

COMMUNITY CHARTER SCHOOL OF PATERSON

MINUTES FROM THE REORGANIZATION MEETING OF THE BOARD OF TRUSTEES JULY 28, 2022

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 28, 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 **6:07 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 Vice President	X	Dr. Tiffany McBride
Board Member	X	Mr. Boris Zaydel
Board Member	X	Ms. Sophia Sample
Board Member	X	Ms. Marqweesha Guthrie
Board Member	X	Mr. David Gelman
Board Member	X	Ms. Shana Manradge
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	Ms. Madeline Paneto-Gonzalez
Principal		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. NOMINATIONS FOR PRESIDENT

Dr. Tiffany McBride moved to nominate Mr. Michael DeBlasio for Board President. Ms. Sophia Sample seconded.

Moved: Dr. McBride

Second: Ms. Sample

Roll Call:

	Mr. DeBlasio	Ms. Guthrie	Mr. Gelman	Ms. Sample	Dr. McBride	Ms. Manradge	Mr. Zaydel
YEA	X	X	X	X	X	X	X
NAY							
ABSENT							
ABSTAINED							

6. NOMINATIONS FOR VICE-PRESIDENT

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

Moved: Mr. DeBlasio

Second: Ms. Guthrie

Roll Call:

	Mr. DeBlasio	Ms. Guthrie	Mr. Gelman	Ms. Sample	Dr. McBride	Ms. Manradge	Mr. Zaydel
YEA	X	X	X	X	X	X	X
ABSENT							
ABSTAINED							

7. PUBLIC READING OF BOARD MEMBER CODE OF ETHICS

Ms. Giselle Vannoy distributed the Board Member Code of Ethics for the 2022-2023 school year to all Board Members.

8. SELECTION OF BOARD COMMITTEE MEMBERS

Mr. DeBlasio advised that he would coordinate with individual board members and finalize committee assignments prior to the next regular committee meetings.

9. COMMENTS FROM THE PUBLIC

No comments were offered from the public.

10. CORRESPONDENCE

There was no correspondence to present.

11. BOARD PRESIDENT'S REPORT

A Board President's report was not presented.

12. CCSP SENIOR LEADERSHIP (CEO, DCI, Principals, Director of Community Schools)

Dr. Curtis Palmore provided an update on student enrollment. Dr. Palmore illustrated that a total of 901 students are currently seated. Dr. Palmore provided an update on teacher hires. Dr. Palmore expressed that three teacher vacancies remain unfilled at the elementary campus and ten teacher vacancies at the middle school campus. Dr. Palmore advised that CCSP will host an open house event and continue mass media advertising to fill vacant teacher positions. Dr. Palmore and Board Members discussed contingency plans for vacant teacher positions that are not filled at the start of the school year. Dr. Palmore provided an update on planning for teacher pre-service.

Ms. Paneto-Gonzalez provided a summary of her efforts and goals for July and August for the elementary school including building relationships with staff and faculty, identifying students and families challenged by chronic absenteeism, physical building preparedness, filling teacher vacancies, and pre-service preparations.

Mr. Sean Sawyer provided an update for the middle school including his yearend takeaways for the 2021-2022 school year, yearend highlights, pre-service planning, summer focus items and goals for the 2022-2023 school year. Mr. Sawyer expressed that goals for the 2022-2023 school year include filling teacher vacancies, using data to improve student performance, planning engaging professional development, implementing student WINN periods as real time academic intervention (Whatever I Need Now), and scheduling clean slate meetings with families.

Ms. Sarai Lucero provided an update on the Community Schools Summer Program. Ms. Lucero advised that CCSP met its required level of service for the 21st Century program year. Ms. Lucero discussed summer program academic and club activities, summer field trips, and upcoming events.

13. TREASURER'S REPORT

Board Treasurer's reports were presented for May 2022 and June 2022.

14. SECRETARY'S REPORT

A Board Secretary's Report was presented for May 2022.

15. COMMITTEE REPORTS

- A. Curriculum & Instruction** met on 7/20 and 7/26 and discussed new literacy curriculum, pre-service planning, embargoed NJSLA data, and items included in resolutions on the agenda.
- B. Finance & Facilities** met on 7/21 and discussed routine F&F items including capital improvements, payroll, vendor contracts, and items included in resolutions.
- C. Personnel** met on 7/18 and 7/27 and discussed routing personnel items including new hires and resignations.
- D. Policies & Procedures** met on 7/18 and discussed second reading of policy updates.
- E. Grievances** did not meet.

