

## Regular Monthly Meeting Minutes Tuesday, June 18, 2024 – 7:00pm

**CALL TO ORDER - @ 7:16 PM**

**I. 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.

**II. ROLL CALL**

Voting Members	Role	Term Ends	Present	Absent
1. Stefanos Damianakis	Trustee - President	6/30/2024	X	
2. Rupal Kothari	Trustee	6/30/2024	X	
3. Rakesh Kumar	Trustee	6/30/2024	X	
4. Jennifer Freedman	Trustee	6/30/2025		X
5. Anita Misri	Trustee - VP	6/30/2025	X	
6. Irene Chiu	Trustee	6/30/2025		X
7. Olga Troyanskaya	Trustee	6/30/2026		X
8. Rishi Modi	Trustee	6/30/2026		X
9. Sarah Rivett	Trustee	6/30/2026	X	

**Also Present:** Larry Patton, Head of School  
Joshua Solow, School Business Office  
Lisa Eckstrom, Princeton Charter School  
Michelle Dowling, Princeton Charter School

**III. BOARD BUSINESS**

1. ~~**RESOLVED**, that the Board of Trustees accepts the resignation of Stefanos Damianakis as Board President as of June 30, 2024.~~

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Stefanos Damianakis						Anita Misri					
Rupal Kothari						Irene Chiu					
Rakesh Kumar						Olga Troyanskaya					
Jennifer Freedman						Rishi Modi					
Sarah Rivett											

2. ~~**RESOLVED**, that the Board of Trustees approves the reappointment of Rupal Kothari from July 1, 2024 to June 30, 2027.~~

3. ~~**RESOLVED**, that the Board of Trustees approves the reappointment of Rakesh Kumar from July 1, 2024 to June 30, 2027.~~

4. **RESOLVED**, That the Board of Trustees approves the board member election results: Rupal Kothari, Rakesh Kumar, and Shinae Park.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Stefanos Damianakis		X				Anita Misri		X			
Rupal Kothari		X				Irene Chiu					X
Rakesh Kumar	2 <sup>nd</sup>	X				Olga Troyanskaya					X
Jennifer Freedman					X	Rishi Modi					X
Sarah Rivett	1 <sup>st</sup>	X									

**IV. ELECTION – Board President**

Nominee	Effective	Nominated By	Seconded By	Yes	No	Abstain	Absent
	July 1, 2024						

**V. ELECTION – Board Vice President**

Nominee	Effective	Nominated By	Seconded By	Yes	No	Abstain	Absent
	July 1, 2024						

**VI. ADOPTION OF THE MINUTES**

1. **RESOLVED**, that the Board of Trustees move to approve the minutes from the meeting held on May 14, 2024.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Stefanos Damianakis		X				Anita Misri		X			
Rupal Kothari	1 <sup>st</sup>	X				Irene Chiu					X
Rakesh Kumar		X				Olga Troyanskaya					X
Jennifer Freedman					X	Rishi Modi					X
Sarah Rivett	2 <sup>nd</sup>	X									

**VII. PUBLIC COMMENT - None**

**VIII. EXECUTIVE SESSION – N/A**

**IX. ADJOURN EXECUTIVE SESSION – N/A**

**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
Stefanos Damianakis		X				Anita Misri	1 <sup>st</sup>	X			
Rupal Kothari		X				Irene Chiu					X
Rakesh Kumar		X				Olga Troyanskaya					X
Jennifer Freedman					X	Rishi Modi					X
Sarah Rivett	2 <sup>nd</sup>	X									

**XI. BOARD COMMITTEE AND OTHER REPORTS**

- Communications Committee:** Did not meet.
- Finance Committee:** Did not meet.
- Curriculum Committee:** Larry Patton reported to the Board.
- Climate Committee:** Larry Patton reported to the Board.
- Facilities Committee:** Did not meet.
- Personnel Committee:** Did not meet.
- Executive Committee:** Did not meet.

8. **Admissions Committee:** Did not meet.

**XII. REORGANIZATION MOTIONS**

1. Adoption of the 2024-2025 Board of Trustees Meeting Calendar, as attached. – Only July 18, 2024 at 12PM meeting approved.
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 2024-2025 school year.~~
4. Appointment of Head of School/Lead Charter Person: **Lawrence D. Patton.**
5. Appointments of other Internal Officers/Coordinators for 2024-2025:

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 2024-2025:

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	- Cooper Pest Solutions
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	- School Business Office LLC
k. Cleaning Services	- Dakota Cleaning

7. Membership Renewals:
  - a. New Jersey Charter School Association
  - b. New Jersey School Boards Association
8. Authority to procure goods and services through State contracts.
9. Business Administrator authority to solicit bids for budgeted items.
10. 2024-2025 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. The Business Administrator will report checks released to the Board at the following meeting.
14. Rate of pay for Substitute Teachers:
  - a. \$175/day – Sub Certified
  - b. \$300/day – Nurse

