

COMMUNITY CHARTER SCHOOL OF PATERSON

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES

JANUARY 28, 2021

The Board of Trustees of the Community Charter School of Paterson (the “School”) held a Regular Meeting of the Board of Trustees on Thursday, January 28, 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 **6:04 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	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	X	Mr. Olugbenga Olabintan, CPA
Treasurer	X	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

Ms. Keisha Smith, Middle School Operations Manager, thanked CCSP’s leadership team, faculty and staff, and the Board, for continuing to support the students, families and CCSP community.

6. CORRESPONDENCE

Mr. Curtis Palmore advised that there was no correspondence to present.

7. BOARD PRESIDENT'S REPORT

A Board President's Report was not presented.

8. CCSP Senior Leadership (CEO, DCI, Principals, Director of Community Schools)

Dr. Lisa Schneider provided an update on curriculum and instruction items, including an update on assessments. Dr. Schneider advised that CCSP is currently completing NWEA assessments for Reading and Math for grades 1-8, and Science for grades 3-8. Dr. Schneider noted that this is the first time CCSP has administered assessments fully remote. Dr. Schneider thanked faculty and staff for their effort to assist students with preparing for the online assessment, including helping a small group of students that have experienced technology and bandwidth challenges. Dr. Schneider advised that the State is considering asking schools to administer the NJSLA remotely. Dr. Schneider said that more information would be forthcoming as it comes from the State. Dr. Schneider advised that CCSP is preparing for the District benchmark assessments for Science, Math, Writing, and Reading for Winter and Spring (End of Year). Dr. Schneider provided an update on staff evaluations and advised that round 1 of teacher evaluations are complete. Dr. Schneider offered highlights for professional development for January and February; including NWEA proctor training, Into Math, Amplify Science, PLCs-NWEA Interpretation, strategies for students who may have experienced trauma, and Co-Teaching.

Dr. Schneider shared with the Board that the leadership team and faculty prepared a lesson plan based on the poem, The Hill Will Climb, written and read by Amanda Gorman at the Inauguration of President Biden and Vice President Harris.

Mr. Curtis 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 advised the Board that students will be returning in the hybrid model beginning on March 1, 2021. Mr. Palmore stated that staff will be returning February 22, 2021. Mr. Palmore advised that parent teacher conferences were held on January 27th and January 28th. Mr. Palmore stated that work continues on the strategic plan initiative. Mr. Palmore advised that a draft document for the strategic plan will be ready in March. Mr. Palmore provided a Community Advisory Board update.

Ms. Charlotte Marler-Hausen provided an update on Elementary School campus, including an update on student and staff attendance. Ms. Marler-Hausen advised the Board that daily phone calls are made to parents and families when a student is absent. Ms. Marler-Hausen advised that the staff has rolled out incentives for improving student attendance. Ms. Marler-Hausen provided an updated on chronic absenteeism and advised that it has declined. Ms. Marler-Hausen advised there has been an increase in tutoring attendance, and that students are appreciative of the opportunity to work in small groups and to connect with their peers outside of the remote school day. Ms. Marler-Hausen reported on parent attendance for the Elementary School parent teacher conferences held on January 27th. Ms. Marler-Hausen shared highlights and input from the Parent & Family Coffee Chat held on January 21. During the Coffee Chat parents recommended additional social events, parent peer support group, and computer classes to help students. Ms. Marler-Hausen advised that faculty and staff have provided opportunities for students to share their thoughts and reactions to recent national events and the Presidential Inauguration. Ms. Marler-

Hausen stated that preparations for administering the NWEA are underway. Ms. Marler-Hausen provided a list of upcoming events.

Mr. Michael Bussacco provided an update on the Middle School campus, including student and staff attendance. Mr. Bussacco advised student attendance improved in January and thanked staff for making daily phone calls, holding disengagement meetings, posting on Class Dojo, and other methods to increase student attendance and engagement. Mr. Bussacco indicated that there has been a decline in chronic absenteeism. Mr. Bussacco provided an update on disengaged scholars. Mr. Bussacco discussed afterschool tutoring attendance. Mr. Bussacco advised that overall about 51% of students enrolled in tutoring are participating. Mr. Bussacco shared topics for current professional development, including preparations for NWEA testing. Mr. Bussacco advised that the Middle School will be complete with NWEA testing on Monday, February 1. Mr. Bussacco shared a list of upcoming middle school events. Mr. Bussacco advised that middle school parent teacher conferences were held, and approximately 62% of parents and families participated.

