

**I.**

- A. **CALL TO ORDER - @ 6:07 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 (Arrived 6:20 PM)
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 **May 22, 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 <sup>nd</sup>	X				Donald Taylor	1 <sup>st</sup>	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 **April 24, 2023** meeting. [See document IV-B-2](#)

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	2 <sup>nd</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham					X	Khadijah King		X			

**V. SCHOOL UPDATES**

**A. Enrollment Update: Dr. Dwayne Davis**

1. [Enrollment & Student Data](#)
  - a) Currently we are over-enrolled at 511/510 (100%)
  - b) ADA trends up

**B. Pandemic Response Team: Dr. Dwayne Davis**

1. No Outbreaks nor Closures
2. Increased School Health Support capacity

**C. Program Update: Dr. Davis**

1. [Program update](#)

**D. Talent Updates: Dr. Dwayne Davis**

1. [Talent Tracking](#)
  - a) FY23-24 Priorities: **1) Staff retention 2) Talent Acquisition 3) Student Representation**
2. 112 (+12) positions budgeted for SY23-24 (102/112/90%) of FY23-24 are identified

**VI. COMMITTEE UPDATES**

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

1. Discussed current enrollment, program updates and talent strategies
2. CEO Evaluation Framework & Timeline

**B. Finance Committee Update: Tim Graham, Dr. Dwayne Davis, & Joshua Solow**

1. Benefits Brokers presented FY22 benefits options
2. [Monthly financials were discussed](#)
3. [April Budget-to-Actual](#) cash flow is positive with sustained cash balance

**C. Program & Accountability Committee Update: Dr. Jeff White & Regina Lauricella**

1. SEL program development discussed (School Visit)
2. Middle school visits discussed

**D. Facility Committee Update: Don Taylor & Dr. Dwayne Davis**

1. Madison construction progress
  - a) Concrete foundation began
  - b) Project remains on budget

**VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @ 6:45 PM**

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	Khadijah King		X			

- Personnel items discussed.
- Went through all contracts in detail with Board.

**VIII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION - @ 7:42 PM**

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

**IX. MOTIONS FOR APPROVAL**

**A. Finance**

- To approve the Board Secretary’s Report and Bank Reconciliation Report for **April 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 **April 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 Approve Board Secretary Report ending **April 2023**. **See document [IX-A-1](#), and [IX-A-1](#).**
- Bills List:** To approve bills list for the period **April 24 2023 - May 22, 2023**. **[See document IX-A-2](#)**
- Transfers:** To approve transfers for the period **April 1 2023 - April 30, 2023**. **[See document IX-A-3](#)**
- To approve the following payrolls:

Payroll Date	Total Expense	Comment
04/28/2023	\$287,391.78	Regular salary expense for 10 & 12-month employees.
05/15/2023	\$295,835.33	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 <sup>st</sup>	X				Donald Taylor	2 <sup>nd</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham					X	Khadijah King		X			

**B. Contract Services**

- To approve the recommendation to contract with **LinkedIn** to provide **staff recruitment services**. The cost shall not exceed **\$239.88** for a 12-month period. Cost will be reimbursed to Dr. Dwayne Davis (CEO) given that Credit Card is the only form of payment to use this service. This will be funded by general funds. **[See attachment IX-B-1](#)**
- To approve the recommendation to contract with **Big Bear's Kitchen** to provide **catering services** for the 2022-2023 athletics banquet. The cost shall not exceed **\$1,182.53**. This will be funded by general funds. **[See attachment IX-B-2](#)**
- To approve the recommendation to renew the contract with **SIS WORKS** to provide **information systems management services** for the 2023-2024 school year to support scheduling and state reporting. The cost shall not exceed **\$7,500.00** This will be funded by general funds. **[See attachment IX-B-3](#)**

