

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
November 11, 2015

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

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 October 14, 2015 meeting (**Board Document 10-14-15-01**) was presented for approval. Brandice Canes-Wrone moved that the minutes be adopted, Shannon Daley-Harris seconded, and all present voted in favor.

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

None

IV. Public Comment

None

V. Head of School Report - Recommendations

Lawrence D. Patton presented a formal Board Report the highlights of which were details in respect of the upcoming charter renewal site visit, the upcoming release of PARCC results, the open house events, and a discussion in respect of the end-of-year staff / board function. He also gave a presentation on the Word Voyages vocabulary program currently being used in 6th, 7th, 8th grade Language Arts (**Board Document 11-11-15-01**).

1. Faculty/Staff Travel

Faculty/Staff travel was presented for Board approval (**Board Document 11-11-15-02**). 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 11-11-15-02**).

Board Resolution [11-11-15-01].

- 2. Field Trips
None

VI. Board Committee and Other Reports

FRIENDS REPORT

Roxy Choe presented a report on Friends of PCS’ finances and activities, including the upcoming Annual Gala kick-off meeting and Book Fair.

VII. Curriculum

None

V11. Policies and Plans

None

V111. Faculty/Staff Hires

NEW HIRES – Substitute Teachers

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

- George Brand
- Kristen Dabrowski
- Robert Cohen

After discussion, Amanda Rose moved to approve the hiring of the above-mentioned candidates as substitute teachers 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 substitute teachers for the 2015-2016 school year.

Board Resolution [11-11-15-02].

VIII. School Business Reports

1. CHECK REGISTER

The Check Register for the time period of October 1 – November 5, 2015 (**Board Document 11-11-15-03**) was presented. Brandice Canes-Wrone moved to adopt the check register, Shannon Daley-Harris seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the check register for the time period of October 1 – November 5, 2015 (**Board Document 11-11-15-03**) as set forth as above.

Board Resolution [11-11-15-03].

2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of October, 2015 (**Board Document 11-11-15-04**) was presented for approval. Brandice Canes-Wrone moved to approve the Bank Reconciliation Report, for the month of October Shannon Daley Harris seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the October, 2015 Bank Reconciliation Report (**Board Document 11-11-15-04**)
Board Resolution [11-11-15-04].

3. CERTIFICATION OF PAYROLL

- i. October 15, 2015 - \$176,862.41
- ii. October 30, 2015 - \$178, 744.57

Brandice Canes-Wrone moved to approve the payroll for the month of October, 2015 set forth as above, Shannon Daley-Harris seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the October payroll, set forth as above.
Board Resolution [11-11-15-05].

4. LINE 108 AND BOARD SECRETARY REPORTS

The October Line 108 report and Board Secretary Report were presented for approval (**Board Document 11-11-15-05**). After discussion, Brandice Canes-Wrone moved to accept these reports, Shannon Daley-Harris 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 October, 2015 as proposed (**Board Document 11-11-15-05**).

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of October 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 [11-11-15-06].

X1. Harassment, Intimidation & Bullying

None

X11. Approval of Engagements

The D'Angelo's lunch contract was presented for renewal. After discussion, Randy Hubert moved to renew the school's lunch contract with D'Angelo's Italian Market for a period of one year, effective 7/1/15, at the same price per lunch of \$3, 50. Shannon Daley-Harris seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby does hereby renew the school's lunch contract with D'Angelo's Italian Market for a period of one year, effective 7/1/15, at the same price per lunch of \$3, 50.
Board Resolution [11-11-15-07].

X111. Public Comment

None

X1V. Closed Session (To review HIB and personnel matters)

Shannon Daley-Harris moved to enter into executive (closed) session at 8:55 PM, Amanda Rose 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 8:55 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 [11-11-15-08].

The Board resolved (Shannon Daley-Harris proposed, Brandice Canes-Wrone seconded) to return to open session at 9:20 PM.

XV Public Comment

None

XVI. Adjournment

Randy Hubert moved to adjourn the meeting at 9:21 PM, Amanda Rose seconded and the Board unanimously agreed.

Respectfully submitted,

Lawrence D. Patton
Head of School