

- I.
- A. **CALL TO ORDER – @ 6:05 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 2025	X		
Alexis Gibson (Vice-President)	June 2025	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		
Khadijah King (Trustee)	February 2025	X		

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

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. AGENDAS & APPOINTMENTS

A. APPROVAL OF AGENDA

- 1. Resolved that the Board approves the regular meeting agenda for the **December 18, 2023** meeting.

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

B. APPROVAL OF MINUTES

1. Resolved that the Board approve the regular session minutes from the **November 27, 2023** meeting. [See document IV-B-1](#)

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	2 nd	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X				Khadijah King	1 st	X			

V. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @ 6:07 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 st	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	2 nd	X				Khadijah King		X			

- Counsel discussion
- Personnel discussion

VI. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION - @ 6:49 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	2 nd	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X				Khadijah King	1 st	X			

VII. SCHOOL UPDATES

- A. [School Data Update](#): **Dr. Dwayne Davis**
 1. No notable updates
- B. School Health Updates: **Dr. Dwayne Davis**
 1. No notable updates
- C. [Program Update](#): **Regina Lauricella**
 1. Annual Priorities, Literacy Curriculum Strategic Planning, Academic Data Trends, and Family Connections
- D. [Talent Updates](#): **Dr. Dwayne Davis**
 1. Talent Tracking
 - a) FY23-24 Priorities: **1) Staff retention 2) Talent Acquisition 3) Student Representation**
 2. 113 positions budgeted for SY23-24
 - a) 108 (96%) → 109 (96%) Identified
 - b) 108 (96%) → 109 (96%) Filled
 - c) 63% → 70% Overall Student Representation
 3. Recruitment
 - a) Career fairs
 - b) Post-Secondary connections via Handshake
 - c) 2024-2025 hiring

VIII. COMMITTEE UPDATES

- A. Governance Committee Update: **Altisha Byrd & Dr. Dwayne Davis**

1. General school updates (Reviewed enrollment, general program updates)
 2. Legal counsel exploration update
 3. Discussed Program Leaders review of Annual School Goals
- B. Finance Committee Update: Tim Graham, Dr. Dwayne Davis, & Joshua Solow**
1. [Monthly financials were discussed](#)
 2. FY24 Audit Continues to Progress
 3. [November Budget-to-Actual](#) cash flow is positive with sustained cash balance
 - a) Cash balance show an increase and projecting slight surplus
 - b) Reviewed expense for capital project
 - c) Cash management strategies will include spending restrictions, on non-budgeted, non-facility, and non-student-related expense requests
 4. Adjusted Budget - Tentative Dates
 - a) Updated revenues released
 - (1) General Rev Inc from \$10,903,853 to \$10,994,238 (+90.4K/.82%)
 - b) 1/12 Drafted
 - c) 1/18 Finance Committee Review
 - d) 1/22 Board Approval
- C. Program & Accountability Committee Update: Dr. Jeff White & Regina Lauricella**
1. General Program Updates
 2. Reviewed updates on literacy curriculum strategic planning
 3. Reviewed academic grouping of students and academic trends with students
- D. Facility Committee Update: Don Taylor & Dr. Dwayne Davis**
1. Closed out prior St. Anthony's lease with security deposit return
 2. Madison construction progress
 - a) Continues to progress and project remains within budget
 - b) All utilities are turned on
 - c) HVAC is started and is operational
 - d) Delays due to Sewer Line, Kitchen Equipment, and Elevator, expected to push project completion back at least 30 days 1/31/24

IX. MOTIONS FOR APPROVAL

A. Finance

1.
 - a) To approve the Board Secretary's Report and Bank Reconciliation Report for **November 2023** 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 **November 2023**, 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 year. Approve Board Secretary Report ending **November 2023**. See document [IX-A-1](#), and [IX-A-1](#).
2. Bills List:
 - a) To approve bills list for the period **November 28, 2023 - December 18, 2023**. See [document IX-A-2](#)
3. Transfers:
 - a) To approve transfers for the period **November 28, 2023 - December 18, 2023**. See [document IX-A-3](#)

4. To approve the following payrolls:

Payroll Date	Total Expense	Comment
11/30/2023	\$340,624.55	Regular salary expense for 10 & 12-month employees.
12/15/2023	\$338,562.35	Regular salary expense for 10 & 12-month employees.

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

B. Contract Services

1. To approve the recommendation to contract with the following vendors and procure the associated services or supplies for general programming during the 2023-2024 school year:

Vendor Name	Description of The Purchase	Cost/Backup	Funding Source
Edward Morales	DJ for End of Year Party	<u>\$350.00</u>	Unrestricted Donations
E-Rate Advantage	Consulting Agreement	<u>\$4,325.33</u>	General Funds
La Neve's Restaurant	End of the year party	<u>\$6,025.00</u>	Unrestricted Donations & General Funds
Katherine Rodriguez	Decorator for La Neves	<u>\$750.00</u>	Unrestricted Donations & General Funds
Captured Moments by AG	Photo booth for Staff party	<u>\$550.00</u>	Unrestricted Donations & General Funds
The Gathering Spot /StartOps	Membership Fee	<u>\$2,400.00</u>	General Funds
B&H Foto & Electronics Corp	Laminating Paper for Epson Printer	<u>\$312.10</u>	General Funds
Custom Ink	Marketing Supplies & Staff Appreciation Supplies	<u>\$14,603.45</u>	Unrestricted Donations & General Funds

2. To approve the recommendation to award the contract service to **Vestre** following the public bid process to provide outdoor furniture for Madison Avenue outdoor spaces during the 2023-2024 School Year. The total value of the contract is **\$143,535.00** and will be expensed under restricted Capital Project Fund. [See attachment](#)

