

I.

- A. **CALL TO ORDER – @ 6:03 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 (6:08 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)	

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 **June 26, 2023** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd					X	Michael Pages					X
Alexis Gibson	2 nd	X				Donald Taylor	1 st	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 **May 22, 2023** meeting.
[See document IV-B-1](#)

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

2. Resolved that the Board approve the regular session minutes from the **June 14, 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					X
Alexis Gibson		X				Donald Taylor	1 st	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham		X				Khadijah King	2 nd	X			

V. SCHOOL UPDATES

- A. Enrollment Update: **Dr. Dwayne Davis**
 1. [Enrollment & Student Data](#)
 - a) Completed the year over-enrolled at 511/510 (100%)
 - b) ADA was 90.4%
- B. Pandemic Response Team: **Dr. Dwayne Davis**
 1. No Updates
- C. Program Update: **Dr. Dwayne Davis**
 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 (102/112/90%) of FY23-24 are identified
 - a) 96 (86%) Identified
 - b) 84 (75%) Filled

VI. COMMITTEE UPDATES

- A. Governance Committee Update: **Altisha Byrd & Dr. Dwayne Davis**
 1. CEO evaluation was completed with special board meeting
- B. Finance Committee Update: **Tim Graham, Dr. Dwayne Davis, & Joshua Solow**
 1. [Monthly financials were discussed](#)
 2. [May Budget-to-Actual](#) cash flow is positive with sustained cash balance
 - a) Expecting to add 200K+ to fund balance this year
- C. Program & Accountability Committee Update: **Dr. Jeff White & Dr. Dwayne Davis**
 1. Reviewed Summer School plans
 2. Reviewed iReady and NWEA academic assessment growth data
- D. Facility Committee Update: **Don Taylor & Dr. Dwayne Davis**
 1. Madison construction progress
 - a) Continues progressing well
 - b) Project remains on budget
 - c) 6/23 installed two evergreen recruitment banners at work site

d) Cost for courtyard, play area, and rooftop garden being finalized

VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @ 6:47 PM

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

- Personnel discussed.
- School State Aid discussed.

VIII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION - @7:14 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 nd	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	1 st	X				Khadijah King		X			

IX. MOTIONS FOR APPROVAL

A. Finance

1. To approve the Board Secretary’s Report and Bank Reconciliation Report for **May 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 **May 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 **May 2023**. **See document [IX-A-1](#), and [IX-A-1](#).**
2. Bills List: To approve bills list for the period **May 22, 2023 - June 26, 2023**. [See document IX-A-2](#)
3. Transfers: To approve transfers for the period **May 22, 2023 - June 26, 2023**. [See document IX-A-3](#)
4. To approve the following payrolls:

Payroll Date	Total Expense	Comment
05/31/2023	\$323,446.11	Regular salary expense for 10 & 12-month employees.
06/15/2023	\$303,170.81	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	1 st	X				Donald Taylor		X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	2 nd	X				Khadijah King		X			

