

***Pace Charter School of Hamilton  
Board of Trustees – Regular Meeting***

Wednesday, July 16, 2025  
5:00 PM

**MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Pace Charter School of Hamilton, Board of Education is called to order at \_500pm\_ in the Pace Charter School of Hamilton multi-purpose room located at 52 Lafayette Ave. in Hamilton, NJ 08610.

**OPEN MEETING:**

Adequate notice of this meeting has been provided in the local news media and placed on the public notice located at the Pace Charter School of Hamilton Main Office at each location as required in the Open Public Meeting Act, Chapter 231, P.L. 1975.

**ROLL CALL:**

|         | Lakisha<br>Williams<br><br>President | Tamara<br>Childs<br>Board<br>Secretary | Norma<br>Villanueva<br>Community<br>Representative | Tameko<br>Webster<br>Community<br>Representative | Tamara<br>Powell<br>Community<br>Representative | Zenaida<br>Sanchez<br>Parent<br>Representative |
|---------|--------------------------------------|----------------------------------------|----------------------------------------------------|--------------------------------------------------|-------------------------------------------------|------------------------------------------------|
| Present | X                                    | X                                      | X                                                  | X                                                | X                                               | X                                              |
| Absent  |                                      |                                        |                                                    |                                                  |                                                 |                                                |
| LA/ED   |                                      |                                        |                                                    |                                                  |                                                 |                                                |

**Administrators Present:**

Deborah A. Pontoriero, Chief School Administrator; Donna Torres, School Business Administrator

**PUBLIC COMMENT\***

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\*If there are members of the public present, the Board Secretary will read the public comment statement.

**APPROVAL OF MINUTES AND AGENDA**

Motion to accept the meeting minutes from the June 17, 2025 general meeting as presented.

|                 | Lakisha<br>Williams<br><br>President | Tamara<br>Childs<br>Board<br>Secretary | Norma<br>Villanueva<br>Community<br>Representative | Tameko<br>Webster<br>Community<br>Representative | Tamara<br>Powell<br>Community<br>Representative | Zenaida<br>Sanchez<br>Parent<br>Representative |
|-----------------|--------------------------------------|----------------------------------------|----------------------------------------------------|--------------------------------------------------|-------------------------------------------------|------------------------------------------------|
| 1 <sup>st</sup> | X                                    |                                        |                                                    |                                                  |                                                 |                                                |
| 2 <sup>nd</sup> |                                      | X                                      |                                                    |                                                  |                                                 |                                                |
| Aye             | X                                    | X                                      | X                                                  | X                                                | X                                               | X                                              |
| Nay             |                                      |                                        |                                                    |                                                  |                                                 |                                                |
| Abstain         |                                      |                                        |                                                    |                                                  |                                                 |                                                |

Motion to approve the agenda as presented.

|                 | Lakisha Williams<br>President | Tamara Childs<br>Board Secretary | Norma Villanueva<br>Community Representative | Tameko Webster<br>Community Representative | Tamara Powell<br>Community Representative | Zenaida Sanchez<br>Parent Representative |
|-----------------|-------------------------------|----------------------------------|----------------------------------------------|--------------------------------------------|-------------------------------------------|------------------------------------------|
| 1 <sup>st</sup> | X                             |                                  |                                              |                                            |                                           |                                          |
| 2nd             |                               | X                                |                                              |                                            |                                           |                                          |
| Aye             | X                             | X                                | X                                            | X                                          | X                                         | X                                        |
| Nay             |                               |                                  |                                              |                                            |                                           |                                          |
| Abstain         |                               |                                  |                                              |                                            |                                           |                                          |

## FINANCE

*The following financial reports pursuant to N.J.A.C. 6A:23, 11©3 that no line-item account has encumbrances and expenditures which in total exceed the line item appropriate in violation of N.J.A.C 6A23-2.11(a) as certified by the Board Secretary, and pursuant to N.J.A.C. 6A:23-2 11(c)4 that no major account or fund has been over expended in violation of N.J.A.C. 6A:23-02.11 (b) as contained in the Board Secretary's Report, and/or Internal Cash Report.*

Motion to approve the July 2025 Bills List in the total of \$93,603.64 and also the ratifying bills for June 2025 in the amount of \$67,621.72 including the approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.

|                 | Lakisha Williams<br>President | Tamara Childs<br>Board Secretary | Norma Villanueva<br>Community Representative | Tameko Webster<br>Community Representative | Tamara Powell<br>Community Representative | Zenaida Sanchez<br>Parent Representative |
|-----------------|-------------------------------|----------------------------------|----------------------------------------------|--------------------------------------------|-------------------------------------------|------------------------------------------|
| 1 <sup>st</sup> | X                             |                                  |                                              |                                            |                                           |                                          |
| 2nd             |                               |                                  | X                                            |                                            |                                           |                                          |
| Aye             | X                             | X                                | X                                            | X                                          | X                                         | X                                        |
| Nay             |                               |                                  |                                              |                                            |                                           |                                          |
| Abstain         |                               |                                  |                                              |                                            |                                           |                                          |

Motion to accept the June 30<sup>th</sup> and July 16<sup>th</sup> payroll.

|                 | Lakisha Williams<br>President | Tamara Childs<br>Board Secretary | Norma Villanueva<br>Community Representative | Tameko Webster<br>Community Representative | Tamara Powell<br>Community Representative | Zenaida Sanchez<br>Parent Representative |
|-----------------|-------------------------------|----------------------------------|----------------------------------------------|--------------------------------------------|-------------------------------------------|------------------------------------------|
| 1 <sup>st</sup> | X                             |                                  |                                              |                                            |                                           |                                          |
| 2nd             |                               | X                                |                                              |                                            |                                           |                                          |
| Aye             | X                             | X                                | X                                            | X                                          | X                                         | X                                        |
| Nay             |                               |                                  |                                              |                                            |                                           |                                          |
| Abstain         |                               |                                  |                                              |                                            |                                           |                                          |

