

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
December 3, 2014

Board Members Present: Khalid Anwar, Amanda Rose, Paul Josephson, Alan Zetterberg, Trusha Shah, Brandice Canes-Wrone, Randy Hubert, Kinga Kamiska and Shannon Daley-Harris

Board Members excused: none

Others present: Lawrence D. Patton, PCS's Head of School, Diane Potorski, PCS School Business Administrator/Board Secretary, Lisa Eckstrom, PCS's Assistant Head of School.

I. Opening of Meeting

The President 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; Capital One, N.A. in the public notice on November 21, 2014.

II. President Call to Order

The open public meeting was called to order at 7:05 PM

III. Presentation of the 2013-2014 Comprehensive Annual Financial Report

Diane Potorski introduced James Decker and Shawn Gillon from Withum, Smith & Brown who presented the 2013-2014 Comprehensive Annual Financial Report (CAFR). Mr. Decker gave the Board a communication document (**Board Document 12-03-14-02**) and described the audit process. Mr. Decker informed the Board that there were no audit comments or recommendations. Mr. Gillon went over the audit process, in further detail, and all the testing requirements set forth by The State of New Jersey, Department of Education. Paul Josephson thanked Mr. Decker and Mr. Gillon for their comprehensive presentation.

Khalid Anwar moved to accept the 2013-2014 Comprehensive Annual Financial Report, Trusha Shah seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby accepts the 2013-2014 Comprehensive Annual Financial Report.
Board Resolution [12-03-13-01]

Annual School Audit Finding June 30, 2014- Management Report of Administrative Findings/Financial, Compliance and Performance

There are no findings for the Board to review in this reporting period ending June 30, 2014. Therefore, filing a Corrective Action Plan (CAP) is non- applicable

IV. Presentation of by PCS Capital & Endowment Fund and acceptance of a Grant

Maureen Quirk, President of PCS's Capital & Endowment Fund, gave an overview of the activities and fund raising efforts of the "Fund". The annual appeal letter was mailed on Monday, December 1, 2014. Maureen reported that there are many efforts to support the financial needs of Princeton Charter School. After this comprehensive presentation, Maureen Quirk, presented a letter (**Board Document 12-03-14-03**) which confirmed an unconditional pledge (grant) of up to \$125,000 to support non-recurring, already incurred expenses obtained during the fiscal year ending on June 30, 2014. After discussion, Khalid Anwar moved to accept the pledge (grant) in the amount of \$125,000 from the PCS Capital &

Endowment Fund for the fiscal year ending on June 30, 2014, Brandice Canes-Wrone seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby accepts a pledge (grant) from the PCS Capital & Endowment Fund in the amount of \$125,000 to support already incurred, non –recurring expenses for the fiscal year ending June 30, 2014.

Board Resolution [12-03-13-02]

V. Approval of Prior Minutes

The minutes from the November 12, 2014 (**Board Document 11-12-14-01**) were presented for approval, Alan Zetterberg moved that the minutes be adopted; Randy Hubert seconded; and all present voted in favor.

VI. Public Comment

None

VII. Head of School Report- Recommendations

2014-2015 FACULTY/STAFF TRAVEL

Faculty/Staff travel was presented for Board approval (**Board Document 12-03-14-04**), after discussion and an addition of PowerSchool Training for 2 PCS staff members, Randy Hubert moved that the Faculty/Staff travel be approved, as amended, Shannon Daley-Harris seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Faculty/Staff travel (as amended) set forth as above (**Board Document 12-03-14-04**).

Board Resolution [12-03-14-03]

PERSONNEL

FACULTY/STAFF HIRES

Lawrence D. Patton recommended that the following individual be hired as a Supplemental Teacher for the 2014-2015 school year:

- Alison Brady

After discussion, Randy Hubert moved to hire Alison Brady, as a Supplemental Teacher for the 2014-2015 school year, Shannon Daley-Harris seconded and a roll call vote was taken, the vote is as follows:

| | |
|---------------------------|---------------------------|
| Paul Josephson- yes | Brandice Canes-Wrone- yes |
| Alan Zetterberg- yes | Trusha Shah- yes |
| Amanda Rose- yes | Khalid Anwar- yes |
| Shannon Daley-Harris- yes | Kinga Kaminska |
| Randy Hubert- yes | |

RESOLUTION

The PCS Board of Trustees hereby hires Alison Brady, as a Supplemental Teacher for the 2014-2015 school year.

Board Resolution [12-03-14-04]

Lawrence D. Patton recommended that the following individual be hired as a part-time hourly Learning Disabilities Teacher/Consultant (LDTC) for the 2014-2015 school year:

- Heather CM Tellier

After discussion, Khalid Anwar moved to hire Heather CM Tellier, as a Learning Disabilities Teacher Consultant (LDTC) for the 2014-2015 school year, Shannon Daley-Harris seconded and a roll call vote was taken, the vote is as follows:

| | |
|---------------------------|---------------------------|
| Paul Josephson- yes | Brandice Canes-Wrone- yes |
| Alan Zetterberg- yes | Trusha Shah- yes |
| Amanda Rose- yes | Khalid Anwar- yes |
| Shannon Daley-Harris- yes | Kinga Kaminska |
| Randy Hubert- yes | |

RESOLUTION

The PCS Board of Trustees hereby hires Heather CM Tellier, as a Learning Disabilities Teacher/Consultant (LDTC) for the 2014-2015 school year.