B. Contract Services

1. To approve the recommendation to contract with **FIRSTStudent** to provide **bussing transportation services** for the annual Field day. The cost shall not exceed **\$650.00**. This will be funded by general funds. [See attachment IX-B-1](#)
2. To approve the recommendation to contract with **Atlantic** to provide **copier installation and rental services** for Middle School (Spruce St.) during the 2023-2024 school year. The cost shall not exceed **\$11,793.00**. This will be funded by CSP funds. [See attachment IX-B-2](#)
3. To approve the recommendation to contract with **Atlantic** to provide **copier installation and transportation services** for Upper Elementary (Madison St.) during the 2023-2024 school year. The cost shall not exceed **\$500**. This will be funded by general funds. [See attachment IX-B-3](#)
4. To approve the recommendation to contract with **Edgility** to provide **staff recruitment and marketing services** for high priority middle school teachers during the summer of the 2023-2024 school year. The cost shall not exceed **\$35,000.00**. This will be funded by CSP funds. [See attachment IX-B-4](#)
5. To approve the recommendation to contract with **StartOps** to provide **Operation Coaching, Audit, and Technical Support System** for the 2023-2024 school year. The cost shall not exceed **\$19,200.00**. This will be funded by CSP funds. [See attachment IX-B-5](#)
6. To approve the recommendation to contract with **Rosalinda Rosales** to provide **Beverage Services** coordinated by the Student Government Association in June 2023. The cost shall not exceed **\$500.00**. This will be funded by SGA Raised funds. [See attachment IX-B-6](#)
7. To approve the recommendation to contract with **Susan Berriche** to provide student data systems support services, specific to PowerSchool’s Performance Matters, during the 2023-2024 School Year. The cost shall not exceed **\$12,000**. This will be funded by general funds. [See attachment IX-B-7](#)
8. To approve the recommendation to contract with **MAP Restaurant Supplies** to provide **refrigeration installation and transportation services** to transport refrigerators from Oliver St. to Spruce St. in the summer of 2023. The cost shall not exceed **\$3,700**. This will be funded by general funds. [See attachment IX-B-8](#)
9. To approve the recommendation to contract with **IKON Business Group** to provide **security cameras supply, removal and installation services** for Madison St. location during the summer of 2023. The cost shall not exceed **\$7,174.00**. This will be funded by general funds. [See attachment IX-B-9](#)
10. To approve the recommendation to contract with **PowerSchool** to provide **access to School Assessment/Data and Student Culture Monitoring services** for the 2023-2024 School Year. The cost shall not exceed **\$9,621.00**. This will be funded by CSP Grant funds. [See attachment IX-B-10](#)

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

C. Buildings & Grounds

1. To approve the recommendation to contract with **LVegaProServices** to provide **general facility upgrade services** at 159 Madison during the summer of the 2023-2024 school year. The cost shall not exceed **\$39,000.00**. This will be funded by general funds. [See attachment IX-C-1](#)

2. To approve the recommendation to contract with **LVegaProServices** to provide **general facility update services** at 59 Spruce St. during the summer of the 2023-2024 school year. The cost shall not exceed **\$49,900.00**. This will be funded by general funds. [See attachment IX-C-2](#)
3. To approve the recommendation to contract with **Thermal Service of NJ INC** to provide **HVAC Repair services** at 47 State St. during the summer of the 2023-2024 school year. The cost shall not exceed **\$1,890.20**. This will be funded by general funds. [See attachment IX-C-3](#)
4. To approve the recommendation to contract with **Cali Carting** to provide **Trash Removal services** at 159 Madison. during the summer of the 2023-2024 school year. The cost shall not exceed **\$3,200**. This will be funded by general funds. [See attachment IX-C-4](#)
5. To approve the recommendation to contract with **Uhaul** to provide **moving transportation vehicle services** during the month of July-August to move various items between schools. The cost shall not exceed **\$2,000.00 (including mileage and fuel, etc..)** for 31-day periods. Cost will be reimbursed to Dr. Dwayne Davis (CEO) given that Credit Card is the only form of payment to use this service. This will be funded by general funds. [See attachment IX-C-5](#)
6. To approve the recommendation to contract with **Monmouth Controls & Instrument Co.** to provide **Annual Fire Inspection services** at 190 Oliver Street. The cost shall not exceed **\$660**. [See attachment IX-C-6](#)
7. To approve the recommendation to contract with **Monmouth Controls & Instrument Co.** to provide **Annual Fire Inspection services** at 159 Madison Ave, 59 Spruce St. and 47 State St facilities during the summer months. The cost shall not exceed **\$2,500**. [See attachment IX-C-7](#)

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 st	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	2 nd	X				Khadijah King		X			

D. Personnel

1. To approve the following new hires and contracts:

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Term (Contract)	Effective Date
Kaylin Rowek	Second Grade Teacher	\$64,500.00	10	8/17/2023

