



Board of Trustees

Meeting Minutes

September 12, 2019

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Board of Trustees

Meeting Minutes

September 12, 2019

Call to Order, Open Public Meeting Act Notice

Time and Place: 6:06 pm - PACS Paterson, 47 State Street, Paterson, NJ

Roll Call

Name	Title	Voting/Non-Voting	Present	Absent	Late Arrival
Madelka Osiecki	Board President	Voting		X	
Hector Jimenez	Board Vice President	Voting	X		
Catherine Ventura	Board Secretary	Voting	X		
Timothy J. Graham	Trustee	Voting	X		
Cary D. Caraballo	Trustee	Voting	X		
Dina Runcie	Trustee	Voting			6:39PM
Regina Lauricella	Principal	Non-Voting	X		

Also noted present:

- Marcy Bostwick, Executive Director
- Valerie Corner, School Business Administrator
- Richard Pressler, Consultant

Motion to approve today's agenda: APPROVED

Moved:	Catherine Ventura
Seconded:	Hector Jimenez

Madelka Osiecki	
Hector Jimenez	X
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	

Motion to approve the minutes from August 8, 2019: APPROVED

Moved:	Catherine Ventura
Seconded:	Hector Jimenez

Madelka Osiecki	
Hector Jimenez	X
Catherine Ventura	X

Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	

Motion to approve the consent agenda: APPROVED

Moved:	Catherine Ventura
Seconded:	Cary D. Caraballo

Madelka Osiecki	
Hector Jimenez	X
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	

Facilities Update: Hector Jimenez

- All going well at second location at St. Anthony’s
- Engagement and commitment demonstrated by parents
- Marcy: reconvening facilities committee to begin searching for long-term location (meeting early October)
 - Relationship-building within the community
 - Renewal will also impact the securing of site

PEP Update: Richard Pressler (on renewal process)

- Meeting set for Monday, September 16th to review the process
- First part: written application
 - Collaborating with Thea and Regina to ensure all information is collected for the process
- Second part: school visit
 - Will conduct a “mock” visit for practice
- Third part: stakeholder interviews
 - Interviews with parents, educators, and board members
 - Will distribute list of questions for board and, if willing, can conduct mock interviews
 - For our board, at least 3 board members should be prepared; less than the quorum to avoid having to give public notice
- Application due October 15th and school visit scheduled for November 14th

School Matters/Principal’s Report: Regina Lauricella

- Principal’s Report
 - Additional information provided on report
 - Opened two buildings this year
 - High attendance at orientation
- Renewal Process/Curriculum
 - Access and equity piece → inclusion model for special education
 - Piloting doing more formal assessments in September this year

- Norming taking place for assessments
- Increasing hours for security at both locations
- Extended-day program has begun (120 students currently enrolled)
- Working with PEP to establish weekly meetings with SBA to gain clarity around revenue processes and tracking
- Operations, Budgets, Facilities
 - Transparency and user-friendly reports; working with Finance Committee
 - Identified two parents to serve on facilities committee; begin thinking long-term
 - Applied for Dickinson Fund Grant
- Announcements
 - Next project: Guided Reading Library
 - Ribbon-cutting ceremony: September 24th at 9:30AM
 - Board action items: finance committee already scheduled to take place; facilities committee meeting on the calendar

Resolutions:

Motion to approve new staff contracts: APPROVED

<i>Roll Call Vote</i>

Madelka Osiecki	
Hector Jimenez	X
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	

Motion to approve service agreement for OT and CST Evaluations: APPROVED

Moved:	Catherine Ventura
Seconded:	Hector Jimenez

Madelka Osiecki	
Hector Jimenez	X
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	

Governance/Finances

- **Finance Committee:** Dina Runcie
 - Conference call took place last week with the following members: Rick Pressler, Regina Lauricella, Gigo Lee-Taylor, Timothy Graham, Dina Runcie, Thea Heninger-Lowell
 - Webinar: roles and responsibilities of the committee
 - Topics covered: approving board secretary reports; line item transfer requests; developing the budget; vetting contracts; securing line of credit; selecting and managing an auditor; reviewing monthly cash flow reports

- Discussion on the role of Treasurer and on the development of a policy for monthly line item transfers
- Next steps:
 - Develop calendar of dates/times for Finance Committee meetings
 - Decide on strategy to obtain Treasurer
 - PD Session: understanding Board Secretary's Report
 - Discuss Line Item Transfer Approval Policy
 - Discuss required reports and timelines around reports

Public Comments

- **Parent of two students/President of PTO:**
 - **Request to update the school website calendar and meeting minutes**
 - **Had discussion with Commissioner of Board of Education on Philip's Academy Charter School's success**
 - **Had discussion with Vice Principal of College Achieve Charter School on ways to increase parent engagement**

Motion to enter into executive session: APPROVED

Moved:	Catherine Ventura
Seconded:	Dina Runcie

Madelka Osiecki	
Hector Jimenez	X
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

Entered Executive Session: 6:54 PM

Motion to exit executive session: APPROVED

Moved:	Catherine Ventura
Seconded:	Cary D. Caraballo

Madelka Osiecki	
Hector Jimenez	X
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

Exited Executive Session: 7:08 PM

Motion to adjourn: APPROVED

Moved:	Catherine Ventura
Seconded:	Timothy J. Graham

Madelka Osiecki	
Hector Jimenez	X
Catherine Ventura	X
Timothy J. Graham	X
Cary D. Caraballo	X
Dina Runcie	X

Meeting Adjourned: 7:09 PM