5. RESOLUTIONS/ACTION ITEMS

A. Minutes

- i. **FY2023-0728-M-001: Approval of Minutes from May 26, 2022 Board of Trustees Meeting**
The motion passed. The Board adopted the resolution.
- ii. **FY2023-0728-M-002: Approval of Minutes from July 6, 2022 Board of Trustees Meeting**
The motion passed. The Board adopted the resolution.
- iii. **FY2023-0728-M-003: Approval of Minutes from June 30, 2022 Board of Trustees Meeting**
The motion passed. The Board adopted the resolution.

B. Curriculum & Instruction

- iv. **FY2023-0728-C-001: Approval of CCSP Curriculum Guides for ELA and Guided Reading**
The motion passed. The Board adopted the resolution, as amended.
- v. **FY2023-0728-C-002: Approval of Teacher Evaluation Tool for the 2022-2023 School Year**
The motion passed. The Board adopted the resolution.
- vi. **FY2023-0728-C-003: Approval of School Leader Evaluation Tool for the 2022-2023 School Year**
The motion passed. The Board adopted the resolution.
- vii. **FY2023-0728-C-004: Field Trips**
The motion passed. The Board adopted the resolution.

C. Finance & Facilities

- viii. **FY2023-0728-FF-004: Board Treasurer's Report for May 2022 and June 2022**
The motion passed. The Board adopted the resolution, as amended.
- ix. **FY2023-0728-FF-005: Board Secretary's Report for May 2022**
The motion passed. The Board adopted the resolution.
- x. **FY2023-0728-FF-006: Operations Bill List for July 2022**
The motion passed. The Board adopted the resolution, as amended.
- xi. **FY2023-0728-FF-007: Food Account Bill List for July 2022**
The motion passed. The Board adopted the resolution.
- xii. **FY2023-0728-FF-008: Supplemental Bill List for July 2022**
The motion passed. The Board adopted the resolution.
- xiii. **FY2023-0728-FF-009: Approval of June 2022 Payroll Reports**
The motion passed. The Board adopted the resolution.

- xiv. **FY2023-0728-FF-010: Approval of June/July In-Between Checks and Online Payments (Operational)**
The motion passed. The Board adopted the resolution.
- xv. **FY2023-0728-FF-011: Approval of Vendor Contracts**
The motion passed. The Board adopted the resolution.
- xvi. **FY2023-0728-FF-012: Approval of Treasurer & Internal Auditor**
The motion passed. The Board adopted the resolution, as amended.
- xvii. **FY2023-0728-FF-013: Establishment of Bank Depository**
The motion passed. The Board adopted the resolution.
- xviii. **FY2023-0728-FF-014: Appointment of Custodian of Petty Cash**
The motion passed. The Board adopted the resolution.
- xix. **FY2023-0728-FF-015: Approval of Pomptonian Food Services**
The motion passed. The Board adopted the resolution.

D. Personnel

- ix. **FY2023-0728-P-004: Approval of New Hires**
The motion passed. The Board adopted the resolution.
- x. **FY2023-0728-P-005: Approval of Status Changes**
The motion passed. The Board adopted the resolution, as amended.
- xi. **FY2023-0728-P-006: Approval of Resignations and Terminations**
The motion passed. The Board adopted the resolution.

E. Policies & Procedures

- xii. **FY2023-0728-PP-001: Adoptions, Appointments and Designations**
The motion passed. The Board adopted the resolution.
- xiii. **FY2023-0728-PP-002: Approval of Official Board Meeting Calendar**
The motion passed. The Board adopted the resolution.
- xiv. **FY2023-0728-PP-003: Approval of Submission of 2021-22 Annual Report**
The motion passed. The Board adopted the resolution, as amended.
- xv. **FY2023-0728-PP-004: Approval of Updated Policies 2nd Reading**
The motion passed. The Board adopted the resolution.

6. **EXECUTIVE SESSION**

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

Moved: Dr. McBride

Second: Ms. Guthrie

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 **7:41 p.m.**

Motion & Second to exit Executive Session.

Moved: Dr. McBride

Second: Ms. Guthrie

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 **7:51 p.m.**

7. **ADJOURNMENT**

Motion & Second to Adjourn

Moved: Mr. Zaydel

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. Meeting adjourned at **7:53 p.m.**