

I.

- A. **CALL TO ORDER - @ 6:06 PM – Open Public Meetings Act:** The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of, and to attend 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 Philip’s Academy Charter School of Paterson Board of Trustees has caused notice of this meeting to be advertised by having the date, time and place thereof duly posted.
  
- B. **MISSION:** We will provide a moral and rigorous education to a diverse student body, accomplished in a hands-on, technology infused educational environment that embraces differentiated instruction and individual attention that will allow our students to attend college, while developing a commitment to global citizenship, environmental sustainability, and personal virtue.

II. **ROLL CALL**

The following individuals are voting members of the Board:

Board Member	Term Expires	Present	Absent	AAS/LME
Altisha Byrd (President)	June 2023	X		
Alexis Gibson (Vice-President)	June 2023	X		
Isaias Flowers (Trustee)	June 2024	X		
Timothy Graham (Trustee)	June 2024	X		
Michael Pages (Trustee)	June 2024	X		
Donald Taylor (Trustee)	June 2024	X		
Jeff White (Trustee)	June 2024	X		

Non-Voting Board Members Present	
Dr. Dwayne Davis (Chief Executive Officer)	Joshua Solow (School Business Administrator & Secretary)
Regina Lauricella (Chief Academic Officer)	

III. **PUBLIC COMMENT - None**

Members of the public wishing to address the Board of Trustees must state their name and are requested to limit their comments to three minutes. Please be aware that all Charter School employees retain the right of privacy and shall retain all rights against defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public. Each member of the public will be given one opportunity to address the Board.

IV.

**A. APPROVAL OF AGENDA**

- Resolved that the Board approves the regular meeting agenda for the **October 24, 2022** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Michael Pages	2 <sup>nd</sup>	X			
Alexis Gibson		X				Donald Taylor	1 <sup>st</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X									

**B. APPROVAL OF MINUTES**

- Resolved that the Board approve the regular session minutes from the **September 26, 2022** meeting. [See document IV-A-2](#)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Michael Pages		X			
Alexis Gibson	2 <sup>nd</sup>	X				Donald Taylor		X			
Isaias Flowers		X				Jeff White	1 <sup>st</sup>	X			
Timothy Graham		X									

**V. SCHOOL UPDATES**

- Enrollment Update: **Dr. Dwayne Davis** – Updated the board on the current enrollment and waitlist.
- Pandemic Response Team: **Dr. Dwayne Davis** – Updates on how the school is combating COVID-19 and how the school is keeping all students as safe as possible.
- Program Update: **Regina Lauricella** – Led a presentation on school testing/scoring and comparisons against the “Norms”.
  - [PPT for Board](#)
- Talent Updates: **(None)**

**VI. COMMITTEE UPDATES**

- Governance Committee Update: **Altisha Byrd**
  - Exploring DEI trainings (LEAD)
  - Exploring Strategic Communication Growth Strategy (Matthew Frankel)
  - Policy & Advocacy Work: NJ Assembly Education Committee
- Finance Committee Update: **Josh Solow & Dr. Dwayne Davis**
  - [Tuition Reimbursement Policy & Procedure Review](#)
- Program & Accountability Committee Update: **Regina Lauricella**
- Facility Committee Update: **Don Taylor**

**VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @ 7:32 PM**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Michael Pages		X			

Alexis Gibson	1 <sup>st</sup>	X				Donald Taylor		X			
Isaias Flowers		X				Jeff White	2 <sup>nd</sup>	X			
Timothy Graham		X									

- Staff Resignations/New Hires
- Talen Recruitment
- Stipends & Mentoring

**VIII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION - @ 8:10 PM**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Michael Pages		X			
Alexis Gibson		X				Donald Taylor	1 <sup>st</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	2 <sup>nd</sup>	X									

**IX. MOTIONS FOR APPROVAL**

**A. Finance**

1. To approve the Board Secretary’s Report and Bank Reconciliation Report for **September 2022** as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the Philip’s Academy Charter School of Paterson 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 **September 2022**, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal Approve Board Secretary Report ending **September 2022**. See document [IX-A-1](#), and [IX-A-1](#).
2. Bills List: To approve bills list for the period **September 26, 2022 to October 24, 2022**. See [document IX-A-2](#)
3. Transfers: To approve transfers for the period **September 1, 2022 to September 30, 2022**. See [document IX-A-3](#)
4. To approve the following payrolls:

Payroll Date	Total Expense	Comment
9/30/2022	\$263,163.04	Regular salary expense for 10 & 12-month employees.
10/15/2022	\$267,337.96	Regular salary expense for 10 & 12-month employees.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Michael Page		X			
Alexis Gibson		X				Donald Taylor		X			
Isaias Flowers		X				Jeff White	1 <sup>st</sup>	X			

Timothy Graham	2 <sup>nd</sup>	X									
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**B. Contract Services**

