

COMMUNITY CHARTER SCHOOL OF PATERSON

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES

NOVEMBER 23, 2020

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 23, 2020, 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 **6:04 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	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	X	Mr. Michael Bussacco
Community Schools Director	X	Ms. Sarai Lucero
Chief of Staff		Ms. Giselle Vannoy

Visitors: See sign in sheets for details.

5. COMMENTS FROM THE PUBLIC

No comments were offered from the public.

6. CORRESPONDENCE

Mr. Curtis Palmore shared an update from the State with respects to administering the NJSLA state test. Mr. Palmore advised that the State is currently targeting a period beginning in March for administering the NJSLA test.

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 commenced the senior leadership presentations. Mr. Palmore welcomed and introduced CCSP’s new Director of Community Schools, Sarai Lucero. Ms. Lucero thanked Mr. Palmore and the Board for the opportunity to serve CCSP in this role.

Mr. Palmore advised the Board that due to positive cases of COVID-19 within the CCSP community, and an increasing number of positive cases in the area, all students will be remote until January 11, 2021. Mr. Palmore advised that on January 11, 2021 all students whose parents/guardians have chosen the in-person/hybrid model will return.

Mr. Palmore provided an update on student enrollment and current waiting list. Mr. Palmore advised that enrollment numbers have not changed since the prior month. Mr. Palmore informed the Board that the CCSP Community Advisory Board has returned to meeting on a monthly basis. Mr. Palmore shared photos of some completed mural work at 8 Morris by Halls That Inspire. Mr. Palmore closed by thanking the Board, the Administration and all CCSP staff for their continued hard work.

Dr. Lisa Schneider provided an update on curriculum and instruction items. Dr. Schneider advised the Board that CCSP is back to Phase 1 of the Road Back Plan, which calls for all students to be remote. Dr. Schneider stated that when students return on January 11, 2021, pending changes due to the COVID-19 pandemic, CCSP will return to Phase 3 of the Road Back Plan, which calls for all students whose parents/guardians have chosen in-person/hybrid learning to return. Dr. Schneider stated that CCSP is working to prioritize the standards for Humanities and STEM. Dr. Schneider provided an update on monitoring remote learning and teaching. Dr. Schneider advised that CCSP is conducting formal and informal observations. The Administration and C&I Supervisors are observing 3-4 classrooms per day. Dr. Schneider described a new formal evaluation model known as the portfolio observation model. Dr. Schneider provided the Board with a timeline for teacher evaluations. Dr. Schneider advised that CCSP is preparing for administering the NWEA assessments in December including training the Administration and parents. Dr. Schneider advised that the State has expanded the window to administer the NJSLA test to March 15th to June 11th.

Ms. Charlotte Marler-Hausen provided an update on Elementary School campus. Ms. Marler-Hausen restated that the elementary school has shifted back to remote learning. Ms. Marler-Hausen thanked the teachers and staff for the effort to shift quickly back to remote learning including printing and providing hardcopies of learning materials. Ms. Marler-Hausen provided an update on student and staff attendance. Ms. Marler-Hausen described a new initiative to celebrate a teacher

and student of the month. A virtual parent teacher conference was held on November 17. Ms. Marler-Hausen advised that afterschool tutoring began on November 16. Ms. Marler-Hausen stated that a survey has been sent out to the staff to collect feedback on remote learning. Ms. Marler-Hausen stated that a Technology Team has been formed to ensure staff and students are equipped with technologies and resources. Ms. Marler-Hausen shared examples of current learning that is happening in the elementary school grades. Ms. Marler-Hausen shared a list of upcoming elementary school events.

Mr. Michael Bussacco provided an update on the Middle School campus. Mr. Bussacco provided an update on student and staff attendance, and chronic absenteeism. Mr. Bussacco shared examples of informal classroom observations. Mr. Bussacco described how teachers facilitate remote breakout rooms. Mr. Bussacco stated that there is a robust strategy for re-engaging scholars that are disengaged, including multiple communications to parents. Mr. Bussacco advised that more than 100 parents participated in the virtual parent teacher conference. Mr. Bussacco stated that afterschool tutoring for the middle school began on November 16. Mr. Bussacco provided attendance for afterschool tutoring. Mr. Bussacco shared a list of upcoming middle school events.

9. BOARD TREASURER’S REPORT

A Board Treasurer’s Report was not presented this month.

10. BOARD SECRETARY’S REPORT

A Board Secretary’s Report was not presented this month.

11. COMMITTEE REPORTS

- A. Curriculum & Instruction** met on 11/18 and discussed the portfolio teacher evaluation model, routine curriculum and instruction items, and items included in resolutions and action items.
- B. Finance & Facilities** met on 11/19 and discussed routine finance and facilities items, and items included in resolutions and action items.
- C. Personnel** met on 11/19 and discussed routine personnel items, and items included in resolutions and action items.
- D. Policies & Procedures** met on 11/19 and discussed items included in resolutions and action items.
- E. Grievances** did not meet.

12. RESOLUTIONS/ACTION ITEMS

A. Minutes

- i. FY2021-1123-M-008: Approval of Minutes from October 29, 2020 Regular Board Meeting**
The motion passed. The Board adopted the resolution.
- ii. FY2021-1123-M-009: Approval of Minutes from November 11, 2020 Special Meeting**
The motion passed. The Board adopted the resolution.

B. Curriculum & Instruction

- i. **FY2021-1123-C-006: Approval of Field Trips**
The motion passed. The Board adopted the resolution.
- ii. **FY2021-1123-C-007: Approval of Revised Teacher Evaluation Rubric**
The motion passed. The Board adopted the resolution.

C. Finance & Facilities

- i. **FY2021-1123-FF-051: Board Treasurer's Report for October 2020**
Consideration of the resolution was postponed.
- ii. **FY2021-1123-FF-052: Board Treasurer's Report for October 2020**
Consideration of the resolution was postponed.
- iii. **FY2021-1123-FF-053: Operations Bill List for November 2020**
The motion passed. The Board adopted the resolution.
- iv. **FY2021-1123-FF-054: Food Services Bill List for November 2020**
Consideration of this resolution was postponed.
- v. **FY2021-1123-FF-055: Supplemental Bill List for November 2020**
The motion passed. The Board adopted the resolution.
- vi. **FY2021-1123-FF-056: Approval of Payroll Report for October 2020**
The motion passed. The Board adopted the resolution.
- vii. **FY2021-1123-FF-057: Approval of October/November In-Between Checks and Online Payments (Operational)**
The motion passed. The Board adopted the resolution.
- viii. **FY2021-1123-FF-058: Approval of Vendor Contract Agreements**
The motion passed. The Board adopted the resolution.
- ix. **FY2021-1123-FF-059: Approval of Chapter 44**
Consideration of the resolution was postponed.

D. Personnel

- i. **FY2021-1123-P-017: Approval of New Hires**
The motion passed. The Board adopted the resolution.
- ii. **FY2021-1123-P-018: Approval of Professional Development**
The motion passed. The Board adopted the resolution.
- iii. **FY2021-1123-P-019: Approval of Substitute Teachers List**
The motion passed. The Board adopted the resolution.

