

## Regular Monthly Meeting Minutes Tuesday, May 11, 2021 – 7:00 pm

**I. CALL TO ORDER – 7:02 PM**

**II. 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.

**III. ROLL CALL**

| Voting Members         | Role               | Term Ends | Present    | Absent |
|------------------------|--------------------|-----------|------------|--------|
| 1. Roxanna Choe        | Trustee, Secretary | 2023      | X, 7:17 pm |        |
| 2. Stefanos Damianakis | Trustee, Treasurer | 2021      | X          |        |
| 3. Rebecca Feder       | Trustee            | 2021      | X, 7:07 pm |        |
| 4. Minzhi Liu          | Trustee            | 2022      | X, 7:40 pm |        |
| 5. Maryellen McQuade   | Trustee, President | 2021      | X          |        |
| 6. Lorie Roth          | Trustee            | 2022      | X          |        |
| 7. Harlan Tenenbaum    | Trustee            | 2022      |            | X      |
| 8. Olga Troyanskaya    | Trustee            | 2023      | X          |        |
| 9. John Weihe          | Trustee            | 2023      | X          |        |

**IV. ADJOURN PUBLIC SESSION AND OPEN CLOSED SESSIO- 7:03 PM**

| Voting Members      | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion          | Yes | No | Abstain | Absent |
|---------------------|-----------------|-----|----|---------|--------|------------------|-----------------|-----|----|---------|--------|
| Roxanna Choe        |                 |     |    |         | X      | Lorie Roth       |                 | X   |    |         |        |
| Stefanos Damianakis |                 | X   |    |         |        | Harlan Tenenbaum |                 |     |    |         | X      |
| Rebecca Feder       |                 |     |    |         | X      | Olga Troyanskaya |                 | X   |    |         |        |
| Minzhi Liu          |                 |     |    |         | X      | John Weihe       | 2 <sup>nd</sup> | X   |    |         |        |
| Maryellen McQuade   | 1 <sup>st</sup> | X   |    |         |        |                  |                 |     |    |         |        |

Board adjourns to closed session to discuss the renewal staff list.

**V. ADJOURN CLOSED SESSION AND OPEN PUBLIC SESSION - 8:04 PM**

| Voting Members      | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion | Yes | No | Abstain | Absent |
|---------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Roxanna Choe        |                 | X   |    |         |        | Lorie Roth       |        | X   |    |         |        |
| Stefanos Damianakis | 1 <sup>st</sup> | X   |    |         |        | Harlan Tenenbaum |        |     |    |         | X      |
| Rebecca Feder       |                 | X   |    |         |        | Olga Troyanskaya |        | X   |    |         |        |
| Minzhi Liu          |                 | X   |    |         |        | John Weihe       |        | X   |    |         |        |
| Maryellen McQuade   | 2 <sup>nd</sup> | X   |    |         |        |                  |        |     |    |         |        |

**VI. ADOPTION OF THE MINUTES**

- RESOLVED**, that the Board of Trustees move to approve the minutes from the meeting held on April 14, 2021.

| Voting Members      | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion          | Yes | No | Abstain | Absent |
|---------------------|-----------------|-----|----|---------|--------|------------------|-----------------|-----|----|---------|--------|
| Roxanna Choe        |                 | X   |    |         |        | Lorie Roth       |                 | X   |    |         |        |
| Stefanos Damianakis |                 |     |    | X       |        | Harlan Tenenbaum |                 |     |    |         | X      |
| Rebecca Feder       |                 | X   |    |         |        | Olga Troyanskaya |                 | X   |    |         |        |
| Minzhi Liu          |                 | X   |    |         |        | John Weihe       | 1 <sup>st</sup> | X   |    |         |        |
| Maryellen McQuade   | 2 <sup>nd</sup> | X   |    |         |        |                  |                 |     |    |         |        |

**VII. PUBLIC COMMENT – NONE**

**VIII. HEAD OF SCHOOL REPORT/RECOMMENDATIONS**

- 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 |
|---------------------|-----------------|-----|----|---------|--------|------------------|-----------------|-----|----|---------|--------|
| Roxanna Choe        |                 | X   |    |         |        | Lorie Roth       |                 | X   |    |         |        |
| Stefanos Damianakis | 1 <sup>st</sup> | X   |    |         |        | Harlan Tenenbaum |                 |     |    |         | X      |
| Rebecca Feder       |                 | X   |    |         |        | Olga Troyanskaya |                 | X   |    |         |        |
| Minzhi Liu          |                 | X   |    |         |        | John Weihe       | 2 <sup>nd</sup> | X   |    |         |        |
| Maryellen McQuade   |                 | X   |    |         |        |                  |                 |     |    |         |        |

**IX. BOARD COMMITTEE AND OTHER REPORTS**

Mr. Damianakis gave a facility update.  
 Ms. McQuade gave a nominating committee update.  
 Ms. Roth gave a program committee update.

