

- I.
- A. **CALL TO ORDER – @ 6:08 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		
Donald Taylor (Trustee)	June 2024	X		
Jeff White (Trustee)	June 2024	X		

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

III. PUBLIC COMMENT

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.

– Gemelly Caraballo expressed concern as a scholar parent about where kids will be housed for school for school year 2023-2024.

IV.

A. APPROVAL OF AGENDA

- 1. Resolved that the Board approves the regular meeting agenda for the **November 28, 2022** 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

- Resolved that the Board approve the regular session minutes from the **October 24, 2022** meeting. [See document IV-B-1](#)

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		X			
Isaias Flowers		X				Jeff White	1 st	X			
Timothy Graham		X									

V. SCHOOL UPDATES

- Enrollment Update: **Dr. Dwayne Davis**
 - [Enrollment](#)
- Pandemic Response Team: **(None)**
- Program Update: **Regina Lauricella**
 - [CAO update](#)
 - [2022 Fall NJ StartStrong Results](#)
- Talent Updates: **(None)**

VI. COMMITTEE UPDATES

- Governance Committee Update: **Altisha Byrd & Dr. Dwayne Davis**
 - Reflection on Quarter 1
 - Leadership Team Development (SMART Goals)
 - Communication & Engagement Strategy
 - DEI and Liberatory Project
 - New Board Member Exploration
- Finance Committee Update: **Tim Graham, Dr. Dwayne Davis, & Joshua Solow**
 - [Monthly Financials Update](#)
 - [October Budget-to-Actual](#)
 - Annual Audit Update
 - 10/15 Enrollment & Budget Update
- Program & Accountability Committee Update: **Dr. White & Regina Lauricella**
 - General Q1 Program Update
 - Data Systems Enhancement - Performance Matters
 - 2022 Fall NJ StartStrong Results
- Facility Committee Update: **Don Taylor & Dr. Dwayne Davis**
 - Madison Project Update
 - Document Review and Approval (Sublease, SNDA, Certificates etc...)
 - Temporary Facility Update

VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION @ 7:08 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	2 nd	X				Donald Taylor		X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X									

- Discussion on current personnel and new hires
- Student discipline and the HIB report were discussed with the Board

VIII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION @7:44 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	2 nd	X				Michael Pages		X			
Alexis Gibson	1 st	X				Donald Taylor		X			
Isaias Flowers		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 **October 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 **October 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 **October 2022**. See document [IX-A-1](#), and [IX-A-1](#).
2. Bills List: To approve bills list for the period **October 24, 2022 to November 28, 2022**. See [document IX-A-2](#)
3. Transfers: To approve transfers for the period **October 24, 2022 to November 28, 2022**. See [document IX-A-3](#)
4. To approve the following payrolls:

Payroll Date	Total Expense	Comment
10/30/2022	\$299,435.47	Regular salary expense for 10 & 12-month employees.
11/15/2022	\$304,156.78	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	2 nd	X				Donald Taylor		X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X									

B. Contract Services

1. To approve the recommendation to contract with **E-Rate Advantage** for the 2022-2023 school year to provide application and reimbursement services for the Federal E-Rate & USAC program. The cost is **\$4,325.33**. This will be funded by general funds. See [attachment IX-B-1](#)
2. To approve the recommendation to contract with **SWING Education** for the 2022-2023 school year to provide substitute teacher placements when needed. The cost shall not exceed **\$20,000**. This will be funded by general funds. See [attachment IX-B-2](#)
3. To approve the recommendation to contract with **Advanced Professional Home Services** to replace the gas water heater tank at the State Street facility.. The cost is **\$4,351.96**. This will be funded by general funds. See [attachment IX-B-3](#)

4. To approve the recommendation to contract with **Iris Molina** to provide school health support services under the supervision of the school nurse during the 2022-2023 school year. The cost shall not exceed **\$7,000**. This will be funded by general funds. [See attachment IX-B-4](#)
5. To approve the recommendation to contract with **Adiyah Washington** to substitute teacher services during the 2022-2023 school year. The cost shall not exceed **\$7,000**. This will be funded by general funds. [See attachment IX-B-5](#)
6. To approve the recommendation to contract with **MDF Strategies LLC** to provide stakeholder communication and engagement strategic services, including planning, guidance, and execution of media, marketing, and community cultivation, to support school growth and execution of the school’s expansion strategic plan during the 2022-2023 and 2023-2024 school year. The cost shall not exceed **\$51,000** and will be funded by the Charter School Expansion Grant (CSP). This will be funded by general funds. [See attachment IX-B-6](#)
7. To approve the recommendation to contract with **LEAD Consulting Group LLC** to provide relevant diversity, equity, and inclusion staff professional development that support the developmental changes in our young as they grow to and through middle school. The vendor will equip staff with relevant theoretical and practical tools to support a high-quality learning environment at the school-level aligned with the student population served and school model. The cost shall not exceed **\$15,000** during the 2022-2023 school year and will be funded by the Charter School Expansion Grant (CSP). This will be funded by general funds. [See attachment IX-B-7](#)
8. To approve the recommendation to renew the contract with **Zoom** for part of the 2022-2023 and 2023-2024 school year to provide virtual conference, phone conference, and webinar services at a reduced rate of **\$2,250.00**. The cost shall not exceed **\$27,000**. This will be funded by general funds. [See attachment IX-B-8](#)
9. To approve the acceptance of the Preschool & Charter School Security Grant in the amount of **\$20,000.00**.
10. To approve the acceptance of the construction Charter Facility Grant in the amount of **\$65,146.00**.
11. To approve the recommendation to contract with **Susan Berriche** to provide student data systems support services, specific to PowerSchool’s Performance Matters, between November 2022 and March 2023. The cost shall not exceed **\$7,000**. 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 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

1. To approve the recommendation to contract with **Advance Professional** to repair the boiler at the Oliver Street facility. The cost is **\$4,400.00**. This will be funded by general funds.

