

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees, October 19, 2016

Board Members Present: Paul Josephson, Amanda Rose, Brandice Canes-Wrone, Randy Hubert, Dipty Jain, Maryellen McQuade (arrived at 7:11 PM), Lily Zou, Harlan Tenenbaum.

Board Members excused: Khalid Anwar

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

I. Opening of Meeting - 7:00 PM

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 Clerk; Princeton Public Schools' Business Office; the Mercer County Superintendent of Education; and Peapack-Gladstone Bank in the public notice on July 15, 2015

II. Approval of Prior Minutes

The minutes from the August 24, 2016 regular monthly Board meeting (**Board Document 08-24-16-01**); the minutes from the September 14, 2016 regular monthly Board meeting (**Board Document 09-14-16-01**); and the minutes from the September 12, 2016 special Board meeting (**Board Document 09-12-16-01**) were presented for approval. Amanda Rose moved to approve the minutes from the August 24, 2016 Board meeting; the minutes from the September 14, 2016 Board meeting; and the minutes from the September 12, 2016 Board meeting; Randy Hubert seconded; and all present voted in favor.

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

Amanda Rose moved to enter into executive (closed) session at 7:06 PM., Randy Hubert seconded and the Board approved the following: Princeton Charter School Board of Trustees hereby resolves, pursuant to the Open Public Meetings Act that said a public body may enter into closed session 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.

Amanda Rose moved and Randy Hubert seconded and all present voted in favor of moving the PCS Board of Trustees into executive (closed) session to discuss personnel matters and contractual negotiations. **Board Resolution [10-19-16-01]**

IV. Return to Open Session

The Board resolved (Randy Hubert moved, Amanda Rose seconded and the Board approved) to return to open session at 7:32 PM in order to receive a report from Maria Maldacena, President of Friends of Princeton Charter School PTO. **Board Resolution [10-19-16-02]**

V. Board Committee and Other Reports

1. Maria Maldacena, President, Friends of PCS provided a verbal report on the finances and activities of PCS's Friends PTO, including Board members attending the next Friends meeting; a book fair; and the 2017 Gala.

VI. Return to Closed Session

The Board resolved (Randy Hubert moved, Amanda Rose seconded and the Board approved) to re-enter closed session at 7:56 PM in order to continue discussion of personnel matters and contract negotiations. **Board Resolution [10-19-16-03]**

VII. Return to Open Session

The Board resolved (Amanda Rose moved, Randy Hubert seconded and the Board approved) to return to open session at 8:56 PM. **Board Resolution [10-19-16-04]**

VIII. Public Comment

NONE

IX. Head of School Report/Recommendations

A general update report on PCS activities (**Board Document 10-19-16-02**) was reviewed by Head of School Lawrence Patton and included in the Board packet.

1. The Board received the maternity leave request notifications from Stephanie LaMont (**Board Document 10-19-16-03**) and Amanda Hartstein (**Board Document 10-19-16-04**). Amanda Rose moved that the leave requests be granted; Randy Hubert seconded; and all present voted in favor.

RESOLUTION

The PCS Board of Trustees hereby grants the leave requests of Stephanie LaMont (**Board Document 10-19-16-03**) and Amanda Hartstein (**Board Document 10-19-16-04**). **Board Resolution [10-19-16-05]**

2. The Board received the resignation letter of Dr. Nancy O'Neil (**Board Document 10-19-16-05**). Amanda Rose moved that the resignation letter be accepted; Randy Hubert seconded; and all present voted in favor. (Details on the School's plan to provide replacement services are detailed in the Head of School report. (**Board Document 10-19-16-02**))

RESOLUTION

The PCS Board of Trustees hereby accepts the resignation letter of Dr. Nancy O'Neil (**Board Document 10-19-16-05**). **Board Resolution [10-19-16-06]**

3. 2016-2017 FACULTY/STAFF TRAVEL

Faculty/Staff travel was presented for Board approval (**Board Document 10-19-16-06**). After discussion Amanda Rose moved that the Faculty/Staff travel be approved; Randy Hubert 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 10-19-16-06**). **Board Resolution [10-19-16-07]**

4. 2016-2017 FIELD TRIPS

Lawrence D. Patton presented Field Trip requests (**Board Document 10-19-16-07**). After discussion. Amanda Rose moved to approve the Field Trip requests; Randy Hubert 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 10-19-16-07**). **Board Resolution [10-19-16-08]**

X. Curriculum

NONE

XI. Policies and Plans

1. ADMISSION POLICY

Lawrence D. Patton presented an updated PCS Admissions Policy for first read (**Board Document 10-19-16-08**).