**X. REORGANIZATION MOTIONS**

- Adoption of the 2021-2022 Board of Trustees Meeting Calendar.
- Adoption of current Board of Trustees Policies and Bylaws.
- Adopt School Curriculum, including textbooks, workbooks and other instructional materials for all subject areas for the 2021-2022 school year.
- Appointment of Head of School/Lead Charter Person: **Lawrence D. Patton**.
- Appointments of other internal Officers/Coordinators for 2021-2022:

|  |                               |
|--|-------------------------------|
| 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 | Patrick Byrne |
| k. | Right to Know Custodians               | Patrick Byrne |
| l. | Indoor Air Quality Coordinator         | Patrick Byrne |
| m. | Chemical Hygiene Coordinator           | Patrick Byrne |
| n. | Asbestos Management Coordinator        | Patrick Byrne |

**6. Designation of the following professional services for 2021-2022:**

|    |  |   |
|----|--|---|
| a. | Official newspapers                            | <ul style="list-style-type: none"> <li>– Town Topics</li> <li>– Trenton Times</li> <li>– Reporte Hispano</li> <li>– Star Ledger</li> </ul>                        |
| b. | Official Depositories                          | <ul style="list-style-type: none"> <li>– Peapack Gladstone Bank</li> <li>– PNC Bank</li> </ul>  |
| c. | Legal Counsel                                  | <ul style="list-style-type: none"> <li>– Apruzzese, McDermott, Mastro &amp; Murphy</li> <li>– Johnston Law Firm LLC</li> <li>– The Busch Law Group LLC</li> </ul> |
| d. | Pest Management Company                        | <ul style="list-style-type: none"> <li>– Western Pest Services</li> </ul>   |
| e. | Insurance Broker of Record (General Liability) | <ul style="list-style-type: none"> <li>– Arthur J. Gallagher &amp; Co.</li> </ul>   |
| f. | Insurance Broker of Record (Health)            | <ul style="list-style-type: none"> <li>– NJ State Health Benefits</li> </ul>  |
| g. | Auditors                                       | <ul style="list-style-type: none"> <li>– Nisivoccia LLP</li> </ul>  |
| h. | School Physician                               | <ul style="list-style-type: none"> <li>– Dr. Robert Helmich</li> </ul>  |
| i. | ERISA 403(b) Supplemental Plan                 | <ul style="list-style-type: none"> <li>– TIAA-CREF</li> </ul>   |
| j. | SBA Services                                   | <ul style="list-style-type: none"> <li>– School Business Office LLC</li> </ul>  |

**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. 2021-2022 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

**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 |
|---------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Roxanna Choe        |                 | X   |    |         |        | Lorie Roth       | X      |     |    |         |        |
| Stefanos Damianakis | 1 <sup>st</sup> | X   |    |         |        | Harlan Tenenbaum |        |     |    |         | X      |
| Rebecca Feder       |                 | X   |    |         |        | Olga Troyanskaya | X      |     |    |         |        |
| Minzhi Liu          |                 | X   |    |         |        | John Weihe       | X      |     |    |         |        |
| Maryellen McQuade   | 2 <sup>nd</sup> | X   |    |         |        |                  |        |     |    |         |        |

**XI. MOTIONS FOR APPROVAL**

**1. Finance**

- a. **RESOLVED**, that the Board of Trustees approves the Board Secretary’s and Bank Reconciliation Reports for month ending as **April 2020** 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 2020**, 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.
- b. **RESOLVED**, that the Board of Trustees approves the check register from April 15, 2021 to May 11, 2021.
- c. **RESOLVED**, that the Board of Trustees certify the payrolls for the following dates:
  - April 15, 2021 - \$241,429.57
  - April 30, 2021 - \$222,070.76
- d. **RESOLVED**, that the Board of Trustees approves the submission of the Safety Grant application for the **2021 Safety Grant Program** in the amount of \$3,252.

| Voting Members      | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion | Yes | No | Abstain | Absent |
|---------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Roxanna Choe        |                 | X   |    |         |        | Lorie Roth       |        | X   |    |         |        |
| Stefanos Damianakis | 1 <sup>st</sup> | X   |    |         |        | Harlan Tenenbaum |        |     |    |         | X      |
| Rebecca Feder       |                 | X   |    |         |        | Olga Troyanskaya |        | X   |    |         |        |
| Minzhi Liu          |                 | X   |    |         |        | John Weihe       |        | X   |    |         |        |
| Maryellen McQuade   | 2 <sup>nd</sup> | X   |    |         |        |                  |        |     |    |         |        |

