

Regular Monthly Meeting Minutes

Wednesday, June 11, 2025 – 7:00pm

CALL TO ORDER - @ 7:04 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. Anita Misri	Trustee - President	6/30/2025	X	
2. Rupal Kothari	Trustee – VP	6/30/2027	X	
3. Rakesh Kumar	Trustee	6/30/2027	X	
4. Jennifer Freedman	Trustee	6/30/2025		X (LA 7:07 PM)
5. Irene Chiu	Trustee	6/30/2025	X	
6. Sarah Rivett	Trustee	6/30/2026		X
7. Olga Troyanskaya	Trustee	6/30/2026	X	
8. Rishi Modi	Trustee	6/30/2026	X	
9. Shinae Park	Trustee	6/30/2027	X	

Also Present: Larry Patton, Head of School
Joshua Solow, SBO Management Representative
Michelle Dowling, Princeton Charter School
Lisa Eckstrom, Princeton Charter School

III. BOARD BUSINESS

- RESOLVED**, that the Board of Trustees approves the board member election results: Anita Misri, Jennifer Freedman, Irene Chiu.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Anita Misri		X				Irene Chiu		X			
Rupal Kothari	1 st	X				Olga Troyanskaya	2 nd	X			
Rakesh Kumar		X				Rishi Modi		X			
Jennifer Freedman					X	Shinae Park		X			
Sarah Rivett					X						

IV. ADOPTION OF THE MINUTES

- RESOLVED**, that the Board of Trustees move to approve the minutes of the meeting held on May 14, 2025.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Anita Misri	1 st	X				Irene Chiu		X			
Rupal Kothari	2 nd	X				Olga Troyanskaya		X			
Rakesh Kumar		X				Rishi Modi		X			
Jennifer Freedman		X				Shinae Park		X			
Sarah Rivett					X						

V. **PUBLIC COMMENT** - None

VI. **EXECUTIVE SESSION** – N/A

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

VIII. **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
Anita Misri	2 nd	X				Irene Chiu		X			
Rupal Kothari	1 st	X				Olga Troyanskaya		X			
Rakesh Kumar		X				Rishi Modi		X			
Jennifer Freedman		X				Shinae Park		X			
Sarah Rivett					X						

IX. **BOARD COMMITTEE AND OTHER REPORTS**

1. **Admissions Committee:** Presented by Lawrence Patton and Irene Chiu.
2. **Climate Committee:** Presented by Lawrence Patton.
3. **Communications Committee:** Presented by Rupal Kothari.
4. **Curriculum Committee:** Presented by Lawrence Patton.
5. **Facilities Committee:** Did not meet.
6. **Finance Committee:** Presented by Lawrence Patton and Irene Chiu.
7. **Personnel Committee:** Presented by Anita Misri.

X. **REORGANIZATION MOTIONS**

1. ~~Adoption of the 2025-2026 Board of Trustees Meeting Calendar, as attached.~~
2. Approve Board Meeting date for July 9, 2025 @ 12:00 PM.
3. Adoption of current Board of Trustees Policies and Bylaws.
4. Adopt School Curriculum, including textbooks, workbooks, and other instructional materials for all subject areas for the 2025-2026 school year.
5. Appointment of Head of School/Lead Charter Person: **Lawrence D. Patton**.
6. Appointments of other Internal Officers/Coordinators for 2025-2026:

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

7. Designation of the following professional services for 2025-2026:

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	- UMG Cleaning

8. Membership Renewals:

- a. New Jersey Charter School Association
- b. New Jersey School Boards Association

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

10. Business Administrator authority to solicit bids for budgeted items.

11. 2025-2026 Professional Development / Travel Budget - \$25,000

12. Regular School District Travel (for general school business, PCS School Administrators) - \$400 total allowance per School Administrator

13. 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

14. 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.

15. Rate of pay for Substitute Teachers:

- a. \$175/day – Sub Certified
- b. \$300/day – Nurse

16. Professional/EUS Services: BE IT RESOLVED: that the Princeton Charter School Board of Trustees has approved the following awarded contracts without competitive bidding as a professional and/or extraordinary unspcifiable service pursuant to N.J.S.A. 18A:18A-5 retroactively from July 1, 2024 to June 30, 2026. Approve renewal of the contract with the School Employees' Health Benefits Program, for medical insurance, for the 2024-2025 and 2025-2026 school years, awarded at an amount of