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	2 nd	X			
Isaias Flowers		X				Jeff White	1 st	X			

Timothy Graham		X				Khadijah King		X		
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C. Buildings & Grounds

- To approve the recommendation to contract with the following vendors and procure the associated services or supplies for facility-related needs during the 2023-2024 school year:

Vendor Name	Description of The Purchase	Cost/Backup	Funding Source
Bioshine	Cleaning Supplies for Spruce Street	\$3,160.47	General Funds
CDW-G	Newline panels/Smart TVs	\$21,950.00	Capital Project Fund
Hertz	Master combination locks for student lockers	\$2,144.73	Capital Project Fund
Quality Education	Smart TV Installation 15	\$3,250.00	Capital Project Fund
JCT Solutions	Panic Button (3)	\$13,954.17	Capital Project Fund
JCT Solutions	Burglar Installation and Monitoring	\$48,495.00	Capital Project Fund
Surf Fire Security & Safety	Fire Monitoring and Inspection	\$3,656.89	Capital Project Fund
Vendor to Be Selected	Audio Visual Equipment and Installation Gym (Madison Ave)	\$99,988.22	Capital Project Fund
Hertz	Student furniture	\$46,140.40	Capital Project Fund

- To approve the recommendation to contract with a **vendor to be determined** based on **references and responsibility** to meet the school needs to provide Audio Visual Equipment and Installation in the Gym at Madison Ave during the 2023-2024 school year. The selected vendor must be part of a state contract and/or public purchasing cooperative and the cost shall not exceed \$110,000. This will be funded by Capital Project Funds.

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

D. Personnel

- To approve the following new hires and contracts:

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Term (Contract)	Effective Date
Nicole Moody	Special Education Teacher	\$58 Per Hour	Hourly	12/11/2023

- To approve the following adjusted contract for the 2023-2024 school year.

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	(Re)signed Bonus	Term (Contract)	Effective Date
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Barbara Catala	1st Grade Teacher	\$61,500.00	\$1,000.00	10	8/17/2023
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3. To approve the follow appointments and **stipends corrections**:

- a) **Julissa Espino**, appointed as Associate Athletics Coordinator, effective 9/1/2023 to 6/30/2024, in the amount of **\$1,500** paid out in equal installments on 12/31/2023 (\$750) and 6/30/2024 (\$750).
- b) **Bruce Falconi**, appointed to Boys Assistant Basketball Coach, effective 11/27/2023 to 3/31/2024, in the amount of **\$1,500** paid out in two equal installments on 12/31/2023 (\$750) and 3/31/2024 (\$750).
- c) **Timothy Capers**, appointed to Girls Assistant Basketball Coach, effective 11/27/2023 to 3/31/2024, in the amount of **\$1,500** paid out in two equal installments on 12/31/2023 (\$750) and 3/31/2024 (\$750).

4. To approve the following Title I funding/eligible extended day staff and roles

First Name	Last Name	Role	Grade	Hourly Rate
Dr. Natasha	Issacs	Teacher	6-7	\$65
Melissa	Inoa	Support	6-7	\$45
Cynthia	Rae	Administrator	6-7	\$65

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

E. Curriculum & Special Services

1. To approve the following educational student trips

Date	Description	Cost (Not to Exceed)
01/24/2024	To approve Regina Lauricella and Maria Picone to attend New Jersey Principal And Superintendent Association (NJPSA) to review curriculum. This is an in-person institute for one of the four curriculum the school is exploring to improve programming. There is no cost associated with this travel.	\$0.00

2. To approve the following staff professional travel activities

Date	Description	Cost (Not to Exceed)
01/10/2024-03/31/2024	The Boys and Girls' Basketball team will travel to various locations to play home and away homes as per the Charter School Athletics League schedule. There are approximately 12 regular and playoff games. Cost for	\$10,000.00

	these trips include renting basketball courts (gym) space and bussing. The cost is estimated at \$10,000 for bussing. See attachment IX-E-2	
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3. To approve the recommendation to contract with the following vendors and procure the associated services or supplies for academic-related needs during the 2023-2024 school year:

Vendor Name	Description of The Purchase	Cost/Backup	Funding Source
Paterson Public Schools- JFK High school	Auditorium for winter celebration at JFK	\$720.00	General Funds
Pearson	Assessment that our Speech Therapists	\$684.90	General Funds
Amazon	Chromebooks charging stations	\$3,119.88	Capital Project Fund

4. To approve the following HIB incident reports & outcomes:

a) November 28, 2023 - December 18, 2023

# code of conduct	# HIB	# unfounded	# founded
27	0	0	0

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

F. Policy | Governance | Operations | Miscellaneous

1. To appoint **Johnston Law Firm LLC** as general school board counsel effective January 1, 2024; and to approve agreement for legal services with **Johnston Law Firm LLC** in accordance with the terms therein. [See attachment IX-F-1](#)
2. The Board authorizes the School Business Administrator to participate in the following additional State contract and purchasing cooperative to procure service and goods for Philip’s Academy Charter School of Paterson (PACS) as needed:
 - a) Hunterdon County Educational Services Commission
 - b) Educational Services Commission of New Jersey
 - c) Union County Cooperative Pricing

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 st	X			
Isaias Flowers		X				Jeff White	2 nd	X			
Timothy Graham		X				Khadijah King		X			

X. NEW BUSINESS

A.

XI. OLD BUSINESS

A.

XII. MOTION TO ADJOURN - @ 7:47 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 st	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X				Khadijah King	2 nd	X			

Respectfully submitted at: December 19, 2023 @ 9:30 AM

Submitted by: Joshua Solow, School Business Administrator/Board Secretary