

- 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. **Mission and Vision Statement**

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.

IV. **Roll Call**

Voting Members	Role	Present	Absent	LA/ED
Dina Runcie	President	X		
Julie Macleod	Vice-President		X	
Timothy J. Graham	Trustee	X		
Cary D. Caraballo	Trustee	X		
Altisha Byrd	Trustee	X		
Donald Taylor	Trustee	X		
Alexis Gibson	Trustee	X		
Dr. Jeff White	New Board Trustee	X		

Also Present

Non-Voting	Role	Present	Absent	LA/ED
Regina Lauricella	Principal	X		
TJ Best	Interim CEO	X		
Josh Solow	School Business Office	X		
Laura Kohler	Assistant Principal	X		
Sarah Spuhler	Board Secretary – School Business Office	X		
Erika Arellano	Director of Operations	X		
Manny Algarin	Assistant Principal	X		

V. **Acceptance of Meeting Agenda**

To approve the agenda for the **April 25, 2022** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	1	X				Julie Macleod					X
Cary D. Caraballo	2	X				Dina Runcie		X			
Timothy J. Graham		X				Donald Taylor		X			
Alexis Gibson		X				Dr. Jeff White		X			

VI. Acceptance of Meeting Minutes

To accept the minutes from the **March 21, 2022** regular Board meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Julie Macleod					X
Cary D. Caraballo		X				Dina Runcie	1	X			
Timothy J. Graham		X				Donald Taylor		X			
Alexis Gibson	2	X				Dr. Jeff White		X			

VII. Updates

1. Facilities Committee
2. Enrollment/Student Recruitment
3. PACS Goals – for May meeting
4. Finance Committee – work session discussed earlier today, budget will be sent and presented
5. Board Governance Update – met twice this past month
6. Pandemic Response Team – Laura gave an update to the school current status
7. Principal’s Report – Regina, Laura and Manny present the Dashboard
8. Executive Leadership Search (ELS) Committee Update

VIII. Motions for Approval

1. Finance

- a. **Board Secretary’s and Treasurer’s Report:** To approve the Secretary’s and Treasurer’s Reports for **March 2022**, 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 **March 2022**, 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 to March 31, 2022.
- c. **Bills List:** To approve the Bills/Check List for the period April 1, 2022 to April 25, 2022.
- d. To approve the following payrolls:
 - March 30, 2022 – \$234,917.28
 - April 15, 2022 – \$234,969.32
- e. To accept the CAFR (Comprehensive Annual Financial Report) and AMR (Auditor’s Management Report) for the 2020-2021 school year.
- f. To approve the 2021 Corrective Action Plan and its submission to the NJDOE.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	1	X				Julie Macleod					X
Cary D. Caraballo		X				Dina Runcie		X			
Timothy J. Graham	2	X				Donald Taylor		X			
Alexis Gibson		X				Dr. Jeff White		X			

2. Student Trips

a. To approve the following Class Trips for FY22:

Trip Location	Type of Trip	Costs & Funding Source	Number of Students Attending	Date	Educational Purpose
Turtle Back Zoo 560 Northfield Ave., West Orange, NJ 07052	Kindergarten	20 Adult x \$8.00 80 Student x \$8.00 100 Enhancement Fund x \$2.00 = \$1,000	80	May 18, 2022	Reading & Writing Workshop
		3 buses = \$1,485			
Turtle Back Zoo 560 Northfield Ave., West Orange, NJ 07052	First Grade	19 Adults x \$8.00 77 Student x \$8.00 96 Enhancement Fund x \$2.00 = \$960	77	May 23, 2022	Two non-fiction reading units
		2 buses = \$990			
Crayola Experience 30 Centre Square Easton, PA 18042	Second Grade	7 Teachers x FREE 10 Chaperones x \$10.99 75 Students x \$10.99 = \$1,044.32	75	May 20, 2022	Applied Principles of STEM
		3 buses = \$2,340			
Bronx Zoo 2300 Southern Blvd., Bronx, NY 10460	Third Grade	4 Teachers x FREE 20 Chaperones x \$15.00 80 Students x \$15.00 = \$1,500	80	June 3, 2022	Studying animals in nonfiction research clubs
		2 buses = \$1,188			
Liberty Hall Museum 1003 Morris Ave., Union, NJ	Fourth Grade	7 FREE adults 10 Adults x \$12.00 74 Students x \$12.00 = \$1,008	74	June 1, 2022	Reading and writing units on American Revolution
		2 buses = \$1,089			
Liberty Science Center 222 Jersey City Blvd., Jersey City, NJ 07305	Fifth Grade	60 Students x \$15.50 10 Chaperones x \$10.00 70 Premium Exhibit x \$5.00 70 Planetarium Show x \$5.00 = \$1,730	60	May 26, 2022	Space, Planets, Experiments + Exploration
		2 buses = \$990			
The Great Falls & Paterson Museum	All Grades	435 Students 50 Teachers = \$0.00	435	TBD	
Total for all Trips		\$ 15,324.32			