Ms. Sarai Lucero provided an update on Community Schools. Ms. Lucero reviewed the afterschool programming schedule and clubs. Ms. Lucero provided an update on ELT/21st CCLC enrollment. Ms. Lucero noted that enrollment is down and level of service is not meeting the goal. Ms. Lucero described different recruitment initiatives underway to increase ELT enrollment and participation. Ms. Lucero reviewed recent and upcoming family and community engagement events.

9. BOARD TREASURER’S REPORT

Mr. Craig Smith presented the Board Treasurer’s report for December 2020.

10. BOARD SECRETARY’S REPORT

Mr. Craig Smith presented the Board Secretary’s report for December 2020.

11. COMMITTEE REPORTS

- A. Curriculum & Instruction** met on 1/20 and discussed staff evaluations, correlations between teacher and student assessments, intervention model, NWEA planning, vacancies, reopening plans, grant opportunities, and other routine curriculum and instruction items, and items included in resolutions and action items.
- B. Finance & Facilities** met on 1/21 and discussed Chapter 44, food service program, and items included in resolutions and action items.
- C. Personnel** met on 1/25 and discussed routine new hires, vacancies and items included in resolutions and action items.
- D. Policies & Procedures** met on 1/25 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. FY2021-0128-M-012: Approval of Minutes from December 22, 2020 Regular Board Meeting**
The motion passed. The Board adopted the resolution.

B. Finance & Facilities

- i. **FY2021-0128-FF-069: Board Treasurer’s Report for December 2020**
The motion passed. The Board adopted the resolution.
- ii. **FY2021-0128-FF-070: Board Secretary’s Report for December 2020**
The motion passed. The Board adopted the resolution.
- iii. **FY2021-0128-FF-071: Operations Bill List for January 2020**
The motion passed. The Board adopted the resolution.
- iv. **FY2021-0128-FF-072: Food Services Bill List for January 2020**
The motion passed. The Board adopted the resolution.
- v. **FY2021-0128-FF-073: Supplemental Bill List for January 2020**
The motion passed. The Board adopted the resolution.
- vi. **FY2021-0128-FF-074: Approval of Payroll Report for December 2020**
The motion passed. The Board adopted the resolution.
- vii. **FY2021-0128-FF-075: Approval of December/January In-Between Checks and Online Payments (Operational)**
The motion passed. The Board adopted the resolution.
- viii. **FY2021-0128-FF-076: Approval of Vendor Contract Agreements**
The motion passed. The Board adopted the resolution.
- ix. **FY2021-0128-FF-077: Approval of CCSP School Vehicle**
The motion passed. The Board adopted the resolution.

C. Personnel

- i. **FY2021-0128-P-024: Approval of Status Changes**
The motion passed. The Board adopted the resolution.
- ii. **FY2021-0128-P-025: Approval of Professional Development**
The motion passed. The Board adopted the resolution.
- iii. **FY2021-0128-P-026: Approval of Substitute Teachers List**
The motion passed. The Board adopted the resolution.

13. EXECUTIVE SESSION

- i. Motion & Second to enter Executive Session

The Board discussed personnel items.

Moved: Mr. Zaydel

Second: Ms. Guthrie

Roll Call:

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

The motion passed. Meeting entered Executive Session at **8:26 p.m.**

- ii. Motion & Second to exit Executive Session

Moved: Mr. Zaydel

Second: Mr. Kousha

Roll Call:

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

The motion passed. Meeting exited Executive Session at **8:29 p.m.**

14. 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
YEA		X	X	X	X	X	X
NAY							
ABSENT	X						
ABSTAINED							

The motion passed. Meeting adjourned at **8:30 p.m.**