

- I.
  - A. **CALL TO ORDER - @ 6:01 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	AAS (6:07 PM)
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 **November 27, 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 **October 23, 2023** meeting. [See document IV-B-1](#)

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

## V. SCHOOL UPDATES

### A. [School Data Update](#): **Dr. Dwayne Davis**

1. Enrollment & Student Demographic Data

### B. School Health Updates: **Dr. Dwayne Davis**

1. No notable updates

### C. [Program Update](#): **Regina Lauricella**

1. Shared Instructional Vision, General Updates (Q1 Student Data Review, Afterschool Tutoring, Celebrations)

### 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

## VI. COMMITTEE UPDATES

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

1. General school updates (Reviewed enrollment, general program updates)
2. Additional legal counsel exploration
3. School data reviews and annual goals progress monitoring, following Q1

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

1. [Monthly financials were discussed](#)
2. FY24 Audit Continues to Progress
3. [October Budget-to-Actual](#) cash flow is positive with sustained cash balance
  - a) Cash balance remains steady
  - b) Upcoming expense for capital project will impact cash balance
  - c) Cash management strategies will include spending restrictions, on non-budgeted, non-facility, and non-student-related expense requests
4. Adjusted enrollment
  - a) 586 Enrolled Students Captured
  - b) 584 Average Daily Enrolled (ADE) students
    - (1) 85% FRL ADE (+2% from 22-23)
    - (2) 13% SWD ADE (Same as 22-23)
    - (3) 6.7% LEP ADE (Same as 22-23)

5. Adjusted Budget - Tentative Dates
  - a) By 12/15 we anticipated receiving adjusted revenues for budgeting
  - 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. Program Updates:
2. Curriculum & Instruction: iReady data literacy dat, literacy curriculum review continues
3. Access & Equity: Afterschool and Saturday programming

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

1. Madison construction progress
  - a) Continues to progress
  - b) Project remains on budget
  - c) Electrical being turned on 11/16
  - d) Gas expected to be turned this month
  - e) Delays due to Sewer Line, Kitchen Equipment, and Elevator, expected to push project completion back at least 30 days 1/31/23

**VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @ 7:02 PM**

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

- Staff hiring
- HIB
- Additional counsel discussion

**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		X			
Alexis Gibson		X				Donald Taylor	1 <sup>st</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	2 <sup>nd</sup>	X				Khadijah King					X

**IX. MOTIONS FOR APPROVAL**

**A. Finance**

1.
  - a) To approve the Board Secretary’s Report and Bank Reconciliation Report for **October 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 **October 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 **October 2023**. See document [IX-A-1](#), and [IX-A-1](#).
2. Bills List:

a) To approve bills list for the period **October 24, 2023 - November 27, 2023**. [See document IX-A-2](#)

**3. Transfers:**

a) To approve transfers for the period **October 24, 2023 - November 27, 2023**. [See document IX-A-3](#)

**4. To approve the following payrolls:**

Payroll Date	Total Expense	Comment
10/31/2023	\$332,163.72	Regular salary expense for 10 & 12-month employees.
11/15/2023	\$340,547.58	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		X				Donald Taylor	1 <sup>st</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	2 <sup>nd</sup>	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/Backu p	Funding Source
All Bergen Appliance Service	Refrigerator Repairs	<a href="#">\$459.00</a>	General Funds
Fast Signs	Signage, Lanyards	<a href="#">\$8,280.17</a>	General Funds
For Struggling Creatives LLC	Media Documentation and Post Production	<a href="#">\$3,000.00</a>	General Funds
Custom Ink	PACS shirts	<a href="#">\$1,064.13</a>	General Funds
Vendor to be selected	Staff mid-year gathering for culture, performance celebration, and data review	\$6,500.00	General/Donations
Vendor to be selected	Culture supplies, talent retention, and talent recruitment supplies and material (Branded tote bags, branded sweaters, branded pens and supplies, etc..)	\$6,500.00	General/Donations
Fast Signs	Vision Statement Signs	<a href="#">\$1,795.25</a>	General Funds