1. To approve the recommendation to join **The Charter School Athletics League** for the 2022-2023 school year to participate in coordinated sports activities (i.e Boys and Girls’ Basketball). The cost is **\$1,200.00**. [See attachment IX-B-1](#)
2. To approve the **DeltaCare USA Group Dental** service to provide dental insurance service for the 2022-2023 school year. [See attachment IX-B-2 & IX-B-2](#)
3. To approve the recommendation to contract service with **Birch Services** to provide teacher substitute service for the 2022-2023 school year. The cost shall not exceed **\$10,000**. [See attachment IX-B-3](#)
4. To approve the recommendation to contract service with **The Diamante Group LLC** to provide Data Translation and Reporting service for the 2022-2023 school year. The cost shall not exceed **\$5,000**. [See attachment IX-B-4](#)
5. To approve the recommendation to contract service with **Zoho Corporation** to provide iPad management services for the 2022-2023 school year. The cost shall not exceed **\$3,228**. [See attachment IX-B-5](#)
6. To approve the recommendation to contract service with **Class Solver** to provide Class Placement services for the 2022-2023 school year. The cost shall not exceed **\$795**. [See attachment IX-B-6](#)
7. To approve the recommendation to contract service with **Northern Regional Services Commission** to Speech Language Pathology service for the 2022-2023 school year at a rate of **\$95.00**. The cost shall not exceed **\$5,000**. [See attachment IX-B-7](#)
8. To approve the recommendation to contract service with **Red Rabbit** to provide off-site meal preparation service for the 2022-2023 school year at a rate of **\$3,000** per month. The cost shall not exceed **\$36,000**. [See attachment IX-B-8](#)
9. To approve the recommendation to contract service with **BGHR Education** to provide temporary to permanent school nursing service for the 2022-2023 school year. The cost shall not exceed **\$65,000**. [See attachment IX-B-9](#)
10. To approve the recommendation to contract service with **Sonday** to provide intervention and pullout resources for grades K-6 the 2022-2023 school year. The cost shall not exceed **\$21,065**. [See attachment IX-B-10](#)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	1 <sup>st</sup>	X				Michael Page		X			
Alexis Gibson		X				Donald Taylor		X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	2 <sup>nd</sup>	X									

**C. Buildings & Grounds**

**D. Personnel**

1. To approve the following New Hires: [See attachment IX-D-1](#)

Name (Resume)	Position (Job Desc)	Salary	Term	Effective Date
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		<b>(Pro-rate)</b>	<b>(Contract)</b>	
Arthur Redmond	Dean of Students	\$73,000.00	12	10/17/2022
Marquese Marrero	Associate Dean of Students	\$56,000.00	12	10/20/2022
Jeremy Hernandez	5th & 6th Intervention Teacher	\$67,000.00	10	12/16/2022

2. To approve the following resignations:
  - a) Susan Berriche, Fifth Grade Teacher, Effective 11/18/2022
  - b) Ellianne Gallardo, Director of Human Resources, Effective 12/12/2022
  
3. To approve the following position adjustments and/or contract changes: [See attachment IX-D-1](#)

<b>Name (Resume)</b>	<b>Position (Job Desc)</b>	<b>Salary (Pro-rate)</b>	<b>Term (Contract)</b>	<b>Effective Date</b>
Tamiqua Giddings	5th Grade Teacher	\$71,500.00	10	11/1/2022
Patience Rustomji	Art Teacher	\$62,400.00	10	10/24/2022
Melissa Inoa	Teacher Associate	\$45,000.00	10	10/24/2022

4. To approve the following stipends:
  - a) **Johnathan Rothman**, 6th Grade Teacher preparation work, one-time stipend payment of **\$1,000** paid by 11/30/2022
  - b) **Laura Brown**, STEAM Teacher Preparation work, one-time stipend payment of **\$1,000** paid by 11/30/2022
  - c) **Naomi Nussbaum**, Oliver St. Nurse coverage & support from August 17, 2022 to December 31, 2022, one-time stipend payment of **\$3,000** paid by 12/31/2022
  - d) **Erika Arellano**, Additional operations coverage and health response from August 17, 2022 to December 31, 2022, one-time stipend payment of **\$3,000** paid by 12/31/2022
  - e) **Tamiqua Giddings**, 5th Grade Teacher Preparation work, one-time stipend payment of **\$550** paid by 11/15/2022
  - f) **Sharon Loder**, Summer Preparation work, one-time stipend payment of **\$1,748** paid by 10/31/2022
  
