, Princeton, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby does hereby authorize Rob Long to open a checking account (for petty cash) at PNC, Princeton as set forth above.

Board Resolution [10-14-15-13].

X111. Public Comment

None

X1V. Closed Session (To review personnel issue)

None

XV Public Comment

None

XV1. Adjournment

The meeting was adjourned at 9:55 PM

Respectfully submitted,

Lawrence D. Patton
Head of School