## NEW BUSINESS

Motion to approve the FMLA leave request for SMID 66143496.

|                 | Lakisha Williams<br>President | Tamara Childs<br>Board Secretary | Norma Villanueva<br>Community Representative | Tameko Webster<br>Community Representative | Tamara Powell<br>Community Representative | Zenaida Sanchez<br>Parent Representative |
|-----------------|-------------------------------|----------------------------------|----------------------------------------------|--------------------------------------------|-------------------------------------------|------------------------------------------|
| 1 <sup>st</sup> | X                             |                                  |                                              |                                            |                                           |                                          |
| 2nd             |                               |                                  |                                              | X                                          |                                           |                                          |
| Aye             | X                             | X                                | X                                            | X                                          | X                                         | X                                        |
| Nay             |                               |                                  |                                              |                                            |                                           |                                          |
| Abstain         |                               |                                  |                                              |                                            |                                           |                                          |

Motion to approve the following new hires with a start date of 9/1/2025

Wu, Katie (Inter BS),  
 Scleza, Arabella (Lower Sub)  
 Wells, Anaya (Middle ELA)  
 Lagumen, Earline (Kinder Aide)  
 Barrera, Cindy (Lower Secretary)  
 Marmur, Alan (Middle Math)  
 Esposti, Mathew (Middle Gym)  
 Wochjik, Lisa (Middle)

|                 | Lakisha Williams<br>President | Tamara Childs<br>Board Secretary | Norma Villanueva<br>Community Representative | Tameko Webster<br>Community Representative | Tamara Powell<br>Community Representative | Zenaida Sanchez<br>Parent Representative |
|-----------------|-------------------------------|----------------------------------|----------------------------------------------|--------------------------------------------|-------------------------------------------|------------------------------------------|
| 1 <sup>st</sup> |                               | X                                |                                              |                                            |                                           |                                          |
| 2 <sup>nd</sup> | X                             |                                  |                                              |                                            |                                           |                                          |
| Aye             | X                             | X                                | X                                            | X                                          | X                                         | X                                        |
| Nay             |                               |                                  |                                              |                                            |                                           |                                          |
| Abstain         |                               |                                  |                                              |                                            |                                           |                                          |

Motion to approve the Annual Report for the 2024-2025 School Year.

|                 | Lakisha Williams<br>President | Tamara Childs<br>Board Secretary | Norma Villanueva<br>Community Representative | Tameko Webster<br>Community Representative | Tamara Powell<br>Community Representative | Zenaida Sanchez<br>Parent Representative |
|-----------------|-------------------------------|----------------------------------|----------------------------------------------|--------------------------------------------|-------------------------------------------|------------------------------------------|
| 1 <sup>st</sup> | X                             |                                  |                                              |                                            |                                           |                                          |
| 2 <sup>nd</sup> |                               | X                                |                                              |                                            |                                           |                                          |
| Aye             | X                             | X                                | X                                            | X                                          | X                                         | X                                        |
| Nay             |                               |                                  |                                              |                                            |                                           |                                          |
| Abstain         |                               |                                  |                                              |                                            |                                           |                                          |

Motion to approve submission of the IDEA grant to NJ homeroom and the acceptance of the funds: Basic in the amount of \$104,876 and Pre-K in the amount of \$1,650.

|                 | Lakisha Williams<br>President | Tamara Childs<br>Board Secretary | Norma Villanueva<br>Community Representative | Tameko Webster<br>Community Representative | Tamara Powell<br>Community Representative | Zenaida Sanchez<br>Parent Representative |
|-----------------|-------------------------------|----------------------------------|----------------------------------------------|--------------------------------------------|-------------------------------------------|------------------------------------------|
| 1 <sup>st</sup> |                               | X                                |                                              |                                            |                                           |                                          |
| 2 <sup>nd</sup> |                               |                                  | X                                            |                                            |                                           |                                          |
| Aye             | X                             | X                                | X                                            | X                                          | X                                         | X                                        |
| Nay             |                               |                                  |                                              |                                            |                                           |                                          |
| Abstain         |                               |                                  |                                              |                                            |                                           |                                          |

## ADJOURNMENT

Time: 5:35

Motion to adjourn the meeting.

|                 | Lakisha<br>Williams<br>President | Tamara<br>Childs<br>Board<br>Secretary | Norma<br>Villanueva<br>Community<br>Representative | Tameko<br>Webster<br>Community<br>Representative | Tamara<br>Powell<br>Community<br>Representative | Zenaida<br>Sanchez<br>Parent<br>Representative |
|-----------------|----------------------------------|----------------------------------------|----------------------------------------------------|--------------------------------------------------|-------------------------------------------------|------------------------------------------------|
| 1 <sup>st</sup> | X                                |                                        |                                                    |                                                  |                                                 |                                                |
| 2 <sup>nd</sup> |                                  | X                                      |                                                    |                                                  |                                                 |                                                |
| Aye             | X                                | X                                      | X                                                  | X                                                | X                                               | X                                              |
| Nay             |                                  |                                        |                                                    |                                                  |                                                 |                                                |
| Abstain         |                                  |                                        |                                                    |                                                  |                                                 |                                                |

*Pace Charter School of Hamilton*  
*Board of Trustees*

*Tamara Childs*

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*Tamara Childs, Board Secretary*