

# FIRST PHILADELPHIA PREPARATORY CHARTER SCHOOL

4300 Tacony Street

Philadelphia, PA 19124

BOARD OF TRUSTEES MEETING

**AUGUST 16, 2017**

**7:30 PM**

## MINUTES

### SECTION I: CALL TO ORDER

#### *Opening Colloquy*

This August 16, 2017 meeting of the First Philadelphia Preparatory Charter School Board of Trustees is hereby called to Order. The time is 8:10 pm. My name is John MacDonald. I am the President of this Board of Trustees, and I will facilitate this meeting.

This is a public meeting that was properly advertised pursuant to the Pennsylvania Sunshine Act in the Philadelphia Daily News.

All members of the public are welcome, to sit and listen to the board of trustees conduct its business tonight. Members of the public who have registered with the Administrative office to participate in public comment by 5pm on the day before this scheduled meeting may participate in public comment. At this time, I would ask that executive administration submit the list of commenters to our legal counsel. Comments will be limited to three minutes unless the Board decides to grant additional time.

At this time, I will ask that Roll Call be taken.

#### A. Roll Call

<b>Board Members Present:</b>	<b>By Invitation: Non-Board Members:</b>
Karin Coger	Peter Costa
Teresa Grumbrecht	Dr. Joseph Gillespie
Anita Vega-Kaiser	Gerald L. Santilli
John MacDonald	William Wilkins, Esq.
Barbara Saunders	Richard Trzaska

<b>Board Members Absent:</b>	Myra Mezie David Annecharico, Esq. Daniel Saidel, Esq. Casey Plourde Kimberly Stokes Matthew Ackiewicz

B. Approval of Agenda

MOTION  ANITA KAISER  SECOND  BARBARA SAUNDERS  VOTE:  <input checked="" type="checkbox"/> PASS  <input type="checkbox"/> FAIL	<p><b>R17081601 Approval of the August 16, 2017 Agenda</b></p> <p>RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the August 16, 2017 Agenda.</p> <p><i>Notes of Discussion / Advance Regulatory and Financial Comment:</i></p> <table border="1"> <thead> <tr> <th><i>Who</i></th> <th><i>What</i></th> </tr> </thead> <tbody> <tr> <td><i>Board</i></td> <td><i>General Discussion</i></td> </tr> </tbody> </table>	<i>Who</i>	<i>What</i>	<i>Board</i>	<i>General Discussion</i>
<i>Who</i>	<i>What</i>				
<i>Board</i>	<i>General Discussion</i>				

C. Approval of Minutes

MOTION  KARIN COGER  SECOND  BARBARA SAUNDERS  VOTE:  <input checked="" type="checkbox"/> PASS  <input type="checkbox"/> FAIL	<p><b>R17081602 Approval of June 21, 2017 Minutes of Meeting</b></p> <p>RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the June 21, 2017 meeting of the Board of Trustees of First Philadelphia Preparatory Charter School.</p> <p><i>Notes of Discussion / Advance Regulatory and Financial Comment:</i></p> <table border="1"> <thead> <tr> <th><i>Who</i></th> <th><i>What</i></th> </tr> </thead> <tbody> <tr> <td><i>Board</i></td> <td><i>General Discussion</i></td> </tr> </tbody> </table>	<i>Who</i>	<i>What</i>	<i>Board</i>	<i>General Discussion</i>
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MOTION	<p><b>R17081603 Approval of July 6, 2017 Minutes of Meeting</b></p>				

ANITA KAISER

SECOND

BARBARA SAUNDERS

VOTE:

PASS

FAIL

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the July 6, 2017 meeting of the Board of Trustees of First Philadelphia Preparatory Charter School.

*Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>

**SECTION II: REPORTS**

A. Community Comment

*Community Comment Colloquy (General Counsel)*

Good Evening, my name is \_\_\_\_\_, with Sand & Saidel, PC, General Counsel to the First Philadelphia Preparatory Charter School Board of Trustees. Will you please state your name for our records?

You will have three minutes to address the Board of Trustees. Any documents or communications that you might supplement your comment with should be submitted to me. I will keep the time and notify the board when three minutes have elapsed.

This Board may choose not to comment, question or respond in any way to your public comment. I will begin the time now.

