

Regular Monthly Meeting Minutes Wednesday, May 11, 2022 – 7:00pm

- I. **CALL TO ORDER – 7:04 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	2023	X	
2. Stefanos Damianakis	Trustee	2024	X	
3. Rupal Kothari	Trustee	2024	X – Left on 8:26PM	
4. Rakesh Kumar	Trustee	2024	X	
5. Minzhi Liu	Trustee	2022	X	
6. Lorie Roth	Trustee	2022	X	
7. Harlan Tenenbaum	Trustee	2022		X
8. Olga Troyanskaya	Trustee	2023	LA – 7:17 PM	
9. John Weihe	Trustee	2023	X	

ALSO PRESENT: Lawrence Patton, Head of School
 Lisa Eckstrom, Assistant Head of School
 Brian Falkowski, SBA

- IV. **BOARD BUSINESS**
- V. **ADOPTION OF THE MINUTES**

- 1. **RESOLVED**, that the Board of Trustees move to approve the minutes from the meeting held on April 20, 2022.

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
Rupal Kothari		X				Olga Troyanskaya					X
Rakesh Kumar	1	X				John Weihe	2	X			
Minzhi Liu		X									

- VI. **PUBLIC COMMENT - NONE**
- VII. **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
Roxanna Choe	2	X				Lorie Roth		X			
Stefanos Damianakis		X				Harlan Tenenbaum					X
Rupal Kothari		X				Olga Troyanskaya		X			
Rakesh Kumar		X				John Weihe		X			
Minzhi Liu	1	X									

VIII. EXECUTIVE SESSION – HIB/PERSONNEL DISCUSSION – 7:23 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Lorie Roth	2	X			
Stefanos Damianakis		X				Harlan Tenenbaum					X
Rupal Kothari		X				Olga Troyanskaya	1	X			
Rakesh Kumar		X				John Weihe		X			
Minzhi Liu		X									

Student incident was discussed and was ruled to be HIB.
Non-renewals were discussed.

IX. ADJOURN EXECUTIVE SESSION AND RECONVENE REGULAR SESSION

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
Rupal Kothari	2	X				Olga Troyanskaya		X			
Rakesh Kumar		X				John Weihe	1	X			
Minzhi Liu		X									

X. BOARD COMMITTEE AND OTHER REPORTS

- Curriculum and Planning** – No regular meeting, however 6/8 meetings occurred. Presented by Lorie Roth.
- School Climate/COVID** – presented by Olga Troyanskaya
- Admissions** – presented by Roxanna Choe
- Communications** – Did not meet, but there were some ad hoc meetings that occurred. Presented by Roxanna Choe
- Facilities** – presented by Stefanos Damianakis
- Finance** – presented by Stefanos Damianakis
- Nominating Committee** - presented by Stefanos Damianakis – 4 Candidates were recommended by the committee to the full Board.
- Personnel** - presented by Stefanos Damianakis

XI. REORGANIZATION MOTIONS

- 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 2022-2023 school year.
- Appointment of Head of School/Lead Charter Person: **Lawrence D. Patton**.

4. Appointments of other internal Officers/Coordinators for 2022-2023:

a. Qualified Purchasing Agent	Dr. Brian Falkowski, QPA Q-0982
b. Public Agency Compliance Officer (PACO) (Public Contracts Equal Employment Opportunity Compliance Monitoring Program)	Dr. Brian Falkowski
c. Custodian of Public Records	Dr. Brian Falkowski
d. Board Secretary	Dr. Brian Falkowski
e. Emergent 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

5. Designation of the following professional services for 2022-2023:

a. Official newspapers	- Town Topics - Trenton Times - Reporte Hispano - Star Ledger
b. Official Depositories	- Peapack Gladstone Bank - PNC Bank
c. Legal Counsel	- Apruzzese, McDermott, Mastro & Murphy - 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. Auditors	- Nisivoccia LLP
h. School Physician	- Dr. Robert Helmrich
i. ERISA 403(b) Supplemental Plan	- TIAA- CREF
j. SBA Services	- SBO Management LLC

6. Membership Renewals

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

7. Authority to procure goods and services through State contracts.

8. Business Administrator authority to solicit bids for budgeted items.
9. 2022-2023 Professional Development / Travel Budget - \$25,000
10. Regular School District Travel (for general school business, PCS School Administrators) - \$400 total allowance per School Administrator.
11. Authority to sign checks – Any two (2) of the following:
 - a. Head of School
 - b. President of Board
 - c. School Business Administrator/ Board Secretary
12. 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.
13. Rate of pay for Substitute Teachers:
 - a. \$125/day – Sub Certified
 - b. \$125/day – Certified Teacher
 - c. \$300/day – Nurse

