

**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 2025	X		
Alexis Gibson (Vice-President)	June 2025	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		
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 **August 28, 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		X				Donald Taylor		X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	2 <sup>nd</sup>	X				Khadijah King		X			

**B. APPROVAL OF MINUTES**

1. Resolved that the Board approve the regular session minutes from the **July 24, 2023** meeting.  
[See document IV-E-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		X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X				Khadijah King	2 <sup>nd</sup>	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. General Updates (PDs, Extended Date Programs)
  2. Annual Priorities
- D. [Talent Updates](#): **Dr. Dwayne Davis**
  1. Talent Tracking
    - a) FY23-24 Priorities: **1) Staff retention 2) Talent Acquisition 3) Student Representation**
  2. 112 positions budgeted for SY23-24
    - a) 99 (88%) → 105 (93%) Identified
    - b) 93 (85%) → 103 (91%) Filled
    - c) 63% → 70% Student Representation

**VI. COMMITTEE UPDATES**

- A. Governance Committee Update: **Altisha Byrd & Dr. Dwayne Davis**
  1. General school updates (Enrollment, Profession Development, School Opening)
    - a) New programs such as Peer Group Connection, and CEI Robotics discussed
  2. Talent Recruitment: School continues to retain more than 90% of staff and fill positions
  3. 2023-2024 annual priorities and established SMART goals were discussed
- B. Finance Committee Update: **Tim Graham, Dr. Dwayne Davis, & Joshua Solow**
  1. [Monthly financials were discussed](#)
  2. [June SY23 Budget-to-Actual](#) cash flow is positive with sustained cash balance
    - a) Project 547K Surplus
  3. [July SY23 Budget-to-Actual](#) cash flow is positive with sustained cash balance
    - a) Project 42K Surplus
    - b) Spending Priorities: 1) CSP Grant, 2) Capital Projects 3) General Funds
- C. Program & Accountability Committee Update: **Dr. Jeff White & Regina Lauricella**
  1. Curriculum & Instruction: New Teacher Orientation & August Institute, 1st 6-weeks of School
  2. School Teams, Programs & Partnerships, and Special Education were discussed
  3. Sheltered English Instruction Training, Family Orientations, and HIB Specialists were discussed
- D. Facility Committee Update: **Don Taylor & Dr. Dwayne Davis**
  1. Madison construction progress
    - a) Continues to progressing well
    - b) Project remains on budget
    - c) Decisions on courtyard, play area, and rooftop garden (est: \$400,000)
    - d) Working to determine remaining cost of Furniture, Fixtures, and Equipment that are outside of Cons Budget

**VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @ 6:50 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			

- Staff/personnel discussed.
- Current purchases and contracts at the school discussed.

**VIII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION - @ 7:05 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		X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	1 <sup>st</sup>	X				Khadijah King	2 <sup>nd</sup>	X			

**IX. MOTIONS FOR APPROVAL**

**A. Finance**

**1.**

- a) To approve the Board Secretary’s Report and Bank Reconciliation Report for **June 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 **June 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 **June 2023**. **See document [IX-A-1](#), and [IX-A-1](#).**
- b) To approve the Board Secretary’s Report and Bank Reconciliation Report for **July 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 **July 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 **July 2023**. **See document [IX-B-1](#), and [IX-B-1](#).**

**2. Bills List:**

- a) To approve bills list for the period **July 25, 2023 to August 28, 2023**. **[See document IX-A-2](#)**

**3. Transfers:**

- a) To approve transfers for the period **June 1, 2023 - June 30, 2023**. **[See document IX-A-3-A](#)**
- b) To approve transfers for the period **July 1, 2023 - July 31, 2023**. **[See document IX-A-3-B](#)**

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

Payroll Date	Total Expense	Comment
07/30/2023	\$112,500.19	Regular salary expense for 10 & 12-month employees.

08/15/2023	\$130,653.18	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		X				Donald Taylor	2 <sup>nd</sup>	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X				Khadijah King		X			

**B. Contract Services**

- 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/Backup	Funding Source
Yondr inc	Promote focused learning/ Phone free environment	<a href="#">\$9,196.00</a>	CSP
NJ American Academy of Pediatrics	School Health Conference	<a href="#">\$235.00</a>	General Funds
Delta-Group	Staffing Agency	<a href="#">\$60,000.00</a>	General Funds
Meg Moran	Curriculum Writer Consultant	<a href="#">\$15,000.00</a>	CSP
CDW-G	Laptops for Staff	<a href="#">\$30,589.50</a>	General Funds/CSP
QUALITY EDUCATION & DEVELOPMENT, LLC	Student Chromebooks	<a href="#">\$72,750.00</a>	General Funds/CSP
FastSigns	Location signage	<a href="#">\$4,941.39</a>	CSP
Birch Agency	Speech Staffing	<a href="#">\$39,100.00</a>	General Funds
Ellianne Gallardo	HR & Personnel technical assistant services	<a href="#">\$5,500.00</a>	General Funds
For Struggling Creatives LLC	Photography and Videography Services	<a href="#">\$6,000.00</a>	CSP
Advance Local	Marketing and Branding services for talent recruitment for school growth	<a href="#">\$30,000.00</a>	CSP

