

COMMUNITY CHARTER SCHOOL OF PATERSON

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES

DECEMBER 21, 2021

The Board of Trustees of the Community Charter School of Paterson (the “School”) held a Regular Meeting of the Board of Trustees on Tuesday, December, 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, Board President, called the meeting to order at **6:07 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		Vacant
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	X	Mr. Olugbenga Olabintan, CPA
Treasurer	X	Mr. Flavio Rivera
Principal		Ms. Charlotte Marler-Hausen
Principal		Mr. Michael Bussacco
Community Schools Director		Ms. Sarai Lucero
Chief of Staff	X	Ms. Giselle Vannoy

Visitors: See sign in sheets for details.

5. **COMMENTS FROM THE PUBLIC**

Ms. Keisha Smith, CCSP Building Operations Manager, thanked the Board and Administration for providing one-time retention bonuses to faculty and staff.

Ms. Mathlib, CCSP faculty member, asked if the Board is considering the rise in COVID-19 cases in the Paterson community and at CCSP. Mr. Palmore advised that he will be addressing the rise in COVID-19 cases as a part of his leadership presentation later in the agenda. Mr. Guarasci added that individual school districts, including charter schools, cannot decide to go to remote learning for the entire district without that directive being provided by the local health department.

6. **CORRESPONDENCE**

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

7. **BOARD PRESIDENT'S REPORT**

A Board President report was not presented.

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

Mr. Palmore advised that due to staff turnover the next full Principal's reports for 75 Spruce and 8 Morris will be presented at the January 2022 regular board meeting.

Mr. Palmore presented the CCSP senior leadership report. Mr. Palmore thanked the Board for approving one-time retention bonuses for CCSP faculty and staff. Mr. Palmore provided updates on student enrollment, application wait list, and student recruitment efforts for next school year. Mr. Palmore stated that CCSP is looking at opportunities to use social media to increase recruitment efforts, and student waiting list. Mr. Palmore addressed the increase in positive COVID-19 at CCSP. Mr. Palmore advised that he has been in close communication with County offices, and the Paterson Health Department. Mr. Palmore clarified that CCSP is not permitted to move to remote learning without the direction being provided by the Paterson Health Department. Mr. Palmore advised that faculty and staff are preparing materials for remote learning in the event the Paterson Health Department directs CCSP to restrict in-person learning and to move to remote learning.

Mr. Palmore thanked the faculty and staff for their continued hard work and effort through a difficult period at the school with a number of staff vacancies. Mr. Palmore advised that pending Board approval the Elementary School campus will be fully staffed following tonight's meeting.

Dr. Lisa Schneider presented on Curriculum & Instruction. Dr. Schneider provided an overview of NJ DOE Start Strong Assessment data. Dr. Schneider informed that the Start Strong Assessment is for ELA and Math for grades 4 through 8, and Science for grade 6. Dr. Schneider advised that the Start Strong Assessment is to provide initial information about the level of support a student may need. Dr. Schneider advised that that Start Strong Assessment is not a predictor of performance on the NJSLA. Dr. Schneider discussed the Start Strong Assessment results. Dr. Schneider showed that at least 50% of CCSP students in grades 4 through 8 need strong support in ELA, Math and Science. Dr. Schneider discussed the Start Strong Assessment results by grade, gender and ethnicity/demographics. Dr. Schneider provided the schedule of remaining assessments for the school year.

Mr. Palmore informed that this will be Dr. Schneider last official board meeting.

9. **BOARD TREASURER’S REPORT**

Mr. Flavio Rivera presented the Board Treasurer’s Reports for September, October, and November 2021.

10. **BOARD SECRETARY’S REPORT**

Mr. Olugbenga Olabintan presented the Board Secretary’s Report for November 2021.

11. **COMMITTEE REPORTS**

- A. **Curriculum & Instruction** met on 12/15 and discussed contingency planning for remote instruction, DCI off boarding, Start Stong data assessment, staff recruitment and resignations, new hires, status changes, and staff re-assignments.
- B. **Finance & Facilities** met on 12/16 and discussed routine F&F items, budget versus actual, IT support, and other items included in resolution.
- C. **Personnel** met on 12/17 and discussed status changes, resignations, new hires, and other items included in resolution.
- D. **Policies & Procedures** did not meet.
- E. **Grievances** did not meet.

12. **EXECUTIVE SESSION**

Motion & Second to enter Executive Session to discuss personnel and new hires.

Moved: Mr. Zaydel

Second: Dr. McBride

Roll Call:

	MR DEBLASI O	MS. GUTHRIE	VACANT	MS. SAMPL E	DR. MCBRIDE	MS. LUGO	MR. ZAYDEL
YEA	X	X		X	X		X
NAY							
ABSENT						X	
ABSTAINED							

The motion passed. The Board entered Executive Session at **7:32 p.m.**

Motion & Second to exit Executive Session.

Moved: Ms. Guthrie

Second: Ms. Sample

Roll Call:

	MR DEBLASI O	MS. GUTHRIE	VACANT	MS. SAMPL E	DR. MCBRIDE	MS. LUGO	MR. ZAYDEL
YEA	X	X		X	X		X
NAY							

ABSENT						X	
ABSTAINED							

The motion passed. The Board exited Executive Session at **8:26 p.m.**

13. **RESOLUTIONS/ACTION ITEMS**

A. Finance & Facilities

- i. **FY2022-1221-FF-064: Board Treasurer’s Report for September 2021**
The motion passed. The Board adopted the resolution.
- ii. **FY2022-1221-FF-065: Board Treasurer’s Report for October 2021**
The motion passed. The Board adopted the resolution.
- iii. **FY2022-1221-FF-066: Board Treasurer’s Report for November 2021**
The motion passed. The Board adopted the resolution.
- iv. **FY2022-1221-FF-067: Board Secretary’s Report for November 2021**
The motion passed. The Board adopted the resolution.
- v. **FY2022-1221-FF-068: Operations Bill List for December 2021**
The motion passed. The Board adopted the resolution.
- vi. **FY2022-1221-FF-069: Supplemental Bill List for December 2021**
The motion passed. The Board adopted the resolution.
- vii. **FY2022-1221-FF-070: Food Account Bill List for December 2021**
The motion passed. The Board adopted the resolution.
- viii. **FY2022-1221-FF-071: Approval of November 2021 Payroll Reports**
The motion passed. The Board adopted the resolution.
- ix. **FY2022-1221-FF-072: Approval of Vendor Contracts**
Consideration of this resolution was postponed.
- x. **FY2022-1221-FF-074: Approval of Staff Retention Bonus**
The motion passed. The Board adopted the resolution.
- xi. **FY2022-1221-FF-075: Approval of Substitute Teacher Salary Increase**
The motion passed. The Board adopted the resolution.

B. Personnel

- i. **FY2022-1221-P-026: Approval of New Hires**
The motion passed. The Board adopted the resolution, as amended.

- ii. **FY2022-1221-P-027: Approval of Status Changes**
The motion passed. The Board adopted the resolution, as amended.
- iii. **FY2022-1221-P-028: Approval of Resignations**
The motion passed. The Board adopted the resolution.
- iv. **FY2022-1221-P-029: Approval of Substitute Teachers**
The motion passed. The Board adopted the resolution.

14. **ADJOURNMENT**

Motion & Second to Adjourn

Moved: Mr. DeBlasio

Second: Ms. Guthrie

Roll Call:

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

The motion passed. Meeting adjourned at **8:38 p.m.**