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
Rupal Kothari					X	Olga Troyanskaya	1	X			
Rakesh Kumar		X				John Weihe		X			
Minzhi Liu	2	X									

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 **April 2022** 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 2022**, 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 all line item transfers up to May 11, 2022.
- c. **RESOLVED**, that the Board of Trustees approves the check register from April 21, 2022 through May 11, 2022.
- d. **RESOLVED**, that the Board of Trustees certify the payrolls for the following dates:
 - April 15, 2022 - \$232,789.21
 - April 29, 2022 - \$222,216.32
- e. **RESOLVED**, that the Board of Trustees approves the submission of the Safety Grant application for the **2022 Safety Grant Program** in the amount of \$3,767.
- f. **RESOLVED**, that the Board of Trustees approves the **2022-2023 budget**.

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
Rupal Kothari					X	Olga Troyanskaya		X			
Rakesh Kumar	2	X				John Weihe	1	X			
Minzhi Liu		X									

2. Contracts - NONE

3. Personnel

- a. **RESOLVED**, that the Board of Trustees approves Ms. Jana Clever’s resignation effective June 30th, 2022.
- b. **RESOLVED**, that the Board of Trustees approves Ms. Suzanne Ritter’s resignation effective June 30th, 2022.
- c. **RESOLVED**, that the Board of Trustees approves Ms. Nicole Moore-Medley as a Grade 3 Language Arts Teacher.
- d. **RESOLVED**, that the Board of Trustees ratifies Ms. Katelyn Schmitt’s professional development request for “How Did We Get Here? U.S. Foreign Policy: The Early Republic to World War I” by Gilder Lehrman Institute of American History in the amount of \$59.99.
- e. **RESOLVED**, that the Board of Trustees approves the staff renewals for the 2022/2023 School Year, per attachment.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Lorie Roth	1	X			
Stefanos Damianakis	2	X				Harlan Tenenbaum					X
Rupal Kothari					X	Olga Troyanskaya		X			
Rakesh Kumar		X				John Weihe		X			
Minzhi Liu		X									

4. Buildings & Grounds - NONE

5. Curriculum

- a. **RESOLVED**, that the Board of Trustees approves the following class trips, details attached:
 - Waterloo Village (5/26) – Grade 2
 - Fairview Lake YMCA Camps (5/13) – Grade 6
 - You be The Chemist National Competition (6/5-6/7) – Grade 8

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Lorie Roth	2	X			
Stefanos Damianakis		X				Harlan Tenenbaum					X
Rupal Kothari					X	Olga Troyanskaya		X			
Rakesh Kumar		X				John Weihe	1	X			
Minzhi Liu		X									

6. Policies

- a. **RESOLVED**, that The Board of Trustees approves the 1st reading of the following policies:

Policy Number	Policy Name:
4211.1P	Nondiscrimination/Affirmation Action
5113P	Attendance, Absences and Excuses
5134P	Married, Pregnant, Lactating Students
5141P	Health

6161.1P	Guidelines for the Evaluation & Selection of Materials
5141.11	Vaccination and Testing
5141.10P	Face Coverings

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Lorie Roth					
Stefanos Damianakis		X				Harlan Tenenbaum					X
Rupal Kothari					X	Olga Troyanskaya					
Rakesh Kumar	2	X				John Weihe					
Minzhi Liu	1	X									

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

- a. **RESOLVED**, that the Board of Trustees approves the April 2022 HIB Report (No HIBs) and accepts the May 2022 HIB Report.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Lorie Roth	2	X			
Stefanos Damianakis		X				Harlan Tenenbaum					X
Rupal Kothari					X	Olga Troyanskaya	1	X			
Rakesh Kumar		X				John Weihe		X			
Minzhi Liu		X									

XIII. PUBLIC COMMENT

XIV. ADJOURNMENT – 9:01 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Lorie Roth		X			
Stefanos Damianakis	1	X				Harlan Tenenbaum					X
Rupal Kothari					X	Olga Troyanskaya	2	X			
Rakesh Kumar		X				John Weihe		X			
Minzhi Liu		X									