

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 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 **September 25, 2023** meeting.

| 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 | | | |

B. APPROVAL OF MINUTES

- Resolved that the Board approve the regular session minutes from the **August 28, 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 | | X | | | | Donald Taylor | 1 st | X | | | |
| Isaias Flowers | | X | | | | Jeff White | | | | | X |
| Timothy Graham | | X | | | | Khadijah King | 2 nd | X | | | |

V. SCHOOL UPDATES

- [School Data Update](#): **Dr. Dwayne Davis**
 - Enrollment & Student Demographic Data
- School Health Updates: **Dr. Dwayne Davis**
 - No notable updates
- [Program Update](#): **Regina Lauricella**
 - General Updates (PDs, Extended Day Programs, Curriculum review)
- [Talent Updates](#): **Dr. Dwayne Davis**
 - Talent Tracking
 - FY23-24 Priorities: **1) Staff retention 2) Talent Acquisition 3) Student Representation**
 - 112 positions budgeted for SY23-24
 - 105 (93%) → 106 (94%) Identified
 - 103 (91%) → → 106 (94%) Filled
 - 63% → 70% Student Representation
 - Recruitment & Marketing Campaign 10/1
 - Updated website

VI. COMMITTEE UPDATES

- Governance Committee Update: **Altisha Byrd & Dr. Dwayne Davis**
 - General school updates (Enrollment, Professional Development)
 - Talent Recruitment: School continues to retain staff (1 Staff Termination)
 - Staff Professional Development Plans and Site Walk-through plans were discussed
- Finance Committee Update: **Tim Graham, Dr. Dwayne Davis, & Joshua Solow**
 - [Monthly financials were discussed](#)
 - FY24 Audit Continues to Progress
 - [July SY23 Budget-to-Actual](#) cash flow is positive with sustained cash balance
 - Project 42K Surplus
 - Gr 3-4 Tutoring Grant Application Submitted (97K)
- Program & Accountability Committee Update: **Dr. Jeff White & Regina Lauricella**
 - Curriculum & Instruction: iReady Assessment, CEI Robotics, SEL Programming
 - Peer Group Connection
 - Gr 3-4 Tutoring Program - Axiom
 - Programming (Afterschool Allstars & Adera De Dancing)
- Facility Committee Update: **Don Taylor & Dr. Dwayne Davis**
 - Madison construction progress
 - Continues to progressing well
 - Project remains on budget
 - Determine remaining cost of Furniture, Fixtures, and Equipment that are outside of Cons Budget

VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @ 7:02 PM

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

- HIB Incident and outcome
- Staff Hiring
- Staff Termination
- Marketing, Website, & Talent

VIII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION - @ 7:28 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.

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

2. Bills List:

a) To approve bills list for the period **August 28, 2023 - September 25, 2023**. See document [IX-A-1](#)

3. Transfers:

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

4. To approve the following payrolls:

| Payroll Date | Total Expense | Comment |
|--------------|---------------|---|
| 08/31/2023 | \$463,380.41 | Regular salary expense for 10 & 12-month employees. |
| 09/15/2023 | \$321,995.46 | 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 st | X | | | | Michael Pages | | | | | X |
| Alexis Gibson | | 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 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 |
|--------------------------------|--|------------------------------|----------------|
| Charter School Athletic League | CSAI Participation in Sports | \$2,700.00 | CSP |
| ItSecure | XDr protection | \$7,800.00 | CSP |
| Balken Risk Management | Dr. Davis Bond Renewal | \$525.00 | General Funds |
| Red Rabbit | Red Rabbit Food Service Contract Agreement | \$671,580.00 | Fund 60 |
| The Diamante Group LLC | Data Translation Service | \$4,800.00 | General Funds |
| CDW-G | Tech supplies | \$13,806.55 | CSP |

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

C. Buildings & Grounds

1. 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 | |
|-----------------------------------|--|-----------------------------|----------------|----------|
| Freedom Electrical Contracting | Work for Food Prep | \$4,050.00 | CSP | Facility |
| Quality Education and Development | Wiring | \$81,765.00 | USAC | Facility |
| Bioshine | Cleaning supplies for Spruce and State | \$8,469.71 | General Funds | Facility |
| AirGroup | 5 AC Replacements | \$5,694.87 | General Funds | Facility |
| Wonder Fire Protection | Sprinkler system inspection | \$300.00 | General Funds | Facility |
| Fastsigns | Madison -location signage banners | \$3,822.38 | CSP | Facility |
| Quality Education and Development | ID badges/Swipe cards for staff | \$1,598.00 | CSP | Facility |
| Advanced Professional | Water heater | \$3,640.00 | General Funds | Facility |
| Hertz Furniture | Art carts | \$1,353.00 | CSP | Facility |

| 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 | | |
|----------------|--|---|--|--|---------------|--|---|--|--|

