

I.

- A. **CALL TO ORDER – @ 6:04 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 (6:05 PM)
Timothy Graham (Trustee)	June 2024			X (6:16 PM)
Michael Pages (Trustee)	June 2024			X (6:11 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** – Natasha Lyndsy asked the board questions regarding school locations and timelines to move in for school year 2023-2024.

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 **March 27, 2023** meeting.

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			

**B. APPROVAL OF MINUTES**

1. Resolved that the Board approve the regular session minutes from the **February 27, 2023** meeting. [See document IV-B-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		X			
Isaias Flowers		X				Jeff White	2 <sup>nd</sup>	X			
Timothy Graham					X	Khadijah King		X			

**V. SCHOOL UPDATES**

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

1. [Enrollment & Student Data](#)
  - a) SY 23-24 enrollment target is 585 students (+75/15%)
  - b) 505/512 (98.6%) of current students are registered for 23-24 SY
  - c) 3/15 Enrolled Lottery held for 95 seats with 434 Applicants (37 Siblings)

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

1. No Outbreaks nor Closures

**C. Program Update: Regina Lauricella (Dr. Davis In Lieu)**

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 (98/112/88%) of FY23-24 are identified
3. Individual and group conversations with staff regarding next-year plans will be carried out
4. Hiring for next year has begun
  - a) Anticipate difficulties with 6-7 STEM, Nurse and K-7 Special Education positions

**VI. COMMITTEE UPDATES**

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

1. Discussed current enrollment, program updates and talent strategies
2. High-level reviewed of the FY 23-24 Budget
3. Gave feedback on Dine & Dialogue with families

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

1. [Monthly financials discussed](#)
2. [February Budget-to-Actual](#) cash flow is positive with spending trends as a concern
  - a) Current spending trends to be reviewed to mitigate potential for year-end deficit
3. FY23-24 Projected Budget Reviewed and discussed in detail, adjustments were provided
4. FY21-22 Audit was completed with no findings

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

1. Program updates on iReady implementation & Gr 5-6 Saturday Programming
2. Engaging leaders to reimagine Student’s SEL development and programs for and towards middle school. Focus includes:
  - a) Enhancing restorative practices
  - b) Promoting students voice
  - c) Increasing student agency

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

1. Madison construction progress (Switch Gear to arrive on time)

2. Temporary facility and access to additional space at St. Anthony's
3. Construction webpage and facilities plan communication to launch in April

**VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @ 6:55 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			

- Personnel
- SBA Services discussed

**VIII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION - @ 8:08 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	2 <sup>nd</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	1 <sup>st</sup>	X				Khadijah King		X			

**IX. MOTIONS FOR APPROVAL**

**A. Finance**

1. To approve the Board Secretary's Report and Bank Reconciliation Report for **February 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 **February 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 **February 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
02/28/2023	\$313,376.33	Regular salary expense for 10 & 12-month employees.
03/15/2023	\$295,764.33	Regular salary expense for 10 & 12-month employees.

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

**B. Contract Services**

1. To approve the recommendation to contract with **Advance Professional** to provide 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 terminate the contract service with **MDF Strategies LLC** effective **Thursday, March 2 2023** with final invoice payment **March 31, 2023**.
3. To approve the recommendation to contract with **Trans-Ed Inc** to provide bus aides. The cost shall not exceed **\$3,315**. This will be funded by general funds. [See attachment IX-B-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			

### C. Buildings & Grounds

1. To approve 2023-2024 facility lease addendum between the school and ST. ANTHONY OF PADUA RC CHURCH as described in the lease addendum agreement to rent the hall as additional facility space located at 159 Madison Street, Paterson NJ 07501. [See attachment IX-C-1](#)

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			

### D. Personnel

1. To approve the following Position Description
  - a) [Lead Custodian & Facility Coordinator](#)

2. To approve the following new hires and contracts: [See attachment IX-D-2](#)

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Term (Contract)	Effective Date
<a href="#">Tanisha Thomas</a>	One-to-One Aide	\$30,900.00	10	3/16/2023
<a href="#">Gina Berry</a>	Managing Director of Business & Operations	\$100,000.00	12	4/2/2023
<a href="#">Charles Robinson</a>	Lead Custodian & Facility Coordinator	\$67,000.00	12	5/1/2023

3. To approve the following resignations:
  - a) **Andrew Campanaro**, 6th Grade History Teacher, effective **Friday, May 19, 2023 5PM**.
4. To approve the following termination:
  - a) **Timothy Bryant**, Facility Coordinator, effective **Sunday March 5, 2023** (Reason: Job Abandonment)
  - b) **Aliyah Hewitt**, School LPN, effective **Friday, May 15, 2023**. (Reason: Job Abandonment)

5. To approve the following unpaid leave of absences
  - a) Regina Lauricella, Chief Academic Officer, **April 15, 2022 to July 9, 2023** Family Leave under FMLA.
  
