

# COMMUNITY CHARTER SCHOOL OF PATERSON

## MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES

### MARCH 25, 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 Thursday, March 25, 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 Vice President Dr. Tiffany McBride called the meeting to order at **6:05 p.m.**

**2. SALUTE TO THE FLAG**

Dr. McBride led all those assembled in a salute to the flag of the United States of America.

**3. STATEMENT BY PRESIDING OFFICER**

Dr. McBride 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**

No comments were offered from the public.

## **6. CORRESPONDENCE**

Mr. Curtis Palmore advised that a press release from the Governor's Office stated virtual and remote learning opportunities will not be permitted beginning in September 2021.

## **7. BOARD PRESIDENT'S REPORT**

A Board President's Report was not presented.

## **8. Community Schools Presentation**

Ms. Sarai Lucero presented an overview of CCSP's current level of service for the 21CCLC Program. Ms. Christine Corrison, outside evaluator for the 21CCLC Program, reviewed guidance from the Department of Education for level of service during the pandemic. Ms. Corrison works for Laurus Grant Writing and Evaluation Services. Ms. Corrison advised that the enrollment target for CCSP is 305 students, and currently CCSP is on track to enroll 261 students. Ms. Corrison advised that no students have participated in 30 hours of programs, but a number of students have participated in 15 or more hours. Ms. Corrison expressed that due to the pandemic, and remote learning challenges, many programs in New Jersey are achieving lower rates of enrollment and participation. Ms. Corrison stated that the Department of Education is being more flexible with the timeline for programs to meet their target level of service. Ms. Corrison stated that DOE will permit enrollment and participation through the summer. Ms. Corrison indicated that DOE is looking to see that program expenses and program levels of service are aligned.

Ms. Sarai Lucero provided an update on Community Schools and Home School Council for the month of March. Ms. Lucero reviewed the afterschool programming schedule and clubs. Ms. Lucero reported on parent engagement numbers. Ms. Lucero reviewed recent and upcoming family and community engagement events.

## **9. CCSP Senior Leadership (CEO, DCI, Principals, Director of Community Schools)**

Mr. Curtis Palmore provided an update on student enrollment and lottery applications. Mr. Palmore advised that enrollment for March is down, and the Administration will be meeting with school leaders to address enrollment. Mr. Palmore advised that there are less lottery applications than in previous years, and that this is consistent with what other charter schools in New Jersey are experiencing. Mr. Palmore provided an update on curriculum and instruction items, including planning for Summer School programming, professional development, evaluations, and administration of the NJSLA as mandated by New Jersey. Mr. Palmore advised that New Jersey has established some of the requirements for schools to administer the NJSLA. Mr. Palmore stated that School Leadership will begin to plan for administration of the NJSLA immediately.

Ms. Charlotte Marler-Hausen provided an update on the Elementary School campus, including student and staff attendance, and chronic absenteeism. Ms. Marler-Hausen presented a summary of in-person hybrid attendance by grade, and Monday/Tuesday and Thursday/Friday cohorts. Ms. Marler-Hausen stated that about 130 elementary school students are attending in-person each week. Ms. Marler-Hausen advised that some parents that initially chose to send students back to in-person learning have changed their minds due to the pandemic and are keeping their children in the remote learning program. Ms. Marler-Hausen provided an update on teacher evaluations, professional development, NJSLA security training and proctoring, and upcoming events for the Elementary campus.

Mr. Michael Bussacco provided an update on the Middle School campus, including student and staff attendance. Mr. Bussacco indicated that there was a slight increase in chronic absenteeism. Mr. Bussacco advised that staff continues to make phone calls, holding disengagement meetings, 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 advised that currently 80 students are attending in-person at the Middle School per week. Mr. Bussacco expressed that the number of in-person students currently attending is less than the number of students that were initially signed up for by parents for returning to in-person. Mr. Bussacco provided an update on professional development, data evaluation, end of cycle assessments, preparation for NJSLA, teacher evaluations, and upcoming Middle School events.

#### **10. BOARD TREASURER'S REPORT**

Board Treasurer, Mr. Flavio Rivera, presented the Board Treasurer's Report for February 2021.