D. Personnel

1. To approve the following new hires and contracts:

| Name (Resume) | Position (Job Desc) | Salary (Pro-rate) | Term (Contract) | Effective Date |
|------------------|--|----------------------------------|-----------------|----------------|
| Julio Rodriguez | Manager of Operations & Technology - Temporary | (\$35.00) Hourly | Temporary | 9/16/2023 |
| Esther Pena | Middle School English Teacher | \$71,000.00 | 10-Month | 10/23/2023 |
| Catherine Carter | One to One Aide | \$33,600.00 | 10-Month | 09/25/2023 |

2. To approve the follow appointments and stipends corrections:

a) Before care programing stipend paid at daily rate of \$45 per day worked

| Staff Name | Role | Contract |
|--------------------|------------------------|---|
| Christopher Gwasda | Before Care Lead | Click Here for contract |
| Corry Fields | Before Care Lead | Click Here for contract |
| Devorah Vera | Before Care Lead | Click Here for contract |
| Myesha Woodly | Before Care Lead | Click Here for Contract |
| Olga Aburto | Before Care Lead | Click Here for Contract |
| Jennifer Hernandez | Before Care Lead | Click Here for Contract |
| Elisabeth Kaus | Before Care Substitute | Click Here for Contract |
| Alex Sheetz | Before Care Substitute | Click Here for Contract |
| Kennia Salmeron | Before Care Substitute | Click Here for Contract |
| Annery Ramirez | Before Care Substitute | Click Here for contract |
| Samantha Collado | Before Care Substitute | Click Here for Contract |
| Marquese Marrero | Before Care Lead | Click Here for Contract |
| Courtney Pearson | Before Care Lead | Click Here for Contract |
| Patience Rustamji | Before Care Lead | Click Here for Contract |

3. To approve the follow appointments and stipends:

a) **Marquese Marrero**, appointed to the role of Middle School afterSchool support for the 2023-2024 school year, effective 9/18/2023 and ending 6/25/2024, in the amount of **\$5,000** paid out in two equal installments on 12/31/2023 (\$2,500.00) and 6/30/2024 (\$2,500.00).

- b) **Vanessa Diaz**, appointed to the role of PGC Advisor 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).
 - c) **Cynthia Rae**, appointed to the role of PGC Advisor 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).
 - d) **Eileen Turgott**, appointed to the role of PGC Coordinator 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).
 - e) **Nicole Solta**, appointed to the role of substitute Middle School Science Teacher, effective 9/5/2023, in the amount of **\$1,000** paid out in one installment on 12/31/2023 (\$1,000.00).
 - f) **Amber Alford**, appointed to the role of AfterSchool AllStars program support staff for the 2023-2024 school year, effective 9/25/2023, in the amount of **\$1,250** paid out in two equal installments on 12/31/2023 (\$625) and 6/30/2024 (\$625).
4. To approve the following one-time signing bonuses, per the contract.
 - a) Esther Pena, Middle School English Teacher, **\$3,000.00**.
 5. To approve the following termination:
 - a) **Betzaida Jimenez**, One-to-One, effective **Monday, September 18, 2023** (Reason: Job Abandonment)
 6. To approve the recommendation to reimburse **Dr. Dwayne Davis, CEO** in the amount of **\$701.96** for reimbursable expenses incurred to move from Oliver to Madison St. and Spruce St. (**\$636.68**), 7/28/23 Staff Leadership Retreat (**\$304.28**), and August 18-20 PGC Staff Training Meal (**\$267.11**). Total reimbursement is **\$1,498.10**. [See attachment IX-D-6](#)
 7. To approve the retroactive coach stipend for as follows:
 - a) **Julissa Espino**, Spring 2023 Soccer Coach, effective 3/14/2023 to 5/23/2023, in the amount of **\$1,200.00**, to be paid out by September 30, 2023.
 - b) **Jonathan Rothman**, Spring 2023 Soccer Coach, effective 3/14/2023 to 5/23/2023, in the amount of **\$1,200.00**, to be paid out by September 30, 2023.

| 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 | | | |

E. Curriculum & Special Services

1. To approve the following educational student trips

| Date | Description | Cost (Not to Exceed) |
|------------|--|----------------------|
| 10/02/2023 | To approve approximately 75 students, in Grade K, and 8-10 chaperones to visit Ort Farms for a class field trip on | \$975.00 |