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			

**C. Buildings & Grounds**

- 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, LLC	Smart Tv Installations (15) – 15 X \$325.00	<a href="#">\$4,875.00</a>	CSP
Hertz Furniture	Student Furniture Madison	<a href="#">\$7,567.04</a>	CSP

Hertz Furniture	Student Furniture Madison	<a href="#">\$7,405.20</a>	CSP
Hertz Furniture	Student Furniture Spruce	<a href="#">\$1,126.00</a>	CSP
Phoenix Security Group inc	Intercom and door locks, plus 9 months of monitoring	<a href="#">\$3,180.00</a>	CSP
Arrow Elevator Incorp	Elevator Maintenance	<a href="#">\$2,940.00</a>	General Funds
Western Pest Services	Pest Elimination	<a href="#">\$6,750.00</a>	General Funds
Ikon Business Group	Cameras for Spruce St.	<a href="#">\$16,170.30</a>	CSP
Freedom Electrical Contracting	Electrical Work	<a href="#">\$6,550.00</a>	General Funds
ITSecure Systems	SonicWall Advanced Gateway Security Suite -	<a href="#">\$4,896.00</a>	CSP
Flatbush Moving Van Company	Second Move to Madison and Spruce	<a href="#">\$3,200.00</a>	General Funds
QUALITY EDUCATION & DEVELOPMENT, LLC	Cable drops for the phones Madison St.	<a href="#">\$3,950.00</a>	CSP
Advanced County Locksmith	Keys for Madison	\$50.00	General Funds
BioShine	Cleaning Supplies for Madison	<a href="#">\$5,228.39</a>	General Funds
Lvegaproservices	One-time cleanup service - State St.	<a href="#">\$2,000.00</a>	General Funds
Lvegaproservices	Wall and Door Repair - Spruce St.	<a href="#">\$2,100.00</a>	General Funds

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		X				Khadijah King	1 <sup>st</sup>	X			

#### D. Personnel

1. To approve the following job descriptions
  - a) Manager of Operations & Technology - Temporary

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
Briana Bouknight	Kindergarten Teacher	\$61,500.00	10	8/17/2023
Amy Butcher	1st Grade Teacher	\$61,500.00	10	8/17/2023
Marlan Cameron	School Culture Aide	\$45,000.00	12	8/17/2023
Timothy Capers	Teacher Associate	\$45,000.00	10	8/17/2023
Barbara Catala	1st Grade Teacher	\$61,500.00	10	8/17/2023

Ivana Cunningham	School LPN	\$65,000.00	10	8/17/2023
Deanna Degrandis	Teacher Associate	\$45,000.00	10	8/17/2023
Corry Fields	Teacher Associate	\$45,000.00	10	8/17/2023
Marla Lustig Guariglia	Speech and Language Pathologist	\$80,000.00	10	8/17/2023
Kierstynn Mays	Science Teacher	\$70,000.00	10	8/17/2023
Catherine Negron	Special Education Teacher	\$73,000.00	10	8/17/2023
Pamela Picon	Special Project Coordinator - Community Engagement (Temp)	\$50,000.00	12	8/17/2023
Annery Ramirez	Teacher Associate	\$45,000.00	10	8/17/2023
Kenisha Richards	Manager of Operations & Technology	\$62,000.00	12	8/21/2023
Asia Stewart	Teacher Associate	\$45,000.00	10	8/17/2023
Dr. Natasha Thomas	Seventh Grade Teacher (English)	\$92,000.00	10	10/16/2023

3. To approve the follow appointments and stipends:
- Summer School Teachers, \$250 daily rate, 6/27/23-8/3/23
    - Christine Adams
    - Jennifer Hernandez
  - Vanessa Diaz**, appointed to the role of Anti-Bullying Coordinator for the 2023-2024 school year, effective 9/1/2023, in the amount of **\$2,500** paid out in two equal installments on 12/31/2023 (\$1,250) and 6/30/2024 (\$1,250).
  - Noel Johnson**, appointed to the role of HIB Specialist (Grade K-2) for the 2023-2024 school year, effective 9/1/2023, in the amount of **\$1,500** paid out in two equal installments on 12/31/2023 (\$750) and 6/30/2024 (\$750).
  - Kennia Salmeron**, appointed to the role of HIB Specialist (Grade 3-5) for the 2023-2024 school year, effective 9/1/2023, in the amount of **\$1,500** paid out in two equal installments on 12/31/2022 (\$750) and 6/30/2024 (\$750).
  - Debbie Sappleton**, appointed to the role of HIB Specialist (Grade 6-7) for the 2023-2024 school year, effective 9/1/2023, in the amount of **\$1,500** paid out in two equal installments on 12/31/2022 (\$750) and 6/30/2024 (\$750).
  - Natasha Thomas**, appointed to the role of Humanities & Literacy Coaching for the 2023-2024 school year, effective 9/1/2023, in the amount of **\$10,000** paid out in four equal installments on 10/31/2023 (\$2,500), 12/31/2022 (\$2,500), 3/31/2024 (\$2,500) and 6/30/2024 (\$2,500).

