

- I. **Call to Order by Board Secretary – 6:04 PM**
- II. **Public Notice of Meeting/NJ Sunshine Law**

This meeting is being held in compliance with the Open Public Meetings Act and is open to the public. Notices were duly posted. Formal action will be taken.

III. **Roll Call**

Voting Members	Role (Term Expires)	Present	Absent	LA/ED
Madelka Osiecki	President	X		
Cary D. Caraballo	Trustee	X		
Timothy J. Graham	Trustee	X		
Julie Macleod	Trustee	X		
Nelson Rodriguez Jr.	Trustee	X		
Dina Runcie	Trustee	X		
Altisha Byrd	New Board Trustee	X		

**Also Present**

Non-Voting	Role	Present	Absent	LA/ED
Regina Lauricella	Principal	X		
Michael Falkowski	School Business Administrator	X		
Thea Heninger-Lowell	Director of Operations and Enrollment	X		
Karen Valbrun	Interim	X		

IV. **New Board of Trustee Member Induction**

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Altisha Byrd	Dina Runcie	Julie Macleod	1 Year	7	0		

V. **Oath of Office**

Oath of Office was given to New Board Trustee, Altisha Byrd.

VI. **Acceptance of Meeting Agenda**

To approve the agenda for the **November 24, 2020** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Nelson Rodriguez Jr.		X			
Cary D. Caraballo	2 <sup>nd</sup>	X				Dina Runcie	1 <sup>st</sup>	X			
Timothy J. Graham		X				Madelka Osiecki		X			
Julie Macleod		X									

VII. **Acceptance of Meeting Minutes**

To accept the minutes from the **October 27, 2020** meetings.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd				X		Nelson Rodriguez Jr.		X			
Cary D. Caraballo	2 <sup>nd</sup>	X				Dina Runcie	1 <sup>st</sup>	X			
Timothy J. Graham		X				Madelka Osiecki		X			
Julie Macleod		X									

**VIII. Updates**

1. Principal’s Report
2. Enrollment/Student Recruitment
3. Finance Committee
4. Board Governance Update
5. Update on Director of Ops Search

**IX. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for **October 2020**, as per the attached. Pursuant to N.J.A.C. 6A:232.11(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 **October 2020**, no major account or fund has been over expended in violation of N.J.A.C. 6A:232.11(b), and that sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal year.
- b. Transfers: Approve transfers up October 31, 2020.
- c. Bills List: To approve the Bills/Check List from October 28, 2020 to November 24, 2020
- d. To approve the following payrolls:
  - October 15, 2020 - \$125,152.64
  - October 30, 2020 - \$119,454.66

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Nelson Rodriguez Jr.		X			
Cary D. Caraballo		X				Dina Runcie	1 <sup>st</sup>	X			
Timothy J. Graham		X				Madelka Osiecki	2 <sup>nd</sup>	X			
Julie Macleod		X									

**2. Buildings & Grounds**

**3. Personnel**

- a. To approve the resignation of Amber Alford, Student Aide, effective November 30, 2020.
- b. To approve the resignation of Gerardo Cancio, Facilities Coordinator, effective November 1, 2020.
- c. To approve the resignation of Thea Heninger-Lowell, effective November 25, 2020.
- d. To approve the contractual change for Michelle Burgos from Leave Substitute to Lead Teacher, effective November 12, 2020; salary \$50,000 (prorated).
- e. To approve Tutoring Hours \$50/hr, 2 hour max, 5 days a week, NTE \$2,500/week; staff participating TBD.
- f. To approve the following Lead Teacher Stipends for FY21; Stipend total \$1,200 – payout on 11/30, 1/30, 3/30 & 6/30 payrolls:
  - i. Rachel Noel
  - ii. Sabrina Zatarain
  - iii. Eileen Turgott
  - iv. Ann DeMarco

v. Ashley Hartpence

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Nelson Rodriguez Jr.	2 <sup>nd</sup>	X			
Cary D. Caraballo		X				Dina Runcie		X			
Timothy J. Graham		X				Madelka Osiecki		X			
Julie Macleod	1 <sup>st</sup>	X									

