

COMMUNITY CHARTER SCHOOL OF PATERSON

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES

FEBRUARY 24, 2022

The Board of Trustees of the Community Charter School of Paterson (the “School”) held a Regular Meeting of the Board of Trustees on Thursday, February 24, 2022 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 **6:05 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. Makeba McCray
School Founder Liaison	X	Mr. Robert Guarasci
SBA		Mr. Olugbenga Olabintan, CPA
Treasurer		Mr. Flavio Rivera
Principal	X	Mr. Eric Thompson
Principal		Ms. Jacqueline Oliver
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. **EXECUTIVE SESSION**

Motion & Second to enter Executive Session to discuss personnel matters.

Moved: Ms. Guthrie

Second: Ms. Sample

Roll Call:

	MR DEBLASIO	MS. GUTHRIE	MR. KOUSHA	MS. SAMPLE	DR. MCBRIDE	MS. LUGO	MR. ZAYDEL
YEA	X	X	X	X	X	X	X
NAY							
ABSENT							
ABSTAINED							

The motion passed. The Board entered Executive Session at **6:08 p.m.**

Motion & Second to exit Executive Session.

Moved: Mr. Zaydel

Second: Ms. Lugo

Roll Call:

	MR DEBLASIO	MS. GUTHRIE	MR. KOUSHA	MS. SAMPLE	DR. MCBRIDE	MS. LUGO	MR. ZAYDEL
YEA	X	X	X	X	X	X	X
NAY							
ABSENT							
ABSTAINED							

The motion passed. The Board exited Executive Session at **8:09 p.m.**

7. **CORRESPONDENCE**

Mr. Palmore advised the Board of correspondence from the State of New Jersey related to the mask mandate in schools.

8. **BOARD PRESIDENT’S REPORT**

A Board President’s Report was not presented.

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

Mr. Palmore presented a report on CCSP assessment data for Fall and Winter 2021-2022. Mr. Palmore presented on Fall Start Strong assessment results. Mr. Palmore showed that the results of the Fall Start Strong assessment indicate that 63% of students need strong support. Mr. Palmore confirmed that students needing strong support were identified for afterschool and tutoring. Mr. Palmore presented on Winter NWEA assessment results. Mr. Palmore highlighted that more students participated in the Winter NWEA assessment than the Fall Start Strong assessment. Mr. Palmore discussed the level of growth by grade for Math, ELA, and Science. Mr. Palmore showed the percent meeting/proficient by grade for Math, ELA and Science for the Fall and Winter NWEA assessments. Mr. Palmore discussed impacts on instruction including the COVID-19 pandemic, staff resignations, flood at 75 Spruce, and pacing of curriculum in grades 5 through 8. Mr. Palmore identified the focus content areas and subject standards for which students need the most support. Mr. Palmore presented next steps including targeted approach to quality instruction, continued professional development, leadership changes, intense teaching coaching, addressing school

culture issues, team teaching in challenging classes, data meetings, targeted tutoring and NJSLA informational meetings for parents. Mr. Palmore indicated targeted metrics for short term success including 40-50% grade level achievement for all grade levels, increasing data meetings, 95% student attendance for new tutoring groups, and decrease in monthly student suspensions. Long term targets include continued recruitment of effective teachers, establishing school safety plan, build out of progress monitoring, hiring of data specialist, planning for extended summer program, and IB application and leadership training. Mr. Palmore presented a report on HIB data and incidents.

10. **BOARD TREASURER’S REPORT**

Board Treasurer’s reports was presented for December 2021 and January 2022.

11. **BOARD SECRETARY’S REPORT**

Mr. Olugbenga Olabintan presented the Board Secretary’s Report for January 2022.

12. **COMMITTEE REPORTS**

- A. **Curriculum & Instruction** met on 2/22 and discussed items included in resolutions.
- B. **Finance & Facilities** met on 2/17 and discussed items included in resolutions.
- C. **Personnel** met on 2/22 and discussed items included in resolutions.
- D. **Policies & Procedures** met on 2/22 and discussed items included in resolutions.
- E. **Grievances** met on 2/24.

