

COMMUNITY CHARTER SCHOOL OF PATERSON

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES

MAY 26, 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, May 26, 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 **6:03 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		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. Makeba McCray
School Founder Liaison	X	Mr. Robert Guarasci
SBA		Mr. Olugbenga Olabintan, CPA
Treasurer		Mr. Flavio Rivera
Principal	X	Mr. Eric Thompson
Principal	X	Mr. Sean Sawyer
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**

Dr. Curtis Palmore advised the Board of a program being offered through the State that would assist teachers with obtaining teacher certifications.

7. **BOARD PRESIDENT'S REPORT**

A Board President's Report was not provided.

8. **CCSP SENIOR LEADERSHIP (CEO and DCI)**

Dr. Curtis Palmore led the Board and Administration in a moment of silence for the victims and families of the school shooting at Robb Elementary School in Texas.

Dr. Curtis Palmore provided an update on student enrollment and student waitlist. Dr. Palmore provided an update on administration of the NJSLA. Dr. Palmore advised that administration of the NJSLA will be complete Friday, 5/27, at the middle school campus. Dr. Palmore discussed additional learning loss efforts taking place including Small Group Instruction, After School Tutoring, and Saturday Academy. Dr. Palmore stated that due to staffing, Saturday Academy was not able to run at the elementary school campus. Dr. Palmore provided an overview of the Saturday Academy program running at the middle school campus including enrollment and attendance. Board Trustees Mr. Michael DeBlasio and Dr. Tiffany McBride expressed their concern about the enrollment and level of participation in Saturday Academy. Mr. DeBlasio recommended that staff hires for the 22-23 Saturday Academy begin immediately in order to make sure the necessary staff is hired to have an impactful program in the 22-23 school year. Dr. Palmore described the After School Program including enrollment and attendance. Dr. Palmore advised that the elementary school program is held in person and the middle school program is held virtually with live tutors. Dr. Palmore recommended shifts in the programs to address learning loss for the 22-23 school year including making learning loss programs mandatory for identified students. Dr. Palmore also recommended drastically increasing the number of students per grade for tutoring, expanding tutoring to include science, and possibly partnering with Teach For America / Ignite Tutoring program. Dr. Palmore described the forthcoming Summer Program, which will run from July 5th to July 29th for elementary and middle school students. Dr. Palmore advised that currently 200 total students are enrolled in the Summer Program. Board Trustees asked if additional students will be enrolled. Dr. Palmore discussed use of data in the Summer Program including teacher training and pre- and post-program tests. Dr. Palmore provided an update on vacant teacher positions.

Mr. Eric Thompson provided an update for the elementary school campus including staff attendance, student attendance and engagement. Mr. Thompson illustrated that student attendance has increased across all grades at the elementary campus for the month of May. Mr. Thompson described the current professional development topics including vertical articulation, end of year lesson planning, and F&P test administration. Mr. Thompson provided an update on current and forthcoming events including NJSLA Pep Rally, Honor Roll Assembly, and Great Falls Walking Trip.

Mr. Sean Sawyer provided an update for the middle school campus including staff attendance, student attendance and engagement, and chronic absenteeism. Mr. Sawyer discussed efforts taken to improve student tardiness and absenteeism. Mr. Sawyer reviewed the administration of the NJSLA at the middle school campus. Mr. Sawyer thanked Mr. Thompson, Dr. McCray, and Ms. Dean Oliver in their assistance in administering the NJSLA. Mr. Sawyer said that less than 15

students will require a makeup test for the NJSLA. Mr. Sawyer provided his monthly highlights including culture and climate, Awards Assembly, NJSLA Pep Rally, professional development, on-boarding of 2 new teachers, no HIB incidents, 25 students accepted to PCTI, 7 students accepted to Manchester Regional HS. Mr. Sawyer provided a schedule for upcoming middle school events and meetings. Mr. Sawyer will be scheduling meetings with parents and students to clean the slate for next year, and planning meetings with staff for the 22-23 year.

Ms. Sarai Lucero provided an update for Community Schools and the 21st Century program. Ms. Lucero advised that they are currently on track to meet the level of service by the end of the Summer Program. Ms. Lucero advised that a new program kicked-off with the Paterson Music Project. Ms. Lucero shared photos and a video of basketball games being held in the newly constructed gymnasium. Ms. Lucero highlighted the girls' basketball team, which made it to the playoff tournament. Ms. Lucero advised that to date 129 people have received their COVID-19 vaccination through Community Schools' Vaccination Clinic. Ms. Lucero provided an update on Home School Council, and Wellness and Financial workshops. Ms. Lucero provided an update on the student mentoring program and April and May events.

9. **BOARD TREASURER'S REPORT**

A Board Treasurer's Report was not presented.

