

# COMMUNITY CHARTER SCHOOL OF PATERSON

## MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES NOVEMBER 22, 2021

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The Board of Trustees of the Community Charter School of Paterson (the “School”) held a Regular Meeting of the Board of Trustees on Monday, November 22, 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**

Mr. Michael DeBlasio called the meeting to order at **6:06 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		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	X	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		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. **BOARD SELF EVALUATION**

Ms. Kathleen Hewell from the NJSBA shared the results of the Board Self Evaluation 2021.

6. **COMMENTS FROM THE PUBLIC**

No comments were offered from the public.

7. **CORRESPONDENCE**

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

8. **BOARD PRESIDENT'S REPORT**

Board President Michael DeBlasio thanked Curtis Palmore and the administration for all of their hard work on the charter renewal.

9. **CCSP SENIOR LEADERSHIP (CEO, DCI, PRINCIPALS, DIRECTOR OF COMMUNITY SCHOOLS)**

Mr. Curtis Palmore provided an update on enrollment and gave a schoolwide assessment update. He specifically discussed the administration of Strong Start, F&P Assessments, EOC Assessments and will share the Comprehensive Data Report at a later meeting. He also gave an extensive update to the board on the charter renewal application process.

Dr. Lisa Schneider gave an overview of the objectives of the current week's professional development. The objectives she shared were as follows: Constructing your own Definition of Rigor, Identifying and Planning for Differentiating Small Group Instruction and Exploring Multiple Strategies to Increase Student Engagement. She also updated the board on the charter renewal preparation process.

Ms. Charlotte Marler-Hausen provided an update on the Elementary School campus including staff and student attendance, chronic absenteeism, and student quarantining. Ms. Marler-Hausen gave an update on F & P Assessments. She talked about 1:1 assessment, running records, fluency and comprehension assessments. Ms. Marler-Hausen advised that November professional development focused on instructional rigor, small group instruction and coaching support. Ms. Marler-Hausen presented past and upcoming events including Report Card Night, Trunk or Treat, Family and Community Coffee Chat and Staff Thanksgiving Potluck.

Ms. Sarai Lucero provided an update on Community Schools. Ms. Lucero reviewed before-care and ELT attendance and services of the 21<sup>st</sup> Century program. Ms. Lucero discussed the PMP program and the elementary and middle school basketball teams. Ms. Lucero provided a schedule for upcoming parent workshops and events including CCSP Food Drive, Turkey Giveaway, Wellness Wednesday's, Home School Council Meeting, sign language classes and youth fit camp.

10. **BOARD TREASURER'S REPORT**

The Board Treasurer's Report was not presented.

11. **BOARD SECRETARY'S REPORT**

The Board Secretary's Report was presented for July, August and October 2021.

## 12. COMMITTEE REPORTS

- A. **Curriculum & Instruction** met on 11/17 and discussed charter renewal preparation and Start Strong data. The professional development calendar was also discussed as well as personnel recruitment and retention.
- B. **Finance & Facilities** met on 11/19 and discussed routine matters and presentation from Sobel who did the review of personnel and payroll files. Other items discussed were E-Rate and the technology plan. The committee talked about bonuses for teacher retention and signing bonus. The Committee reviewed a draft budget for ESSER III Funds.
- C. **Personnel** met on 11/18 and reviewed new hires and several vacancies resulting in recent resignations. The committee members discussed concerns regarding the resignations. Mr. Palmore discussed some of the plans being made for coverage and recruitment. He also discussed the principal recruitment effort.
- D. **Policies & Procedures** did not meet.
- E. **Grievances** did not meet.

## 13. RESOLUTIONS/ACTION ITEMS

### A. Minutes

- i. **FY2022-1122-M-009: Approval of Minutes from October 28, 2021 Regular Board Meeting**  
The motion passed. The Board adopted the resolution.

### B. Curriculum & Instruction

- i. **FY2022-1122-C-004: Approval of Updated Calendar**  
The motion passed. The Board adopted the resolution, as amended.

### C. Finance & Facilities

- ii. **FY2022-1122-FF-047: Board Treasurer's Report for September 2021**  
Consideration of this resolution was postponed.
- iii. **FY2022-1122-FF-048: Board Treasurer's Report for October 2021**  
Consideration of this resolution was postponed.
- iv. **FY2022-1122-FF-049: Board Secretary's Report for July 2021**  
The motion passed. The Board adopted the resolution.
- v. **FY2022-1122-FF-050: Board Secretary's Report for August 2021**  
The motion passed. The Board adopted the resolution.
- vi. **FY2022-1122-FF-051: Board Secretary's Report for October 2021**  
The motion passed. The Board adopted the resolution.