<i>Who</i>	<i>What</i>
<i>None</i>	<i>None</i>

B. First Philadelphia Preparatory Charter School CEO

*Dr. Gillespie reviewed the CEO report, previously submitted and incorporated into these minutes.*

*Ms. Casey Plourde and Ms. Kimberly Stokes reported upon the academic plan for K-6 FPPCS during the 2017/18 school year. The Board discussed PSSA growth and data. The Board discussed how the percentage of special education children affects the PSSA. Ms. Plourde discussed FPPCS efforts to “close the achievement gap”. The Board discussed the 8<sup>th</sup> grade scores with Ms. Mezei.*

*Ms. Myra Mezei reported upon the First Philadelphia Upper School Improvement Plan 17-18, which was distributed and is incorporated into these minutes.*

*Ms. Mezei also discussed Keystone Exam performance and strategies that the school will employ to raise proficiency rates.*

*Dr. Gillespie introduced the new Supervisor of Arts and Humanities, Matthew Ackiewicz, who discussed the humanities and arts program at FPPCS and enhancements to the “arts-integrated” program during the 2017/2018 school year.*

*Dr. Gillespie discussed attendance issues at FPPCS including an action plan including mentor program and a chronic absence committee. The school has made efforts to obtain social worker services offered through the School District of Philadelphia.*

*Dr. Gillespie invited all board member to attend opening day festivities at First Philadelphia Preparatory School.*

C. American Paradigm Schools CEO

*R. Trzaska reviewed the APS CEO report, previously submitted and incorporated into these minutes. The Board discussed the possibility of issuing board members key fobs to enter the building during board meeting dates.*

D. Business Controller

*P. Costa reviewed the FPPCS Financial Report July 2017, previously submitted and incorporated into these minutes.*

**SECTION III: UNFINISHED BUSINESS**

NONE

**SECTION IV: NEW BUSINESS**

A. RESOLUTIONS

MOTION

ANITA KAISER

SECOND

BARBARA SAUNDERS

VOTE:

PASS

FAIL

**R17081604 Report of the Business Controller**

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School accepts the Financial Report of the Business Controller and all documents submitted thereby, which shall be incorporated into the record of this meeting.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>P. Costa</i>	<i>See above</i>

MOTION

BARBARA SAUNDERS

SECOND

JOHN MACDONALD

VOTE:

PASS

FAIL

**R17081605 St. Clair CPAs, P.C.**

Be it resolved that the Board of Trustees of First Philadelphia Preparatory Charter School appoints St. Clair CPAs as the auditor for the 2016-2017 fiscal year, and engages St. Clair CPAs to provide tax services, at a total cost not to exceed \$26,000.

*Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>

MOTION

BARBARA SAUNDERS

SECOND

ANITA KAISER

VOTE:

PASS

FAIL

**R17081606 Debt Service**

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School approves the application for reimbursement of a charter school lease for 2016-17.

*Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>

MOTION

BARBARA SAUNDERS

SECOND

ANITA KAISER

VOTE:

PASS

FAIL

**R17081607 BAYADA Home Health Care, Inc.**

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School ratifies the proposal of BAYADA Home Health Care, Inc. to provide nursing services to the First Philadelphia Preparatory Charter School;

FURTHER RESOLVED, that the President, business controller and legal counsel are hereby granted authority and directed to negotiate a contract between First Philadelphia Preparatory Charter School and Education Plus, Inc. not to exceed \$49.75/hour hour and the budgeted amount for such services.;

FURTHER RESOLVED, that Dr. Joseph Gillespie, Chief Executive Officer, is directed and authorized to execute any document and delegate any task necessary to effect this resolution;

FURTHER RESOLVED, that the executed contract shall require the submission of appropriate insurance certifications and appropriate tax related information submitted and received by the business controller.

*Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>

MOTION

BARBARA SAUNDERS

SECOND

ANITA KAISER

VOTE:

PASS

FAIL

**R17081608 Bullying Policy**

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School adopts the Bullying Policy as presented.

*Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>

MOTION

BARBARA SAUNDERS

SECOND

ANITA KAISER

VOTE:

PASS

FAIL

**R17081609 Human Resources**

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School accepts the human resources changes, modifications and additions as presented in the attached manning table.

*Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>Discussion regarding nonrenewal and whether vacancies have been filled.</i>

MOTION

BARBARA SAUNDERS

SECOND

ANITA KAISER

VOTE:

PASS

FAIL

**R17081610 2017-2018 Family Guidebooks**

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School approves the 2017-2018 Family Guidebooks, as presented.

*Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>

B. DISCUSSION AND ANNOUNCEMENTS

The Board requested that the APS special education and ELL manuals be uploaded to dropbox

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**ADJOURNMENT 9:17PM**

MOTION

BARBARA SAUNDERS

SECOND

ANITA KAISER

VOTE:

PASS

FAIL

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