- g) Grade Level Lead for the 2023-2024 School Year. The Grade Level Lead stipend, if accepted by the employee, will be in the amount of \$2,000 and paid out two equal installments on 12/31/2023 (\$1,000) and 6/30/2024 (\$1,000).
  - (1) Tracy Petroni
  - (2) Lauren Rhoades
- h) Before care programing stipend paid at daily rate of \$45 per day worked.
  - (1) Meysha Woodley (Madison)
  - (2) Devorath Vera (Madison)
  - (3) Corry Fields (Spruce)
  - (4) Jennifer Hernandez (State)
- i) Before care programing stipend paid at daily rate of \$65 per day worked.
  - (1) Christopher Gwasda (Spruce)
  - (2) Olga Aburto (State)

4. To approve the following contract-renewal for the 2023-2024 school year. [See attachment IX-D-4](#)

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Re-signed Bonus	Term (Contract)	Effective Date
Doramae Davis	Special Education Teacher	\$63,498.75	\$1,000.00	10	8/17/2023

- 5. To approve the following tuition reimbursement
  - a) Sabrina Zatarain **\$4,500.00** to be paid via agency check. [See attachment IX-D-5](#)
- 6. To approve the following leave of absence
  - a) Ashley Claudio, Special Projects Coordinate - Stakeholder Engagement **9/12/23 to 11/07/23** (FMLA & FLI - Maternity Leave)
  - b) **Roy Butler**, Manager of Operations and Technology, **8/21/23 to 10/16/23** (FMLA)
- 7. To approve the following adjusted contract for the 2023-2024 school year. [See attachment IX-D-4](#)

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Re-signed Bonus	Term (Contract)	Effective Date
Barbara Catala	1st Grade Teacher	\$63,498.75	\$1,000.00	10	8/17/2023

- 8. To approve the following one-time signing bonuses, per the contract.
  - a) Natasha Thomas, Middle School English Teacher, **\$3,000.00**.
  - b) Catherine Negron, Special Education Teacher, **\$2,000.00**.

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			

**E. Curriculum & Special Services**

1. To approve the following educational student trips

Date	Description	Cost (Not to Exceed)
9/22/2023	To approve approximately 15 students and 4 chaperones to travel to Kent Place School for a high school visit on September 22, 2023. Cost includes bussing. Cost shall not exceed. \$1,000.00	\$1,000.00

2. To approve the following staff professional travel activities

Date	Description	Cost (Not to Exceed)
August 2023	To approve <b>approximately 8 staff</b> to attend responsive classroom training. The training is virtual. Cost associated with this trip will include registration. Cost shall not exceed <b>\$2,280.00</b> . <a href="#">See attachment</a>	\$2,280.00

3. 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
Time for Kids	Print + Digital Learning	<a href="#">\$3,207.60</a>	General Funds
Heinemann	Reading Curriculum	<a href="#">\$2,736.00</a>	General Funds
Responsive Classroom	Responsive Classroom books	<a href="#">\$3,616.40</a>	CSP
Odyssey of the Mind	Enrichment/G&T (to begin a club)	<a href="#">\$290.00</a>	General Funds
FOSS- School Specialty Curriculum	7th Grade Science Curriculum	<a href="#">\$7,927.72</a>	General Funds
Newsela	Newsela Science & Social Curriculum Gr 4-7	<a href="#">\$4,560.00</a>	CSP
Sphero	3-5 Steam Materials	<a href="#">\$3,699.86</a>	CSP
Tynker	Steam Curriculum	<a href="#">\$5,200.00</a>	CSP
Crisis Prevention Program	Materials for CPI Training	<a href="#">\$533.88</a>	General Funds
AfterSchool Allstars	After School Enrichment Programming GR 6-7	<a href="#">\$48,472.00</a>	CSP
CEI - Robotics	Supplement Robotics Program Gr. 3-7	<a href="#">\$29,000.00</a>	CSP
Curriculum Associates	School Diagnostic and Growth Assessment	<a href="#">\$34,102.01</a>	CSP 40% General Funds 60%

4. To approve the following HIB incident reports:

a) N/A



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

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

1. To approve the update 23-24 School Calendar. [See attachment IX-F-1](#)
2. To approve the refusal of Title III funds
3. To approve FY24 IDEA Application:
  - a) Basic - \$127,695.00
  - b) Preschool - \$3,890.00
4. To approve FY24 ESEA Application:
  - a) Title I-A - \$586,909.00
  - b) Title II-A - \$36,866.00 Reallocated to Title I
  - c) Title IV Part A - \$42,714.00 Reallocated to Title I

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		X				Khadijah King	1 <sup>st</sup>	X			

**X. NEW BUSINESS**

A.

**XI. OLD BUSINESS**

A.

**XII. MOTION TO ADJOURN - @ 7:28 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	2 <sup>nd</sup>	X				Donald Taylor		X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X				Khadijah King		X			

Respectfully submitted at: 9:30 AM, August 29, 2023

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