\$80,137.26 monthly. Approve renewal of the contract with Nisivoccia LLP, for School Board Auditor services, for the 2024-2025 school year awarded at \$49,500 and for the 2025-2026 school year awarded at \$52,000. Approve renewal of the contract with Aetna, for dental insurance for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$2,389.60 monthly. Approve renewal of the contract with New Jersey Schools Insurance Group, for liability insurance, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$109,362.28. Approve renewal of the contract with SBO Management LLC, for school business administrator services, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$13,631.00 monthly. Approve renewal of the contract with Swing Education Inc., for professional staffing services, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$241.50 daily. Approve renewal of the contract with Rachaele Cianci, for child study team services, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$115 hourly. Approve renewal of the contract with Network Information Technologies, for information technology services, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$100 hourly. Approve renewal of the contract with Busch Law Group, for legal services, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$170 hourly. Approve renewal of the contract with Arthur J. Gallagher, for liability insurance broker of record, for the 2024-2025 and 2025-2026 school years, awarded commission rate payable by insurer. Approve renewal of the contract with Brown & Brown, for medical insurance broker of record, for the 2024-2025 and 2025-2026 school years, awarded commission rate payable by insurer.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Anita Misri		X				Irene Chiu		X			
Rupal Kothari	2 nd	X				Olga Troyanskaya		X			
Rakesh Kumar	1 st	X				Rishi Modi		X			
Jennifer Freedman		X				Shinae Park		X			
Sarah Rivett					X						

XI. MOTIONS FOR APPROVAL

1. Finance

- a. **RESOLVED**, that the Board of Trustees approves the Board Secretary's and Bank Reconciliation Reports for the month ending **May 2025** 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 2025**, 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 11, 2025.
- c. **RESOLVED**, that the Board of Trustees approves the check register from May 15, 2025, to June 11, 2025.
- d. **RESOLVED**, that the Board of Trustees certify the payrolls for the following dates:
 - May 15, 2025 - \$257,530.86
 - May 30, 2025 - \$259,588.18
- e. **RESOLVED**, that the Board of Trustees approves the contract with SBO Management, LLC for Business Administrator Services at a base rate of \$9,075.00 per month for the 2025-2026 school year.
- f. **RESOLVED**, that the Board of Trustees accepts the donation from Princeton Charter School Capital and Endowment Fund of up to \$250,000.00.
- g. **RESOLVED**, that the Board of Trustees accepts the donation from Friends of Princeton Charter School in the amount of \$150,000.00.
- h. **RESOLVED**, that the Board of Trustees approves the following staff being applied under federal

grants for the 2024-2025 school year:

Employee Name	Grant
Monica Gonzalez	ESEA - Title I

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Anita Misri		X				Irene Chiu	1 st	X			
Rupal Kothari	2 nd	X				Olga Troyanskaya		X			
Rakesh Kumar		X				Rishi Modi		X			
Jennifer Freedman		X				Shinae Park		X			
Sarah Rivett					X						

2. Contracts

- a. **RESOLVED**, that the Board of Trustees approves the engagement letter with Nisivoccia, LLP as attached at \$44,000.00 for the annual audit and \$8,000.00 for the preparation of the IRS form 990 for the 2025-2026 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Anita Misri		X				Irene Chiu		X			
Rupal Kothari	2 nd	X				Olga Troyanskaya		X			
Rakesh Kumar		X				Rishi Modi		X			
Jennifer Freedman	1 st	X				Shinae Park		X			
Sarah Rivett					X						

3. Personnel

4. Buildings & Ground

5. Curriculum

6. Policies

- a. **RESOLVED**, that the Board of Trustees hereby authorizes the submission of the proposed Comprehensive Equity Plan (CEP) pending review by the appointed Board committee. Board members Anita Misri and Rupal Kothari will serve as the Board members on the CEP Review Committee.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Anita Misri	2 nd	X				Irene Chiu		X			
Rupal Kothari		X				Olga Troyanskaya		X			
Rakesh Kumar		X				Rishi Modi		X			
Jennifer Freedman	1 st	X				Shinae Park		X			
Sarah Rivett					X						

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

- a. **RESOLVED**, that the Board of Trustees approves the May 2025 HIB Report.
- b. **RESOLVED**, that the Board of Trustees accepts the June 2025 HIB Report.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Anita Misri		X				Irene Chiu	2 nd	X			
Rupal Kothari	1 st	X				Olga Troyanskaya		X			
Rakesh Kumar		X				Rishi Modi		X			
Jennifer Freedman		X				Shinae Park		X			
Sarah Rivett					X						

XII. PUBLIC COMMENT - None

XIII. ADJOURNMENT – @ 9:10 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Anita Misri	2 nd	X				Irene Chiu		X			
Rupal Kothari		X				Olga Troyanskaya		X			
Rakesh Kumar		X				Rishi Modi		X			
Jennifer Freedman	1 st	X				Shinae Park		X			
Sarah Rivett					X						