

**Regular Monthly Meeting Minutes
Wednesday, June 10, 2020 – 7:00 pm
Marsee Center Building**

- I. CALL TO ORDER – 7:06 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 |
|----------------------|-------------------------|-----------|------------|--------|
| Brandice Canes-Wrone | Trustee, Vice President | 2020 | X | |
| Roxanna Choe | Trustee, Secretary | 2020 | X, 7:12pm | |
| Stefanos Damianakis | Trustee, Treasurer | 2021 | X | |
| Rebecca Feder | Trustee | 2021 | X | |
| Minzhi Liu | Trustee | 2022 | X, 7:12 pm | |
| Maryellen McQuade | Trustee, President | 2021 | X | |
| Lorie Roth | Trustee | 2022 | X | |
| Harlan Tenenbaum | Trustee | 2022 | X, 7:25 pm | |
| Olga Troyanskaya | Trustee | 2020 | X | |

- IV. ADJOURN PUBLIC SESSION AND OPEN CLOSED SESSION – 7:08 PM**

| 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 | | | | Olga Troyanskaya | | X | | | |
| Minzhi Liu | | | | | X | | | | | | |

Board adjourns to closed session to discuss a personnel matters.

- V. ADJOURN CLOSED SESSION AND OPEN PUBLIC SESSION – 7:58 PM**

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------------|-----------------|-----|----|---------|--------|-------------------|-----------------|-----|----|---------|--------|
| Brandice Canes-Wrone | | X | | | | Maryellen McQuade | | X | | | |
| Roxanna Choe | | X | | | | Lorie Roth | | X | | | |
| Stefanos Damianakis | 1 st | X | | | | Harlan Tenenbaum | | X | | | |
| Rebecca Feder | | X | | | | Olga Troyanskaya | 2 nd | X | | | |
| Minzhi Liu | | X | | | | | | | | | |

- VI. ADOPTION OF THE MINUTES**

- 1. **RESOLVED**, that the Board of Trustees move to approve the minutes from the meeting held on May 13, 2020.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------------|-----------------|-----|----|---------|--------|-------------------|-----------------|-----|----|---------|--------|
| Brandice Canes-Wrone | | X | | | | Maryellen McQuade | | X | | | |
| Roxanna Choe | | X | | | | Lorie Roth | | X | | | |
| Stefanos Damianakis | 1 st | X | | | | Harlan Tenenbaum | | X | | | |
| Rebecca Feder | | X | | | | Olga Troyanskaya | 2 nd | X | | | |
| Minzhi Liu | | X | | | | | | | | | |

VII. PUBLIC COMMENT

VIII. ACKNOWLEDGEMENT AND ACCEPTANCE OF BOARD OF TRUSTEES ELECTION RESULTS:

1. ROXANNA CHOE - ELECTED TO 3-YEAR TERM BEGINNING 7/1/2020
2. OLGA TROYANKAYA - ELECTED TO 3-YEAR TERM BEGINNING 7/1/2020
3. JOHN WEIHE - ELECTED TO 3-YEAR TERM BEGINNING 7/1/2020

| 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 | | X | | | | Harlan Tenenbaum | 2 nd | X | | | |
| Rebecca Feder | | X | | | | Olga Troyanskaya | | X | | | |
| Minzhi Liu | | X | | | | | | | | | |

IX. ORGANIZATION OF THE BOARD

1. Adoption of the 2020-2021 Board of Trustees Meeting Calendar
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 2020-2021 school year.
4. Appointment of Head of School/Lead Charter Person: **Lawrence D. Patton**
5. Appointments of other internal Officers/Coordinators for 2020-2021

| | |
|--|--------------------------------|
| 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 | Paula Davis Kathy MacKenzie |
| 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 2020-2021

| | |
|------------------------|---------------|
| a. Official newspapers | – Town Topics |
|------------------------|---------------|