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

**C. Buildings & Grounds**

1. 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
Quality Education & Development	Radios for School usage	<a href="#">\$13,040.00</a>	Capital Project Fund
Advanced Professional	Plumbing	<a href="#">\$849.00</a>	<b>General Funds</b>
Bioshine	Cleaning supplies state and madison	<a href="#">\$4,317.66</a>	General Funds
Quality Education & Development	20 cables for new construction project	\$7,900.00	Capital Project Fund
Jade Landscape	Snow Removal for three locations	<a href="#">\$10,000.00</a>	General Funds
Quality Education & Development	New construction for the cable panels and switches	<a href="#">\$2,711.70</a>	Capital Project Fund

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

#### D. Personnel

- To approve the following new hires and contracts:

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Term (Contract)	Effective Date
Shoena Haynes	One to One Aide	<a href="#">\$32,000.00</a>	10-month	12/01/2023
Mercedes Espinal	One to One Aide	<a href="#">\$32,000.00</a>	10-month	12/01/2023

- 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
Amber Alford	One to One Aide	<a href="#">\$33,040.00</a>	\$2,000.00	10	12/1/2023

- To approve the follow appointments and stipends corrections:
  - Christopher Gwasda**, appointed as Athletics Coordinator, effective 9/1/2023 to 6/30/2024, in the amount of **\$2,500** paid out in equal installments on 12/31/2023 (\$1,250) and 6/30/2024 (\$1,250).
  - 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 (\$725) and 6/30/2024 (\$725).
  - Jermey Hernandez**, appointed to Boys Basketball Coach, effective 11/27/2023 to 3/31/2024, in the amount of **\$1,750** paid out in two equal installments on 12/31/2023 (\$875) and 3/31/2024 (\$875).

- d) **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 (\$725) and 3/31/2024 (\$725).
  - e) **Julissa Espino**, appointed to Girls Basketball Coach, effective 11/27/2023 to 3/31/2024, in the amount of **\$1,750** paid out in two equal installments on 12/31/2023 (\$875) and 3/31/2024 (\$875).
  - f) **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 (\$725) and 3/31/2024 (\$725).
  - g) **Debbie Sappleton**, appointed as Homeless Liaison, effective 9/1/2023 to 6/30/2024, in the amount of **\$725** paid out in equal installments on 12/31/2023 (\$362.5) and 6/30/2024 (\$362.5).
  - h) **Whitney Lluen**, for talent screening and coordination, effective 9/1/2023 to 12/31/2023, in the amount of **\$1,000** paid in one installment on 12/31/2024.
  - i) **Kamilah Heartwell**, for talent screening and coordination, effective 1/1/2024 to 6/30/2024, in the amount of **\$1,000** paid in one installment on 12/31/2024.
  - j) **Asia Stewart**, for Substitute Teaching 6th Grade Social Studies, effective 12/1/2023 to 1/30/2024, in the amount of **\$1,000** paid in one installment on 2/15/2024.
4. To approve the termination of **Esther Pena**, 6th Grade English Teacher, **October 23 2023 - November 6, 2023**.
  5. **Kelvin Dickson**, Referral Bonus for referring **Shoenna Haynes**, **One-to-One Aide**, 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.
  6. **Bruce Falconi**, Referral Bonus for referring **Mercedes Espinal**, **One-to-One Aide**, 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.
  7. To re-approve the following stipends rates:
    - a) Title I Certified Staff: \$65 per hour
    - b) Title I Non-Certified Staff: \$45 per hours
  8. To approve the following Title I funding/eligible extended day staff and roles

First Name	Last Name	Role	Grade	Hourly Rate
Olga	Aburto	Teacher	1	\$65
Patience	Rustomji	Teacher	1	\$65
Barbara	Agostini	Teacher	1	\$65
Laura	Brown	Teacher	1	\$65
Siera	Sangster	Teacher	2	\$65
Christine	Adams	Teacher	2	\$65
Evans	Okoduwa	Teacher	2	\$65

