



BOARD OF TRUSTEES MEETING MINUTES

MARCH 7, 2019

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BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 7, 2019

CALL TO ORDER, OPEN PUBLIC MEETING ACT NOTICE

Time and Place: 6:03pm - PACS Paterson 47 State Street, Paterson, NJ

ROLL CALL

Name	Title	Voting/Non-Voting	Present	Absent	Late Arrival
Gigo H. Lee-Taylor	Board President	Voting	X		
Debra Anderson	Board Vice President	Voting	X		
Madelka Osiecki	Board Secretary	Voting		X	
Antoinette Brown-Booker	Trustee	Voting	X (via phone)		
Hector Jimenez	Trustee	Voting	X		
Yeshima Walker	Trustee	Voting		X	
Catherine Ventura	Trustee	Voting	X		
Sandra Harrison	Interim Principal	Non-Voting	X		

Next board meeting is March 28, 2019 at 6:00 pm

Motion 030719-1 Motion to approve today's agenda

Moved: Gigo H. Lee Taylor

Seconded: Hector Jimenez

Gigo H. Lee-Taylor	X
Debra Anderson	X
Madelka Osiecki	
Antoinette Brown-Booker	X
Hector Jimenez	X
Yeshima Walker	
Catherine Ventura	X

Approved.

Motion 030719-2 Motion to approve the minutes from February 7, 2019

Moved: Gigo H. Lee-Taylor

Seconded: Debra Anderson

Gigo H. Lee-Taylor	X
Debra Anderson	X
Madelka Osiecki	
Antoinette Brown-Booker	X
Hector Jimenez	X
Yeshima Walker	

Catherine Ventura	X
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Approved.

Motion 030719-3 Motion to approve consent agenda items

Moved: Gigo H. Lee-Taylor

Seconded: Hector Jimenez

Field trip resolution moved out of consent agenda for further questions.

Gigo H. Lee-Taylor	X
Debra Anderson	X
Madelka Osiecki	
Antoinette Brown-Booker	X
Hector Jimenez	X
Yeshima Walker	
Catherine Ventura	X

Approved.

Motion 030719-4 Motion to approve field trip resolution

Moved: Gigo H. Lee-Taylor

Seconded: Debra Anderson

Gigo H. Lee-Taylor	X
Debra Anderson	X
Madelka Osiecki	
Antoinette Brown-Booker	X
Hector Jimenez	X
Yeshima Walker	
Catherine Ventura	X

Approved.

GOVERNANCE

- **Audit Presentation:** Scott Loeffler, CPA
 - Review of the balance sheet for fiscal year ending June 20, 2018
 - Audit procedures include review of all reporting to the state as well as bank reconciliations (done at PEP level for Paterson)
 - Discussion around keeping a healthy total fund balance as a financial safety measure for the school, and to provide flexibility for growth/cash flow (i.e. unexpected costs that may arise unanticipated or unallocated to original budget)
 - Recommends maintaining fund balance even for a growing Charter school
 - Overall, there were no recommendations; numbers were streamlined and seamless to calculate; growth will make this more complex
 - PACS Newark currently incurs all the costs for lunch system for both locations, but also absorbs all the funding; this is currently more cost-effective

Motion 030719-5 Motion to approve audit report

Moved: Gigo H. Lee-Taylor

Seconded: Debra Anderson

Gigo H. Lee-Taylor	X
Debra Anderson	X
Madelka Osiecki	
Antoinette Brown-Booker	X
Hector Jimenez	X
Yeshima Walker	
Catherine Ventura	X

Approved.

SCHOOL MATTERS/PRINCIPAL'S REPORT

- **Attendance: Thea Heninger-Lowell**
 - Total attendance percentage increased in February
 - Comparison: 18/19 AY attendance %s are right on par with 17/18 AY attendance for K and 1st
 - Process for meeting with principal in advance regarding travel arrangements to combat attendance issues

Next board meeting is March 28, 2019 at 6:00 pm

- **Enrollment/Lottery**
 - Lottery to be held Wednesday, March 13th, 10:00 AM
 - Process will consist of 48 hours of notifying families, and then scheduling registration appointments for early April
 - Application window is now officially closed; any applications received after February 22nd entered into waitlist
 - Current re-enrollment contracts: 100%
 - 3rd grade vacancies will not be filled due to expansion to ensure proper resources as changes occur; may be revisited during Summer

Principal's Report: Sandra Harrison

- Recent events:
 - Winter Family Fun Night occurred Thursday, February 21st;
 - Many readers participated in Read Across America
 - Kindergarteners experienced Liberty Science Center
 - Math Talk Workshop on problem-solving
- Results for Literacy Intervention Program have been reviewed and students are being grouped according to their needs to ensure supplemental resources are provided if necessary
- Planning Professional Development Trainings
- Analysis of MAP data is ongoing (identifying areas of strengths and weaknesses)
- Report cards are being finalized; Q3 grades to go out March 21st; parent conferences to take place last week of March
- Continuing process of meeting with parents with vacation plans during school year

PEP UPDATE: MARCY BOSTWICK

- Main area of focus remains facilities search; in process of working on zoning stipulations and reviewing lease
- Ongoing site search for incoming Kindergarten class

Discussion on Budget in preparation for next meeting: Migdalia Dale (School Business Administrator)

- Received numbers from state for 19/20 AY (projected based on enrollment)
- Discussion around what percentage/amount should be allocated to fund balance
- Discussion around source of PEP Startup grant (Special Revenue) and confirmation of grant funds
 - Migdalia notes this needs to be a discussion between PACS Paterson and PEP boards
- Board asked the SBA/Migdalia to prepare the budget based on known and confirmed funding from the federal, state, PEP grant, and or any other fund source

PUBLIC COMMENTS

- Ashley Campbell (1st grade parent): On behalf of Gemelly, parents seeking site-related updates

- Noted that PEP representation was expected at last Parent Meeting (rescheduled to Tues, March 12th due to snow) and inquired whether this would still be the case
- Involved in Parents Engaging Parents Paterson (NJSCA) and would like to share Advocacy Summit event occurring on Saturday, March 23rd at NJ Thrives Academy Newark where the organization will present on their parental engagement; if interested in attending, reach out to her and feel free to share information

Motion 030719-6 Motion to enter into Executive Session

Moved: Gigo H. Lee-Taylor

Seconded: Debra Anderson

Gigo H. Lee-Taylor	X
Debra Anderson	X
Madelka Osiecki	
Antoinette Brown-Booker	X
Hector Jimenez	X
Yeshima Walker	
Catherine Ventura	X

Approved.

Public portion of board meeting ended: 7:50pm

Enter executive session: 8:03pm

Motion 030719-7 Motion to adjourn

Moved: Gigo H. Lee-Taylor

Seconded: Hector Jimenez

Gigo H. Lee-Taylor	X
Debra Anderson	X
Madelka Osiecki	
Antoinette	

Next board meeting is March 28, 2019 at 6:00 pm

Brown-Booker	
Hector Jimenez	X
Yeshima Walker	
Catherine Ventura	X

Approved

Meeting closed at 9:31 pm.