4. To approve the recommendation to contract with **IKON** to provide **Voice Over IP Phone services and devices** for the 2023-2024 school year. The cost shall not exceed **\$16,734.59** This will be funded by general funds. [See attachment IX-B-4](#)
5. To approve the recommendation to contract with **Flatbush Moving Van Co.** to provide **moving services** during the 2022-2023 school year. The cost shall not exceed **\$30,800.00** This will be funded by general funds and CSP planning grant funds. [See attachment IX-B-5](#)
6. To approve the recommendation to contract with **Best Public Affairs, LLC.** to provide **facility lease acquisition services** during the 2022-2023 school year. The cost shall not exceed **\$6,600.00** This will be funded by CSP planning grant funds. [See attachment IX-B-6](#)
7. To approve the recommendation to renew the contract with **Public Consulting Group** to provide **Special Services Information Management services** (EDPlan Suite Module included in Exhibit A, Including IEP, 504, Connect, PaperClip and Translation) during the 2023-2024 school year. The cost shall not exceed **\$17,652.00** This will be funded by general funds and IDEA funds. [See attachment IX-B-7](#)
8. To approve the recommendation to contract with **Anthony Santiago, Educational Consultant.** to provide **Social Emotional Learning professional development, coaching, and program implementation services** during the 2022-2023 and 2023-2024 school year. The cost shall not exceed **\$15,000.00**. This will be funded by CSP planning grant funds. [See attachment IX-B-8](#)
9. To approve the recommendation to renew the contract with **Panorama Education** to **access and administer student, parent, and staff SEL and community surveys and reporting** during the 2023-2024 school year. The cost shall not exceed **\$4,750.00**. This will be funded by CSP planning grant funds. [See attachment IX-B-9](#)
10. To approve the recommendation to renew the contract with **PowerSchool** to **access information systems management services** during the 2023-2024 school year. The cost shall not exceed **\$12,488.28**. This will be funded by general funds. [See attachment IX-B-10](#)
11. To approve the recommendation to renew the contract with **Learning AZ** to **access digital learning resources** during the 2023-2024 school year. The cost shall not exceed **\$6,318.00**. This will be funded by general funds. [See attachment IX-B-11](#)

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	2 <sup>nd</sup>	X				Donald Taylor		X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham					X	Khadijah King		X			

### C. Buildings & Grounds

1. To approve the recommendation to contract with **Advance Professional** to provide **toilet repair services** during the 2022-2023 school year at 190 Oliver St.. The cost shall not exceed **\$585.00** This will be funded by general funds. [See attachment IX-C-1](#)
2. To approve the recommendation to contract with **Advance Professional** to provide **plumbing repair services** during the 2022-2023 school year at 190 Oliver St. to clear basement drain. The cost shall not exceed **\$600.00** This will be funded by general funds. [See attachment IX-C-2](#)

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	Khadijah King		X			

**D. Personnel**

1. To approve the following Position Descriptions:
  - a) [Special Project Coordinator - Procurement](#)
  - b) [Special Project Coordinator - Community Engagement](#)
  - c) [Manager of Operations & Technology](#)

2. To approve the following new hires and contracts:

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Term (Contract)	Effective Date
<a href="#">Catherine Negrón</a>	Special Education Teacher	\$72,000.00	12	8/17/2023

3. To approve the following stipends/Bonus:
  - a) Summer School Teachers, \$250 daily rate, 6/27/23-8/3/23, [See attachment IX-D-3](#)
    - (1) Michele Holmes
    - (2) Olga Aburto
    - (3) Barbara Catala
    - (4) Esther Rodriguez
    - (5) Elle Brown
    - (6) Siera Sangster
    - (7) Shannon McGuire
    - (8) Moises Garcia
    - (9) Lauren Rhoades
    - (10) Chris Gwasda
    - (11) Tammi Giddings
    - (12) Imani Bell
  - b) **Jeremey Herendez, Intervention Teacher**, as Home Instructor, effective 5/22/2023 to 06/21/2023, at an hourly rate of **\$50**. Cost shall not exceed **\$2,500** and will be paid by general funds.
  - c) **Olga Oburto, Kindergarten Teacher**, as Home Instructor, effective 5/15/2023 to 06/21/2023, at an hourly rate of **\$50**. Cost shall not exceed **\$3,000** and will be paid by general funds.
  - d) **Naomi Nussbaum**, Oliver St. Nurse coverage & support from **March 15, 2023 to May 15, 2023** one-time stipend payment of **\$2,000** paid by 6/30/2023
  - e) **Victoria Ramirez-Goris**, Additional operations coverage and health response from **March 15, 2023 to May 15, 2023**, one-time stipend payment of **\$2,000** paid by 6/30/2023