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Stefanos Damianakis		X				Anita Misri		X			
Rupal Kothari	1 <sup>st</sup>	X				Irene Chiu					X
Rakesh Kumar		X				Olga Troyanskaya					X
Jennifer Freedman					X	Rishi Modi					X
Sarah Rivett	2 <sup>nd</sup>	X									

**XIII. MOTIONS FOR APPROVAL**

**1. Finance**

- a. **RESOLVED**, that the Board of Trustees approves the Board Secretary’s and Bank Reconciliation Reports for months ending **May 2024** 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 2024**, 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 June 18, 2024.
- c. **RESOLVED**, that the Board of Trustees approves the check register from May 15, 2024, to June 18, 2024.
- d. **RESOLVED**, that the Board of Trustees certify the payrolls for the following dates:
  - May 15, 2024 - \$252,540.67
  - May 30, 2024 - \$260,171.13
- e. **RESOLVED**, that the Board of Trustees approves the contract with SBO Management LLC for School Business Administrator services at a base rate of \$8,810.00 per month for the 2024-2025 school year.
- f. **RESOLVED**, that the Board of Trustees approves the following staff being applied under federal grants for the 2023-2024 school year:

Employee Name	Grant
Monica Gonzalez	ESEA - Title I

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Stefanos Damianakis	1 <sup>st</sup>	X				Anita Misri	2 <sup>nd</sup>	X			
Rupal Kothari		X				Irene Chiu					X
Rakesh Kumar		X				Olga Troyanskaya					X
Jennifer Freedman					X	Rishi Modi					X
Sarah Rivett		X									

2. **Contracts**

3. **Personnel**

- a. **RESOLVED**, that the Board of Trustees approves the Professional Development request for Amy Vallone to attend “Interpreting ACCESS for ELLs Score Reports” (virtual) on June 4, 2024, Cost \$0.00
- b. **RESOLVED**, that the Board of Trustees approves the Professional Development request for Susan Kushner to attend the SOGIE Workshop through HiTops, Cost \$400.00

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Stefanos Damianakis		X				Anita Misri		X			
Rupal Kothari	2 <sup>nd</sup>	X				Irene Chiu					X
Rakesh Kumar	1 <sup>st</sup>	X				Olga Troyanskaya					X
Jennifer Freedman					X	Rishi Modi					X
Sarah Rivett		X									

4. **Buildings & Grounds**

5. **Curriculum**

- a. **RESOLVED**, that the Board of Trustees approves the following field trip request for the 24-25 School Year:
  - McCarter Theatre Center, on February 6, 2025, 50 Students total, Reason for Trip: Student Matinee Performance, Cost \$1,040.00.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Stefanos Damianakis	1 <sup>st</sup>	X				Anita Misri		X			
Rupal Kothari		X				Irene Chiu					X
Rakesh Kumar	2 <sup>nd</sup>	X				Olga Troyanskaya					X
Jennifer Freedman					X	Rishi Modi					X
Sarah Rivett		X									

6. **Policies**

- a. **RESOLVED**, that the Board of Trustees approves the NJ School Insurance Group Educational Risk & Insurance Consortium - North Indemnity and Trust Agreement Resolution to renew membership, effective July 1, 2024 through July 1, 2027 as per the attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Stefanos Damianakis		X				Anita Misri	2 <sup>nd</sup>	X			
Rupal Kothari		X				Irene Chiu					X
Rakesh Kumar		X				Olga Troyanskaya					X
Jennifer Freedman					X	Rishi Modi					X
Sarah Rivett	1 <sup>st</sup>	X									

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

- a. **RESOLVED**, that the Board of Trustees approves the May 2024 HIB Report.
- b. **RESOLVED**, that the Board of Trustees accepts the June 2024 HIB Report.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Stefanos Damianakis	1 <sup>st</sup>	X				Anita Misri		X			

Rupal Kothari		X				Irene Chiu					X
Rakesh Kumar		X				Olga Troyanskaya					X
Jennifer Freedman					X	Rishi Modi					X
Sarah Rivett	2 <sup>nd</sup>	X									

**XIV. PUBLIC COMMENT - None**

**XV. ADJOURNMENT - @ 8:18 PM**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Stefanos Damianakis	1 <sup>st</sup>	X				Anita Misri		X			
Rupal Kothari	2 <sup>nd</sup>	X				Irene Chiu					X
Rakesh Kumar		X				Olga Troyanskaya					X
Jennifer Freedman					X	Rishi Modi					X
Sarah Rivett		X									