| | | |
|-------------------------|---|-------------------|
| | 10/02/2023. Cost includes entry fee and bussing. Cost shall not exceed. \$3,075.00 . See attachment & See attachment . | |
| 10/12/2023 & 10/13/2023 | To approve approximately 75 students, in 2nd Grade, and 8-10 chaperones visit the Morris Museum for a class field trip on 10/02/2023. Cost includes bussing and registration. Cost shall not exceed \$2,016.00. See attachment | \$2,016.00 |
| 10/11/2023-10/13/2023- | To approve approximately 75 students, in 6th Grade, and 8-10 chaperones to visit the Paterson Great Falls for a class field trip on 10/11/2023. There is no cost associated with this trip. | \$0.00 |
| 10/18/2023-10/19/2023- | To approve approximately 55 students, in 7th Grade, and 8-10 chaperones to visit the Paterson Great Falls for a class field trip on 10/11/2023. There is no cost associated with this trip. | \$0.00 |
| October 2023 | To approve approximately 18 students, in 7th Grade, and 3-4 chaperones to participate in the offsite 1 to 2-day Peer Group Connection Student Leadership retreat during the month October. The cost associated with the travel includes bussing (\$800), registration (\$1,128.00) supplies (\$500.00). See attachment & attachment | \$2428.00 |
| 10/30/2023 | To approve approximately 75 students, in 5th Grade, and 11 chaperones to visit Alstede Farms in 1 Alstede Farms Lane, Chester NJ 07930 on . The cost associated with the travel includes bussing (\$1,400.00) and registration (\$1,405.14). See attachment | \$2,805.14 |

2. To approve the following staff professional travel activities

| Date | Description | Cost (Not to Exceed) |
|-----------------------|--|----------------------|
| 09/25/2023-06/30/2024 | To approve Regina Lauricella to attend/subscribe to Chief for professional development training. Cost associated with this will include registration . Cost shall not exceed \$6,300.00. This will be funded by CSP. See attachment | \$6,300.00 |
| 09/25/2023-10/31/2023 | To approve approximately three staff to attend Responsive Classroom Training . The training is virtual. Cost associated with this trip will include registration . Cost shall not exceed \$855.00. See attachment | \$855.00 |
| 10/25/2023 | To approve Vanessa Diaz to attend the Understanding HIB Characteristics (In-Person) professional development at New Jersey Law Center, One Constitution Square, New Brunswick, NJ 08901 , on 10/25/2023. There's no | \$0.00 |

| | | |
|------------|---|----------|
| | cost associated with this trip. | |
| 10/20/2023 | To approve Anna Schatteaur-Paille, Jeremy Hernandez and Sierra Sangster to attend The Association of Mathematics Teachers of New Jersey Conference at Brookdale Community College in Lincroft, NJ , on 10/20/2023. The expenses included registration at \$250 per attendee. Cost shall not exceed \$750.00. See attachment | \$750.00 |
| 10/4/2023 | To approve Maria Picone to complete the NJPSA Leaders to Leaders Mentor Recertification process, on 10/4/2023. There's no cost associated with this activity. | \$0.00 |
| 10/3/2023 | To approve Stephanie Bowers to attend the State-of-the-Art Literacy Instruction conference in Edisio, NJ , on 10/3/2023. The expenses included registration at \$180 per attendee. Cost shall not exceed \$180.00. | \$180.00 |

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 |
|---|--|-----------------------------|----------------|
| Curriculum Associates | I-Ready Data Management | \$33,642.50 | CSP |
| Committee for Children | SEL Program - 1st Step K-2 | \$2,966.00 | General Funds |
| Bromley Productions | Anti Bullying Assemblies | \$1,980.00 | General Funds |
| PlanBook | Planbook renewal | \$840.00 | General Funds |
| Reading and Writing Project Network LLC | Conference: State-of-the-Art Literacy Instruction for Bowers | \$180.00 | General Funds |
| Heinemann Publishing | Assessment System for Reading | \$990.00 | General Funds |
| Adera De Movement and Motivation | Dance Classes | \$19,530.00 | CSP |
| Axiom Learning | Gr 3-4 High Impact Tutoring Services | \$51,100.00 | Tutoring Grant |

4. To approve the following HIB incident reports & outcomes:

a) August 2023

| # code of conduct | # HIB | # unfounded | # founded |
|-------------------|-------|-------------|-----------|
| 0 | 0 | 0 | 0 |

b) September 2023

| # code of conduct | # HIB | # unfounded | # founded |
|-------------------|-------|-------------|-----------|
|-------------------|-------|-------------|-----------|

| | | | |
|----|---|---|---|
| 21 | 1 | 0 | 1 |
|----|---|---|---|

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

F. Policy | Governance | Operations | Miscellaneous

1. To approve the Gr 3-4 Tutoring Grade Application (\$97, 000)
2. To approve the 2022-2023 HIB Self Assessment. [See attachment IX-F-2](#)
3. To approve the 2023-2024 Emergency Virtual and Remote Instruction Plan. [See attachment IX-F-3](#)

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

X. NEW BUSINESS

A.

XI. OLD BUSINESS

A.

XII. MOTION TO ADJOURN - @ 7:39 PM

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

Respectfully submitted at: 8:30 AM, September 26, 2023

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