

- I.
- A. **CALL TO ORDER – @ 6:06 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) X	Joshua Solow (School Business Administrator & Secretary) X
Regina Lauricella (Chief Academic Officer) X	Khadijah King (Incoming new board member) 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 **February 27, 2023** meeting.

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									

**B. APPROVAL OF MINUTES**

- Resolved that the Board approve the regular session minutes from the **January 23, 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	1 <sup>st</sup>	X			
Alexis Gibson	2 <sup>nd</sup>	X				Donald Taylor		X			
Isaias Flowers					X	Jeff White		X			
Timothy Graham		X									

**C. APPOINTMENTS**

- To appoint **Khadijah King**, by election, as a voting member of the Philip’s Academy Charter School of Paterson’s Board of Trustees for a two-year term with a beginning date of 2/27/2023 and ending date of 2/26/2025.
  - [Khadijah King’s Resume](#)
  - [Oath of Office](#)

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									

**V. SCHOOL UPDATES**

- Enrollment Update: **Dr. Dwayne Davis**
  - [Enrollment & Student Data](#)
- Pandemic Response Team: **Dr. Dwayne Davis**
  - No recent outbreaks
  - COVID-19 cases continue to be identified, isolated, and responded to as needed
- Program Update: **Regina Lauricella**
  - [CAO Program update](#)
  - [Mid-year data review](#)
- Talent Updates: **Dr. Dwayne Davis**
  - No updates

**VI. COMMITTEE UPDATES**

- Governance Committee Update: **Altisha Byrd & Dr. Dwayne Davis**
  - Staff & Leadership Mid-Year evaluations are in progress
  - Leadership evaluation framework introduced and Mid-Year evaluations are in progress
  - CEO evaluation framework drafted
- Finance Committee Update: **Tim Graham, Dr. Dwayne Davis, & Joshua Solow**
  - [Monthly Financials discussed](#)
  - [January Budget-to-Actual](#) shows positive financial trends
  - FY23 Projected Budgets scheduled for completion in March
- Program & Accountability Committee Update: **Dr. Jeff White & Regina Lauricella**
  - iReady implementation underway
  - Academic priorities are in progress
  - Mid-Year student academic progress reviewed
- Facility Committee Update: **Don Taylor & Dr. Dwayne Davis**
  - Temporary facilities leases received and being reviewed acceptance

2. Madison facility project continues to progress within budget
3. PGIM Donated Furniture to PACS

**VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @ 7:15 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			

- Staff/personnel updates.
- Update on current ongoings at the school.

**VIII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION - @ 7:55 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. To approve the Board Secretary’s Report and Bank Reconciliation Report for **January 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 **January 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 **January 2023**. See document [IX-A-1](#), and [IX-A-1](#).
2. Bills List: To approve bills list for the period **January 24, 2023 - February 27, 2023**. See [document IX-A-2](#)
3. Transfers: To approve transfers for the period **January 24, 2023 - February 27, 2023**. See [document IX-A-3](#)
4. To approve the following payrolls:

Payroll Date	Total Expense	Comment
11/31/2023	\$320,128.99	Regular salary expense for 10 & 12-month employees.
02/15/2023	\$313,680.95	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		X				Khadijah King	2 <sup>nd</sup>	X			