5. To approve the follow appointments and stipends:
  - a) **Lorena Alvarez**, appointed to Grade Level Lead, effective October 15, 2022, **\$2,000** two equal installments paid on 12/15/2022 (\$1,000) and 06/30/2023 (\$1,000)
  - b) **Saara Hassan**, appointed to Grade Level Lead, effective October 15, 2022, **\$2,000** two equal installments paid on 12/15/2022 (\$1,000) and 06/30/2023 (\$1,000)
  - c) **Imani Bell**, appointed to Grade Level Lead, effective October 15, 2022, **\$2,000** two equal installments paid on 12/15/2022 (\$1,000) and 06/30/2023 (\$1,000)
  
6. To approve the following stipends rates:

- a) Title I Certified Staff: \$65 per hour
  - b) Title I Non-Certified Staff: \$45 per hours
7. To approve the Boys and Girls Club tutoring stipend in the amount of **\$1,750** stipends paid in two installments (50% on 12/31/2022 and 50% on 6/30/2022) based on full service hours rendered.
  8. To approve the following leave of absence without pay:
    - a) Samantha Collado, Start Date: 11/21/22 End Date: 4/11/23 Return Date: 4/12/23
  9. To approved the following one-time signing bonus
    - a) Jeremy Hernandez, 5th & 6th Intervention Teacher, \$3,000 paid out per policy
  10. To approve the recommendation to provide Nicole Slota, Math Coach on an 11-month contract term, **8.75** vacation days and **2.75** Paid Time off days, which is proportional to the number of months worked and time off afforded based on the board-approved 12-month personnel policy.
  11. To approve the following job description(s):
    - a) [Manager of Human Resources and Personnel](#)
  12. To approve the following Teacher Provisional Mentors and Mentees assignments for the 2022-2023 school year and the associated mentor fee to be paid by the school on behalf of the mentee as a benefit. Full pay of the mentor for will be paid to mentors in two equal payments installments on 12/15/2022 (1st 50% installment) & 06/30/2023 (Final 50% installment)

Mentor Assignment	Mentee	Cert	Mentor Fee Paid by PACS
Mentor- Eileen Turgott	Mentee- Elizabeth Kaus	CEAS	\$550.00
Mentor- Tracy Slater- Petroni	Mentee- DoraMae Davis	CE	\$1,000.00
Mentor- Cynthia Rae	Mentee- Anna Schattauer Paille	CEAS	\$550.00
Mentor- Leona Brown	Mentee- Adam Gallob	CE	\$1,000.00
Mentor- Stephanie Bowers	Mentee- Irene Mone	CE	\$1,000.00
Mentor- Stephanie Bowers	Mentee- Lorena Dominguez	CE	\$1,000.00
Mentor- Christopher Gwasda	Mentee- Patience Rustomji	Limited CE	\$1,000.00

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Michael Pages		X			
Alexis Gibson	2 <sup>nd</sup>	X				Donald Taylor	1 <sup>st</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X									

**E. Curriculum & Special Services**

**1. To approve the following educational student trips**

Date	Description	Cost (Not to Exceed)
11/08/2022	Approximately 75 students and 10 staff will visit the Liberty Science Center, exposing young people to STEM related experiences outside of the classroom.  The estimated cost associated with this field trip includes: ( <u>\$1,380</u> for bussing and <u>\$1,353.50</u> for admission).	\$2,733.50

**2. To approve the following staff professional travel activities**

Date	Description	Cost (Not to Exceed)
11/30/2022 - 12/02/2022	Approximately 5 staff (Slota, Rae, Demarco, McGuire, Adams) will attend the 2022 NCTM Baltimore Regional Conference Strands in Baltimore, Maryland.  The estimated cost associated with this travel includes Flight (\$2,000), Hotel (\$2,500), Meals (\$250), and Registration (\$2,160).	\$6,680.00
11/16/2022	Whitney Lluen, Director of Student Support Service, to travel to William Paterson University, located at 1600 Valley Rd g008, Wayne, NJ 07470, to participate in training to support clinical placement and internship for aspiring teachers. There is no cost associated with this travel.	\$0.00

- To approve the recommendation to contract service with **Supreme Consultants, LLC** to Translation service for the 2022-2023 school year. The cost shall not exceed **\$5,000**. [See attachment IX-E-3](#)
- To approve the cost associated with the school 2022 Fall Festival being held on November 2nd, 2022. Total cost is **\$5,672.12** which includes supplies for students and families.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	2 <sup>nd</sup>	X				Michael Pages		X			
Alexis Gibson	1 <sup>st</sup>	X				Donald Taylor		X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X									

**F. Policy | Governance | Operations | Miscellaneous**

**X. NEW BUSINESS**

- A. – All board members to check on trainings to stay up to date.
- B. – Next Board Meeting - Monday, November 28 2022.

**XI. OLD BUSINESS**

- A. -

**XII. MOTION TO ADJOURN @ 8:27 PM**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	1 <sup>st</sup>	X				Michael Pages		X			
Alexis Gibson		X				Donald Taylor	2 <sup>nd</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X									