

# Princeton Charter School

## *Board of Trustees*

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Meeting of the Board of Trustees  
December 9, 2015

Board Members Present: Khalid Anwar, Brandice Canes-Wrone Shannon Daley-Harris, Randy Hubert, Paul Josephson (called in), 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 November 11, 2015 meeting (**Board Document 11-09-15-01**) was presented for approval. Randy Hubert 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)**

Randy Hubert moved to enter into executive (closed) session at 7:03 PM, Shannon Daley-Harris 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 7:03 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.

The Board resolved (Randy Hubert proposed, Shannon Daley-Harris seconded) to return to open session at 7:43 PM.

**Board Resolution [12-11-15-01].**

### **IV. Public Comment**

None

### **V. Head of School Report - Recommendations**

Lawrence D. Patton presented a formal Board Report. (**Board Document 12-09-15-02**).

1. Faculty/Staff Travel

Faculty/Staff travel was presented for Board approval (**Board Document 12-09-15-03**). After discussion Randy Hubert 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 12-09-15-03**).

**Board Resolution [12-09-15-02].**

2. Field Trips

The list of proposed field trips was presented for Board approval (**Board Document 12-09-15-04**). After discussion Randy Hubert moved that the list of proposed field trips be approved, Shannon Daley-Harris seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the list of field trips set forth as above (**Board Document 12-09-15-04**).

**Board Resolution [12-09-15-03].**

3. Curtis McGraw Foundation Grant

The Curtis McGraw Foundation Grant in the sum of \$10,000 was presented for Board approval. After discussion Randy Hubert moved that the Curtis McGraw Foundation Grant be approved, Shannon Daley-Harris seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby accepts the Curtis McGraw Foundation Grant in the sum of \$10,000 as above.

**Board Resolution [12-09-15-04].**

4. Job Descriptions

The updated job descriptions were presented for a first read.

**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, party boards and the Book Fair.

COMMUNICATIONS COMMITTEE

Shannon Daley-Harris presented a draft of the letter to parents in respect of the Annual Parent Survey.

**VII. Curriculum**

None

**V11. Policies and Plans**

None

**V111. Faculty/Staff Hires**

None

**VIII. School Business Reports**

### 1. CHECK REGISTER

The Check Register for the time period of November 1 – December 4, 2015 (**Board Document 12-09-15-05**) was presented. Randy Hubert 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 November 1 – December 4, 2015 (**Board Document 12-09-15-05**) as set forth as above.

**Board Resolution [12-09-15-05].**

### 2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of November, 2015 (**Board Document 12-09-15-06**) was presented for approval. Randy Hubert moved to approve the Bank Reconciliation Report, for the month of November Shannon Daley Harris seconded and the Board unanimously approved the following:

#### RESOLUTION

The PCS Board of Trustees hereby approves the November, 2015 Bank Reconciliation Report (**Board Document 12-09-15-06**)

**Board Resolution [12-09-15-06].**

### 3. CERTIFICATION OF PAYROLL

- i. November 15, 2015 - \$185,402.80
- ii. November 30, 2015 - \$173,470.91

Randy Hubert moved to approve the payroll for the month of November, 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 [12-09-15-07].**

### 4. LINE 108 AND BOARD SECRETARY REPORTS

The November Line 108 report and Board Secretary Report were presented for approval (**Board Document 12-09-15-07**). 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 12-09-15-07**).

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of November 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 [12-09-15-08].**

### X1. Harassment, Intimidation & Bullying

None

### X11. Approval of Engagements

After discussion, Randy Hubert moved to empower Robert Long with full authority acting as SBA during the current SBA's leave. Shannon Daley-Harris seconded and the Board unanimously approved the following:

**RESOLUTION**

The PCS Board of Trustees hereby does hereby resolve to empower Robert Long with full authority acting as SBA during the current SBA's leave.

**Board Resolution [11-11-15-07].**

**X111. Public Comment**

None

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

Completed in first closed session at 7:03

**XV Public Comment**

None

**XV1. Adjournment**

Randy Hubert moved to adjourn the meeting at 8:49 PM, Shannon Daley-Harris seconded and the Board unanimously agreed.

Respectfully submitted,

Lawrence D. Patton  
Head of School