

COMMUNITY CHARTER SCHOOL OF PATERSON

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES

DECEMBER 22, 2020

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 22, 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 **6:06 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	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

No correspondence was presented.

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 thanked the CCSP staff for coordinating the gift giveaway event, which resulted in all CCSP students receiving holiday gifts.

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 CCSP is working with Sobel to shift to Chapter 44 pursuant to related State requirements. Mr. Palmore advised the Board of a new grant award to CCSP for the purchase of new equipment and hot spots for students. Mr. Palmore advised that CCSP will be presenting a technology plan at a forthcoming Board meeting. Mr. Palmore stated that work continues on the strategic plan initiative, which will guide CCSP's work for the next 3 to 5 years. Mr. Palmore reminded the Board that students will be returning in the hybrid model beginning on January 11, 2020. Mr. Palmore noted that staff is preparing for administration of the MAP exam in January. Mr. Palmore provided an update on the preparations for the student lottery and enrollment for next school year.

Dr. Lisa Schneider provided an update on curriculum and instruction items. Dr. Schneider and Ms. Philkana presented an update on the Into Math program. Dr. Schneider described how the Leadership Team is monitoring teacher implementation and student engagement in the Into Math program. Dr. Schneider advised that the Leadership Team is conducting drop-ins, reviews, professional development and department meetings, 1:1 coaching, and formal evaluations. Dr. Schneider listed out key components of Into Math, and the areas of strength and growth amongst teaching staff. Ms. Philkana expressed that teachers have illustrated ownership and resilience in their commitment to learn the new math program during the COVID-19 pandemic and remote learning. Ms. Philkana advised that the Into Math program has a strong online platform. Ms. Philkana shared video clips of CCSP teachers conducting math lessons. Ms. Philkana described the different methods by which teachers are checking for student learning in the math lessons.

Ms. Charlotte Marler-Hausen provided an update on Elementary School campus. Ms. Marler-Hausen provided an update on student and staff attendance. Ms. Marler-Hausen stated that there has been a decline in student attendance due to different challenges including access to online materials. Ms. Marler-Hausen advised the Board of corrective measures being taken to get students online including making daily phone calls to parents and families. Ms. Marler-Hausen advised that Elementary School staff is targeting student participation and chronic absenteeism. Ms. Marler-Hausen advised that the School is making recommendations to families to select the in-person option where the same families and students are not meeting attendance and student engagement expectations. Ms. Marler-Hausen advised that afterschool tutoring continues. Ms. Marler-Hausen described examples of different creative initiatives being performed by teachers to increase student

engagement. Ms. Marler-Hausen advised that teacher evaluations are being completed. Ms. Marler-Hausen shared a list of current and upcoming elementary school activities.

Mr. Michael Bussacco provided an update on the Middle School campus. Mr. Bussacco provided an update on student and staff attendance. Mr. Bussacco advised that Middle School staff is making daily phone calls, holding disengagement meetings, posting on Class Dojo to increase student attendance and engagement. Mr. Bussacco expressed that some families are experiencing conflicts between parent and student schedules that is impacting student participation. Mr. Bussacco stated that the Middle School is nearly complete with round 1 of evaluations. Mr. Bussacco shared topics for current professional development. Mr. Bussacco shared photos of recent Middle School activities. 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 12/16 and discussed NWEA planning, grant opportunities, strategic planning update, student engagement, other routine curriculum and instruction items, and items included in resolutions and action items.
- B. **Finance & Facilities** met on 12/18 and discussed Chapter 44, food service program, and items included in resolutions and action items
- C. **Personnel** met on 12/18 and discussed routine personnel items, and items included in resolutions and action items.
- D. **Policies & Procedures** met on 12/18 and discussed new policy updates and items included in resolutions and action items.
- E. **Grievances** did not meet.

12. **RESOLUTIONS/ACTION ITEMS**

A. **Minutes**

- i. **FY2021-1222-M-011: Approval of Minutes from November 23, 2020 Regular Board Meeting**
The motion passed. The Board adopted the resolution.

B. **Finance & Facilities**

- i. **FY2021-1222-FF-060: Board Treasurer’s Report for October 2020 and November 2020**
The motion passed. The Board adopted the resolution.
- ii. **FY2021-1222-FF-061: Board Secretary’s Report for November 2020**
The motion passed. The Board adopted the resolution.
- iii. **FY2021-1222-FF-062: Operations Bill List for December 2020**
The motion passed. The Board adopted the resolution, as amended.

- iv. **FY2021-1222-FF-063: Food Services Bill List for December 2020**
Consideration of this resolution was postponed.
- v. **FY2021-1222-FF-064: Supplemental Bill List for December 2020**
The motion passed. The Board adopted the resolution.
- vi. **FY2021-1222-FF-065: Approval of Payroll Report for November 2020**
The motion passed. The Board adopted the resolution.
- vii. **FY2021-1222-FF-066: Approval of November/December In-Between Checks and Online Payments (Operational)**
The motion passed. The Board adopted the resolution.
- viii. **FY2021-1222-FF-067: Acceptance of NJPRF Digital Divide Grant**
The motion passed. The Board adopted the resolution.

C. Personnel

- i. **FY2021-1222-P-020: Approval of New Hires**
The motion passed. The Board adopted the resolution.
- ii. **FY2021-1222-P-021: Approval of Status Changes**
The motion passed. The Board adopted the resolution.
- iii. **FY2021-1222-P-022: Approval of Professional Development**
The motion passed. The Board adopted the resolution.
- iv. **FY2021-1222-P-023: Approval of Substitute Teachers List**
The motion passed. The Board adopted the resolution.

D. Policies & Procedures

- v. **FY2021-1222-PP-007: Approval of Updated Policies & Procedures 2nd Reading**
The motion passed. The Board adopted the resolution.

13. ADJOURNMENT

Motion & Second to Adjourn

Moved: Ms. Guthrie

Second: Dr. McBride

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 **7:50 p.m.**