2. NURSING PLAN

Lawrence D. Patton presented an updated PCS Nursing plan for approval (**Board Document 10-19-16-09**). Amanda Rose moved to approve the PCS Nursing Plan; Randy Hubert seconded; and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the PCS Nursing Plans as set for in (**Board Document 10-19-16-09**). **Board Resolution [10-19-16-09]**

XII. Faculty/Staff Appointments

1. Substitute Teachers

- a. Carlee Costanza (**Board Document 10-19-16-10**)
- b. Elisabeth Hauptman (**Board Document 10-19-16-11**)
- c. Jim Schubin
- d. Victoria Zerambo (**Board Document 10-19-16-12**)

After discussion, Amanda Rose moved to hire Carlee Costanza as a Substitute Teacher for the 2016-2017 school year; Randy Hubert seconded and a roll call vote was taken; the vote is as follows:

Khalid Anwar- absent	Paul Josephson- yes	Harlan Tenenbaum- yes
Randy Hubert- yes	Maryellen McQuade-yes	Brandice Canes-Wrone- yes
Dipty Jain - yes	Amanda Rose- yes	Lily Zou - yes

After discussion, Amanda Rose moved to hire Elisabeth Hauptman as a Substitute Teacher for the 2016-2017 school year; Randy Hubert seconded and a roll call vote was taken; the vote is as follows:

Khalid Anwar- absent	Paul Josephson- yes	Harlan Tenenbaum- yes
Randy Hubert- yes	Maryellen McQuade-yes	Brandice Canes-Wrone- yes
Dipty Jain - yes	Amanda Rose- yes	Lily Zou - yes

After discussion, Amanda Rose moved to hire Jim Schubin as a Substitute Teacher for the 2016-2017 school year; Randy Hubert seconded and a roll call vote was taken; the vote is as follows:

Khalid Anwar- absent	Paul Josephson- yes	Harlan Tenenbaum- yes
Randy Hubert- yes	Maryellen McQuade-yes	Brandice Canes-Wrone- yes
Dipty Jain - yes	Amanda Rose- yes	Lily Zou - yes

After discussion, Amanda Rose moved to hire Victoria Zerambo as a Substitute Teacher for the 2016-2017 school year; Randy Hubert seconded and a roll call vote was taken; the vote is as follows:

Khalid Anwar- absent	Paul Josephson- yes	Harlan Tenenbaum- yes
Randy Hubert- yes	Maryellen McQuade-yes	Brandice Canes-Wrone- yes
Dipty Jain - yes	Amanda Rose- yes	Lily Zou - yes

RESOLUTION

The PCS Board of Trustees hereby hires Carlee Costanza, Elisabeth Hauptman, Jim Schubin and Victoria Zerambo as a Substitute Teachers for the 2016-2017 school year.

Board Resolution [10-19-16-10]

XIII. School Business Reports

1. CHECK REGISTER

The Check Register for the time period of September 01, 2016 – October 14, 2016 (**Board Document 10-19-16-13**) in the amount of \$840,115.40 for general expenses was presented.

2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of July 2016 (**Board Document 10-19-16-14**) was presented for approval.

3. CERTIFICATION OF PAYROLL

- a. September 15, 2016 - \$174,709.13
- b. September 30, 2016- \$181,226.83

4. LINE 108 AND BOARD SECRETARY REPORTS

The August 2016 Line 108 Report and Board Secretary Report were presented for approval (**Board Document 10-19-16-15**).

Amanda Rose moved to accept and approve items XIII: 1-4; Randy Hubert seconded; and the Board unanimously voted to accept and approve the following:

RESOLUTION

RESOLVED, that the PCS Board of Trustees hereby accepts and approves the School Business Reports, items IX: 1-4 as detailed above.

RESOLVED, that the PCS Board of Trustees accepts and approves the School Business Reports as set forth above; and that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of September 30, 2016, after review of the monthly financial reports (Line 108 and Board Secretary reports (**Board Document 10-19-16-15**), 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 [10-19-16-11]**

XIV. Harassment, Intimidation & Bullying

NONE

XV. Approval of Engagements/Contracts

RESOLVED, that the Board of Trustees approve the Agreement for Legal Services between Princeton Charter School and Johnston Law Firm, LLC (**Board Document 10-19-16-16**).

Amanda Rose moved to approve the Agreement for Legal Services; Randy Hubert seconded; and the Board unanimously voted to approve the following:

RESOLUTION

RESOLVED, the Board of Trustees approves the Agreement for Legal Services between Princeton Charter School and Johnston Law Firm, LLC. **Board Resolution [10-19-16-12]**

XVI. Adjournment

Amanda Rose moved to adjourn the meeting; Maryellen McQuade seconded; and the Board approved adjournment of the meeting at 9:07 PM.

Respectfully submitted,

Robert Long
Interim Board Secretary