2. To approve the following stipends/Bonus:
 - a) Summer School Teachers, \$250 daily rate, 6/27/23-8/3/23, [See attachment IX-D-1](#)
 - (1) Tracey Slater-Petroni
 - (2) Stephanie Bowers
 - (3) Tiffany Hamilton
 - (4) Amber Alford
 - b) Summer School Teachers, \$300 daily rate, 6/27/23-8/3/23, [See attachment IX-D-1](#)
 - (1) Laura Brown
 - c) Summer Support Staff, \$180 daily rate, 6/27/23-8/3/23, [See attachment IX-D-1](#)
 - (1) Tiffany Hamilton
 - (2) Amber Alford
 - (3) Rocio Pena
 - d) Summer School Supervisor, \$275 daily rate, 6/27/23-8/3/23, [See attachment IX-D-1](#)
 - (1) Stephanie Bowers

- e) **Naomi Nussbaum, Oliver St. Nurse supervision** from **August 17 2023** to **June 30, 2024**, in the amount of **\$4,000** paid in two equal \$2,000 installments on 12/31/23 and 6/30/24.
- f) **Pia Benedetto, ESL Assessment Coordinator** from **August 17 2023** to **June 30, 2024**, in the amount of **\$2,000** paid in two equal \$1,000 installments on 12/31/23 and 6/30/24.
- g) **Esther Perdomo, Upper Grade Spanish Teacher** from **August 17 2023** to **June 30, 2024**, in the amount of \$2,000 paid in two equal \$1,000 installments on 12/31/23 and 6/30/24.

3. To approve the following Summer Assignment and Stipends

Summer Assignment	First Name	Last Name	Hourly Rate	Term	Days P/W	Hr P/D	Days	Est Total
Case Management	Venessa	Diaz	\$45	7/5/23-7/28/23	5	5	18	\$4,051
Total								\$4,051

4. To approve the following contract renewals for the 2023-2024 school year. [See attachment IX-D-6](#)

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Re-signed Bonus	Term (Contract)	Effective Date
Reyna Nuesi	Manager of Human Resources & Personnel	\$75,500.00	\$750.00	12	7/1/2023
Charles Robinson	Facility Coordinator & Head Custodian	\$69,500.00	\$750.00	12	7/1/2023

5. To approve the following adjusted contract for the 2023-2024 school year. [See attachment IX-D-6](#)

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Re-signed Bonus	Term (Contract)	Effective Date
Olga Aburto	Kindergarten Teacher	\$61,500.00	\$1,000.00	10	8/17/2023
Moises Garcia	Third Grade Teacher	\$64,050.00	\$1,500.00	10	8/17/2023
Irene Mone	Teacher Associate	\$45,000.00	\$1,000.00	10	8/17/2023

- 6. To approve the recommendation to reimburse **Dr. Dwayne Davis, CEO** in the amount of **\$7,100** for reimbursable expenses incurred during the Boston Leadership Travel. **See attachment IX-D-6**
- 7. To approve the recommendation to reimburse **Regina Lauricella, CAO** in the amount of **\$295.41** for reimbursable expenses incurred during the Boston Leadership Travel. **See attachment IX-D-7**

8. To approve the recommendation to reimburse **Kamilah Heartwell, Principal** in the amount of **\$252** for reimbursable expenses incurred during the Boston Leadership Travel. **See attachment IX-D-8**
9. To approve the recommendation to reimburse **Reina Berry, Managing Director of Business & Operations** in the amount of **\$684.26** for reimbursable expenses incurred during the Boston Leadership Travel. **See attachment IX-D-9**
10. To approve the recommendation to reimburse **Dr. Dwayne Davis, CEO** in the amount of **\$1,964.04** for reimbursable expenses incurred during the Boston Leadership Travel. **See attachment IX-D-10**
11. To approve the following non-renewal of **Arthur Redmond, Dean of Students**, effective June 30, 2023 at 4:00 PM for the 2023-2024 School Year.
12. To approve the following leave of absence
 - a) Eileen Towey, Kindergarten Teacher, **8/21/23 to 11/30/23** (FMLA & FLI - Maternity Leave)
13. To approve the following tuition reimbursement
 - a) Jeremy Hernandez **\$6,000** to be paid via agency check. [See attachment IX-D-13](#)
 - b) Laura Brown **\$825** to be paid via agency check. [See attachment IX-D-13.1](#)
14. To approve the recommendation to reimburse **Dr. Dwayne Davis, CEO** in the amount of **\$179.10** for reimbursable expenses incurred to purchase cupcakes for the 2023 Grade K Graduation. [See attachment IX-D-10](#)
15. To approve the recommendation to reimburse **Dr. Dwayne Davis, CEO** in the amount of **\$159.86** for reimbursable expenses incurred to purchase frames for EOY staff recognition certificates. [See attachment IX-D-11](#)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd					X	Michael Pages	2 nd	X			
Alexis Gibson		X				Donald Taylor		X			
Isaias Flowers	1 st	X				Jeff White		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)
6/16/2023	To retroactively approve 55 Students and 5 teachers to travel to Urban Air Trampoline and Adventure Park, at 69 Wesley Street, South Hackensack, NJ 07606 on June 16, 2023. Expenses for this trip included registration and transportation. Cost shall not exceed \$2,524.45 . See attachment IX-E-1	\$2,524.45