4. To approve the following Summer Assignment and Stipends

Summer Assignment	First Name	Last Name	Hourly Rate	Term	Days P/W	Hr P/D	Days	Est Total
Case Management	Debbie	Sappleton	\$46	7/5/23-7/28/23	5	5	18	\$4,110
Case Management	Kennia	Salmeron	\$37	7/5/23-7/28/23	5	5	18	\$3,346
Case Management	Samatha	Collado	\$37	7/5/23-7/28/23	5	5	18	\$3,346

School Health	Naomi	Nausbaum	\$54	7/5/23-8/4/23	5	5	18	\$4,867
Curriculum Planning & Middle School Planning	Nicole	Slota	\$62	7/5/23-8/4/23	5	7	21	\$9,161
Curriculum Planning & Middle School Planning	Cynthia	Rae	\$52	7/5/23-8/4/23	5	7	21	\$7,620
Curriculum Planning & Middle School Planning	Eileen	Turgott	\$54	7/5/23-8/4/23	3	7	21	\$7,949
Athletics Planning	Christopher	Gwasda	\$51	7/5/23-8/4/23	4	2	18	\$1,835
<b>Total</b>								<b>\$42,233</b>

- To approve the Chief School Administrator/CEO evaluation framework. [See attachment IX-D-5](#)
- To approve the following adjusted contract for the 2023-2024 school year. [See attachment IX-D-6](#)

<b>Name (Resume)</b>	<b>Position (Job Desc)</b>	<b>Salary (Pro-rate)</b>	<b>Re-signed Bonus</b>	<b>Term (Contract)</b>	<b>Effective Date</b>
Diana Jimenez	One-to-One Aide	\$33,040.00	\$1,000.00	10	8/17/2023
Lakeyah Washington	Special Project Coordinator - Procurement	\$55,000.00	\$750.00	12	7/1/2023
Melissa Inoa	Teacher Associate	\$46,462.50	\$1,500.00	10	8/17/2023
Tracy Slater-Petroni	Special Education Teacher	\$76,072.50	\$1,500.00	10	8/17/2023
Karen Weber	Occupational Therapist (PT)	\$39,028.50	\$2,000.00	(10/PT)	8/17/2023
Jessica Lynch	Occupational Therapist (PT)	\$46,834.20	\$1,500.00	(10/PT)	8/17/2023
Shannon McGuire	Special Education Teacher	67,750.00	\$3,000.00	10	8/17/2023

- To approve the following staff being applied under federal grants for School Year 2022-2023:

<b>Employee</b>	<b>Grant</b>
Olga Aburto	ESEA - Title I
Anna Brito	ESEA - Title I
Colleen Campanaro	ESEA - Title I

Barbara Catala	ESEA - Title I
Julissa Espino	ESEA - Title I
Jennifer Hernandez	ESEA - Title I
Melissa Inoa	ESEA - Title I
Aleah McWilliam	ESEA - Title I
Evans Okoduwa	ESEA - Title I
Amber Alford	IDEA Basic & ARP ESSER
Bruce Falconi	IDEA Basic & ARP ESSER
Emmy Garcia	IDEA Basic & ARP ESSER
Tiffany Hamilton	IDEA Basic & ARP ESSER
Diana Jimenez	IDEA Basic & ARP ESSER
Betzaida Jimenez	IDEA Basic & ARP ESSER

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		X			
Timothy Graham					X	Khadijah King	2 <sup>nd</sup>	X			

**E. Curriculum & Special Services**

1. To approve the following educational student trips

Date	Description	Cost (Not to Exceed)
06/09/2023	To approve the travel of approximately 511 students and 100 staff to participate in the annual Field Day located at <b>Eastside Park in Paterson NJ</b> . Cost includes bussing, supplies, and recreational items. Cost shall not exceed <b>\$9,500.00</b> . <a href="#">See attachment IX-E-1</a>	<b>\$8,500.00</b>
6/13/2023	To approve the 2023 athletics banquet to celebrate the athletics accomplishment of student athletes on the 2022-2023 Basketball, Dance, and Soccer team. Families of the athletes will be invited to the event held at 190 Oliver Street. Cost includes dinner, supplies, certificates, and awards. Those shall not exceed <b>\$2,000.00</b> .	<b>\$2,000.00</b>