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									

2. To approve the recommendation to accept and sign, where applicable, Sublease, SNDAs, and Certificates in connection with the future Madison St. facility.
 - a) [FINAL PACS- Friends of PACS Sublease](#)
 - b) [PNC - PACS - TENANT SNDA](#)
 - c) [CDTPACS - TENANT SNDA](#)
 - d) [Philip's Charter Compliance Certificate](#)
 - e) [PNC - PACS - Debarment Certificate](#)
 - f) [Philip's Charter School Status Certificate](#)

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									

D. Personnel

1. To approve the following job description(s):
 - a) [Special Projects Coordinator - Temporary](#)

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

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Term (Contract)	Effective Date
Lakeya Washington	Special Project Coordinator- Temporary Role	\$27 Per Hour	Temp to Permanent	11/21/2022 - 03/15/2023
Aliyah Hewitt	Licensed Practical Nurse	\$58,000.00	10	11/16/2022

3. To approve the following resignations:
 - a) **Lauren Taylor**, 2nd Grade Teacher, effective December 23, 2022.
4. 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
Rocio Pena	Teacher Associate	\$43,000.00	10	12/15/2022

5. To approve the following stipends/Bonus:
 - a) **Andrew Campanroa**, Referral Bonus for referring Colleen Campanaro, Teacher Associate **\$250** paid by 11/30/2022
6. To approve the follow appointments and stipends:

- a) **Arthur Redmond**, appointed to Girls Basketball Coach, effective 11/28/2022 to 3/31/2022, in the amount of **\$1,750** paid out in two equal installments on 12/31/2022 (\$875) and 3/31/2023 (\$875).
- b) **Moises Garcia**, appointed to Boys Basketball Coach, effective 11/28/2022 to 3/31/2022, in the amount of **\$1,750** paid out in two equal installments on 12/31/2022 (\$875) and 3/31/2023 (\$875).
- c) **Bruce Falconi**, appointed to Boys Basketball Coach, effective 11/28/2022 to 3/31/2022, in the amount of **\$1,500** paid out in two equal installments on 12/31/2022 (\$750) and 3/31/2023 (\$750).
- d) **Vanessa Diaz**, appointed to the role of Anti-Bullying Coordinator for the 2022-2023 school year, effective 11/1/2022, in the amount of **\$2,500** paid out in two equal installments on 12/31/2022 (\$1,250) and 6/30/2023 (\$1,250).
- e) **Noel Johnson**, appointed to the role of Anti-Bullying Specialist - Grade K-2 for the 2022-2023 school year.
- f) **Arthur Redmond**, appointed to the role of Anti-Bullying Specialist - Grade 3-6 for the 2022-2023 school year.

7. To approve the following leave of absence without pay:

- a) **Timothy Bryant**, Start Date: 11/23/22 End Date: 2/28/23 Return Date: 3/1/23

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	2 nd	X				Michael Pages		X			
Alexis Gibson	1 st	X				Donald Taylor		X			
Isaias Flowers		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)
12/21/2022	All Students and Staff will travel to [location in Paterson to be determined] for the annual K-2 and 3-6 Winter Concert. The community will engage in musical tradition that displays and sparks musical artistry within our students. Cost may include bussing and securing the venue. Cost is estimated to not exceed \$9,000.00	\$9,000.00

2. To approve the following staff professional travel activities

Date	Description	Cost (Not to Exceed)
12/14/2022	All staff will travel to LaNeves, located at 276 Belmont Avenue, Haledon, NJ 07508 on 12/14/2022, for the Fall Staff Holiday Celebration. During the event staff will engage in culture building activities, including, dinner, recognition, and department data	\$10,000

	presentations. The cost includes venue, food, music, PACS holiday gift bag, photography. The cost shall not exceed \$10,000.00 and will be funded by special unrestricted revenue.	
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3. To approve the recommendation to contract service with **The City of Paterson** to provide EMT services during the Fall Festival on November 2, 2022 as required to retrieve the City permit to occupy Gray St. on November 2, 2022. The cost is **\$320**. [See attachment IX-E-3](#)
4. To approve the following HIB incident reports:

a) **September 2022**

# code of conduct	# possible HIB	# unfounded	# founded
15	0	0	0

b) **October 2022**

# code of conduct	# HIB	# unfounded	# founded
37	2	1	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	2 nd	X				Donald Taylor		X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X									

F. Policy | Governance | Operations | Miscellaneous

1. To approve the 2021-2022 HIB Assessment Report. [See attachment IX-F-1](#)
2. To approve the 2022-2023 Annual Charter/Renaissance School Fiscal Questionnaire. [See attachment IX-F-2](#)
3. To approve the Tuition Reimbursement Policy & Procedure Review. [See attachment IX-F-3](#)

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									

X. NEW BUSINESS

A. -

XI. OLD BUSINESS

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

XII. MOTION TO ADJOURN @ 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		X				Jeff White	2 nd	X			

Timothy Graham		X									
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