**2. Contracts**

- a. **RESOLVED**, that the Board of Trustees approves the contract with BrightView Landscape Service for the following:
  - Landscape Service - \$12,700 (\$1,587.50/month)
  - Snow Management – per detailed pricing in contract depending on snow/ice conditions

| Voting Members      | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion          | Yes | No | Abstain | Absent |
|---------------------|-----------------|-----|----|---------|--------|------------------|-----------------|-----|----|---------|--------|
| Roxanna Choe        |                 | X   |    |         |        | Lorie Roth       |                 | X   |    |         |        |
| Stefanos Damianakis | 2 <sup>nd</sup> | X   |    |         |        | Harlan Tenenbaum |                 |     |    |         | X      |
| Rebecca Feder       |                 | X   |    |         |        | Olga Troyanskaya |                 | X   |    |         |        |
| Minzhi Liu          |                 | X   |    |         |        | John Weihe       | 1 <sup>st</sup> | X   |    |         |        |
| Maryellen McQuade   |                 | X   |    |         |        |                  |                 |     |    |         |        |

**3. Personnel**

- a. **RESOLVED**, that the Board of Trustees approves the rehire list of employees for the 2021-2022 school year.
- b. **RESOLVED**, that the Board of Trustees approves Ms. Danielle Weiss as a substitute teacher at \$100 per day.
- c. **RESOLVED**, that the Board of Trustees approves Ms. Nadia Guzman, as a Fall Student Intern of Music for SY21-22.
- d. **RESOLVED**, that the Board of Trustees approves Ms. Rachaele Cianci as an LDTC.

| Voting Members      | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion          | Yes | No | Abstain | Absent |
|---------------------|-----------------|-----|----|---------|--------|------------------|-----------------|-----|----|---------|--------|
| Roxanna Choe        |                 | X   |    |         |        | Lorie Roth       |                 | X   |    |         |        |
| Stefanos Damianakis | 1 <sup>st</sup> | X   |    |         |        | Harlan Tenenbaum |                 |     |    |         | X      |
| Rebecca Feder       |                 | X   |    |         |        | Olga Troyanskaya |                 | X   |    |         |        |
| Minzhi Liu          |                 | X   |    |         |        | John Weihe       | 2 <sup>nd</sup> | X   |    |         |        |
| Maryellen McQuade   |                 | X   |    |         |        |                  |                 |     |    |         |        |

**4. Buildings & Grounds**

- a. **RESOLVED**, that the Board of Trustees approves an additional services fees for Farewell Architects LLC of \$35,000, bringing the total to \$65,000, or \$7,222.22/month from January 2021 through September 2021.

| Voting Members      | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion          | Yes | No | Abstain | Absent |
|---------------------|-----------------|-----|----|---------|--------|------------------|-----------------|-----|----|---------|--------|
| Roxanna Choe        |                 | X   |    |         |        | Lorie Roth       |                 | X   |    |         |        |
| Stefanos Damianakis | 1 <sup>st</sup> | X   |    |         |        | Harlan Tenenbaum |                 |     |    |         | X      |
| Rebecca Feder       |                 | X   |    |         |        | Olga Troyanskaya |                 | X   |    |         |        |
| Minzhi Liu          |                 | X   |    |         |        | John Weihe       | 2 <sup>nd</sup> | X   |    |         |        |
| Maryellen McQuade   |                 | X   |    |         |        |                  |                 |     |    |         |        |

**5. Curriculum**

**6. Policies**

**7. Harassment, Intimidation & Bullying (HIB) & Miscellaneous**

- a. **RESOLVED**, that the Board of Trustees approves April 2021 HIB Report.
- b. **RESOLVED**, that the Board of Trustees accepts May 2021 HIB Report.

| Voting Members      | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion          | Yes | No | Abstain | Absent |
|---------------------|-----------------|-----|----|---------|--------|------------------|-----------------|-----|----|---------|--------|
| Roxanna Choe        |                 | X   |    |         |        | Lorie Roth       |                 | X   |    |         |        |
| Stefanos Damianakis | 1 <sup>st</sup> | X   |    |         |        | Harlan Tenenbaum |                 |     |    |         | X      |
| Rebecca Feder       |                 | X   |    |         |        | Olga Troyanskaya |                 | X   |    |         |        |
| Minzhi Liu          |                 | X   |    |         |        | John Weihe       | 2 <sup>nd</sup> | X   |    |         |        |
| Maryellen McQuade   |                 | X   |    |         |        |                  |                 |     |    |         |        |

**XII. PUBLIC COMMENT - NONE**

**XIII. ADJOURNMENT – 9:38 pm**

| Voting Members      | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion | Yes | No | Abstain | Absent |
|---------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Roxanna Choe        |                 | X   |    |         |        | Lorie Roth       |        | X   |    |         |        |
| Stefanos Damianakis | 1 <sup>st</sup> | X   |    |         |        | Harlan Tenenbaum |        |     |    |         | X      |
| Rebecca Feder       |                 | X   |    |         |        | Olga Troyanskaya |        | X   |    |         |        |
| Minzhi Liu          |                 | X   |    |         |        | John Weihe       |        | X   |    |         |        |
| Maryellen McQuade   | 2 <sup>nd</sup> | X   |    |         |        |                  |        |     |    |         |        |