**B. Contract Services**

**Philip’s Academy Charter School of Paterson** Board Meeting Minutes – February 27, 2023 at 6:00 PM

**Meeting ID:** 966 6863 5643

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

1. To approve the recommendation to contract with **Advance Professional** to provide elevator boiler repairs at Oliver St. The cost shall not exceed **\$1,093.32**. This will be funded by general funds. [See attachment IX-B-1](#)
2. To approve the recommendation to contract with **CDW-G** to provide Microsoft Office Professional Plus Software License. The cost shall not exceed **\$1,973.40**. This will be funded by general funds. [See attachment IX-B-2](#)
3. To approve the recommendation to contract with **SISWORKS** to provide PowerSchool and State Reporting Information Systems services during the 2022-2023 school year. The cost shall not exceed **\$7,500.00**. This will be funded by general funds. [See attachment IX-B-3 & IX-B-3](#)
4. To approve the recommendation to join **The Charter School Athletics League** for the 2022-2023 school year to participate in coordinated **Boys and Girls Soccer** sports activities. The cost is **\$600.00**. [See attachment IX-B-4](#)
5. To approve the recommendation to extend the contract with **Ellianne Gallardo** to provide HR & personnel services to sustain business office functions and training the new HR & personnel staff through May 31, 2023. The cost shall not exceed **\$14,000**. This will be funded by general funds. [See attachment IX-B-5](#)
6. To approve the recommendation to contract with **Marlan Cameron** to provide Culture Support services that support the student support structures while temporary individualized programming utilizes current student support staff. Services will be provided February 13, 2023 to March 31, 2023. The cost shall not exceed **\$5,000**. This will be funded by general funds. [See attachment IX-B-6](#)
7. To approve the recommendation to contract with **Laura Kohler** to provide Special Education technical assistance services to reinforce staff access and knowledge of PACS special education programs. Services will be provided March to March 7, 2023 to June 30, 2023. The cost shall not exceed **\$10,000**. This will be funded by IDEA funds. [See attachment IX-B-7](#)
8. To approve the recommendation to pay the Department of Labor boiler inspection violation fee, issued on **February 1, 2023**, in the amount of **\$220.00**. This will be funded by general funds.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	1 <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			

### C. Buildings & Grounds

1. To approve 2023-2024 facility lease between the school and ST. ANTHONY OF PADUA RC CHURCH as described in the lease agreement to rent the facility space located at 159 Madison Street, Paterson NJ 07501. [See attachment IX-C-1](#)
2. To conditionally approve 2023-2024 facility lease between the school and ST. STEPHEN RC CHURCH as described in the lease agreement to rent the facility space located at 212 Market Street, Passaic NJ 07055, pending the receipt of Certificate of Occupancy for Educational use and the facility waiver approval by the New Jersey Department of Education. [See attachment IX-C-2](#)

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		
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**D. Personnel**

1. To approve the following resignations:
  - a) **Faith D’Ulisse**, Special Education Teacher, effective **Friday, March 17, 2023**.
2. To approve the following unpaid leave of absences
  - a) Hasey Santana, Assistant Operations Director, (1st) **September 22, 2022 to October 3, 2022**, (2nd) **November 16, 2022 to February 16, 2023** and (3rd) **February 16, 2023 to May 15, 2023** - Medical Leave under FMLA.
3. To approve the recommendation to reimburse **Erika Arellanno, Director of Operations** in the amount of **\$212.24** for reimbursable expenses related to Holiday Feast. This is a student related expense and is funded by general funds. [See attachment IX-D-3](#)
4. To approve the the following stipend amount(s):
  - a) Home Instruction Hourly rate: **\$50** per hour
  - b) Saturday School and Learning Acceleration Non-Teacher: **\$65** (not to exceed \$1,500 in SY22-23)
  - c) Saturday School and Learning Acceleration Teacher: **\$90** (not to exceed \$2,000 in SY22-23)
  - d) Saturday School and Learning Acceleration Administrator: **\$100** (not to exceed \$2,000 in SY22-23)
5. To approve the following stipends/Bonus:
  - a) **Christopher Gwasda**, appointed as Athletics Coordinator, effective 11/1/2022 to 6/30/2023, in the amount of **\$2,500** paid out in equal installments on 12/31/2022 (\$1,250) and 6/30/2023 (\$1,250).
  - b) **Julissa Espino**, appointed as Associate Athletics Coordinator, effective 2/13/2023 to 6/30/2023, in the amount of **\$1,000** paid out in one installment on 6/30/2023 (\$1000).
  - a) **Julissa Espino**, appointed to Girls Basketball Assistant Coach, effective 2/2/2023 to 3/31/2022, in the amount of **\$750** paid out in one installments on 3/31/2023 (**\$750**).
  - b) **Siera Sangster, Second Grade Teacher**, as Home Instructor, effective 01/11/2023 to 02/10/2023, at an hourly rate of **\$50**. Cost shall not exceed **\$550** and will be paid by general funds.
  - c) **Christine Adams, Second Grade Teacher** as Teacher Provisional Mentor, effective 02/07/2023 for the remainder of the 2022-2023 school year, in the amount of **\$500**, to be paid in one installment on **06/30/2023**. The associated mentor fee will be paid by the school on behalf of the mentee as a benefit.
6. To approve the following position adjustments and/or contract adjustments: [See attachment IX-D-6](#)

