

**Regular Monthly Meeting Minutes
Wednesday, May 8, 2019 – 7:00 pm
Marsee Center Building**

- A. Call to Order by Board President – 7:02 pm**
- B. Public Notice of Meeting/NJ Sunshine Law**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Princeton Charter School Board of Trustees has caused notice of this meeting to be given by having the date; time and place mailed to the Clerk of the Municipality; advertised in Town Topics, Trenton Times & Reporte Hispano; mailed to the County Superintendent of Schools; posted in the faculty lounge and on the school's website.

C. Roll Call

Voting Members	Role	Present	Absent
Brandice Canes-Wrone	Trustee, Vice President	X	
Roxanna Choe	Trustee	X	
Stefanos Damianakis	Trustee, Treasurer	X	
Rebecca Feder	Trustee	X	
Paul Josephson	Trustee, Secretary	X	
Maryellen McQuade	Trustee, President	X	
Lorie Roth	Trustee	X	
Harlan Tenenbaum	Trustee	X	
Lily Zou	Trustee	X	

Ms. McQuade informed the Board that there will be a presentation by Farewell Architecture LLC with a new design for expansion.

Farewell Architecture presented the design to the Board.

D. Adjourn Public Session and Open Closed Session – 8:00 pm

The Board adjourns to discuss personnel matters and contract negotiations with Architect.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Brandice Canes-Wrone	1 st	X				Maryellen McQuade		X			
Roxanna Choe		X				Lorie Roth		X			
Stefanos Damianakis		X				Harlan Tenenbaum		X			
Rebecca Feder	2 nd	X				Lily Zou		X			
Paul Josephson		X									

E. Adjourn Closed Session and Open Public Session – 8:43 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Brandice Canes-Wrone	1 st	X				Maryellen McQuade		X			
Roxanna Choe		X				Lorie Roth		X			
Stefanos Damianakis		X				Harlan Tenenbaum		X			
Rebecca Feder	2 nd	X				Lily Zou		X			
Paul Josephson		X									

F. Organization of the Board

1. ~~Adoption of the 2019-2020 Board of Trustees Meeting Calendar~~ – TABLED

2. Adoption of current Board of Trustees Policies and Bylaws
3. Adopt School Curriculum, including textbooks, workbooks and other instructional materials for all subject areas for the 2019-2020 school year.
4. Appointment of Head of School/Lead Charter Person: **Lawrence D. Patton**
5. Appointments of other internal Officers/Coordinators for 2019-2020

a. Qualified Purchasing Agent	Michael Falkowski, QPA Q-1469
b. Public Agency Compliance Officer (PACO)	Michael Falkowski
c. Custodian of Public Records	Michael Falkowski
d. Board Secretary	Michael Falkowski
e. Emergency Management Coordinator	Lawrence D. Patton
f. Section 504 Officer	Gail Wilbur
g. Affirmative Action Officer	Lisa Eckstrom
h. Title IX Officer	Lisa Eckstrom
i. Homeless Liaison	Lisa Eckstrom
j. Integrated Pest Management Coordinator	TBD
k. Right to Know Custodians	Paula Davis Kathy MacKenzie
l. Indoor Air Quality Coordinator	TBD
m. Chemical Hygiene Coordinator	TBD
n. Asbestos Management Coordinator	TBD

6. Designation of the following professional services for 2019-2020

a. Official newspapers	– Town Topics – Trenton Times – Reporte Hispano
b. Official Depositories	– Peapack Gladstone Bank – PNC Bank
c. Legal Counsel	– Apruzzese, McDermott, Mastro & Murphy – Adams, Gutierrez & Lattiboudere, LLC – Johnston Law Firm LLC – The Busch Law Group LLC
d. Pest Management Company	– Western Pest Services
e. Insurance Broker of Record (General Liability)	– Arthur J. Gallagher & Co.
f. Insurance Broker of Record (Health)	– NJ State Health Benefits

g. Special Education service provider	– Educational Services Commission of NJ
h. Auditors	– Nisivoccia LLP
i. School Physician	– Dr. Robert Helmich
j. ERISA 403(b) Supplemental Plan	– TIAA-CREF
k. SBA Services	– School Business Office LLC

7. Membership Renewals

- a. New Jersey Charter School Association
- b. New Jersey School Boards Association
- c. New Jersey Association of School Administrators

8. Authority to procure goods and services through State contracts

9. Business Administrator authority to solicit bids for budgeted items

10. 2019-2020 Professional Development / Travel Budget - \$25,000

11. Regular School District Travel (for general school business, PCS School Administrators) - \$400 total allowance per School Administrator

12. Authority to sign checks – Any two (2) of the following:

- a. Head of School
- b. President of Board
- c. Vice-President of Board
- d. School Business Administrator/Board Secretary
- e. Treasurer