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Julie Macleod					X
Cary D. Caraballo		X				Dina Runcie	1	X			
Timothy J. Graham		X				Donald Taylor		X			
Alexis Gibson	2	X				Dr. Jeff White		X			

3. Contracts

- To approve the contract with **Strauss Esmay Associates, LLP** for a Policy and Regulation Manual specific to PACS, totaling \$10,000 as attached.
- To approve the contract with **The Diamante Group** for consulting services related to the board data dashboard; totaling \$400/month, additional work \$175/hour, not to exceed \$2,500.
- To approve the contract with **IE Planners, LLC** for Field Day t-shirts, totaling \$2,843.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
----------------	--------	-----	----	---------	--------	----------------	--------	-----	----	---------	--------

Altisha Byrd		X				Julie Macleod					X
Cary D. Caraballo		X				Dina Runcie	1	X			
Timothy J. Graham		X				Donald Taylor	2	X			
Alexis Gibson		X				Dr. Jeff White		X			

4. Buildings & Grounds

- a. To approve the contract with **Ackaway Floor Covering** for installation of grass carpet for back parking lot, totaling \$12,180.
- b. To ratify the contract with **ERA Investments, LLC** for door replacement work, totaling \$10,897.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	2	X				Julie Macleod					X
Cary D. Caraballo		X				Dina Runcie	1	X			
Timothy J. Graham		X				Donald Taylor		X			
Alexis Gibson		X				Dr. Jeff White		X			

5. Personnel

- a. To approve the 12-month contract with Dr. Dwayne Davis for the Chief Executive Officer position effective July 1, 2022; salary \$210,000.
- b. To approve the following resignations:
 - Samantha Ramirez, Math Tutor, effective March 24, 2022.
 - Olga Lisa Hallioui, Reading Specialist, effective June 30, 2022.
- c. To ratify the following Professional Development:
 - Brooke Charter School Roslindale visit for Cariesha Black; March 30th to April 1st, total cost \$618.31 (lodging \$257.49, M&IE \$113.95, Mileage \$246.87 all per GSA.gov).
 - Feel-Good Teaching for Laura Brown; April 3rd, total cost \$79.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd		X				Julie Macleod					X
Cary D. Caraballo		X				Dina Runcie	1	X			
Timothy J. Graham		X				Donald Taylor	2	X			
Alexis Gibson		X				Dr. Jeff White		X			

6. Curriculum/Special Education - NONE

7. Policy/Miscellaneous

- a. To approve the Philip’s Academy Charter School of Paterson 2022-2023 School Calendar as attached.
- b. To accept the March HIB Report: 7 Incidents (HIB - 5, Code of Conduct -2) and approve the September to February HIB Report: 14 Incidents (HIB - 11, Code of Conduct -3).

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	1	X				Julie Macleod					X
Cary D. Caraballo		X				Dina Runcie		X			
Timothy J. Graham		X				Donald Taylor	2	X			
Alexis Gibson		X				Dr. Jeff White		X			

IX. Adjourn Public Session and Executive Session - NONE

X. Adjourn Executive Session and Open Public Session - NONE

XI. Public Comment:

Sabrina Zatarain addressed the board about tuition reimbursement and a possible future policy

XII. New Business - NONE

XIII. Important Dates – Special Board Meeting – Friday, May 6, 2022 at 12:00 PM; Next Regular board meeting – Monday, May 23, 2022 at 6:00 PM

XIV. Adjournment – 7:09 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Altisha Byrd	1	X				Julie Macleod					X
Cary D. Caraballo	2	X				Dina Runcie		X			
Timothy J. Graham		X				Donald Taylor		X			
Alexis Gibson		X				Dr. Jeff White		X			