

- I.
 - A. **CALL TO ORDER – @ 6:07 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 **October 23, 2023** meeting.

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			

B. APPROVAL OF MINUTES

- Resolved that the Board approve the regular session minutes from the **September 25, 2023** meeting. [See document IV-E-1](#)

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			

V. SCHOOL UPDATES

A. [School Data Update](#): **Dr. Dwayne Davis**

- Enrollment & Student Demographic Data

B. School Health Updates: **Dr. Dwayne Davis**

- No notable updates

C. [Program Update](#): **Regina Lauricella**

- General Updates (2024 Fall Student Baseline, NJSLA Spring 2023 Data Review)

D. [Talent Updates](#): **Dr. Dwayne Davis**

- Talent Tracking
 - FY23-24 Priorities: **1)** Staff retention **2)** Talent Acquisition **3)** Student Representation
- 113 positions budgeted for SY23-24
 - 106 (94%) → 108 (96%) Identified
 - 106 (94%) → 108 (96%) Filled
 - 63% → 70% Student Representation
- Recruitment & Marketing Campaign Started 10/1
 - Continues with AdvanceMedia
 - Via Facebook, Instagram, and LinkedIn

VI. COMMITTEE UPDATES

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

- General school updates (Reviewed Enrollment, Revisited Annual Priorities, Special Education Programming Review)
- Talent Recruitment: School continues to retain staff at a strong rate, planning for mid-year evaluations, and 24-25 hiring to start December 1, 2023
- Staff Professional Development Site Reviews and 3-6-9 Data Cycle were discussed

B. 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
 - Cash balance is in an upward trend
 - CSP Grant was utilized in full
 - Upcoming expense for capital project will impact cash balance
 - Cash management strategies will include spending restrictions, on non-budgeted, non-facility, and non-student-related expense requests

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

- Program Updates: Week of Respect and Latin-X month
- Curriculum & Instruction: Literacy Curriculum Under Review to Likely change, school-wide Literacy Personnel Role being developed
- Special Education Programming review and being reinforced

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

1. Madison construction progress
 - a) Continues to progress well and remains on budget
 - b) Low voltage is being installed - presenting no current issues
 - c) Electrical switchgear was received in early October
 - d) Playground equipment being presented as a change-order to financial lenders for approval
 - e) Began weekly internal facility meetings for transition planning and organization

VII. MOTION TO ADJOURN REGULAR SESSION AND ENTER EXECUTIVE SESSION - @7:14 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			

- Staff Hiring
- One staff release

VIII. MOTION TO ADJOURN EXECUTIVE SESSION AND ENTER REGULAR SESSION - @ 7:24 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			

IX. MOTIONS FOR APPROVAL

A. Finance

1.
 - a) To approve the Board Secretary’s Report and Bank Reconciliation Report for **September 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 **September 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 **September 2023**. See document [IX-A-1](#), and [IX-A-1](#).
2. Bills List:
 - a) To approve bills list for the period **September 25, 2023 - October 23, 2023**. See document [IX-A-2](#)
3. Transfers:
 - a) To approve transfers for the period **September 25, 2023 - October 23, 2023**. See document [IX-A-3](#)
4. To approve the following payrolls:

Payroll Date	Total Expense	Comment
09/30/2023	\$321,995.46	Regular salary expense for 10 & 12-month employees.

10/15/2023	\$334,178.67	Regular salary expense for 10 & 12-month employees.
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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	2 nd	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
Demarest Farms & Orchard LLC	School Fall festival Supplies	\$5,173.25	General Funds
Talent Stock	CPR/AED First Aid training - Safety Team	\$990.00	General Funds
Edward Morales	DJ Fall Festival	\$450.00	General Funds
Destination Athlete	Basketball Jersey	\$4,480.00	General Funds
Flynn O'Hara	Fleece Jackets for Students-Incentives	\$665.20	General Funds
Commercial Protective Systems Inc	Cellular Line (Monitoring) for fire alarm - Spruce St.	\$990.00	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	1 st	X			
Isaias Flowers	2 nd	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
Ikon Business Group	Spruce access control system/ installing & reconnecting the front office buzzer to the front door	\$4,655.00	General Funds
Advanced Professional Group	Bathroom Repairs - 159 Madison St.	\$745.00	Facility Funds
Quality Education & Development	Additional Networking Cable - Madison Ave	\$10,665.00	Capital Project Fund
Vendor to be determined	Madison Avenue - Procurement and installation of AV Equipment/GYM Stage area	\$36,000.00	Capital project funds
Quality Education & Development LLC	Madison Avenue - Procurement and installation of PA Ceiling Speakers/ This	\$46,912.36	Capital project funds

	will work with current Yealink Phones for Paging		
Quality Education & Development, LLC	Madison Avenue - Procurement of network equipment./ Covered by School / Erate Difference	\$71,449.00	

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			

D. Personnel

1. To approve the following new hires and contracts:

Name (Resume)	Position (Job Desc)	Salary (Pro-rate)	Term (Contract)	Effective Date
Kelsy Cohen	One to One Aide	\$32,000.00	10-month	10/23/2023
Danille Stephens	Speech Language Pathologist (PT)	\$67 (10 Hours Per Week)	10-month	10/23/2023

2. 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	(\$32.00) Hourly	Hourly	12/1/2023