10. **BOARD SECRETARY'S REPORT**

Mr. Olugbenga Olabintan presented the Board Secretary's reports for March and April 2022.

11. **COMMITTEE REPORTS**

- A. **Curriculum & Instruction** met on 5/24 and discussed non-certificated renewal list, 2022-2023 school calendar, after school program, afternoon tutoring, elementary science curriculum, resignations, staff vacancies, new hires, and staff renewals and summer program.
- B. **Finance & Facilities** met on 5/19 and discussed routine items included as resolution on the agenda.
- C. **Personnel** met on 5/23 and discussed new hires, non-certificated renewal list, and status changes for the summer program.
- D. **Policies & Procedures** met on 5/23 and reviewed latest policy recommendations.
- E. **Grievances** did not meet this month.

12. **RESOLUTIONS/ACTION ITEMS**

A. Minutes

- i. **FY2022-0526-M-016: Approval of Minutes from April 28, 2022 Board of Trustees Meeting**
The motion passed. The Board adopted the resolution.
- ii. **FY2022-0526-M-017: Approval of Minutes from May 11, 2022 Special Meeting of the Board of Trustees**
The motion passed. The Board adopted the resolution.

B. Curriculum & Instruction

- iii. **FY2022-0526-C-006: Approval of School Calendar 2022-2023**
The motion passed. The Board adopted the resolution, as amended.
- iv. **FY2022-0526-C-007: Approval of CCSP Textbook Adoption**
The motion passed. The Board adopted the resolution, as amended.

C. Finance & Facilities

- v. **FY2022-0526-FF-118: Board Treasurer's Report for February 2022**
This report was previously approved by the Board and no new action was taken.
- vi. **FY2022-0526-FF-119: Board Treasurer's Report for March 2022**
This report was previously approved by the Board and no new action was taken.
- vii. **FY2022-0526-FF-120: Board Secretary's Report for February 2022**
The motion passed. The Board adopted the resolution.
- viii. **FY2022-0526-FF-121: Board Secretary's Report for March 2022**
The motion passed. The Board adopted the resolution.
- ix. **FY2022-0526-FF-122: Board Secretary's Report for April 2022**
The motion passed. The Board adopted the resolution.
- x. **FY2022-0526-FF-123: Operations Bill List for May 2022**
The motion passed. The Board adopted the resolution.
- xi. **FY2022-0526-FF-124: Supplemental Bill List for May 2022**
The motion passed. The Board adopted the resolution.
- xii. **FY2022-0526-FF-125: Food Account Bill List for May 2022**
The motion passed. The Board adopted the resolution.
- xiii. **FY2022-0526-FF-126: Student Activity Bill List for May 2022**
The motion passed. The Board adopted the resolution.
- xiv. **FY2022-0526-FF-127: Approval of April 2022 Payroll Reports**
The motion passed. The Board adopted the resolution, as amended.
- xv. **FY2022-0526-FF-128: Approval of April/May In-Between Checks and Online Payments (Operational)**
The motion passed. The Board adopted the resolution.
- xvi. **FY2022-0526-FF-129: Approval of Vendor Contracts**
The motion passed. The Board adopted the resolution.
- xvii. **FY2022-0526-FF-130: Approval of Food Services Management Company RFP**
The motion passed. The Board adopted the resolution.

- xviii. **FY2022-0526-FF-131: Approval of Budget Transfers**
The motion passed. The Board adopted the resolution.

D. Personnel

- ix. **FY2022-0526-P-054: Approval of New Hires**
The motion passed. The Board adopted the resolution.
- x. **FY2022-0526-P-055: Approval of Status Changes**
The motion passed. The Board adopted the resolution, as amended.
- xi. **FY2022-0526-P-056: Approval of Substitute Teachers**
The motion passed. The Board adopted the resolution.
- xii. **FY2022-0526-P-057: Approval of Non-Certified Staff Contract Renewals for 2022-2023 School Year.**
The motion passed. The Board adopted the resolution.

E. Policies & Procedures

- xiii. **FY2022-0526-PP-015: Approval of Updated Policies**
The motion passed. The Board adopted the resolution.
- xiv. **FY2022-0526-PP-016: Approval of HIB Report**
The motion passed. The Board adopted the resolution.

13. **EXECUTIVE SESSION**

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

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
NAY							
ABSENT			X				
ABSTAINED							

The motion passed. The Board entered Executive Session at **7:56 p.m.**

Motion & Second to exit Executive Session.

Moved: Dr. McBride

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
NAY							
ABSENT			X				
ABSTAINED							

The motion passed. The Board exited Executive Session at **8:39 p.m.**

14. **ADJOURNMENT**

Motion & Second to Adjourn

Moved: Ms. Sample

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
NAY							
ABSENT			X				
ABSTAINED							

The motion passed. Meeting adjourned at **8:53 p.m.**