2. To approve the following staff professional travel activities

Date	Description	Cost (Not to Exceed)
05/23/2023	To approve <b>Seven Staff</b> , to attend the Lighthouse Collaborative, DED, NYC Public Schools, located at 240 East 172nd Street, The Bronx, NY 10457 on May 23, 2023. Expense for this trip include meals. Cost shall not exceed <b>\$300.00</b> . <a href="#">See attachment IX-E-2</a>	<b>\$300.00</b>
06/04/2023 - 06/06/2023	To approve <b>Five Leadership Staff</b> to visit various high-performing elementary and middle schools in Boston, MA from 6/4/23 to 6/6/23. Expense for this trip includes, Lodging Est: \$4,000 Flight Est: \$2,000 Transportation Est: \$300 Meal Est: \$1,000 Cost shall not exceed <b>\$7,300</b> . <a href="#">See attachment IX-E-2</a>	<b>\$7,300.00</b>
05/23/2023	To approve <b>Dr. Dwayne Davis</b> to attend the National Charter School Conference, at the AUSTIN CONVENTION CENTER in Austin, Texas from 6/18/23 to 6/21/23. Expense for this trip includes Registration: \$645.00, Lodging Est: \$700 Flight Est: \$400 Transportation Est: \$120 Meal Est: \$300 Cost shall not exceed <b>\$2,165.00</b> . <a href="#">See attachment IX-E-2</a>	<b>\$2,165.00</b>
06/22/2022	All staff will travel to LaNeves, located at 276 Belmont Avenue, Haledon, NJ 07508 on 6/22/2023, for the Spring Staff Celebration. During the event staff will engage in culture building activities, including, dinner, recognition, and department data presentations. The cost includes venue, food, music, PACS holiday gift bag, photography. The cost shall not exceed <b>\$10,000.00</b> and will be funded by special unrestricted revenue. <a href="#">See attachment IX-E-2</a>	<b>\$10,000</b>
06/27/2023 - 06/29/2023	To approve <b>14 Summer School Teachers</b> , to attend the NSSI training in preparation for Summer Programming. Staff will earn \$250. Cost includes staff stipend for the training. Cost shall not exceed <b>\$10,500.00</b> .	<b>\$10,500.00</b>

3. To approve **Anna Schattauer Paillé, Mathematics Teacher** to attend the Building Powerful Division online workshop for professional development. The school shall not exceed 347.00. [See attachment IX-E-3](#)
4. To approve the recommendation to renew the contract with **InquirED to access Grade 3-4 Social Studies Teacher and Student Curriculum Materials** during the 2023-2024 school year. The cost shall not exceed **\$4,720.00**. This will be funded by CSP planning grant funds. [See attachment IX-E-4](#)
5. To approve the procurement of Summer School student novels from Barnes and Noble. [See attachment IX-E-5](#)
6. To approve the following HIB incident reports:



**a) April 2023**

Site	# code of conduct	# possible HIB	# unfounded	# founded
State	5	0	0	0
Oliver	35	1	1	0
<b>All</b>	<b>40</b>	<b>1</b>	<b>1</b>	<b>0</b>

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		X				Donald Taylor	1 <sup>st</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham					X	Khadijah King		X			

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

1. BE IT RESOLVED: that the Philip’s Academy Charter School of Paterson Board of Trustees, upon recommendation of the School CEO, hereby approves the renewal contract to Red Rabbit, LLC as the Food Services Management Company for the 2023-2024 school year. The contract will commence on July 1, 2023 and end on June 30, 2024. The Guarantee return of this contract is \$0.00 with the estimated total cost of the contract at \$493,984.00. The Local Education Agency shall pay Red Rabbit, LLC the below per meal prices:
  - a) Breakfast - \$2.14
  - b) Lunch - \$3.77
  - c) Snack - \$1.00

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	2 <sup>nd</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham					X	Khadijah King		X			

**X. NEW BUSINESS**

- A. CEO Evaluation

**XI. OLD BUSINESS**

**XII. MOTION TO ADJOURN - @ 7:48 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	2 <sup>nd</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham					X	Khadijah King		X			

Respectfully submitted at: 10:00 AM, May 23, 2023

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