

# COMMUNITY CHARTER SCHOOL OF PATERSON

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

### SEPTEMBER 24, 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 Thursday, September 24, 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 **6:09 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		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		Mr. Olugbenga Olabintan, CPA
Treasurer		Mr. Flavio Rivera

Visitors: See sign in sheets for details.

**5. COMMENTS FROM THE PUBLIC**

Keisha Smith, CCSP Operations Manager, thanked the administrators and staff for their continued hard work and dedication to the Community Charter School of Paterson. Ms. Smith remarked that she has been working at CCSP for 6 years and continues to appreciate everyone’s efforts to serve the children and families of CCSP.

## 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)

Mr. Curtis Palmore commenced the senior leadership presentations. Mr. Palmore thanked teachers, administrators, board members, support staff, and parents for their effort to prepare, and engage children through online learning.

Mr. Palmore led the Board and meeting participants in a moment to honor the lives of the late Ruth Bader Ginsburg, and the late Breonna Taylor.

Mr. Palmore provided an update on student enrollment and current waiting list. Mr. Palmore advised that more than 500 families participated in the Virtual Back to School Night. Mr. Palmore advised that staff and families expressed excitement and enthusiasm about back to school night. Mr. Palmore provided an update on the preparations for returning to in-person learning.

Ms. Charlotte Hausen provided an update on virtual learning for the Elementary School campus. Ms. Hausen shared different strategies being used by teachers to keep children engaged in online learning. Ms. Hausen advised that as a part of ELA teachers have created an online digital library for students.

Mr. Michael Bussacco provided an update on virtual learning for the Middle School campus. Mr. Bussacco advised that teachers have created teacher websites that include resources, calendar, and lessons for students to access online. Mr. Bussacco indicated that the Virtual Back to School Night was a success, and families that were not available to attend at the original time were able to playback a recording of the event. Mr. Bussacco discussed morning meetings, SEL Class, Social Studies, teacher planning, and upcoming virtual engagement and fundraising events.

Dr. Lisa Schneider provided an update on curriculum and instruction. Dr. Schneider stated that CCSP is working on partnering with William Paterson University in order to connect WPU's Teacher Training program with CCSP students. Dr. Schneider described the teacher evaluation tool proposed for use this school year. Dr. Schneider and the Board discussed elements of the proposed teacher evaluation tool. Dr. Schneider provided an update on the launch of intervention programs.

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 be on-site on November 2. Mr. Guarasci asked if 21<sup>st</sup> Century will accept virtual classes towards level of service. Ms. Tilos responded that 21<sup>st</sup> 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**

Mr. Craig Smith, School Business Administrator, presented the Board Secretary's Report for August 2020.

## **11. COMMITTEE REPORTS**

- A. Curriculum & Instruction** met on 9/16 and discussed the teacher evaluation tool, strategies for mitigating the administration of NWEA remotely, a partnership with William Paterson University's Teacher Training program, intervention programs, professional development, status changes, new hires and vacancies.
- B. Finance & Facilities** met on 9/18 and discussed the budget versus actual, vendor contracts, new hires, staff benefits, 8 Morris construction, and items included in resolution on today's agenda.
- C. Personnel** met on 9/22 and discussed status changes, new hires, and resignations.
- D. Policies & Procedures** met on 9/18 and discussed items included in resolution on today's agenda.
- E. Grievances** did not meet.

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

### **A. Minutes**

- i. **FY2021-0924-M-004: Approval of Minutes from August 26, 2020 Regular Board Meeting**  
The motion passed. The Board adopted the resolution.
- ii. **FY2021-0924-M-005: Approval of Minutes from September 10, 2020 Special Board Meeting**  
The motion passed. The Board adopted the resolution.

### **B. Curriculum & Instruction**

- i. **FY2021-0924-C-003: Approval of Teacher Evaluation Tool**  
The motion passed. The Board adopted the resolution.
- ii. **FY2021-0924-C-004: Approval of William Paterson University Partnership**  
The motion passed. The Board adopted the resolution.

### **C. Finance & Facilities**

- i. **FY2021-0924-FF-032: Board Treasurer's Report for August 2020**  
Consideration of this resolution was postponed.
- ii. **FY2021-0924-FF-033: Board Secretary's Report for August 2020**

The motion passed. The Board adopted the resolution.

- iii. **FY2021-0924-FF-034: Operations Bill List for September 2020**  
The motion passed. The Board adopted the resolution.
- iv. **FY2021-0924-FF-035: Student Activity Bill List for September 2020**  
The motion passed. The Board adopted the resolution.
- v. **FY2021-0924-FF-036: Food Services Bill List for September 2020**  
The motion passed. The Board adopted the resolution.
- vi. **FY2021-0924-FF-037: Supplemental Bill List for September 2020**  
The motion passed. The Board adopted the resolution.
- vii. **FY2021-0924-FF-038: Approval of Payroll Report for August 2020**  
The motion passed. The Board adopted the resolution.
- viii. **FY2021-0924-FF-039: Approval of Vendor Contracts / Agreements**  
The motion passed. The Board adopted the resolution, as amended.
- ix. **FY2021-0924-FF-040: Approval of August/September In-Between Checks and Online Payments (Operational)**  
The motion passed. The Board adopted the resolution.

**D. Personnel**

- i. **FY2021-0924-P-011: Approval of Status Changes**  
The motion passed. The Board adopted the resolution, as amended.
- ii. **FY2021-0924-P-012: Approval of New Hires**  
The motion passed. The Board adopted the resolution, as amended.
- iii. **FY2021-0924-P-013: Approval of Professional Development**  
The motion passed. The Board adopted the resolution, as amended.

**E. Policies & Procedures**

- i. **FY2021-0924-PP-006: 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 a litigation matter.

Moved: Ms. Guthrie

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
<b>NAY</b>							
<b>ABSENT</b>			X		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
<b>NAY</b>							
<b>ABSENT</b>			X		X		
<b>ABSTAINED</b>							

The motion passed. Meeting exited Executive Session at **8:04 p.m.**

#### 14. **ADJOURNMENT**

Motion & Second to Adjourn

Moved: Mr. Zaydel

Second: Ms. Sample

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 **8:07 p.m.**