

# COMMUNITY CHARTER SCHOOL OF PATERSON

## MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES

### AUGUST 26, 2020

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The Board of Trustees of the Community Charter School of Paterson (the “School”) held a Regular Meeting of the Board of Trustees on Wednesday, August 26, 2020, via the Zoom platform due to the public health emergency. The public was able to participate in the meeting by dialing 1-929-205-6099.

**1. CALL TO ORDER**

Board President Mr. Michael DeBlasio called the meeting to order at **6:04 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		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
School Founder Liaison	X	Mr. Robert Guarasci
SBA		Mr. Olugbenga Olabintan, CPA
Treasurer		Mr. Flavio Rivera

Visitors: See sign in sheets for details.

**5. COMMENTS FROM THE PUBLIC**

Mr. Sample inquired as to the technology preparations for remote learning. Mr. Palmore advised that the school has expanded its IT network and capacity in preparation for remote learning. Mr. Palmore stated that school staff has reached out to families to determine technology and internet access needs. Mr. Palmore explained that the school has been assisting through the distribution of Chromebooks and hotspot devices where families are in need.

## **6. CORRESPONDENCE**

Mr. Curtis Palmore advised the Board of a notice from the NJ Charter School Association concerning the State's FY 21 budget. Mr. Palmore expressed that forthcoming State budget cuts may impact the current year's school budget. Mr. Palmore advised that he would apprise the Board upon examining the notice more closely with the NJ Charter School Association, Board Secretary and SBA.

## **7. BOARD PRESIDENT'S REPORT**

A Board President's Report was not presented.

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

Mr. Curtis Palmore commenced the senior leadership presentations. Mr. Palmore provided an update on preparation of CCSP's Strategic Plan. The school leadership team and the Board discussed guiding principles to be included in the strategic plan.

Mr. Palmore presented the updated school reopening plan for 2020-21. Mr. Palmore highlighted that the updated reopening plan calls for students to learn remotely until Monday, October 5.

Dr. Lisa Schneider provided an update on the progress of teacher pre-service. Dr. Schneider advised that key focuses of pre-service include re-establishing norms, encouraging teacher engagement and reflection, and professional development. Dr. Schneider advised that for new teachers, week 1 of pre-service focused on student rapport, parent communication, mentor training, CCSP instructional model, classroom management and special education compliance. Dr. Schneider stated that week 2 of pre-service will focus on equity advocacy, addressing staff concerns around reopening, Wilson Training, Amplify Science, Into Math, and engaging student during remote learning. Dr. Schneider advised that the additional week of professional development, week 3, will focus on SEL Suite 360, and campus health and safety, and classroom preparations.

Mrs. Chloe Lewis advised as to the preparations currently underway for reopening of the elementary school campus including the setting up of teacher classrooms. Mr. Michael Bussacco advised as to the preparations underway at the middle school campus with focus on health and safety precautions, and setting up of teacher classrooms.

Ms. Dacil Tilos presented the 2020 Community Schools Annual Board Presentation. Ms. Tilos highlighted that attendance during the 2020 summer program was lower than originally estimated due to the coronavirus pandemic. Ms. Tilos presented a plan for Community Schools for 20-21. Ms. Tilos advised that Before Care will begin October 5. Expanded Learning Time will begin virtually on October 5, with a plan to start on-site ELT by November 2. Mr. Guarasci asked if 21st Century will accept virtual classes towards level of service. Ms. Tilos confirmed that 21st Century does accept attendance in virtual programming towards level of service. Ms. Tilos presented the proposed schedule for 20-21 Expanded Learning Time. Ms. Tilos advised that Community Schools has created a Google website. Ms. Tilos provided a list of upcoming events and meetings for Community Schools.

## **9. BOARD TREASURER'S REPORT**

A Board Treasurer's Report was not presented.

## **10. BOARD SECRETARY'S REPORT**

A Board Secretary's Report was not presented.

