

- 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 2023			X (Arrived 6:20 PM)
Alexis Gibson (Vice-President)	June 2023	X		
Isaias Flowers (Trustee)	June 2024			X (Arrived 6:15 PM)
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) 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.

A. APPROVAL OF AGENDA

- 1. Resolved that the Board approves the regular meeting agenda for the **December 19, 2022** meeting.

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		X			
Isaias Flowers					X	Jeff White					X
Timothy Graham	2 nd	X									

B. APPROVAL OF MINUTES

1. Resolved that the Board approve the regular session minutes from the **November 28, 2022** 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	2 nd	X			
Alexis Gibson	1 st	X				Donald Taylor		X			
Isaias Flowers					X	Jeff White					X
Timothy Graham		X									

V. SCHOOL UPDATES

- A. Enrollment Update: **Dr. Dwayne Davis**
 1. [Enrollment & Student Data](#)
- B. Pandemic Response Team: **Dr. Dwayne Davis**
 1. Hire of School LPN
- C. Program Update: **Regina Lauricella**
 1. [CAO Program update](#)
 2. Winter Staff Convening
 - a) [Program Data Review](#)
- D. Talent Updates: **(None)**

VI. COMMITTEE UPDATES

- A. Governance Committee Update: **Altisha Byrd & Dr. Dwayne Davis**
 1. New Board Member Exploration
- B. Finance Committee Update: **Tim Graham, Dr. Dwayne Davis, & Joshua Solow**
 1. [Monthly Financials Update](#)
 2. [November Budget-to-Actual](#)
 3. Annual Audit Update
- C. Program & Accountability Committee Update: **Dr. White & Regina Lauricella**
 1. Mid-Year Data
 2. Data Systems Enhancement - Performance Matters
 3. iReady
 4. Mid-Year Reviews
- D. Facility Committee Update: **Don Taylor & Dr. Dwayne Davis**
 1. Madison Project Update
 2. Temporary Facility Update

VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @ 7:12 PM

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

- Personnel at the school was discussed.
- School facilities update was presented.

VIII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION - @ 7:34 PM

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									

IX. MOTIONS FOR APPROVAL

A. Finance

- To approve the Board Secretary’s Report and Bank Reconciliation Report for **November 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 **November 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 **November 2022**. See document [IX-A-1](#), and [IX-A-1](#).
- Bills List: To approve bills list for the period **November 29, 2022 - December 19, 2022**. See [document IX-A-2](#)
- Transfers: To approve transfers for the period **November 29, 2022 - December 19, 2022**. See [document IX-A-3](#)
- To approve the following payrolls:

Payroll Date	Total Expense	Comment
11/30/2022	\$303,245.17	Regular salary expense for 10 & 12-month employees.
12/15/2022	\$317,555.56	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 Pages		X			
Alexis Gibson	1 st	X				Donald Taylor		X			
Isaias Flowers		X				Jeff White					X
Timothy Graham	2 nd	X									

B. Contract Services

- To approve the recommendation to renew the contract with **SchoolMint** for the 2022-2023 school year to provide a digital evaluation and feedback platform for teachers and staff. The cost shall not exceed **\$1,680**. This will be funded by general funds. See [attachment IX-B-1](#)
- To approve the recommendation to contract with **Norma Lozada** to provide HR & personnel services as a trainee prior to joining as a full time employee. The cost shall not exceed **\$2,500**. This will be funded by general funds. See [attachment IX-B-2](#)
- To approve the recommendation to contract with **Ellianne Gallardo** to provide HR & personnel services to sustain business office functions and training the new HR & personnel staff. The cost shall not exceed **\$7,000**. This will be funded by general funds. See [attachment IX-B-3](#)
- To approve the recommendation to renew the contract with **Panorama Education** for the 2022-2023 school year to provide a digital survey platform and survey items. The cost shall not exceed **\$4,750.00**. This will be funded by general funds. See [attachment IX-B-4](#)
- To approve the recommendation to contract with **Shelly Klein Consulting** between January 2023 and June 2023 to provide literacy professional development & coaching to support the

school's literacy initiatives through growth. The cost shall not exceed **\$13,600.00**. This will be funded by CSP Grant Funds. [See attachment IX-B-5](#)

6. To approve the recommendation to contract service with **Curriculum Associates**, to provide digital iReady curriculum, Assessment and Personalized Math and Reading Digital Program, Teacher ToolBox, and Professional as part of a digital learning pilot this Winter with Grade 3-6. The cost shall not exceed **\$6,000.00**. This will be funded by CSP Grant Funds. [See attachment IX-B-6](#)