Board Resolution [12-03-14-05]

SUBSTITUTE TEACHER HIRES

Lawrence Patton requested that the following individual be hired as a Substitute Teacher for the 2014-2015 school year:

- Christina Cipolla Venturi

After discussion, Randy Hubert moved to hire Christina Cipolla-Venturi, as a Substitute Teacher for the 2014-2015 school year, Khalid-Anwar seconded and a roll call vote was taken, the vote is as follows:

| | |
|---------------------------|---------------------------|
| Paul Josephson- yes | Brandice Canes-Wrone- yes |
| Alan Zetterberg- yes | Trusha Shah- yes |
| Amanda Rose- yes | Khalid Anwar- yes |
| Shannon Daley-Harris- yes | Kinga Kaminska |
| Randy Hubert- yes | |

RESOLUTION

The PCS Board of Trustees hereby hires Christina Cipolla-Venturi as a Substitute Teachers for the 2014-2015 school year.

Board Resolution [12-03-14-06]

HEAD OF SCHOOL REPORT

Lawrence D. Patton presented a formal Board Report (**Board Document 12-03-14-05**). Some of the highlights of this report are as follows:

1. The Chromebook carts have arrived and are in the process of being configured for PCS' network.
2. Schoology will be rolled out in January of 2015.
3. PARCC testing preparations have begun. PCS is awaiting information from the NJDOE regarding training for this state test.
4. The continued focus on the improvement of Special Education services and support programs, at PCS, has been brought some of the special education support services in house. These support services were previously outsourced.

The Board thanked Mr. Patton for his comprehensive report.

VIII. Board Committee Reports

ADMISSIONS COMMITTEE

Randy Hubert reported that the next open house is on Saturday, December 6, 2014. The lottery process was explained in detail. The deadline for registrations for the 2015-2016 school year is January 5, 2015.

IX. Policies

The following policies were presented for a second reading:

- a. Family and Medical Leave Act Policy (**Board Document 12-03-14-06**).
- b. American with Disabilities Act Policy (**Board Document 12-03-14-07**).
- c. Whistleblower Policy (**Board Document 12-03-14-08**).

After discussion, Amanda Rose moved to adopt the above policies, Randy Hubert seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby adopts the following policies:

- a. Family and Medical Leave Act Policy (**Board Document 12-03-14-06**).
- b. American with Disabilities Act Policy (**Board Document 12-03-14-07**).
- c. Whistleblower Policy (**Board Document 12-03-14-08**).

Board Resolution [12-03-14-07]

X. School Business Reports

CHECK REGISTER

The Check Register for the time period of November 9, 2014 to December 1, 2014 (**Board Document 12-03-14-09**), in the amount of \$147,038.20 for general expenses, was presented. Amanda Rose moved to adopt the check register, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the check register for the time period of November 9, 2014 to December 1, 2014 (**Board Document 12-03-14-09**) set forth as above.

Board Resolution [12-03-14-08]

BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of November (**Board Document 12-03-14-10**) was presented for approval. Amanda Rose moved to approve the Bank Reconciliation Report, for the month of October, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the November Bank Reconciliation Report (**Board Document 12-03-14-11**).

Board Resolution [12-03-14-09]

CERTIFICATION OF PAYROLL

- a. November 15, 2014- \$184,084.05
- b. November 28, 2014-\$170,221.11

Amanda Rose moved to approve the payroll for the month of November set forth as above, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

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

Board Resolution [12-03-14-10]

LINE 108 AND BOARD SECRETARY REPORTS

The November Line 108 report and Board Secretary Report were presented for approval (**Board Document 12-03-14-12**). Amanda Rose moved to approve these reports, Khalid Anwar 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 November, 2014,

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of November 30, 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 [12-03-14-11]

FINAL (REVISED) 2014-2015 BUDGET

Diane Potorski presented PCS's 2014-2015 final (revised) budget (**Board Document 12-03-14-13**), which is based on the October 15, 2013 enrollment count. Khalid Anwar informed the Board that the Finance Committee will met on Friday, December 5, 2014 to review and approve it for filing. After discussion Alan Zetterberg moved to adopt PCS's 2014-2015 final (revised) budget, pending the review and approval by the Finance Committee, Khalid Anwar seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the 2014-2015 final (revised) budget (**Board Document 12-03-14-13**), pending review and approval by PCS's Finance Committee.

Board Resolution [12-03-14-12]

XI. Closed Session

None

XII. Unfinished Business/New Business

None

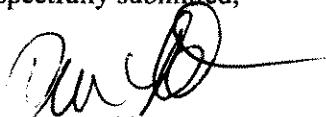
XIII. Public Comment

None

XIV. Adjournment

Alan Zetterberg moved to adjourn the meeting at 9:30 pm, Amanda Rose seconded and the Board unanimously agreed.

Respectfully submitted,



Diane Potorski, RSBA,
School Business Administrator/Board Secretary