2. To approve the following staff professional travel activities

Date	Description	Cost (Not to Exceed)
06/04/2023-06/06/2023	Updated: To approve Five Leadership Staff to visit various high-performing elementary and middle schools in Boston, MA from 6/4/23 to 6/6/23. Expenses for this trip	8,722.18

	included meals, lodging, and transportation. Cost shall not exceed 8,722.18 (updated) .	
06/18/2024-06/21/2024	Update: To approve Dr. Dwayne Davis to attend the National Charter School Conference, at the AUSTIN CONVENTION CENTER in Austin, Texas from 6/18/23 to 6/21/23. Expenses for this trip included registration, meals, lodging, and transportation. Cost shall not exceed \$2,609.04 (updated) .	\$2,609.04
08/26/2023-08/30/2023	To approve Five Teachers to attend Fishtank ELA Writing Intensive Professional Learning PD in August 2023. Expenses for this trip registration. Cost shall not exceed \$2,250 . See attachment IX-E-2	

3. To approve the following HIB incident reports:
 - a) To be approved in July

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

F. Policy | Governance | Operations | Miscellaneous

1. To approve the appoint of **Balkin Risk Management** as the insurance broker for the 2023-2024 School year
2. To approve the NJSIG insurance for the 2023-2024 School Year. [See attachment IX-F-2](#)
3. To approve the appoint of **Doyle Alliance Group** as the health and medical benefits broker for the 2023-2024 School year
4. To approve the renewal of the following health and medical benefits. [See attachment IX-F-4](#)
 - a) **Medical Plan, Horizon**
 - b) **Dental Plan, Delta Dental**
 - c) **Vision Plan, VSP**
 - d) **Life/AD&D Plan, Reliance Standard**
 - e) **LTD Plan, Reliance Standard**
5. To approve the appoint of **Joshua Solow** as the **Board Secretary and School Business Administrator** of record for the 2023-2024 School year
6. To approve the recommendation to contract with **SBO MANAGEMENT LLC** to provide **Back Office Business and Accounting Services** during the 2023-2024 School Year. The cost shall not exceed **\$121,620.00**. This will be funded by general funds. [See attachment IX-F-6](#)
7. BE IT RESOLVED: that the Philip’s Academy Charter School of Paterson Board of Trustees, upon recommendation of the School CEO, hereby approves the renewal contract to Red Rabbit, LLC as the Food Services Management Company for the 2023-2024 school year. The contract will commence on July 1, 2023 and end on June 30, 2024. There is no guarantee return of this contract, with the estimated total cost of the contract at \$472,800.00. The Local Education Agency shall pay Red Rabbit, LLC the below per meal prices:
 - a) Breakfast - \$2.14

b) Lunch - \$3.77

c) Snack - \$1.00

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

X. NEW BUSINESS

A. Board Trainings are due 6/28/23

XI. OLD BUSINESS

A.

XII. MOTION TO ADJOURN - @ 7:23 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 st	X			
Isaias Flowers		X				Jeff White		X			
Timothy Graham	2 nd	X				Khadijah King		X			

Respectfully submitted at: 9:30 AM, June 27, 2023

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