6. To approve the following stipends/Bonus:
  - a) **Whitney Lluen**, for talent screening and coordination, effective 3/1/2023 to 6/30/2023, in the amount of **\$1,500** paid in one installment 6/30/2023.
  - b) **Kelvin Dickson**, for State Street Facility Support, effective 3/1/2023 to 4/31/2023, in the amount of **\$750** paid in one installment 6/30/2023.
  - c) **Nicole Slota, Math Specialist** as Teacher Provisional Mentor, effective 3/15/2023 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.
  - d) **Haley Duggan**, 4th Grade Teacher, Mission-aligned project, effective **3/28/2023 to 6/30/2023** in the amount of **\$1,500** paid in one installment on 6/30/2023. Ms. Duggan will be completing two homegrown units maps: Close Reading and Written Responses (test prep units) and revise and edit all 4th grade ELA units.
  - e) **Tanisha Thomas**, 1-1 Aide, For TA Duties at a rate of **\$671.43 per payroll** from **March 16, 2023 to June 30, 2023** in an amount not to exceed **\$5,371.44** [See Attachment IX-D-6](#)
  - f) Saturday Program Staff Stipend
    - (1) Nicole Slota (Grade 5 Math) Teacher Rate \$90 Per Hour
    - (2) Haley Duggan (Grade 5 ELA) Teacher Rate \$90 Per Hour
    - (3) Sabrina Zatarain (Grade 6 Math) Teacher Rate \$90 Per Hour
    - (4) Eileen Turgott (Grade 6 ELA) Teacher Rate \$90 Per Hour
    - (5) Amber Alford (Support Staff) Support Rate \$65 Per Hour
    - (6) Shacklee Petgrave (Support Staff Security Week 1-2) Support Rate \$65 Per Hour
    - (7) Jonathan Rodriguez (Support Staff Security Week 3-5) Rate \$65 Per Hour
    - (8) Stephanie Bowers (Site Administrator) - 3 weeks Rate \$100 Per Hour
    - (9) Whitney Lluen (Site Administrator) - 1 week Rate \$100 Per Hour
    - (10) Regina Lauricella (Site Administrator) - 1 week Rate \$100 Per Hour
  
7. To approve the following tuition reimbursement
  - (1) Nicole Slota-Terry, **\$1,500** to be paid via agency check. [See attachment IX-D-7](#)

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	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)
03/14/2023-05/31/2023	To approve the PACS Soccer team members and staff to travel to soccer games as per the NJCSAL soccer game schedule. Cost for this travel	\$2,100.00

	includes bussing. <a href="#">See attached IX-E-1</a>	
06/08/2023	To approve the travel of approximately 81 students, 4 staff, and 15 Chaperones in/for <b>4th Grade</b> to visit the <b>Bronx Zoo</b> located at <b>2300 Southern Blvd, Bronx NY, 10460</b> . During this trip students will be able to experience various wildlife and make connections to classroom learning. Cost includes bussing, registration, and shall not exceed <b>\$2,900.00</b> . <a href="#">See attachment IX-E-1</a>	\$2,900.00
04/31/2023	To approve the travel of approximately 20 students, 2 staff, in <b>6th Grade</b> to visit the <b>Oasis Women's Shelter</b> located at <b>Address</b> . During this trip students will be able to complete community service by dropping off hand-made bags to women in need. There is no cost for this travel.	\$0

2. To approve the following staff professional travel activities

Date	Description	Cost (Not to Exceed)
04/28/2023	To approve <b>Two Staff</b> , to attend the Rutgers-New Brunswick Tri-State Career & Internship Fair, at Jersey Mike's Arena, 83 Rockafeller Rd, Piscataway, NJ 08854 on April 28 30, 2023 to recruit talent. Expense for this travel includes registration for each traveler (\$100/per). Cost shall not exceed <b>\$525</b> . <a href="#">See attachment IX-E-2</a>	<b>\$525</b>

3. To approve the recommendation to contract with **Destination Athlete** to procure Soccer Team uniforms. The cost shall not exceed **\$1,016.00**. This will be funded by general funds. [See attachment IX-E-3](#)
4. To approve the recommendation to contract with CPI to provide two culture support staff with CPI train the trainer training to turnkey CPI training to staff. The cost shall not exceed \$8,498 and will be funded by CSP Special Revenues. [See attachment IX-E-4](#)

5. To approve the following HIB incident reports:

a) **February 2023**

Site	# code of conduct	# possible HIB	# unfounded	# founded
State	6	0	0	0
Oliver	44	1	1	0
<b>All</b>	<b>50</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	2 <sup>nd</sup>	X				Jeff White		X			
Timothy Graham		X				Khadijah King		X			

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

**X. NEW BUSINESS**

A. -

**XI. OLD BUSINESS**

A. Board Ethics Reports

**XII. MOTION TO ADJOURN @ 8:22 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	2 <sup>nd</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X				Khadijah King		X			

Respectfully submitted at: 9:30 AM, March 28, 2023

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