**4. Contracts**

- a. To approve the contract with Jade Landscaping for snow removal services for FY21 for both Philips Paterson locations.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	2 <sup>nd</sup>	X				Nelson Rodriguez Jr.		X			
Cary D. Caraballo		X				Dina Runcie	1 <sup>st</sup>	X			
Timothy J. Graham		X				Madelka Osiecki		X			
Julie Macleod		X									

**5. Policy/Miscellaneous**

- a. To approve the Philips Academy Charter School of Paterson Employee Handbook.
- b. To approve Virtual Learning through January 19, 2021 until the school environment and current situation can be reassessed by the Pandemic Response Team.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Nelson Rodriguez Jr.		X			
Cary D. Caraballo		X				Dina Runcie		X			
Timothy J. Graham		X				Madelka Osiecki	1 <sup>st</sup>	X			
Julie Macleod	2 <sup>nd</sup>	X									

**X. Public Comment – NONE**

Ms. Lauricella thanked Thea for her service and her hard work. Members of the Board also thanked Thea for her hard work.

**XI. Executive Session – 6:56 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Nelson Rodriguez Jr.		X			
Cary D. Caraballo		X				Dina Runcie		X			
Timothy J. Graham	2 <sup>nd</sup>	X				Madelka Osiecki	1 <sup>st</sup>	X			
Julie Macleod		X									

Board adjourns to Executive Session to discuss contract negotiations regarding facility expansion and the expansion application.

**XII. Adjourn Executive Session and Reconvene Regular Session – 7:47 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Nelson Rodriguez Jr.		X			
Cary D. Caraballo		X				Dina Runcie		X			
Timothy J. Graham	2 <sup>nd</sup>	X				Madelka Osiecki	1 <sup>st</sup>	X			
Julie Macleod		X						X			

**XIII. New Business**

1.

**WHEREAS**, the Philips Academy Charter School of Paterson received a charter renewal from the State of New Jersey to the 2024/2025 School Year to operate a charter school in grades Kindergarten through grade 5; and

**WHEREAS**, the Philips Academy Charter School of Paterson is currently in its 5th year of operation;

**WHEREAS**, the Philips Academy Charter School of Paterson is proposing to expand to grades 6, 7 & 8 beginning with the 2022-2023 School Year. Numerous requests have been received from the parents encouraging Philips Academy Charter School of Paterson to expand beyond the current k to 5 grades offered. Their rationale for this request is that they do not want their children to attend their resident district middle schools. Expansion through grade 8 is both reasonable and educationally sound. This will allow students to complete their elementary through middle school level grades in a safe and academically progressive environment, better preparing them to proceed and succeed. Research supports the efficacy of providing a K to 8 program rather than sending students to a new middle school. Parents and children want the support they are accustomed to receiving at PACS Paterson. The level of academic support, availability of out of school programming, parental involvement programs, and social emotional classes and support offerings far exceed those provided in neighboring districts. Parents are seeking to improve the educational experience for their children. Expansion of PACS Paterson to grades 6, 7 & 8 will address their desire and the needs of the community.

**WHEREAS**, the New Jersey Department of Education requires the submission of an amendment request to expand enrollment; and

**WHEREAS**, the Charter School has a waiting list in excess of **160** students distributed through all grades; and

**WHEREAS**, in order to serve the educational needs and demand of the community, and improve budgetary efficiencies, the charter school will need to increase total student count from 450 students to 660;

**NOW, THEREFORE, BE IT RESOLVED**, that the Philips Academy Charter School of Paterson Board of Trustees hereby approves and authorizes the application to amend its charter to permit the above described expansion of enrollment; and

**BE IT FURTHER RESOLVED**, that the Administration is authorized to transmit this Resolution and supporting records to the Commissioner of Education, Passaic County Superintendent’s Office and the Paterson School District.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Nelson Rodriguez Jr.		X			
Cary D. Caraballo		X				Dina Runcie		X			
Timothy J. Graham	1 <sup>st</sup>	X				Madelka Osiecki	2 <sup>nd</sup>	X			
Julie Macleod		X									

**XIV. Important Dates - Next board meeting – Tuesday, December 15, 2020 at 6:00 PM**

**XV. Adjournment – 7:54 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Nelson Rodriguez Jr.		X			
Cary D. Caraballo		X				Dina Runcie		X			
Timothy J. Graham	1 <sup>st</sup>	X				Madelka Osiecki	2 <sup>nd</sup>	X			
Julie Macleod		X									