

# COMMUNITY CHARTER SCHOOL OF PATERSON

## MINUTES FROM THE REORGANIZATION MEETING OF THE BOARD OF TRUSTEES JULY 29, 2021

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The Board of Trustees of the Community Charter School of Paterson (the “School”) held a Reorganization Meeting of the Board of Trustees on Thursday, July 29, 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 **6:07 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		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		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. NOMINATIONS FOR PRESIDENT**

Dr. Tiffany McBride moved to nominate Mr. Michael DeBlasio for Board President. Ms. Marqweesha Guthrie seconded.

Moved: Dr. McBride                      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
<b>NAY</b>							
<b>ABSENT</b>	X		X				
<b>ABSTAINED</b>							

**6. NOMINATIONS FOR VICE-PRESIDENT**

Ms. Sophia Sample moved to nominate Dr. Tiffany McBride for Board Vice-President. Ms. Tamara Lugo seconded.

Moved: Ms. Sample                      Second: Ms. Lugo                      Roll Call:

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

**7. PUBLIC READING OF BOARD MEMBER CODE OF ETHICS**

Dr. McBride, Board Vice President, read aloud the Board Member Code of Ethics for the 2021-2022 school year.

**8. SELECTION OF BOARD COMMITTEE MEMBERS**

Mr. DeBlasio will coordinate with individual board members and finalize committee assignments prior to the next regular board meeting.

**9. COMMENTS FROM THE PUBLIC**

No comments were offered from the public.

## **10. CORRESPONDENCE**

There was no correspondence to present.

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

Ms. Charlotte Marler-Hausen and Mr. Michael Bussacco provided an update on Teacher Pre-Service planning. Ms. Marler-Hausen and Mr. Bussacco reviewed a list of recommended professional development areas to be provided at Pre-Service.

Ms. Sarai Lucero provided an update on the Community Schools Summer Program. Ms. Lucero reviewed program attendance for the months of June and July. Ms. Lucero provided an update on recent and upcoming Summer Program events.

## **12. TREASURER'S REPORT**

A Board Treasurer's Report was not presented.

## **13. SECRETARY'S REPORT**

A Board Secretary's Report was not presented.

## **14. COMMITTEE REPORTS**

- A. **Curriculum & Instruction** met on 7/21 and discussed re-opening plan, teacher pre-service, summer program attendance, charter school renewal process, curriculum revisions, terminations, vacancies, and other items included in resolution.
- B. **Finance & Facilities** met on 7/22 and discussed routine F&F items, facility preparedness, and items included in resolution.
- C. **Personnel** will be held in first week of August.
- D. **Policies & Procedures** will be held in first week of August.
- E. **Grievances** did not meet.

## **15. RESOLUTIONS/ACTION ITEMS**

### **A. Minutes**

- i. **FY2022-0729-M-001: Approval of Minutes from July 7, 2021 Special Board Meeting**  
The motion passed. The Board adopted the resolution.
- ii. **FY2022-0729-M-002: Approval of Minutes from June 24, 2021 Regular Board Meeting**  
The motion passed. The Board adopted the resolution.

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

- i. **FY2022-0729-C-001: Approval of CCSP Curriculum Guides**  
The motion passed. The Board adopted the resolution.

- ii. **FY2022-0729-C-002: Approval of Teacher Evaluation Tool for the 2021-2022 School Year**  
The motion passed. The Board adopted the resolution.
- iii. **FY2022-0729-C-003: Approval of Principal Evaluation Tool for the 2021-2022 School Year**  
The motion passed. The Board adopted the resolution.
- iv. **FY2022-0729-C-004: Approval of Teacher Evaluation Tool for the 2020-2021 School Year**  
The motion passed. The Board adopted the resolution.
- v. **FY2022-0729-C-005: Approval of Principal Evaluation Tool for the 2020-2021 School Year**  
The motion passed. The Board adopted the resolution.

**C. Finance & Facilities**

- i. **FY2022-0729-FF-001: Board Treasurer’s Report for June 2021**  
Consideration of this resolution was postponed.
- ii. **FY2022-0729-FF-002: Board Secretary’s Report for June 2021**  
Consideration of this resolution was postponed.
- iii. **FY2022-0729-FF-003: Operations Bill List for July 2021**  
The motion passed. The Board adopted the resolution, as amended.
- iv. **FY2022-0729-FF-004: Student Activity Bill List for July 2021**  
The motion passed. The Board adopted the resolution.
- v. **FY2022-0729-FF-005: Food Services Bill List for July 2021**  
The motion passed. The Board adopted the resolution.
- vi. **FY2022-0729-FF-006: Supplemental Bill List for July 2021**  
The motion passed. The Board adopted the resolution.
- vii. **FY2022-0729-FF-007: Approval of June 2021 Payroll Report**  
The motion passed. The Board adopted the resolution.
- viii. **FY2022-0729-FF-008: Approval of June/July In-Between Checks and Online Payments (Operational)**  
The motion passed. The Board adopted the resolution.
- ix. **FY2022-0729-FF-009: Approval of Vendor Contract Agreements**  
The motion passed. The Board adopted the resolution.
- x. **FY2022-0729-FF-010: Appointment of Treasurer**  
The motion passed. The Board adopted the resolution.
- xi. **FY2022-0729-FF-011: Establishment of Bank Depository**

The motion passed. The Board adopted the resolution.

- xii. **FY2022-0729-FF-012: Appointment of Custodian of Petty Cash**  
The motion passed. The Board adopted the resolution.

**D. Policies & Procedures**

- i. **FY2022-0729-PP-001: Adoptions, Appointments and Designations**  
The motion passed. The Board adopted the resolution.
- ii. **FY2022-0729-PP-002: Approval of Official Board Meeting Calendar**  
The motion passed. The Board adopted the resolution.
- iii. **FY2022-0729-PP-003: Approval of 2021-2022 SOA for the Comprehensive Equity Plan for submission to Passaic County**  
Consideration of this resolution was postponed.
- iv. **FY2022-0729-PP-004: Approval of submission of 2020-2021 Annual Report**  
The motion passed. The Board adopted the resolution.

**16. ADJOURNMENT**

Motion & Second to Adjourn

Moved: BZ                      Second: MG    Roll Call:

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

The motion passed. Meeting adjourned at **7:09 p.m.**