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Term (Contract)	Effective Date
<a href="#">Vanessa Valentin</a>	Teacher Associate	\$45,000.00	10	3/1/2023
<a href="#">Vimaldy Rodriguez De Perdomo</a>	ESL Teacher	\$60,000.00	10	3/1/2023

7. To approve the following new hires and contracts: [See attachment IX-D-7](#)

Name (Resume)	Position (Job Desc)	Salary	Term	Effective Date
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		<i>(Pro-rate)</i>	<i>(Contract)</i>	
<a href="#">Emmy Garcia</a>	One-to-One Aide	\$30,900.00	10	2/16/2023
<a href="#">Cortney Pearson</a>	Teacher Associate	\$45,000.00	10	2/16/2023

8. To approve the following Evaluation Framework and Rubrics for the 2022-2023 School Year:
  - a) [Academic Leadership Evaluation Framework](#)
  - b) [Academic Leadership Evaluation Rubric](#)
  - c) [Operations and Non-Instructional Evaluation Framework](#)
  - d) [Operations and Non-Instructional Evaluation Rubric](#)
9. To approve the recommendation to reimburse **Erika Arellano, Director of Operations** for expense incurred as shown below:
  - a) Credit Card needed for School Website Hosting (SquareSpace): **\$375.00**
  - b) Credit Card needed for Holiday Feast Student Event (Cupcakes): **\$221.24**

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

#### E. Curriculum & Special Services

1. To approve the following educational student trips

Date	Description	Cost (Not to Exceed)
02/14/2023-03/31/2023	To approve the cheer/dance student members and staff to travel to basketball games as per the prior approval basketball travel schedule in order to show school spirit. There is no additional cost associated with this travel.	\$0
04/14/2023	To approve the travel of approximately 75 students, 10 staff, and 5 Chaperones in/for <b>Grade K</b> to visit the <b>Turtle Back Zoo</b> located at <b>560 Northfield Avenue West Orange, NJ 07502</b> . During this trip students will be able to experience various wildlife and participate in educational activities. Cost includes bussing, registration, and shall not exceed <b>\$3,000.00</b> .	\$3,000.00

2. To approve the following staff professional travel activities

Date	Description	Cost (Not to Exceed)
03/17/2023	To approve <b>Vanessa Diaz and Noel Johnson</b> , to attend the Exceptional Children Conference at Ramapo College of New	<b>\$320</b>

	Jersey, 505 Ramapo Valley Road, Mahwah, NJ 07430 on March 13, 2023. Expenses for this travel included registration. Cost shall not exceed <b>\$320</b> . <a href="#">See attachment IX-E-2</a>	
03/30/2023	To approve <b>Three Staff</b> , to attend the Montclair State University Educators’ Exchange, at University Promenade, Montclair, NJ 07043 on March 30, 2023 to recruit talent. Expense for this travel includes registration for each traveler (\$100/per). Cost shall not exceed <b>\$300</b> . <a href="#">See attachment IX-E-2</a>	<b>\$300</b>

3. To approve the recommendation to agree with **William Paterson University** to allow PACS Paterson to host 3-5 education undergraduate majors and teacher candidates as part of their field experience during the Winter and Spring of the 2022-23 school year. [See attachment IX-E-3](#)
4. To approve the purchase of sixty (60) 6th grade reading books: “Misty Copeland: Life in Motion - An Unlikely Ballerina”, in the amount of **\$959.40**. This will be funded by general funds.
5. To approve the following HIB incident reports:
  - a) **January 2023**

Site	# code of conduct	# possible HIB	# unfounded	# founded
State	14	0	0	0
Oliver	94	0	0	0
<b>All</b>	<b>108</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

1. To approve the school required participation in the SEMI (Medicaid) program during the 2023-2024 school year.

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

**X. NEW BUSINESS**

- A. – Reminder to upload financial disclosures for board members.

**XI. OLD BUSINESS**

- A. -

**XII. MOTION TO ADJOURN - @ 8:10 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		X			
Isaias Flowers					X	Jeff White		X			
Timothy Graham		X				Khadijah King	1 <sup>st</sup>	X			

Respectfully submitted at: 11:00 AM, February 28, 2023

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