

COMMUNITY CHARTER SCHOOL OF PATERSON

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES

JULY 31, 2018

The Board of Trustees of the Community Charter School of Paterson (the “School”) held a Regular Board Meeting on Tuesday, July 31, 2018 at 75 Spruce Street, Paterson, New Jersey.

1. CALL TO ORDER

Board President Mr. Michael DeBlasio called the meeting to order at **6:14 p.m.**

2. SALUTE TO THE FLAG

Mr. DeBlasio led all those assembled in a salute to the flag of the United States of America.

3. STATEMENT BY PRESIDING OFFICER

Mr. DeBlasio stated: “I hereby announce that adequate notice of this meeting of the Board of Trustees of the Community Charter School of Paterson was given as required by the Open Public Meetings Act. Notice of this meeting was provided in a timely manner to the official newspapers, *The Herald News* and *The Record*. Copies of this notice were mailed to all persons who have requested that the Secretary of this Board do so.”

4. ROLL CALL

Board of Trustees:

| | | |
|---------------------------|---|---|
| Board President | X | Mr. Michael DeBlasio |
| Board Vice President | X | Ms. Tiffany McBride |
| Board Member | | Mr. Michael Powell |
| Board Member (parent) | | Ms. Tamara Lugo |
| Board Member | X | Mr. Tamour Kousha |
| Board Member (parent) | X | Ms. Sophia Sample |
| Board Member | X | Mr. Boris Zaydel |
| CEO/Chief Advocate | X | Mr. Curtis Palmore (ex-officio) |
| School Founder Liaison | X | Mr. Robert Guarasci (ex-officio) |
| Chief Academic Officer | X | Ms. Katherine Martinez (ex-officio) |
| Senior Operations Manager | X | Mr. Gareth Daley (ex-officio) |
| SBA | | Mr. Olugbenga Olabintan, CPA (ex-officio) |
| Treasurer | | Mr. Flavio Rivera (ex-officio) |

Visitors: See sign in sheets for details.

5. COMMENTS FROM THE PUBLIC

No comments were offered from the public.

6. CORRESPONDENCE

Mr. Curtis Palmore advised that there was no correspondence to present.

7. BOARD PRESIDENT’S REPORT

No Board President report was presented at this meeting.

8. **CEO's REPORT**

Mr. Curtis Palmore presented the CEO's report.

Mr. Palmore reviewed current enrollment and student recruitment.

Mr. Palmore reviewed staff recruitment and vacancies.

Mr. Palmore presented on major July target items including, leadership retreat and leadership onboarding, ELA curriculum implementation, math curriculum revisions, leader/teacher recruitment, union negotiations, summer pre-service planning, operations and finance, annual report, budget revisions, and community school planning.

Mr. Palmore and the Board discussed proposed changes to extending learning time (ELT) for the upcoming school year including student enrollment in ELT. Mr. Guarasci expressed that if changes to ELT will result in certain students not participating in academic focused ELT then the administration should communicate to the school community right away so that parents can make any necessary adjustments.

August 20 start of pre-service for beginning staff. August 26 is pre-service for all staff.

9. **BOARD SECRETARY'S REPORT**

Mr. Olugbenga Olabintan presented the Board Secretary's report for June 2018.

10. **COMMITTEE REPORTS**

- A. **Curriculum & Instruction** met on 7/25 and discussed PARCC results, models for math curriculum revisions, proposal for ELA, textbook adoptions, consultant recommendations, and items included on the agenda for Board action.
- B. **Finance & Facilities** met on 7/24 and discussed hires, and contract approvals, and items included on the agenda for Board action.
- C. **Personnel** met on 7/25 and discussed personnel file audit, new hires, vacancies, and job descriptions.
- D. **Policies & Procedures** met on 7/23 and discussed collective bargaining negotiations and preliminary policy changes.
- E. **Grievances** did not meet.

11. **RESOLUTIONS/ACTION ITEMS**

A. **Minutes**

- i. **FY2019-0731-M-001: Approval of Minutes from June 28, 2018 Regular Board Meeting**
The motion passed. The Board adopted the resolution.
- ii. **FY2019-0731-M-002: Approval of Minutes from July 19, 2018 Board Reorganization Meeting**
The motion passed. The Board adopted the resolution.