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		X			
Isaias Flowers	2 nd	X				Jeff White					X
Timothy Graham		X									

C. Buildings & Grounds

1. To approve the recommendation to accept and sign the SNDA (Agreement) for CDT.
 - a) [CDTPACS - TENANT SNDA](#)

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				X	
Isaias Flowers	2 nd	X				Jeff White					X
Timothy Graham		X									

D. Personnel

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

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Term (Contract)	Effective Date
Norma Lozada	Manager of Human Resources & Personnel	\$80,000.00	12	1/16/2023
Betzaida Jimenez	One-to-One Aide	\$32,900.00	10	1/3/2023

2. To approve the following resignations:
 - a) **Irene Mone**, 1st Grade Teacher, effective **Friday, January 27, 2023**.
3. To approve the recommendation to reimburse **Sandra Harrison, Acting Assistant Principal K-2** in the amount of **\$270.71** for supporting the cost required via credit card payment only to recover a staff member's car that was accidentally towed from Gray St. prior to the Fall Festival Block Party.
4. To approve the recommendation to reimburse **Nicole Slota, Math Specialist** in the amount of **\$1,128.74** for reimbursable expenses for all four attendees during the NCTM Baltimore conference. [See attachment IX-D-4](#)
5. To approve the recommendation to reimburse **Dr. Dwayne Davis, CEO** in the amount of **\$126.00** for expenses generated from supporting the cost required via credit card payment only to reserve the hotel rooms for attendees to the NCTM Baltimore conference.
6. To approve the following stipends/Bonus:

- a) **Cariesha Black**, Referral Bonus for referring Aliyah Hewitt, School LPN, **\$250** paid by 12/31/2022.
7. To approve the adjusted contract start-date of **Jeremy Hernandez**, Grade 5-6 Intervention Teacher, to **Monday, December 19, 2022**.
 8. To approve the adjusted **Teacher Associate** contract start date of **Rocio Pena**, to **Tuesday, January 3, 2022**.
 9. To approve the following position adjustments and/or contract changes: [See attachment IX-D-1](#)

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Term (Contract)	Effective Date
Evans Okoduwa	First Grade Teacher	<u>\$60,000.00</u>	10	1/3/2023

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		X			
Isaias Flowers		X				Jeff White					X
Timothy Graham	2 nd	X									

E. Curriculum & Special Services

1. To approve the following educational student trips

Date	Description	Cost (Not to Exceed)
01/04/2023-03/31/2023	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 20 regular and playoff games. Cost for these trips include renting basketball courts (gym) space and bussing. The cost is estimated at \$5,000 for gym rental and \$10,000 for bussing. See attachment IX-E-1	\$15,000.00
Apx January 2023	To approve the travel of approximately 75 students and 8 staff in the 3rd grade to visit Urban Air Adventure Park located at 69 Wesley St, South Hackensack, NJ 07606 . The park offers a STEAM curriculum (from NGSS and CC). All adventures also count towards physical education minutes required by your district. During an Urban Air Field Trip, students will visit up to five stations, each focusing on a unique aspect of Science, Technology, Engineering, Arts, and Math. Cost includes bussing, registration, and shall not exceed \$4,500.00 .	\$4,500.00
Apx January 2023	To approve the travel of approximately 75 students and 8 staff in the 4th grade to visit	\$3,500.00

	<p>Liberty Science Center located at 222 Jersey City Blvd, Jersey City, NJ 07305. During this trip students will be able to discover the mechanisms of volcanoes and earthquakes and explore the ways scientists use models to prepare for future catastrophic events. The trip aligns to the current Science curriculum. Cost includes bussing, registration, and shall not exceed \$3,500.00.</p>	
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2. To approve the recommendation to procure service with **Paterson Public Schools** to provide venue services for the Winter Student Concert on December 21, 2022. The cost shall not exceed **\$880**. [See attachment IX-E-4](#)

3. To approve the following HIB incident reports:
 - a) **November 2022**

# code of conduct	# possible HIB	# unfounded	# founded
119	1	1	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									

F. Policy | Governance | Operations | Miscellaneous

1. To approve the A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials. [See attachment IX-F-1](#)

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

X. NEW BUSINESS

XI. OLD BUSINESS

- A. If needed, board members may be notified to complete the Personal Financial Disclosure and Ethics Report.

XII. MOTION TO ADJOURN - @ 7:52 PM

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									

Respectfully submitted at: 11:00 AM, December 20, 2022

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