Leona	Brown	Teacher	2	\$65
Annia	Brito	Support	K-2	\$45
Jennifer	Hernandez	Support	K-2	\$45
Annerly	Ramirez	Support	K-2	\$45
Stephanie	Bowers	Administrator	K-2	\$65
Evelyn	Adolphe	Teacher	3	\$65
Catherine	Negron	Teacher	3	\$65
Colleen	Campanaro	Teacher	4	\$65
Anna	Schatauer-Paille	Teacher	4	\$65
Tammy	Giddings	Teacher	5	\$65
Jonathan	Rothman	Teacher	5	\$65
Irene	Mone	Support	3-5	\$45
Kamilah	Heartwell	Administrator	3-5	\$65
Imani	Bell	Teacher	6	\$65
Jeremy	Hernandez	Teacher	6	\$65
Cynthia	Rae	Teacher	7	\$65
TBD	TBD	Teacher	7	\$65
TBD	TBD	Support	6-7	\$45
TBD	TBD	Administrator	6-7	\$65

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

**E. Curriculum & Special Services**

1. To approve the following staff professional travel activities

Date	Description	Cost (Not to Exceed)
10/15/2023	To approve <b>three staff members</b> to attend The Dreamyard Preparatory School Lighthouse Collaborative SEL professional development training day at 240 East 172nd Street 4th Floor (Library), Bronx NY 10457. There's no cost associated with this trip. <a href="#">See attachment</a>	\$0

12/01/2023 - 12/15/2023	To approve <b>Regina Lauricella</b> to visit Drew University once in the month of December formulate a teacher recruitment relationship. There's no cost associated with this Travel.	\$0
12/01/2023 - 12/15/2023	To approve <b>Regina Lauricella</b> to visit Drew University once in the month of December formulate a teacher recruitment relationship. There's no cost associated with this travel.	\$0
01/18/2024 02/08/2024 03/21/2024 05/09/2024 06/06/2024	To approve <b>Maria Picone and Debbie Sappleton</b> to attend the PCASSA monthly roundtable meetings. There's no cost associated with this travel.	\$0
12/04/2023	To approve <b>Reyna Nuesi and Whitney Lluen</b> to attend the NJIT Virtual Career fair. There's no cost associated with this event.	\$0
12/04/2023	To approve <b>Reyna Nuesi and up to two additional staff</b> to attend the Rutgers University Career fair. Cost associated with this travel included registration.	\$300.00

2. 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	
Hawthorne Educational Services	Pre -Referral Intervention Manual	<a href="#">\$255.00</a>	General Funds	Academics
ECPC 2023-2024 Membership for PC3	Educational Council Annual Membership - Passaic	<a href="#">\$200.00</a>	General Funds	Academics
Power School University	Virtual Training for Gina Berry and Kenisha Richards	<a href="#">\$2,200.00</a>	General Funds	Academics
Liberty Science Center	4th grade field trip and transportation	<a href="#">\$3,119.00</a>	General Funds	Academics
Sonday System Winsor Learning	Sonday System Materials & Training - Student Support Services	<a href="#">\$15,847.00</a>	General Funds/ESSER	Academics
ZipGrow	Hydroponic Growing System for 6th/7th Grade Science/STEAM	<a href="#">\$1,800.00</a>	General Funds	Academics
Custom Ink	Bucket Drumming Sweatshirts	<a href="#">\$550.28</a>	General Funds	Academics
Amplify	CKLA PD Sessions for Teachers	<a href="#">\$2,500.00</a>	General Funds	Academics

3. To approve the following HIB incident reports & outcomes:  
a) November 2023



# code of conduct	# HIB	# unfounded	# founded
17	1	0	1

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

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

- To approve the annual fiscal questionnaire. [See attachment IX-F-1](#)

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**

**XI. OLD BUSINESS**

**XII. MOTION TO ADJOURN - @ 7:58 PM**

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

Respectfully submitted at: 9:15 AM, November 28, 2023

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