

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

A. APPROVAL OF AGENDA

- 1. Resolved that the Board approves the special meeting agenda for the **January 20, 2023** meeting.

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

2. Resolved that the Board approves the regular meeting agenda for the **January 23, 2023** meeting.

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									

B. APPROVAL OF MINUTES

1. Resolved that the Board approve the regular session minutes from the **December 19, 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		X				Donald Taylor	1 st	X			
Isaias Flowers					X	Jeff White					X
Timothy Graham		X									

2. Resolved that the Board approve the regular session minutes from the **January 20, 2023** meeting. [See document IV-B-2](#)

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									

V. SCHOOL UPDATES

- A. Enrollment Update: **Dr. Dwayne Davis**
 1. [Enrollment & Student Data](#)
- B. Pandemic Response Team: **Dr. Dwayne Davis**
 1. No Updates
- C. Program Update: **Regina Lauricella**
 1. [CAO Program update](#)
- D. Talent Updates: **Dr. Dwayne Davis**
 1. No updates

VI. COMMITTEE UPDATES

- A. Governance Committee Update: **Altisha Byrd & Dr. Dwayne Davis**
 1. New Board Member Exploration
 2. Communication Strategy Update
- B. Finance Committee Update: **Tim Graham, Dr. Dwayne Davis, & Joshua Solow**
 1. [Monthly Financials Update](#)
 2. [December Budget-to-Actual](#)
 3. [FY23 Adjusted Budget](#)
- C. Program & Accountability Committee Update: **Dr. Jeff White & Regina Lauricella**
 1. Academic Priorities - Winter
 2. Staff Mid-Year Evaluations Due 1/27
 3. Leadership Evaluation Framework
 4. Operations Evaluation Framework

Philip's Academy Charter School of Paterson Board Meeting Minutes – January 23, 2023 at 6:00 PM

Meeting ID: 966 6863 5643

Dial In: 312 626 6799 Meeting ID: 966 6863 5643

5. iReady Implementation
 6. Student Assessment Performance and Readiness
- D. Facility Committee Update: Don Taylor & Dr. Dwayne Davis**
1. Madison Project Update
 2. Temporary Facility Update
 3. PGIM Furniture Donation

VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @ 7:04 PM

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	2 nd	X				Jeff White					X
Timothy Graham		X									

- Prospective board member introduction with Q & A.
- Student issues/ongoings at the school were discussed.
- Personnel update was provided to the board, including resignations, new hires, and leaves of absences.

VIII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION - @ 8:05 PM

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	2 nd	X				Jeff White					X
Timothy Graham		X									

IX. MOTIONS FOR APPROVAL

A. Finance

1. To approve the Board Secretary’s Report and Bank Reconciliation Report for **December 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 **December 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 **December 2022**. **See document [IX-A-1](#), and [IX-A-1](#).**
2. **Bills List:** To approve bills list for the period **December 20, 2022 - January 23, 2023**. **[See document IX-A-2](#)**
3. **Transfers:** To approve transfers for the period **December 20, 2022 - January 23, 2023**. **[See document IX-A-3](#)**
4. To approve the following payrolls:

Payroll Date	Total Expense	Comment
12/31/2022	\$292,920.19	Regular salary expense for 10 & 12-month employees.
1/15/2023	\$264,650.36	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	2 nd	X				Jeff White					X
Timothy Graham		X									

B. Contract Services

- To approve the recommendation to contract with **Jersey Elevator** to provide elevator inspection and repair services (as needed) at State St. during the 2022-2023 school year. The cost shall not exceed **\$900.00** current school year. The contract has a three-year term with ability to terminate with 30-days written notice. This will be funded by general funds. [See attachment IX-B-1](#)
- To approve the recommendation to contract with **K12JobSpot** to provide staff recruitment and job board posting services during the 2022-2023 and 2023-2024 school year. The cost shall not exceed **\$1,198.00**. This will be funded by general funds. [See attachment IX-B-2](#)
- To approve the recommendation to contract with **ITSecureSystems** to provide server virus protection services during the 2022-2023 and 2023-2024 school year. The cost shall not exceed **\$1,890.00**. This will be funded by general funds. [See attachment IX-B-3](#)
- To approve the recommendation to contract with **Kandala Clark, Kay's Kreationz** to provide school event decoration services during the 2022-2023. Events include Kindergarten Move Up Ceremony, 5th Grade Move Up Ceremony, and Field Day. The cost shall not exceed **\$800**. This will be funded by general funds. [See attachment IX-B-4](#)

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									

C. Buildings & Grounds

D. Personnel

- To approve the following resignations:
 - Laura Kohler**, Assistant Principal K-2, effective **Wednesday, February 15, 2023**.
 - Erika Arellano**, Operations Director, effective **Monday, March 14, 2023**.
 - Norma Lozada-Long**, New Manager of HR & Personnel, effective **Friday, January 20, 2023**.
- To approve the following unpaid leave of absence
 - Betzaida Jimenez, One-to-One Aide, **January 5, 2023 to January 23, 2023**
 - Christopher Gwasda, Physical Education Teacher, **January 6, 2023 to March 3, 2023**
- To approve the recommendation to reimburse **Cynthia Rae, Teacher** in the amount of **\$249.63** for reimbursable expenses related to attending the NCTM Baltimore conference.
- To approve the recommendation to reimburse **Christine Adams, Teacher** in the amount of **\$391.04** for reimbursable expenses related to attending the NCTM Baltimore conference.
- To approve the recommendation to reimburse **Ann DeMarco, Teacher** in the amount of **\$509.57** for reimbursable expenses related to attending the NCTM Baltimore conference.
- To approve the following stipends/Bonus:

- a) **Cariesha Black**, Referral Bonus for referring Aliyah Hewitt, School LPN, Total **\$500** paid in two installments; 1st installment after 30 days of referral's hire and 2nd installment after 60 days of referral's hire.
- b) **Anna Brito**, PACS Paterson's Boys and Girls' club tutoring stipend, Total **\$750** paid in two installments; 1st installment (**\$375**) 3/31/2023 and 2nd installment (**\$375**) 6/30/2023
- 7. To approve the adjusted **Teacher Associate** contract of **Rocio Pena**, to **Tuesday, January 17, 2023**.
- 8. To approve the following position adjustments and/or contract adjustments: [See attachment IX-D-9](#)

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Term (Contract)	Effective Date
Betzaida Jimenez	One-to-One Aide	\$30,900.00	10	1/3/2023
Evans Okoduwa	Second Grade Teacher	\$60,000.00	10	1/3/2023
Sandra Harrison	Interim Assistant Principal- Leave Replacement	\$100/ph	10	1/23/2023
Lakeya Washington	Special Projects Coordinator	\$32.50/ph	12	2/1/2023

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	2 nd	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)
02/16/2023	To approve the travel of approximately 75 students, 8 staff, and 2 Chaperones in the 5th grade to visit the National Museum of Mathematics located at 11 East 26th Street, New York, NY 10010 . 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 \$5,000.00 .	\$5,000.00

- 2. To approve the following staff professional travel activities

Date	Description	Cost (Not to Exceed)
02/23/2023 - 02/25/2023	To approve Alexander Sheetz , Music Teacher, to attend the 2023 New Jersey Music Education Association’s teaching conference in Atlantic City between 02/23/2023 and 02/25/2023. This conference will allow Mr. Sheetz to attend informational sessions and workshops that support his development and practice as a music teacher. There is no cost associated with this PD travel.	\$0.00

3. To approve the recommendation to contract service with **Maria Picone, Educational Consultant** who through collaborative program observations, walk-throughs, and consultation meetings with the CEO and CAO, will provide support that will expand and strengthen professional practice and lead to greater opportunities for students’ academic success in Grades K-3. The cost shall not exceed **\$1,200.00** during the 2022-2023 school year. This will be funded by ARP funds. [See attachment IX-E-3](#)
4. To approve the recommendation to contract service with **Public Consulting Group** to access its File management (\$2,500), 504 Module (\$2,000), Translation (\$3,000), one time implementation (\$5,000) services that support various special population workflow (Ex: SWD, ELL, and 504). Service will be provided during the 2022-23 and 2023-24 school year. The cost shall not exceed **\$12,500.00**. This will be funded by ARP and IDEA funds. [See attachment IX-E-4](#)
5. To approve the recommendation to contract with **Kaitlyn Urciuoli, LLC** to provide special education evaluation and IEP evaluation services during the 2022-2023 school year at a rate of **\$375** per Speech and/or Language Evaluations and **\$100** per IEP Meeting. The cost shall not exceed **\$5,000**. This will be funded by IDEA funds. [See attachment IX-E-5](#)
6. To approve the recommendation to contract with **Integrated Speech Pathology, LLC** to provide selective mutism evaluation, direct treatment/therapy, and consultation services during the 2022-2023 school year at a rate of **\$825/per evaluation, \$140/hr, and \$140/hr**, respectively. The cost shall not exceed **\$10,000**. This will be funded by IDEA funds. [See attachment IX-E-6](#)
7. To approve the recommendation to contract with **E. Mercedes Consulting and Services** to provide staff mental health and wellness professional development on February 17th, 2023. The cost shall not exceed **\$1,000.00**. This will be funded by general funds. [See attachment IX-E-7](#)
8. To approve the recommendation to contract with **Heinemann, Houghton Mifflin Harcourt** to procure revised Reading, Writing, and Phonics Curriculum Material for Grade K-2. The units are more accessible for all learners and are more Inclusive, Culturally Responsive, and Supportive of Diverse Learning Communities. The cost shall not exceed **\$26,568.75**. This will be funded by ESSER & ARP funds. [See attachment IX-E-8](#)
9. To approve the following HIB incident reports:

a) December 2022

Site	# code of conduct	# possible HIB	# unfounded	# founded
State	13	0	0	0

Oliver	59	1	0	1
All	72	1	0	1

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

F. Policy | Governance | Operations | Miscellaneous

1. To approve the 2022-2023 Adjusted Budget. [See attachment IX-F-1](#)

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	2 nd	X				Jeff White					X
Timothy Graham		X									

X. NEW BUSINESS

A. -

XI. OLD BUSINESS

A. -

XII. MOTION TO ADJOURN - @ 8:23 PM

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	2 nd	X				Jeff White					X
Timothy Graham		X									

Respectfully submitted at: 10:00 AM, January 24, 2023

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