3. To approve the follow appointments and stipends corrections:

- a) To approve the following Teacher Provisional Mentors and Mentees assignments for the 2023-2024 school year and the associated mentor fee to be paid by the school on behalf of the mentee as a benefit. Full pay of the mentor for will be paid to mentors in two equal payments installments on 12/31/2023 (1st 50% installment) & 06/30/2024 (Final 50% installment)

Mentor Assignment	Mentee	Cert	Mentor Fee Paid by PACS
Stephanie Bowers	Olga Aburto	CEAS	\$550.00
Stephanie Bowers	Briana Bouknight	CE	\$1,000.00
Siera Sangter	Amy Butcher	CEAS-Limited	\$550.00
Kylin Rowek	Barbara Catala	CE-Limited	\$1,000.00
Pia Di Benedetto	Vilmaldy E Rodriguez	CE-Limited	\$1,000.00
Nicole Slota	Jeremy Hernandez	CE	\$600.00

Tracey Slater	Colleen Campanaro	CE-Limited	\$1,000.00
Siera Sangter	Evans Okoduwa	CEAS	\$550.00
Nicole Slota	Catherine Negron	CE-R	\$1,000.00

4. To approve the recommendation to reimburse **Nicole Slota-Terry** in the amount of **\$158.16** for reimbursable expenses incurred to coordinate Mathematics Book Club. Total reimbursement is **\$158.16**. [See attachment IX-D-5](#)
5. To approve the termination of **Catherine Carter**, One-to-One effective, **September 27 2023 - October 2, 2023**.
6. **Jessica Lynch**, Referral Bonus for referring **Danille Stephens, Speech Language Pathologist (PT)** , Total **\$500** paid in two installments; 1st installment after 30 days of referral's hire and 2nd installment after 60 days of referral's hire.
7. **Kelvin Dickson**, Referral Bonus for referring **Reyna Nuesi, Manager of Human Resources and Personnel** , Total **\$500** paid in two installments; 1st installment after 30 days of referral's hire and 2nd installment after 60 days of referral's hire.

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					X	Khadijah King	2 nd	X			

E. Curriculum & Special Services

1. To approve the following educational student trips

Date	Description	Cost (Not to Exceed)
10/30/2023	To approve approximately 25 males students, in 7th Grade, and 5-6 chaperones to visit Don Bosco Prep High School located at 492 N Franklin Tpke, Ramsey, NJ 07446 for a high school visit field trip on 10/30/2023. The cost associated with this trip included bussing (\$550.00). See attachment	\$550.00
10/12/2023 & 10/13/2023	To approve approximately 75 students, in 2nd Grade, and 11 chaperones to visit The Morris Museum in 6 Normandy Heights Rd, Morristown, NJ 07960 on 10/12/23 and 10/13/2023. The cost associated with the travel includes bussing (\$1,000.00). See attachment	\$1,000.00
12/1/20223	To approve the travel of approximately 75 students and 8 staff in 1st grade to visit Liberty Science Center located at 222 Jersey City Blvd, Jersey City, NJ 07305 . The trip aligns to the current Science curriculum. Cost includes bussing (\$1,725), registration (\$626), and shall not exceed	\$2,351.00

	\$2,351.00. See Attachment	
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2. To approve the following staff professional travel activities

Date	Description	Cost (Not to Exceed)
October 2023	To approve approximately four staff (Ms. Schattauer Paille, Ms. Negron, Adolphe, DeMarco) to attend the Teaching Place Value Workshop . The training is virtual. Cost associated with this trip will include registration . Cost shall not exceed \$44 per attendee. See attachment	\$176.00
11/16/2023-11/18/2023	To approve Dr. Dwayne Davis to attend The 2023 Black Men in Education Convening as a requested presenter as part of the Manati Fellowship. Cost of the travel includes registration \$400, lodging (\$260 per night), and flight (\$400). Cost shall not exceed \$1,320 . See attachment .	\$1,320

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
Leaders to Leaders	Registration for Certificate Programming - Kamilah Heartwell	\$850.00	General Funds
A&S Transportation	7th Grade Field Trip to Don Bosco transportation	\$550.00	General Funds
Joshua Tours	7th Grade Trip to Hands 4 Retreat	\$1,050.00	General Funds
Joshua Tours	5th Grade Field Trip Transportation	\$2,175.00	General Funds
Liberty Science Center	First Grade Field Trip and transportation	\$2,351.00	General Funds
City of Paterson Department of Fire	EMTs for Fall Festival	\$400.00	General Funds
Aldin Trans	Transportation for 2nd grade field trip	\$1,000.00	General Funds
Joshua Tours	Transportation for kindergarten grade field trip	\$2,100.00	General Funds

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

a) **October 2023**

# code of conduct	# HIB	# unfounded	# founded
46	0	0	0

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	1 st	X			
Timothy Graham					X	Khadijah King		X			

F. Policy | Governance | Operations | Miscellaneous

- To approve the Data Sharing and Assurance application for the Semi Program Setup. See attachment [IX-F-1](#) & [IX-F-1](#)

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		X				Jeff White	1 st	X			
Timothy Graham					X	Khadijah King		X			

X. NEW BUSINESS

A.

XI. OLD BUSINESS

A.

XII. MOTION TO ADJOURN - @ 7:41 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	2 nd	X				Jeff White		X			
Timothy Graham					X	Khadijah King		X			

Respectfully submitted at: 9:00 AM, October 24, 2023

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