

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
January 13, 2016

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

Board Members excused: Maryellen McQuade

Others present: Lawrence D. Patton, PCS's Head of School, Lisa Eckstrom and Gail Wilbur, PCS's Assistant Heads of School, Robert Long, Interim School Business Administrator and Board Secretary, Roxy Choe, President, Friends of PCS

I. Opening of Meeting

Shannon Daley-Harris 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 December 9, 2015 (**Board Document 12-09-01-15**) were presented for approval, Randy Hubert moved that the minutes be adopted with modification (Paul Josephson – others excused; Amanda Rose – opened the meeting); Brandice Canes-Wrone 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 8:20 p.m., Brandice Canes-Wrone 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 8:20 p.m. for the purpose of discussing contracts, personnel, student and/or any 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 [01-13-16-01]

The Board resolved (Randy Hubert moved, Brandice Canes-Wrone seconded) to temporarily return to open session at 8:40 p.m. to allow the President of Friends to deliver her report

Board Resolution [01-13-16-02]

IV. Report of Friends of PCS

Roxy Choe, President of Friends of PCS, gave an overview report of the financial data of the Friends Association. Ms. Choe explained the sources of revenue and current expenses. Ms. Choe also spoke about the upcoming Gala, Friends of PCS's annual fundraising event.

The Board thanked Roxy for her comprehensive report and also extended its gratitude to Friends for all the financial resources it gives to PCS.

V. Return to Closed Session (To review HIB and Personnel Matters)

Randy Hubert moved to re-enter into executive (closed) session at 8:50 p.m., Brandice Canes-Wrone 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 8:20 p.m. for the purpose of discussing contracts, personnel, student and/or any 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 [01-13-16-03]

The Board resolved (Randy Hubert moved, Brandice Canes-Wrone seconded) to return to open session at 9:25 p.m.

Board Resolution [01-13-16-04]

VI. Public Comment

None

VII. Head of School Report- Recommendations

Larry Patton presented his report, the highlights of which were as follows:

1. Admissions information and lottery information.
2. A presentation of PARCC materials that are available to faculty
3. Presentation of the AY 2016-2016 Calendar

2015-2016 FACULTY/STAFF TRAVEL

Faculty/Staff travel was presented for Board approval (**Board Document 01-13-16-02**). After discussion Randy Hubert moved that with the exception of Dan Johnsen's request to attend the Lacrosse Convention, the Faculty/Staff travel be approved, Brandice Canes-Wrone 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 01-13-16-02**).

Board Resolution [01-13-16-05]

2014-2015 FIELD TRIPS

Lawrence D. Patton presented Field Trip requests (**Board Document 01-13-16-03**), after discussion Randy Hubert moved to approve the Field Trip requests, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Field Trips set forth as above (**Board Document 01-13-16-03**).

Board Resolution [01-13-16-06]

2016-2017 CALENDAR

Lawrence D. Patton presented the PCS 2016-2017 calendar for approval (**Board Document 01-13-16-04**). After discussion, Randy Hubert moved to tentatively approve the PCS 2016-2017 calendar pending coordination with the PPS 2016-2017 calendar, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the PCS 2016-2017 calendar pending coordination with the PPS 2016-2017calendar.

Board Resolution [01-13-16-07]

JOB DESCRIPTIONS

Lawrence D. Patton presented an updated document (2nd read) for approval (**Board Document 01-13-16-05**). After discussion, Randy Hubert moved to approve the Job Descriptions, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Job Descriptions as set forth above.

Board Resolution [01-13-16-07]

VIII. Board Committee Reports

None

IX. Curriculum

None

X. Policies and Plans

None

XI. Personnel

FACULTY/STAFF HIRES

None

SUBSTITUTE PERSONNEL

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

1. Shannon Stone
2. Ivia Sky Yavelow

After discussion, Randy Hubert moved to hire Shannon Stone and Ivia Sky Yavelow as substitute personnel for the 2015-2016 school year. Brandice Canes-Wrone seconded and a roll call vote was taken; the vote is as follows:

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

RESOLUTION

The PCS Board of Trustees hereby hires Shannon Stone and Ivia Sky Yavelow as substitute personnel for the 2015-2016 school year.

Board Resolution [01-13-16-08]

XII. School Business Reports

CHECK REGISTER

The Check Register for the time period of December 1, 2015 – January 7, 2016 (**Board Document 01-13-16-06**) in the amount of **\$720,905.77** for general expenses was presented. Randy Hubert 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 December 1, 2015 – January 7, 2016 (**Board Document 01-13-16-06**) set forth as above.

Board Resolution [01-13-16-09].

BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of December, 2015 (**Board Document 01-13-16-07**) was presented for approval. Randy Hubert moved to approve the Bank Reconciliation Report, for the month of December, 2015; Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the December, 2015 Bank Reconciliation Report (**Board Document 01-13-16-07**).

Board Resolution [01-13-16-10]

CERTIFICATION OF PAYROLL

- a. December 11, 2015- \$171,382.31
- b. December 18, 2015-\$174, 184.41

Randy Hubeert moved to approve the payroll for the month of December, 2015 set forth as above, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

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

Board Resolution [01-13-16-11]

LINE 108 AND BOARD SECRETARY REPORTS

The December Line 108 report and Board Secretary Report were presented for approval (**Board Document 01-13-16-08**). Randy Hubert moved to approve these reports, Brandice Canes-Wrone 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 December, 2015,

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of December 31, 2014, 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 [01-13-16-12]

AUDITORS' MANAGEMENT REPORT and CAFR

Khalid Anwar and Paul Josephson reported on the auditors' presentation of the Auditors' Management Report and Comprehensive Annual Financial Report (CAFR). The recommendations of the auditors were noted and discussed.

Khalid Anwar moved that the Board of Trustees accept the recommendations of the PCS Finance Committee to accept and approve the Comprehensive Annual Financial Report (CAFR) and the Auditors' Management Report prepared by Withum, Smith and Brown. Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The Board of Trustees accepts the recommendation of the Finance Committee to accept and approve the Comprehensive Annual Financial Report (CAFR) and Auditors' Management Report, prepared by Withum, Smith and Brown.

Board Resolution [01-13-16-13]

XIII. HIB

Randy Hubert moved to approve the December, 2015 HIB report and accept the January 2016 HIB report, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the December, 2015 HIB report and accepts the January 2016 HIB report..

Board Resolution [01-13-16-14]

XIV. Approval of Engagements

None

XV. Public Comment

None

XVI. Adjournment

The meeting adjourned at **9:45 p.m.**, Randy Hubert proposed, Brandice Canes-Wrone seconded.

Respectfully submitted,

Lawrence D. Patton
Head of School