

# College Achieve Paterson Charter School

## Minutes for Board of Trustees Meeting August 21, 2019 Formal Action Will or May be Taken

- I. **Call to Order by Board President: 6:05 PM**  
 II. **Public Notice of Meeting/NJ Sunshine Law**

This meeting is being held in compliance with the Open Public Meetings Act and is open to the public. Notices were duly posted and the meeting was advertised in the Courier News. Formal action will be taken.

- III. **Salute to Flag**  
 IV. **Roll Call**

Board Member	Present	Absent	Board Member	Present	Absent
Andrew Fesen	X-Phone		Jerry Walker		X
Roger Grutzmacher	X-Phone		Craig Woolridge	X-Phone	
Kenyatta Stewart	X-Phone				

Also Present	Present	Absent
Brian Falkowski Ed.D., SBA		X
Kristina Haugen, School Business Office	X	
Michael Piscal, CEO, College Achieve Public Schools	X-Phone	
David Corse, CFO, College Achieve Public Schools		X
Gemar Mills, Executive Director, College Achieve Public Schools	X-Phone	
David Hespe, College Achieve Public Schools		X
Dr. Samuel Johnson	X	

- V. **Oath of Office**  
 1. Dr. Samuel Johnson

- VI. **Minutes**  
 1. To approve the minutes from the Board of Trustee meeting from June 10, 2019 and June 27, 2019.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Andrew Fesen	1	X				Jerry Walker					X
Roger Grutzmacher		X				Craig Woolridge	2	X			
Kenyatta Stewart					X	Dr. Samuel Johnson		X			

- VII. **Public Comment**

Members of the public wishing to address the Board of Trustees must state their name and are requested to limit their comments to three (3) minutes. Please be aware that all Charter School employees retain the right of privacy and shall retain all rights against defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public. Each member of the public will be given one opportunity to address the Board.

- XI. **Adjourn Public Session Opened Executive Session: 6:11 PM**

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Andrew Fesen	1	X				Jerry Walker					X
Roger Grutzmacher		X				Craig Woolridge	2	X			
Kenyatta Stewart					X	Dr. Samuel Johnson		X			

1. **Attorney – Client Privilege**

**XII. Adjourn Executive Session Reconvene Regular Session: 6:20 PM**

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Andrew Fesen		X				Jerry Walker					X
Roger Grutzmacher	2	X				Craig Woolridge	1	X			
Kenyatta Stewart					X	Dr. Samuel Johnson		X			

**VIII. Motion to accept the resignation of Andrew Fesen**

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger Grutzmacher	2	X				Jerry Walker					X
Kenyatta Stewart					X	Craig Woolridge	1	X			
						Dr. Samuel Johnson		X			

**IX. Nomination for Board President**

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Craig Woolridge	Roger Grutzmacher	Dr. Samuel Johnson	3	0	0	2

**X. Board President's Report**

1. Craig Woolridge reported he is looking forward to a productive year and assisting with making CAPCS an excellent educational facility.

**XI. Executive Director's Report:**

1. Dr. Gemar Mills
  - a. Provided update on expansion
  - b. Provided update on enrollment, 580 seat waiting list, of which 231 is for Kindergarten
  - c. Chromebook initiative moving to one-to-one
  - d. Grant Funding for Parents from Passaic County College (\$55,000 or less)
2. Principal McNair presented a report on enrollment and attendance
  - a. Back to school night is September 13, 2019
  - b. Increased staff size from 32 to 51
  - c. Provided an updated on parent orientation happening the week of August 19<sup>th</sup>

**XII. College Achieve Public Schools Report:**

1. Mike Piscal provided update on:
  - a. Building expansion
  - b. Enrollment
  - c. Test scores
  - d. PR team that sends out updates on school progress

**XIII. Board Comments:**

1. Kenyatta Stewart deferred to Dr. Gemar Mills to create a memo for sharing test scores with the community

**XIV. Motions for Approval:**

1. **Finance**
  - a. Board Secretary's and Treasurer's Report: To approve the Board Secretary's and Treasurer's Reports for June 2019, as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the College Achieve Paterson Charter School Board of Trustees acknowledges receipt of the secretary's certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of June 2019, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 (b),

and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year.

- b. Transfers: To approve transfers up to June 28, 2019.
- c. Bills List: To approve bills and check list for the period ending August 21, 2019.
- d. Payroll: To approve the following payrolls:
 

June 14, 2019	\$135,710.82
June 21, 2019	\$136,983.81
June 28, 2019	\$23,497.31
July 15, 2019	\$27,260.84
July 31, 2019	\$50,282.34
- e. To approve the submission of the 2019-2020 ESEA application:
  - Title I-A \$473,953
  - Title III \$77,310
- f. To approve the submission of the 2019-2020 IDEA application:
  - Basic \$100,286
  - Preschool \$2,122
- g. Vended Meals Food Service: BE IT RESOLVED: that the College Achieve Paterson Charter School, upon the recommendation of the School Director, hereby approves the contract with Genuine Foods as the Food Services Vended Meals provider for the 2019-2020 school year. The per meal prices are as follows:

Breakfast:	\$1.63
Lunch:	\$2.73
Snack:	\$0.78

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger Grutzmacher	2	X				Jerry Walker					X
Kenyatta Stewart		X				Craig Woolridge	1	X			
						Dr. Samuel Johnson		X			

2. **Travel – None**

3. **Buildings & Grounds – None**

4. **Personnel**

- a. To approve/ratify the following staff for the 2019-2020 school year:

Last Name	Position	Salary	Stipend	Total Comp
<b>10-Month Employees</b>				
Adair, Curtis	Middle School Mathematics Teacher	\$66,100.00		
Brown, Laura	Elementary School Teacher PK-3	\$49,500.00		
DiPaolo, Jamie	Elementary Social Studies Teacher	\$56,100.00		
Eastlake, Garrett	Physical Education-Health Teacher	\$60,500.00	\$3,000.00	\$63,500.00
Gordon-Williams, Corona	Middle School Science Teacher	\$62,500.00		
Hinton, Samantha	Middle School English Teacher 5-8	\$60,000.00		
Holsworth, Denise	Elementary Teacher PK-3	\$45,000.00		
Kindler, Filiz	Elementary School Teacher PK-3	\$45,000.00		
Mangine, Alyxx	Middle School English Teacher 5-8	\$45,000.00		
Montes, Melody	ELL Teacher	\$50,000.00		
Ricca, Anthony	Elementary Teacher	\$52,500.00		
Sim, Diana	Apprentice Teacher for Art	\$35,000.00		
<b>12-Month Employees</b>				
Cook, Sharon	Director of School Operations	\$102,910.00	\$5,000.00	\$107,910.00
McNair, Henry	Principal	\$127,300.00		\$127,300.00

- b. To approve the following summer interns:

Last Name	Rate
Cook, Justin	\$12/hour
Grier-Johnson, Taylor	\$12/hour
Guy, Jasaih	\$12/hour
Khyree, Rasheea	\$12/hour
McNair, Brianna	\$12/hour
Pierre, Cheyanne	\$12/hour
Vargas, Kayla	\$12/hour

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger Grutzmacher	1	x				Jerry Walker					X
Kenyatta Stewart		x				Craig Woolridge		x			
						Dr. Samuel Johnson	2	x			

## 5. Curriculum / Special Education – None

\*\*Kenyatta Stewart 6:24 PM

## 6. Contracts

- a. To approve: the EPITOME OF SOUL, INC. proposal as attached:  
Cost Breakdown \$166/month per student with (15 students/class for 10 months) = \$25,050.00
- b. To approve: the W&D Elite Cleaning LLC proposal as attached:  
Custodial Worker \$ 74,355.00  
Head Custodial \$ 27,615.00  
Supplies & Material \$18,030.00  
**Total Cost: \$120,000.00**
- c. To approve: the EDPlan Suite for Student Success proposal as attached:  
EDPlan EasyIEP \$2,500.00 (one-time cost)  
Licensing & Support \$7,500.00 (annually)
- d. To approve: the 24/7 Security Agency, LLC proposal as attached:  
2 Guards – per day each @ \$19.00 x 5.5 hours x 145 Days = \$30,305.00  
1 Guard – per day @ \$19.00 x 7 hours x 36 Days = \$ 4,788.00  
**Total Cost = \$35,093.00**
- e. To approve: the Title I Afterschool Tutorials proposal as attached:  
8 Teachers-per session (daily) @ \$30.00 x 2 hours x 132 days = \$ 63,360.00  
1 Administrator-per session (daily) @ \$50.00 x 2 hours x 132 days = \$ 13,200.00  
1 Clerical – per session (daily) @ \$30.00 x 2 hours x 132days = \$ 7,920.00  
**Total Cost = \$ 84,480.00**
- f. To approve: the Extra-Curricular Clubs and Activities as attached:  
12 Club Advisors x \$1,400 = \$16,800  
6 Athletic Coaches x \$2,500 = \$15,000  
18 supplies material x \$250 = \$ 4,500  
**Total Cost = \$36,300.00**

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger Grutzmacher	1	X				Jerry Walker					X
Kenyatta Stewart					X	Craig Woolridge		X			
						Dr. Samuel Johnson	2	X			

## 7. Policy / Governance / Operations / Miscellaneous

- a. To approve: the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (MOA) 2019 Revisions.
- b. To approve: the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger Grutzmacher	2	X				Jerry Walker					X
Kenyatta Stewart					X	Craig Woolridge	1	X			
						Dr. Samuel Johnson		X			

**XIII. Public Comment**

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**XIV. Old Business**

**XV. New Business**

**XVI. Reports / Look Ahead / Miscellaneous**

**XVII. Adjourn Public Session: 7:13 PM**

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger Grutzmacher		X				Jerry Walker					
Kenyatta Stewart					X	Craig Woolridge	1	X			
						Dr. Samuel Johnson	2	X			