## **11. COMMITTEE REPORTS**

- A. Curriculum & Instruction** met on 8/19 and discussed reopening plans, pre-service, professional development, status changes, new hires and vacancies.
- B. Finance & Facilities** met on 8/20 and discussed the payroll audit performed by Sobel and routine F&F items, and items included in resolution on today's agenda.
- C. Personnel** met on 8/25 and discussed status changes and related salary/pay changes, new hires, and resignations.
- D. Policies & Procedures** met on 8/25 and discussed items included in resolution on today's agenda.
- E. Grievances** did not meet.

## **12. RESOLUTIONS/ACTION ITEMS**

### **A. Minutes**

- i. **FY2021-0826-M-003: Approval of Minutes from August 6, 2020 Board Retreat**  
The motion passed. The Board adopted the resolution.
- ii. **FY2021-0826-M-004: Approval of Minutes from July 30, 2020 Board Reorganization Meeting**  
The motion passed. The Board adopted the resolution.

### **B. Finance & Facilities**

- i. **FY2021-0826-FF-015: Board Treasurer's Report for July 2020**  
Consideration of this resolution was postponed.
- ii. **FY2021-0826-FF-016: Board Treasurer's Report for June 2020**  
Consideration of this resolution was postponed.
- iii. **FY2021-0826-FF-017: Board Secretary's Report for July 2020**  
Consideration of this resolution was postponed.
- iv. **FY2021-0826-FF-018: Board Secretary's Report for June 2020**  
Consideration of this resolution was postponed.
- v. **FY2021-0826-FF-019: Operations Bill List for August 2020**  
The motion passed. The Board adopted the resolution, as amended.
- vi. **FY2021-0826-FF-020: Student Activity Bill List for August 2020**  
The motion passed. The Board adopted the resolution.
- vii. **FY2021-0826-FF-021: Food Services Bill List for August 2020**  
Consideration of this resolution was postponed.

- viii. **FY2021-0826-FF-022: Supplemental Bill List for August 2020**  
The motion passed. The Board adopted the resolution.
- ix. **FY2021-0826-FF-023: Approval of Payroll Report for July 2020**  
The motion passed. The Board adopted the resolution.
- x. **FY2021-0826-FF-024: Approval of Vendor Contracts / Agreements**  
The motion passed. The Board adopted the resolution.
- xi. **FY2021-0826-FF-025: Approval of July/August In-Between Checks and Online Payments (Operational)**  
The motion passed. The Board adopted the resolution.
- xii. **FY2021-0826-FF-026: Approval of July/August In-Between Checks and Online Payments (Supplemental)**  
The motion passed. The Board adopted the resolution.

**C. Personnel**

- i. **FY2021-0826-P-005: Approval of Status Changes**  
The motion passed. The Board adopted the resolution.
- ii. **FY2021-0826-P-006: Approval of Resignations and Terminations**  
The motion passed. The Board adopted the resolution.
- iii. **FY2021-0826-P-007: Approval of New Hires**  
The motion passed. The Board adopted the resolution, as amended.
- iv. **FY2021-0826-P-008: Approval of Professional Development**  
The motion passed. The Board adopted the resolution, as amended.
- v. **FY2021-0826-P-009: Approval of Director of Curriculum and Instruction Merit Pay**  
The motion passed. The Board adopted the resolution.
- vi. **FY2021-0826-P-010: Approval of Salary Increase for 12 Month Administrative Employees**  
The motion passed. The Board adopted the resolution.

**D. Policies & Procedures**

- i. **FY2021-0826-PP-005: Approval of Updated Policies and Procedures 2<sup>nd</sup> Reading and Adoption**  
The motion passed. The Board adopted the resolution.

**13. EXECUTIVE SESSION**

- i. Motion & Second to enter Executive Session

The Board discussed personnel matters.

Moved: Mr. Kousha

Second: Mr. Zaydel

Roll Call:

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

The motion passed. Meeting entered Executive Session at **7:51 p.m.**

- ii. Motion & Second to exit Executive Session

Moved: Dr. McBride

Second: Mr. Kousha

Roll Call:

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

The motion passed. Meeting exited Executive Session at **8:47 p.m.**

#### 14. **ADJOURNMENT**

Motion & Second to Adjourn

Moved: Dr. McBride

Second: Mr. Kousha

Roll Call:

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

The motion passed. Meeting adjourned at **8:48 p.m.**