

COMMUNITY CHARTER SCHOOL OF PATERSON

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES

APRIL 29, 2021

The Board of Trustees of the Community Charter School of Paterson (the “School”) held a Regular Meeting of the Board of Trustees on Thursday, April 29, 2021, via the Zoom platform due to the public health emergency. The public was able to participate in the meeting by dialing 1-646-876-9923.

1. CALL TO ORDER

Board President Mr. Michael DeBlasio called the meeting to order at **6:08 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 Member	X	Ms. Marqweesha Guthrie
Board Member	X	Mr. Tamour Kousha
Board Member	X	Ms. Tamara Lugo
Board Member	X	Dr. Tiffany McBride
Board Member	X	Ms. Sophia Sample
Board Member	X	Mr. Boris Zaydel
CEO/Chief Advocate	X	Mr. Curtis Palmore
SBA/COO	X	Mr. Craig Smith
DCI		Dr. Lisa Schneider
School Founder Liaison	X	Mr. Robert Guarasci
SBA		Mr. Olugbenga Olabintan, CPA
Treasurer		Mr. Flavio Rivera
Principal	X	Ms. Charlotte Marler-Hausen
Principal	X	Mr. Michael Bussacco
Community Schools Director	X	Ms. Sarai Lucero
Chief of Staff	X	Ms. Giselle Vannoy

Visitors: See sign in sheets for details.

5. COMMENTS FROM THE PUBLIC

Ms. Thurmond, CCSP Teacher, inquired about the coming back plan, specifically, timing for phase five of the coming back plan. Mr. Curtis Palmore advised that he will address the timing of the coming back plan as a part of his presentation later on in the agenda.

6. CORRESPONDENCE

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

7. BOARD PRESIDENT'S REPORT

A Board President's Report was not presented.

8. CCSP Senior Leadership (CEO, DCI, Principals, Director of Community Schools)

Mr. Curtis Palmore provided an update on the hybrid learning plan. Mr. Palmore advised that the School is currently in phase 4 of coming back plan. Mr. Palmore stated that he is seeking the Board's support to enter phase 5 of the coming back plan, which includes full day student learning, beginning on May 17th. Mr. Palmore stated that planning will be taking place with teachers ahead of May 17th to prepare for return to full day learning. Mr. Palmore advised that student information is being updated in PowerSchool ahead of May 17th. Mr. Palmore expressed that summer school planning is underway. Mr. Palmore stated that summer school will be taking place at both campuses. Mr. Palmore indicated that they are reviewing criteria including attendance and academics in order to identify students for summer school. Mr. Palmore advised that the student enrollment lottery was a success. Mr. Palmore advised that they will continue to accept applications through the summer. Mr. Palmore provided an update on the strategic planning process.

Ms. Charlotte Marler-Hausen provided an update on the Elementary School campus including student and staff attendance, and chronic absenteeism. Ms. Marler-Hausen provided an update on attendance for students that are in-person/hybrid. Ms. Marler-Hausen provided an update on tutoring attendance, teacher evaluations, professional development, and upcoming events for the Elementary campus.

Mr. Michael Bussacco provided an update on the Middle School campus including student and staff attendance, and chronic absenteeism. Mr. Bussacco advised that staff continues to make phone calls, posting on Class Dojo, and other methods to increase student attendance and engagement. Mr. Bussacco provided an update on afterschool tutoring attendance, and advised that attendance has increased. Mr. Bussacco provided an update on attendance for students that are in-person/hybrid. Mr. Bussacco provided an update on professional development, data evaluation, end of cycle assessments, teacher evaluations, high school acceptance, and upcoming Middle School events.

The Administration and Board discussed the number of students attending in-person learning and potential ways to increase the number of students that selecting in-person learning. The Board asked the Administration to consider revisiting the A-B cohort model alongside planning for phase five. The Board asked that the Administration follow-up with parents via a survey or other tool in order to encourage parents to select in-person learning.

Ms. Sarai Lucero provided an update on Community Schools. Ms. Lucero reviewed the afterschool programming schedule and clubs. Ms. Lucero advised that they successfully submitted their application for the forthcoming grant period. Ms. Lucero reported on parent engagement numbers. Ms. Lucero reviewed recent and upcoming family and community engagement events.

9. BOARD TREASURER’S REPORT

A Board Treasurer’s Report was not presented.