13. **RESOLUTIONS/ACTION ITEMS**

A. Minutes

- i. **FY2022-0224-M-012: Approval of Minutes from January 27, 2022 Board of Trustees Meeting**
The motion passed. The Board adopted the resolution.
- ii. **FY2022-0224-M-013: Approval of Minutes from February 5, 2022 Board of Trustees Meeting**
The motion passed. The Board adopted the resolution.

B. Curriculum & Instruction

- i. **FY2022-0224-C-005: Approval of Field Trips**
The motion passed. The Board adopted the resolution.

C. Finance & Facilities

- i. **FY2022-0224-FF-084: Board Treasurer’s Report for December 2021**
The motion passed. The Board adopted the resolution.
- ii. **FY2022-0224-FF-085: Board Secretary’s Report for January 2022**
The motion passed. The Board adopted the resolution.
- iii. **FY2022-0224-FF-086: Operations Bill List for February 2022**

- The motion passed. The Board adopted the resolution, as amended.
- iv. **FY2022-0224-FF-087: Supplemental Bill List for February 2022**
The motion passed. The Board adopted the resolution.
 - v. **FY2022-0224-FF-088: Food Account Bill List for February 2022**
The motion passed. The Board adopted the resolution.
 - vi. **FY2022-0224-FF-089: Approval of January 2022 Payroll Reports**
The motion passed. The Board adopted the resolution.
 - vii. **FY2022-0224-FF-090: Approval of January/February In-Between Checks and Online Payments (Operational)**
The motion passed. The Board adopted the resolution.
 - viii. **FY2022-0224-FF-091: Approval of Vendor Contracts**
The motion passed. The Board adopted the resolution.
 - ix. **FY2022-0224-FF-092: Approval of Staff Retention Bonuses**
The motion passed. The Board adopted the resolution.
 - x. **FY2022-0224-FF-093: Approval of Comprehensive Annual Financial Report (CAFR) and AMR Report**
The motion passed. The Board adopted the resolution.

D. Personnel

- i. **FY2022-0224-P-034: Approval of New Hires**
The motion passed. The Board adopted the resolution.
- ii. **FY2022-0224-P-035: Approval of Status Changes**
The motion passed. The Board adopted the resolution, as amended.
- iii. **FY2022-0224-P-036: Approval of Substitute Teachers**
The motion passed. The Board adopted the resolution.
- iv. **FY2022-0224-P-037: Approval of Professional Development**
The motion passed. The Board adopted the resolution.
- v. **FY2022-0224-P-038: Approval of Culture & Climate Coordinator Job Description**
The motion passed. The Board adopted the resolution, as amended to remove “social worker” reference from job description.
- vi. **FY2022-0224-P-039: Approval of Wellness Coordinator Job Description**
The motion passed. The Board adopted the resolution.
- vii. **FY2022-0224-P-040: Approval of Data Specialist Job Description**
The motion passed. The Board adopted the resolution, as amended to state part-time in job description.
- viii. **FY2022-0224-P-041: Approval of HIB Self-Assessment**
The motion passed. The Board adopted the resolution.

- ix. **FY2022-0224-P-042: Approval of Bilingual/ESL Three Year Program Plan Submission**
The motion passed. The Board adopted the resolution, as amended.

E. Policies & Procedures

- i. **FY2022-0224-PP-007: Approval of Mask Policy Update**
The motion passed. The Board adopted the resolution.
- ii. **FY2022-0224-PP-008: Approval of Updated Policies**
The motion passed. The Board adopted the resolution, as amended.

14. **ADJOURNMENT**
Motion & Second to Adjourn

Moved: Ms. Guthrie

Second: Ms. Lugo

Roll Call:

	MR DEBLASIO	MS. GUTHRIE	MR. KOUSHA	MS. SAMPLE	DR. MCBRIDE	MS. LUGO	MR. ZAYDEL
YEA	X	X	X	X	X	X	X
NAY							
ABSENT							
ABSTAINED							

The motion passed. Meeting adjourned at **10:10 p.m.**