# Board of Trustees Meeting - MINUTES

190 Oliver Street, Paterson NJ 07505, Rm 108 6/14/23 at 4:00 PM

**Join Zoom Meeting**

**Meeting ID**: 966 6863 5643

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

**I.**

A. **CALL TO ORDER – 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.

4:05 PM Dr. Dowayne Davis, CEO, read the open public meeting act.

**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 | 4:15 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. Dowayne Davis (Chief Executive Officer) | Joshua Solow (School Business Administrator & Secretary) (Left 4:15 PM) |
| | |

4:05 PM Dr. Dowayne Davis, CEO, conducted roll-call attendance and called the meeting to order.

**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.

There were no public comments.

**IV. AGENDAS & APPOINTMENTS**

A. **APPROVAL OF AGENDA**

1. Resolved that the Board approves the regular meeting agenda for the **June 14, 2023** meeting.

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

## V. COMMITTEE UPDATES

**A.** Facility Committee Update: **Don Taylor & Dr. Dowayne Davis**

1. 59 Spruce Street Facility & Lease Agreement

**B.** Governance Committee Update: **Altisha Byrd & Alexis Gibson**

1. CEO Evaluation Framework Overview
   a) Combined Board Members and CEO Input
   b) Board meets as a body
   c) Board discusses and reviews the evaluation with the CEO
   d) The evaluation is then accepted and approved

4:14 Dr. Dowayne Davis and the Board discussed facility matters including the identification of the Spruce St. building for grades 6-7, benefits of the locations, and timing to access the facility for relocation.

Dr. Davis and the Board discussed the process used to draft the CEO annual evaluation and the process that would be used to review the CEO annual evaluation.

## VI. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION

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

4:14 PM, the board unanimously voted to end the public session and enter into executive session.

- CEO Annual Evaluation

4:15 The Board reviewed the CEO Annual evaluation as a board and with Dr. Davis.

## VII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION

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

4:57 PM the board unanimously voted to end the executive session and enter into public session.

## VIII. MOTIONS FOR APPROVAL

A. **Finance**
B. **Contract Services**
C. **Buildings & Grounds**

1. To approve 2023-2024 facility lease between the school and **OLIVER'S CORNER NONPROFIT LLC** as described in the lease agreement to rent the facility space located at 59 Spruce Street, Paterson NJ 07501. **See attachment VII-C-1**

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

5:02 PM the board unanimously voted to approve the facility lease between the school and OLIVER'S CORNER NONPROFIT LLC.

D. **Personnel**

1. To accept the 2022-2023 Annual Chief Executive Officer evaluation for Dr. Dowayne Davis. **See attachment VII-D-3**
2. To approve the contractual 22-23 performance bonus of $10,000.00, to be paid on June 30, 2023, to Dr. Dowayne Davis, Chief Executive Officer.
3. To approve the following 2023-2024 contract. **See attachment VII-D-3**

| Name (Resume) | Position (Job Desc) | Salary *(Pro-rate)* | Re-signed Bonus | Performance Bonus | Term (Contract) | Effective Date |
|---|---|---|---|---|---|---|
| Dr. Dowayne Davis | Chief Executive Officer | $220,500 | $1,000 | $20,000 | 12 | 7/1/2023 |

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

5:03PM the board unanimously voted to approve the personnel items.

Notes: Board enthusiastically approves the CEO's 23-24 contract.

E. **Curriculum & Special Services**

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

**IX. NEW BUSINESS**

**X. OLD BUSINESS**

**XI. MOTION TO ADJOURN**

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

5:03PM the Board unanimously voted to adjourn the meeting.

Respectfully submitted at: **5:03 PM, June 14, 2023**
Submitted by: **Dr. Dowayne Davis (in lieu of Josh Solow, Board Secretary)**