#### **11. BOARD SECRETARY'S REPORT**

A Board Secretary's Report was not presented.

#### **12. COMMITTEE REPORTS**

- A. Curriculum & Instruction** met on 3/17 and discussed plans for re-opening in hybrid, intervention programming, charter renewal, summer school programming, NWEA assessment, professional development, and other routine curriculum and instruction items, and items included in resolutions and action items.
- B. Finance & Facilities** met on 3/18 and discussed the FY 2021-2022 school budget and other items included in resolutions and action items.
- C. Personnel** met on 3/17 and discussed new hires and items included in resolutions and action items.
- D. Policies & Procedures** met on 3/23 and discussed new policy updates and items included in resolutions and action items.
- E. Grievances** did not meet.

#### **13. RESOLUTIONS/ACTION ITEMS**

##### **A. Minutes**

- i. **FY2021-0325-M-015: Approval of Minutes from February 25, 2021 Regular Board Meeting**  
The motion passed. The Board adopted the resolution.

##### **B. Curriculum & Instruction**

- i. **FY2021-0325-C-010: Approval of Field Trips**  
The motion passed. The Board adopted the resolution.

##### **C. Finance & Facilities**

- i. **FY2021-0325-FF-090: Board Treasurer's Report for February 2021**  
The motion passed. The Board adopted the resolution.

- ii. **FY2021-0325-FF-091: Board Secretary’s Report for February 2021**  
Consideration of the resolution was postponed.
- iii. **FY2021-0325-FF-092: Operations Bill List for March 2021**  
The motion passed. The Board adopted the resolution.
- iv. **FY2021-0325-FF-093: Food Services Bill List for March 2021**  
The motion passed. The Board adopted the resolution.
- v. **FY2021-0325-FF-094: Supplemental Bill List for March 2021**  
The motion passed. The Board adopted the resolution.
- vi. **FY2021-0325-FF-095: Approval of Payroll Report for February 2021**  
The motion passed. The Board adopted the resolution.
- vii. **FY2021-0325-FF-096: Approval of February/March In-Between Checks and Online Payments (Operational)**  
The motion passed. The Board adopted the resolution.
- viii. **FY2021-0325-FF-097: Approval of Vendor Contracts/Agreements**  
The motion passed. The Board adopted the resolution.

**D. Personnel**

- i. **FY2021-0325-P-036: Approval of New Hires**  
The motion passed. The Board adopted the resolution.
- ii. **FY2021-0325-P-037: Approval of Professional Development**  
The motion passed. The Board adopted the resolution.
- iii. **FY2021-0325-P-038: Approval of Substitute Teachers List**  
The motion passed. The Board adopted the resolution.
- iv. **FY2021-0325-P-039: Approval of HIB Self-Assessment**  
The motion passed. The Board adopted the resolution.
- v. **FY2021-0225-P-035: Approval of IDEA Teachers for School Year 2020-2021**  
The motion passed. The Board adopted the resolution.

**E. Policies & Procedures**

- vi. **FY2021-0325-PP-011: Approval of Updated Policies & Procedures 2<sup>nd</sup> Reading**  
Consideration of the resolution was postponed.
- vii. **FY2021-0325-PP-012: Approval of Updated Policies & Procedures 1<sup>st</sup> Reading**  
Consideration of the resolution was postponed.

**14. EXECUTIVE SESSION**

- i. Motion & Second to enter Executive Session  
  
The Board discussed personnel items.

Moved: Mr. Zaydel

Second: Ms. Lugo

Roll Call:

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

The motion passed. Meeting entered Executive Session at **7:53 p.m.**

ii. Motion & Second to exit Executive Session

Moved: Mr. DeBlasio

Second: Mr. Zaydel

Roll Call:

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

The motion passed. Meeting exited Executive Session at **8:25 p.m.**

### 15. ADJOURNMENT

Motion & Second to Adjourn

Moved: Mr. Zaydel

Second: Ms. Lugo

Roll Call:

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

The motion passed. Meeting adjourned at **8:26 p.m.**