10. BOARD SECRETARY’S REPORT

A Board Secretary’s Report was not presented.

11. COMMITTEE REPORTS

- A. Curriculum & Instruction** met on 4/26 and discussed plans for phase 5 of the re-opening plan, intervention programming, charter renewal, summer school programming, ESSER funding, cancellation of NJSLA, staff requests, FMLA requests, professional development, and other routine curriculum and instruction items, and items included in resolutions and action items.
- B. Finance & Facilities** met on 4/23 and discussed the Treasurer’s and Board Secretary’s reports, ESSER funding, special engagement of auditors, facilities items, payments, 990 tax return, and other items included in resolutions and action items.
- C. Personnel** met on 4/19 and discussed new hires, staff requests, and items included in resolutions and action items.
- D. Policies & Procedures** met on 4/26 and discussed 3000 series policies, and new policy updates and items included in resolutions and action items.
- E. Grievances** did not meet.

12. RESOLUTIONS/ACTION ITEMS

A. Minutes

- i. **FY2021-0429-M-016: Approval of Minutes from March 25, 2021 Regular Board Meeting**
The motion passed. The Board adopted the resolution.
- ii. **FY2021-0429-M-017: Approval of Minutes from March 29, 2021 Special Meeting of the Board**
The motion passed. The Board adopted the resolution.

B. Curriculum & Instruction

- i. **FY2021-0429-C-011: Approval of Road Back to Reopening Plan**
The motion passed. The Board adopted the resolution.

C. Finance & Facilities

- i. **FY2021-0429-FF-101: Board Treasurer’s Report for March 2021**
Consideration of the resolution was postponed.

- ii. **FY2021-0429-FF-102: Board Secretary's Report for February 2021**
Consideration of the resolution was postponed.
- iii. **FY2021-0429-FF-103: Board Secretary's Report for March 2021**
Consideration of the resolution was postponed.
- iv. **FY2021-0429-FF-104: Operations Bill List for April 2021**
The motion passed. The Board adopted the resolution, as amended.
- v. **FY2021-0429-FF-105: Food Services Bill List for April 2021**
The motion passed. The Board adopted the resolution.
- vi. **FY2021-0429-FF-106: Supplemental Bill List for April 2021**
The motion passed. The Board adopted the resolution.
- vii. **FY2021-0429-FF-107: Approval of Payroll Report for March 2021**
The motion passed. The Board adopted the resolution.
- viii. **FY2021-0429-FF-108: Approval of March/April In-Between Checks and Online Payments (Operational)**
The motion passed. The Board adopted the resolution.
- ix. **FY2021-0429-FF-109: Approval of Vendor Contracts/Agreements**
The motion passed. The Board adopted the resolution.
- x. **FY2021-0429-FF-110: Approval of Form 990**
The motion passed. The Board adopted the resolution.
- xi. **FY2021-0429-FF-111: Approval of Food Donations**
The motion passed. The Board adopted the resolution.

D. Personnel

- i. **FY2021-0429-P-040: Approval of New Hires**
The motion passed. The Board adopted the resolution.
- ii. **FY2021-0429-P-041: Approval of Professional Development**
The motion passed. The Board adopted the resolution.
- iii. **FY2021-0429-P-042: Approval of Terminations/Resignations/Leave Requests**
The motion passed. The Board adopted the resolution.
- iv. **FY2021-0429-P-043: Approval to Apply for the 21st CCLC 2021-2022 Continuation Grant**
The motion passed. The Board adopted the resolution.
- v. **FY2021-0429-P-035: Approval of Status Changes**
The motion passed. The Board adopted the resolution, as amended.

E. Policies & Procedures

- vi. **FY2021-0429-PP-013: Approval of Existing MOA between Education & Law Enforcement Officials for 2019-2020 & 2020-2021**
Consideration of the resolution was postponed.

13. ADJOURNMENT

Motion & Second to Adjourn

Moved: Ms. Lugo

Second: Mr. Zaydel

Roll Call:

	Mr. DeBlasio	Ms. Guthrie	Mr. Kousha	Ms. Lugo	Dr. McBride	Ms. Sample	Mr. Zaydel
YEA	X	X	X	X	X	X	X
NAY							
ABSENT							
ABSTAINED							

The motion passed. Meeting adjourned at **8:32 p.m.**