B. Curriculum & Instruction

- i. **FY2019-0731-C-001: Approval of CCSP Textbook Adoptions**
The motion passed. The Board adopted the resolution.

C. Finance & Facilities

- i. **FY2019-0731-FF-006: Board Secretary's Report for June 2018**
The motion passed. The Board adopted the resolution.
- ii. **FY2019-0731-FF-007: Board Treasurer's Report for June 2018**
Consideration of this resolution was postponed.
- iii. **FY2019-0731-FF-008: Bill List for June 2018**
The motion passed. The Board adopted the resolution, as amended.
- iv. **FY2019-0731-FF-009: Bill List for July 2018**
The motion passed. The Board adopted the resolution, as amended.
- v. **FY2019-0731-FF-010: Supplemental Bill List for June 2018**
The motion passed. The Board adopted the resolution, as amended.
- vi. **FY2019-0731-FF-011: Supplemental Bill List for July 2018**
The motion passed. The Board adopted the resolution, as amended.
- vii. **FY2019-0731-FF-012: Approval of Payroll Report for June 2018**
The motion passed. The Board adopted the resolution.
- viii. **FY2019-0731-FF-013: Approval of Vendor Contracts**
The motion passed. The Board adopted the resolution, as amended.
- ix. **FY2019-0731-FF-014: Approval of Updated Bank Signatories**
The motion passed. The Board adopted the resolution.

D. Personnel

- i. **FY2019-0731-P-001: Status Changes**
The motion passed. The Board adopted the resolution, as amended.
- ii. **FY2019-0731-P-002: Approval of Staff Terminations/Leave Requests**
The motion passed. The Board adopted the resolution, as amended.
- iii. **FY2019-0731-P-003: Approval of Staff Professional Development and Travel Requests**
The motion passed. The Board adopted the resolution.
- iv. **FY2019-0731-P-004: Approval of School Leader Evaluation Tool**
The motion passed. The Board adopted the resolution.
- v. **FY2019-0731-P-005: Approval of Tuition Reimbursement**
The motion passed. The Board adopted the resolution, as amended.

- vi. **FY2019-0731-P-006: Approval of Teacher Evaluation Tool**
The motion passed. The Board adopted the resolution.

E. Policies & Procedures

- i. **FY2019-0731-PP-003: Approval of Submission of 2017-2018 Annual Report**
The motion passed. The Board adopted the resolution.

12. EXECUTIVE SESSION

- i. Motion & Second to enter Executive Session

The Board discussed embargoed PARCC results

Moved: Mr. Zaydel Second: Ms. Sample Roll Call:

| | Mr. Powell | Mr. DeBlasio | Mr. Kousha | Ms. Sample | Ms. McBride | Ms. Lugo | Mr. Zaydel |
|------------------|------------|--------------|------------|------------|-------------|----------|------------|
| YEA | | X | X | X | X | | X |
| NAY | | | | | | | |
| ABSENT | X | | | | | X | |
| ABSTAINED | | | | | | | |

The motion passed. Meeting entered Executive Session at **8:54 p.m.**

- ii. Motion & Second to exit Executive Session

Moved: Mr. Kousha Second: Mr. Zaydel Roll Call:

| | Mr. Powell | Mr. DeBlasio | Mr. Kousha | Ms. Sample | Ms. McBride | Ms. Lugo | Mr. Zaydel |
|------------------|------------|--------------|------------|------------|-------------|----------|------------|
| YEA | | X | X | X | X | | X |
| NAY | | | | | | | |
| ABSENT | X | | | | | X | |
| ABSTAINED | | | | | | | |

The motion passed. Meeting exited Executive Session at **9:38 p.m.**

13. ADJOURNMENT

Motion & Second to Adjourn

Moved: Mr. Zaydel Second: Ms. Sample Roll Call:

| | Mr. Powell | Mr. DeBlasio | Mr. Kousha | Ms. Sample | Ms. McBride | Ms. Lugo | Mr. Zaydel |
|------------------|------------|--------------|------------|------------|-------------|----------|------------|
| YEA | | X | X | X | X | | X |
| NAY | | | | | | | |
| ABSENT | X | | | | | X | |
| ABSTAINED | | | | | | | |

The motion passed. Meeting adjourned at **9:41 p.m.**