| | |
|---|---|
| | <ul style="list-style-type: none"> – Trenton Times – Reporte Hispano |
| b. Official Depositories | <ul style="list-style-type: none"> – Peapack Gladstone Bank – PNC Bank |
| c. Legal Counsel | <ul style="list-style-type: none"> – Apruzzese, McDermott, Mastro & Murphy – Adams, Gutierrez & Lattiboudere, LLC – Johnston Law Firm LLC – The Busch Law Group LLC |
| d. Pest Management Company | <ul style="list-style-type: none"> – Western Pest Services |
| e. Insurance Broker of Record (General Liability) | <ul style="list-style-type: none"> – Arthur J. Gallagher & Co. |
| f. Insurance Broker of Record (Health) | <ul style="list-style-type: none"> – NJ State Health Benefits |
| g. Auditors | <ul style="list-style-type: none"> – Nisivoccia LLP |
| h. School Physician | <ul style="list-style-type: none"> – Dr. Robert Helmich |
| i. ERISA 403(b) Supplemental Plan | <ul style="list-style-type: none"> – TIAA-CREF |
| j. SBA Services | <ul style="list-style-type: none"> – 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. 2020-2021 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 | 2 nd | X | | | |
| Roxanna Choe | | X | | | | Lorie Roth | | X | | | |
| Stefanos Damianakis | | X | | | | Harlan Tenenbaum | | X | | | |
| Rebecca Feder | | X | | | | Olga Troyanskaya | | X | | | |
| Minzhi Liu | 1 st | X | | | | | | | | | |

X. HEAD OF SCHOOL REPORT/RECOMMENDATIONS

1. **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 | | X | | | | Maryellen McQuade | 1 st | X | | | |
| Roxanna Choe | | X | | | | Lorie Roth | | X | | | |
| Stefanos Damianakis | | X | | | | Harlan Tenenbaum | | X | | | |
| Rebecca Feder | | X | | | | Olga Troyanskaya | | X | | | |
| Minzhi Liu | 2 nd | X | | | | | | | | | |

XI. BOARD COMMITTEE AND OTHER REPORTS

XII. MOTIONS FOR APPROVAL

1. **Finance**

- a. **RESOLVED**, that the Board of Trustees approves the Board Secretary’s and Bank Reconciliation Reports for month ending **May 2020** 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 **May 2020**, no major account or fund has been over expended in violation of N.J.A.C. 6A:2316.10 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 approve the check register for the time May 13, 2020 through June 10, 2020.
- c. **RESOLVED**, that the Board of Trustees certify the payrolls for the following dates:
 - May 15, 2020- \$225,031.78
 - May 29, 2020- \$226,026.27
- d. **RESOLVED**, that the Board of Trustees approves the completion of the FY19 Certification of Implementation (COI) for the 2019 Comprehensive Annual Financial Report (CAFR).
- e. **BE IT RESOLVED:** that Princeton Charter School, upon the recommendation of the School Director, hereby approves the renewal of the contract with Revolution Foods, Inc. for the 2020/2021 school year.

| | |
|------------|--------|
| Breakfast: | \$1.80 |
| Lunch: | \$2.82 |
| Snack: | \$0.72 |

| 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 | | | | Olga Troyanskaya | | X | | | |
| Minzhi Liu | | X | | | | | | | | | |

2. Contracts

a. **RESOLVED**, that the Board of Trustees approves the following 2020/2021 school year contract agreements:

- Busch Law Group
- Johnston Law Firm
- School Business Office

| 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 | | | | Olga Troyanskaya | | X | | | |
| Minzhi Liu | | X | | | | | | | | | |

3. Personnel

a. **RESOLVED**, that the Board of Trustees approves Ms. Elizabeth Collins as a new teacher for 2nd grade for the 20-21 School Year.

| 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 | | | | Olga Troyanskaya | | X | | | |
| Minzhi Liu | | X | | | | | | | | | |

4. Curriculum

5. Policies

6. Harassment, Intimidation & Bullying (HIB) & Miscellaneous

Mr. Larry Patton recognized Ms. Brandice Canes-Wrone for her 6-years on the Board. Many thanks from other Board members.

XIII. PUBLIC COMMENT

XIV. ADJOURNMENT - 9:39 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 | 2 nd | X | | | |
| Rebecca Feder | | X | | | | Olga Troyanskaya | | X | | | |
| Minzhi Liu | | X | | | | | | | | | |