



**Board of Trustees**

**Meeting Minutes**

**December 12, 2019**

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**Board of Trustees**

**Meeting Minutes**

**December 12, 2019**

Call to Order, Open Public Meeting Act Notice

Time and Place: 6:11 pm - PACS Paterson, 47 State Street, Paterson, NJ

**Roll Call**

Name	Title	Voting/Non-Voting	Present	Absent	Late Arrival
Madelka Osiecki	Board President	Voting		X	
Hector Jimenez	Board Vice President	Voting		X	
Catherine Ventura	Board Secretary	Voting	X		
Timothy J. Graham	Trustee	Voting	X		
Cary D. Caraballo	Trustee	Voting	X		
Dina Runcie	Trustee	Voting	X		
Regina Lauricella	Principal	Non-Voting	X		

Also noted present:

- Valerie Corner, School Business Administrator

**Motion to approve today's agenda: APPROVED**

Moved:	Catherine Ventura
Seconded:	Cary Caraballo

Madelka Osiecki	
Hector Jimenez	
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

**Motion to approve the minutes from November 21, 2019: APPROVED**

Moved:	Catherine Ventura
Seconded:	Dina Runcie

Madelka Osiecki	
Hector Jimenez	
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

*\*Secretary's Report and Bills List removed from Consent Agenda for further review due to discrepancy; to be further reviewed by Finance Committee.*

- *Field Trip Resolution moved out of Consent Agenda to Resolutions*

**School Matters:** Eileen Turgott

- Afterschool Clubs
  - Early 2pm release is a long day for students who stay until 5:30pm
  - 2pm-3:30pm session: option for students to participate in an activity they enjoy
    - Sports, Technology, Developing Game Shows/Board Games, Music
  - Eileen leads the 2<sup>nd</sup> and 3<sup>rd</sup> grade choir
    - About 40 students in choir → mix of popular music
    - Support person is available if needed because of the number of students
    - Choir is performing in between two shows at Winter Performance

**Governance/Finances:**

Finance Committee: Dina Runcie

- Conference call took place on December 11 and consisted of the following discussion points:
  - Review of Bills List
  - Review of Secretary's Report
  - Monthly financial reports
    - Request to PEP to send monthly fund reconciliations and fund balances
  - Approval of bond
  - PEP Service Agreement
  - Review of auditor engagement letter
- Discrepancy on secretary's report that will need further review after meeting

HR Committee: Madelka Osiecki (provided update via email)

- Awaiting policy reviews from NJSBA
- In communication with Sydney Williams (HR) regarding policy updates
  - Two recent updates are a new commuter benefit program and domestic violence reporting

Facilities Search Committee: Catherine Ventura

- Sent out communication to all committee members regarding scheduling a kick-off committee meeting in early January; awaiting responses to set first meeting
- *Current committee members are:* Catherine Ventura (Board), Hector Jimenez (Board), Marcy Bostwick (PEP), Ron Altmann (Staff), Vanessa Diaz (Staff), Rosemary Chavez (Parent), Mac McDonald (Parent)

**Resolutions:**

**Motion to approve waiver submission for Certificate of Occupancy: APPROVED**

Moved:	Catherine Ventura
Seconded:	Dina Runcie

Madelka Osiecki	
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Hector Jimenez	
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

**Motion to approve charter school bond: APPROVED**

<i>Roll Call Vote</i>
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Madelka Osiecki	
Hector Jimenez	
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

**Motion to approve contract for FY 2018-19 Audit: APPROVED**

<i>Roll Call Vote</i>
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Madelka Osiecki	
Hector Jimenez	
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

**Compliance Reports:** Regina Lauricella

- Overview of recently submitted reports to NJDOE
- Looking forward to taking more ownership on compliance reporting

**Principal's Report:** Regina Lauricella

- *Full report provided via handout during meeting*
- First year that school's taken on "Holiday Magic" gift-giving program
- Male Involvement Group has made school swag available → funds going to the Parent Organization account
  - Male Involvement Group also purchased speaker and microphone for Madison Street campus and funded the fee for sound at the Winter Performance
- Focusing on re-norming now to ensure cultural consistencies across all employees
  - Re-prioritizing where staff are during the day
- Nurtured Heart Approach consultant recently visited the school and complimented the implementation of the methodology
  - Consultant will be providing staff a PD session
- Considering candidates to replace Music Teacher during maternity leave
- Revamping afterschool time → scaling back amount of homework and making sure afterschool activities are more structured
- Food Service options: working with head of EcoSpaces to determine the best fit among third-party options

- State is aware that we will be applying and will let us know in January when the application becomes available
- Enrollment → currently 285 students
- Looking into Cultural Competency Training and Active Shooter PD

**PEP Update:** Marcy Bostwick

- Full report included in board packet and provided via email
- Discussion around security requirements that are still needed; Thea and Regina to send follow-up notice to PEP as next step

*\*Agreement on moving January meeting date to Thursday, January 16 at 6:00PM and Finance Committee meeting to Tuesday, January 14.*

**Motion to approve field trip for winter performance location: APPROVED**

Moved:	Catherine Ventura
Seconded:	Timothy Graham

Madelka Osiecki	
Hector Jimenez	
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

**Public Comments:**

- No comments

**Motion to enter into executive session: APPROVED**

Moved:	Catherine Ventura
Seconded:	Timothy Graham

Madelka Osiecki	
Hector Jimenez	
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

*Entered executive session at 7:10pm*

**Motion to exit executive session: APPROVED**

Moved:	Catherine Ventura
Seconded:	Cary Caraballo

Madelka Osiecki	
Hector Jimenez	

Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

**Motion to adjourn meeting: APPROVED**

Moved:	Catherine Ventura
Seconded:	Dina Runcie

Madelka Osiecki	
Hector Jimenez	
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

*Meeting adjourned at 7:37pm*