- vii. **FY2022-1122-FF-052: Operations Bill List for November 2021**  
The motion passed. The Board adopted the resolution.
- viii. **FY2022-1122-FF-053: Supplemental Bill List for November 2021**  
The motion passed. The Board adopted the resolution.
- ix. **FY2022-1122-FF-054: Food Account Bill List for November 2021**  
The motion passed. The Board adopted the resolution.
- x. **FY2022-1122-FF-055: Approval of October 2021 Payroll Reports**  
The motion passed. The Board adopted the resolution.
- xi. **FY2022-1122-FF-056: Approval of October/November In-Between Checks and Online Payments (Operational)**  
The motion passed. The Board adopted the resolution.
- xii. **FY2022-1122-FF-057: Approval of Vendor Contracts**  
The motion passed. The Board adopted the resolution, as amended.
- xiii. **FY2022-1122-FF-058: Approval of Charter Fiscal Questionnaire**  
The motion passed. The Board adopted the resolution.
- xiv. **FY2022-1122-FF-059: Approval of Corrective Action Plan**  
The motion passed. The Board adopted the resolution.
- xv. **FY2022-1122-FF-060: Approval of Certificate of Implementation**  
The motion passed. The Board adopted the resolution.
- xvi. **FY2022-1122-FF-061: Approval of Purchasing Manual**  
The motion passed. The Board adopted the resolution.
- xvii. **FY2022-1122-FF-062: Approval of Staff Referral Increase**  
The motion passed. The Board adopted the resolution.

#### **D. Personnel**

- i. **FY2022-1122-P-020: Approval of New Hires**  
The motion passed. The Board adopted the resolution.
- ii. **FY2022-1122-P-021: Approval of Status Changes**  
The motion passed. The Board adopted the resolution.
- iii. **FY2022-1122-P-022: Approval of Resignations/Terminations Year**  
The motion passed. The Board adopted the resolution.
- iv. **FY2022-1122-P-023: Approval of Substitute List**  
The motion passed. The Board adopted the resolution.

**14. SCHOOL ETHICS COMMISSION**

Board President Michael DeBlasio reported that the School Ethics Commission (SEC) has adopted a resolution removing Tamour Kousha as a trustee of the school. The SEC took this action based on Tamour not taking a mandated training by June 30<sup>th</sup> of this year. However, Mr. DeBlasio stated that it is our opinion that the SEC has made a terrible error because they were using an outdated email for Tamour and he never received any of their emails, nor did he get them from the School Boards Association. And because of the pandemic, the SEC is only using email and not mailing letters or serving someone as might be expected with something as serious as this. Tamour has been a dutiful and conscientious trustee for the past ten years and he has always complied with all requirements such as mandatory training, financial disclosure filings, and background checks. The only recourse that the school has at this point is to work with our attorney, Tom Johnston, to file the appropriate legal papers to have this injustice rectified. As required by the SEC, Mr. DeBlasio then read the resolution of the SEC in its entirety.

**15. EXECUTIVE SESSION**

Motion & Second to enter Executive Session to discuss personnel matters.

Moved: Mr. Zaydel

Second: Ms. Guthrie

Roll Call:

	MR DEBLASIO	MS. GUTHRIE	MR. KOUSHA	MS. SAMPLE	DR. MCBRIDE	MS. LUGO	MR. ZAYDEL
<b>YEA</b>	X	X		X	X	X	X
<b>NAY</b>							
<b>ABSENT</b>			X				
<b>ABSTAINED</b>							

The motion passed. The Board entered Executive Session at **8:57 p.m.**

Motion & Second to exit Executive Session.

Moved: Ms. Guthrie

Second: Mr. Zaydel

Roll Call:

	MR DEBLASIO	MS. GUTHRIE	MR. KOUSHA	MS. SAMPLE	DR. MCBRIDE	MS. LUGO	MR. ZAYDEL
<b>YEA</b>	X	X		X	X	X	X
<b>NAY</b>							
<b>ABSENT</b>			X				
<b>ABSTAINED</b>							

The motion passed. The Board exited the Executive Session at **9:05 p.m.**

16. **ADJOURNMENT**

Motion & Second to Adjourn

Moved: Ms. Lugo

Second: Ms. Guthrie

Roll Call:

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

The motion passed. Meeting adjourned at **9:35 p.m.**