13. Authority to pay non-contractually obligated bills, as necessary, between Board meetings: \$5,000 limit on bills to be released. Business Administrator will report to the Board, checks released, the next Board meeting

14. Rate of pay for Substitute Teachers

- a. \$100/day – Sub Certified
- b. \$110/day – Certified Teacher
- c. \$200/day – Nurse

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Brandice Canes-Wrone		X				Maryellen McQuade	1 ST	Xx			
Roxanna Choe		X				Lorie Roth		X			
Stefanos Damianakis		X				Harlan Tenenbaum		X			
Rebecca Feder		X				Lily Zou		X			
Paul Josephson	2 ND	X									

G. Adoption of the Minutes

- RESOLVED**, that the Board of Trustees move to approve the minutes from the meeting held on **April 17, 2019**.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Brandice Canes-Wrone				X		Maryellen McQuade	1 st	X			
Roxanna Choe		X				Lorie Roth		X			
Stefanos Damianakis	2 nd	X				Harlan Tenenbaum		X			
Rebecca Feder		X				Lily Zou		X			
Paul Josephson				X							

H. Public Comment – NONE

I. Head of School Report/Recommendations

- Field Trips - NONE
- Faculty Staff Travel - NONE

RESOLVED, that the Board of Trustees accepts the Head of School Report and approves the Head of School Recommendations.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Brandice Canes-Wrone	2 nd	X				Maryellen McQuade		X			
Roxanna Choe		X				Lorie Roth		X			
Stefanos Damianakis		X				Harlan Tenenbaum		X			
Rebecca Feder	1 st	X				Lily Zou		X			
Paul Josephson		X									

J. Board Committee and Other Reports

Nominating Committee – discussion on process, Board members leaving the Board, etc.

K. Curriculum

L. Policies and Plans

M. Faculty/Staff Appointments

- RESOLVED**, that the Board of Trustees approves the rehire list of employees for the 2019-2020 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Brandice Canes-Wrone		X				Maryellen McQuade	2 nd	X			
Roxanna Choe		X				Lorie Roth		X			
Stefanos Damianakis	1 st	X				Harlan Tenenbaum		X			
Rebecca Feder		X				Lily Zou		X			
Paul Josephson											

N. School Business Reports

- RESOLVED**, that the Board of Trustees approves the Board Secretary’s and Bank Reconciliation Reports for month ending April 2019 as per the attached. Pursuant to N.J.A.C. 6A:23-16.10 et seq., the Princeton Charter School Board of Trustees acknowledges receipt of the Secretary’s certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of month ending April 2019, no major account or fund has been over expended in

violation of N.J.A.C. 6A:23-16.10 et seq., and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year.

2. **RESOLVED**, that the Board of Trustees approve the check register for the time period April 18, 2019 to May 8, 2019.
3. **RESOLVED**, that the Board of Trustees Certify the payrolls for the following dates:
 - April 15, 2019 - \$209,735.07
 - April 30, 2019 - \$207,225.44

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Brandice Canes-Wrone	2 nd	X				Maryellen McQuade	1 st	X			
Roxanna Choe		X				Lorie Roth		X			
Stefanos Damianakis		X				Harlan Tenenbaum		X			
Rebecca Feder		X				Lily Zou		X			
Paul Josephson		X									

O. Harassment, Intimidation & Bullying

1. ~~**RESOLVED**, that the Board of Trustees accepts the April 18 to May 8, 2019 HIB Report.~~
2. **RESOLVED**, that the Board of Trustees approves the March 14 to April 17, 2019 HIB Report.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Brandice Canes-Wrone		X				Maryellen McQuade	1 st	X			
Roxanna Choe		X				Lorie Roth		X			
Stefanos Damianakis	2 nd	X				Harlan Tenenbaum		X			
Rebecca Feder		X				Lily Zou		X			
Paul Josephson		X									

P. Approval of Engagements/Contracts

1. **RESOLVED**, that Board of Trustees approves the contract with **Farewell Architects LLC** for design development, construction documents and bidding at fee of \$76,000.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Brandice Canes-Wrone		X				Maryellen McQuade	2 nd	X			
Roxanna Choe		X				Lorie Roth		X			
Stefanos Damianakis	1 st	X				Harlan Tenenbaum		X			
Rebecca Feder		X				Lily Zou		X			
Paul Josephson		X									

Q. Public Comment

R. Adjournment – 9:20 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Brandice Canes-Wrone	1 st	X				Maryellen McQuade	2 nd	X			
Roxanna Choe		X				Lorie Roth		X			
Stefanos Damianakis		X				Harlan Tenenbaum		X			
Rebecca Feder		X				Lily Zou		X			
Paul Josephson		X									