

Regular Monthly Meeting Minutes Wednesday, June 14, 2023 – 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	
4. Rakesh Kumar	Trustee	2024	X	
5. Jennifer Freedman	Trustee	2025	X	
6. Anita Misri	Trustee	2025	X	
7. Irene Chiu	Trustee	2025		X
8. Olga Troyanskaya	Trustee	2023	X	
9. John Weihe	Trustee	2023	X	

Also Present: Larry Patton, Head of School
 Gail White, Assistant Head of School
 Brian Falkowski, SBA
 Michelle Dowling, Public

- IV. **BOARD BUSINESS**

Stefanos thanked Gail White, John Weihe and Roxanna Choe for their years of service to Princeton Charter School.

Gail White thanked the Board for the retirement party.

- V. **ADOPTION OF THE MINUTES**

- 1. **RESOLVED**, that the Board of Trustees move to approve the minutes from the meeting held on May 17, 2023.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Anita Misri		X			
Stefanos Damianakis		X				Irene Chiu					X
Rupal Kothari		X				Olga Troyanskaya		X			
Rakesh Kumar		X				John Weihe	1	X			
Jennifer Freedman	2	X									

VI. PUBLIC COMMENT - NONE

VII. 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	2	X				Anita Misri		X			
Stefanos Damianakis		X				Irene Chiu					X
Rupal Kothari		X				Olga Troyanskaya		X			
Rakesh Kumar	1	X				John Weihe		X			
Jennifer Freedman		X									

VIII. BOARD COMMITTEE AND OTHER REPORTS

Stefanos spoke to the Board about Governance Training deadline of June 30, 2023.

- Climate Committee – Reported by Olga Troyanskaya
- Facilities Committee – Presented by John Weihe
- Finance Committee – Presented by John Weihe
- Communications Committee - Presented by Roxanna Choe
- Curriculum and Instruction Committee – Presented by Olga Troyanskaya

IX. REORGANIZATION MOTIONS

- Adoption of the 2023-2024 Board of Trustees Meeting Calendar, as attached.
- 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 2023-2024 school year.~~
- Appointment of Head of School/Lead Charter Person: **Lawrence D. Patton**.
- Appointments of other Internal Officers/Coordinators for 2023-2024:

a. Qualified Purchasing Agent	Dr. Brian Falkowski, QPA Q-0982
b. Public Agency Compliance Officer (PACO)	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	Rachaele Cianci
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 2023-2024:

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

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. 2023-2024 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:
- \$125/day – Sub Certified
 - \$125/day – Certified Teacher
 - \$300/day – Nurse

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Anita Misri	1	X			
Stefanos Damianakis		X				Irene Chiu					X
Rupal Kothari		X				Olga Troyanskaya		X			
Rakesh Kumar	2	X				John Weihe		X			
Jennifer Freedman		X									

X. MOTIONS FOR APPROVAL

1. Finance

- RESOLVED**, that the Board of Trustees approves the Board Secretary’s and Bank Reconciliation Reports for month ending **May 2023** 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 2023**, 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.
- RESOLVED**, that the Board of Trustees approves all line item transfers up to June 14, 2023.
- RESOLVED**, that the Board of Trustees approves the check register from May 18, 2023 through June 14, 2023.
- RESOLVED**, that the Board of Trustees certify the payrolls for the following dates:
 - May 15 2023 - \$235,453.01
 - May 30, 2023 - \$240,758.74
- RESOLVED**, that the Board of Trustees approve the awarding of the custodial contract to Dakota Building Services, Inc. for nightly cleaning services at an hourly rate of \$18.75 or daily porter at an hourly rate of \$20.
- ~~Vended Meals Renewal: BE IT RESOLVED:~~ that Princeton Charter School upon the recommendation of the School Director, hereby approves the renewal of the contract with Whitsons Culinary Group for the 2023-2024 school year.
 - Breakfast: \$2.2366
 - Lunch: \$3.9562
 - Snack: \$1.055
- RESOLVED**, that the Board of Trustees approve the contract with SBO Management LLC for School Business Administrator services at \$8,553/month for the 2023-2034 school year.
- RESOLVED**, that the Board of Trustees approves the following staff being applied under federal grants for the 2022-2023 school year:

Employee Name	Grant
Monica Gonzalez	Title I

Katelyn Schmitt	ARP Summer Learning
Cheryl Horan	ARP Summer Learning
Michele Miller	ARP Summer Learning
Sandra Noyelle	ARP Summer Learning
Margaux Wisniewski	ARP Summer Learning
Victoria Zerambo	ARP Summer Learning

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Anita Misri		X			
Stefanos Damianakis		X				Irene Chiu					X
Rupal Kothari		X				Olga Troyanskaya	2	X			
Rakesh Kumar		X				John Weihe	1	X			
Jennifer Freedman		X									

2. Contracts - none

3. Personnel

- a. **RESOLVED**, that the Board of Trustees approves the contract of employment for Lawrence D. Patton as Head of School effective July 1, 2023 through June 30, 2026.
- b. **RESOLVED**, that the Board of Trustees approves the following New Hires:
 - i. Joan Miles effective August 28, 2023

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Anita Misri		X			
Stefanos Damianakis		X				Irene Chiu					X
Rupal Kothari		X				Olga Troyanskaya	1	X			
Rakesh Kumar	2	X				John Weihe		X			
Jennifer Freedman		X									

4. Buildings & Grounds - none

5. Curriculum

- a. **RESOLVED**, that the Board of Trustees approves the following field trip request for SY23-24:
 - Fairview Lake YMCA Camp: October 13, 2023, Cost \$7,040, Grades 6 & 8.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Anita Misri	1	X			
Stefanos Damianakis		X				Irene Chiu					X
Rupal Kothari		X				Olga Troyanskaya	2	X			
Rakesh Kumar		X				John Weihe		X			
Jennifer Freedman		X									

6. Policies – none

XI. Close Regular Session and Open Executive Session – HIB – 9:04 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Anita Misri	1	X			
Stefanos Damianakis		X				Irene Chiu					X
Rupal Kothari		X				Olga Troyanskaya	2	X			
Rakesh Kumar		X				John Weihe		X			
Jennifer Freedman		X									

XII. Adjourn Executive Session and Reconvene Regular Session – 9:10 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Anita Misri	2	X			
Stefanos Damianakis		X				Irene Chiu					X
Rupal Kothari		X				Olga Troyanskaya		X			
Rakesh Kumar	1	X				John Weihe		X			
Jennifer Freedman		X									

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

- a. **RESOLVED**, that the Board of Trustees approves the May 2023 HIB Report (none).
- b. **RESOLVED**, that the Board of Trustees accepts the June 2023 HIB Report.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe		X				Anita Misri	1	X			
Stefanos Damianakis		X				Irene Chiu					X
Rupal Kothari		X				Olga Troyanskaya		X			
Rakesh Kumar		X				John Weihe	2	X			
Jennifer Freedman		X									

XIII. PUBLIC COMMENT – Bing Bai presented the FOP financial fund requests to the BOT.

XIV. ADJOURNMENT – 9:14 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Roxanna Choe	1	X				Anita Misri		X			
Stefanos Damianakis		X				Irene Chiu					X
Rupal Kothari		X				Olga Troyanskaya		X			
Rakesh Kumar		X				John Weihe	2	X			
Jennifer Freedman		X									