

# FIRST PHILADELPHIA PREPARATORY CHARTER SCHOOL

4300 Tacony Street

Philadelphia, PA 19

BOARD OF TRUSTEES MEETING

**NOVEMBER 20, 2018**

**8:00 AM**

## Minutes

### SECTION I: CALL TO ORDER @ 8:03 PM

#### *Opening Colloquy*

This meeting of the First Philadelphia Preparatory Charter School Board of Trustees is hereby called to Order. The time is 8:03 a.m. My name is John McDonald. 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 5 p.m. 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>
<p>Julani Ghana Anita Vega-Kaiser John MacDonald Barbara Saunders</p> <p><b>Board Members Absent:</b> Karin Coger Teresa Grumbrecht Duane White</p>	<p>Peter Costa Dr. Joseph Gillespie Dr. Maxwell Klink Dr. Margery Covello Katie Santilli David Annecharico, Esq.</p>

**B. DISCLOSURE: EXECUTIVE SESSION BY JOHN MACDONALD**

*1. I would like to state, for purposes of the Minutes of this meeting that the Board of Trustees did not meet in Executive Session prior to this meeting.*

**C. Approval of Agenda**

MOTION

BARBARA SAUNDERS

SECOND

ANITA VEGA-KAISER

VOTE:

PASS

FAIL

**R181120.01 Approval of the November 20, 2018 Agenda**

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the November 20, 2018 Agenda.

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

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

**D. Approval of Minutes**

MOTION

JULANI GHANA

SECOND

BARBARA SAUNDERS

VOTE:

**R181120.02 Minutes of the October 17, 2018 Meeting**

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the October 17, 2018 meeting of the Board of Trustees of First Philadelphia Preparatory Charter School.

[X] PASS

[ ] FAIL

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

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

**SECTION II: REPORTS**

**A. Community Comment**

*Community Comment Colloquy (General Counsel)*

Good Evening, my name is David Annecharico 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.

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

<b>Who</b>	<b>What</b>
<i>None</i>	<i>N/A</i>
<i>Board</i>	<i>Requested that Dr. Gillespie reach out to parent who may have an issue to discuss with the Board of Trustees.</i>

**B. First Philadelphia Preparatory Charter School CEO**

Dr. Joseph Gillespie – Chief Executive Office of First Philadelphia Preparatory Charter School:

+ Reviewed the CEO Report, previously submitted.

+ Discussed the Academic Report, prepared by Dr. Max Klink previously submitted.

+ Reported that attendance and enrollment was strong: 1903 students attend FPPCS.

The Board discussed the enrollment of exceptional students: 354 exceptional students attend FPPCS.

The Board thanked Dr. Gillespie and his staff for ensuring full enrollment.

**C. American Paradigm Schools CEO**

By Dr. Margery Covello – Chief of Staff at American Paradigm Schools:

+ Reviewed the APS Board Report, previously submitted.

+ APS continues to support FPPCS compliance related submissions: PIMS, Epicenter, etc.

**D. Business Controller**

Peter Costa of Santilli & Thomson, LLC:

+ Reviewed the October 2018 Financial Report, previously submitted.

+ Discussed moving reserve funds to a money market account to take advantage of higher interest rates.

The Board discussed the process of payment to charter schools through the School District for exceptional and non-exceptional students. The Board discussed the timely reconcile of discrepancies between enrollment reported by FPPCS and funds received through the School District.

+ Reviewed the draft audit of Financial Statements, year ended June 30, 2018.

The Board noted a “clean” draft audit. A final audit will be generated upon the Board’s approval of the “draft” audit.

**SECTION III: NEW BUSINESS**

**A. RESOLUTIONS**

MOTION

BARBARA SAUNDERS

SECOND

JULANI GHANA

VOTE:

PASS

FAIL

**R181120.04 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:***

<b>Who</b>	<b>What</b>
<u>Peter Costa</u>	<u>Reviewed the October 2018 Financial Report, previously submitted, as noted above.</u>

MOTION

ANITA VEGA-KAISER

SECOND

BARBARA SAUNDERS

VOTE:

PASS

FAIL

**R181120.05 Uniform Human Resources Resolution**

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School ratifies the human resources changes, modifications and additions as presented.

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

<b>Who</b>	<b>What</b>
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MOTION

BARBARA SAUNDERS

SECOND

JULANI GHANA

VOTE:

[X] PASS

[ ] FAIL

<u>Board</u>	<u>Discussed the Manning Table and identified resignations on that Manning Table, previously submitted. The Board suggested looking at providing more competitive salaries to special education teachers.</u>
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### R181120.06 Uniform Professional Services Proposals Resolution

RESOLVED, the Professional Services Proposal/s and associated reports listed below are hereby accepted and ratified;

FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contracts based upon these Professional Services Proposal/s;

FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effect this resolution.

Contractor	Amount	Comment: Terms and Conditions
Philly Concrete and Asphalt RFP No. 2018 10-12-18	\$6,460	Provide a new walkway through grass island from Tacony Street to Santilli building entrance.
Bustleton Services	Various Rates	Snow Removal

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

Who	What
<u>Board</u>	<u>General Discussion</u>
<u>Board</u>	<u>Discussed the work of Philly Concrete and Asphalt. David Annecharico and Peter Costa discussed recent discussions regarding the price of concrete work and locally submitted bids.</u>  <u>The Board suggested that Ray Casey expand pool of potential contractors for concrete work.</u>

MOOT

### R181120.07 Uniform Purchase Services Proposals Resolution

RESOLVED, the Purchase Services, Proposal/s and associated reports listed below are hereby accepted and ratified;

FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contract based upon these Purchase Services and Proposal/s;

FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effect this resolution.

Contractor	Amount	Comment: Terms and Conditions
None	N/A	N/A

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

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

**R181120.08 Holiday Bonus for FPPCS Staff**

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School offer a Holiday Bonus in the amount of \$250 to full time staff and \$100 to part time staff.

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

Who	What
<u>Board</u>	<u>General Discussion</u>
<u>Board</u>	<u>Discussed the potential of \$150 to part time staff.</u>

MOTION

BARBARA SAUNDERS

SECOND

ANITA VEGA-KAISER

VOTE:

PASS

FAIL

MOTION

BARBARA SAUNDERS

SECOND

JULANI GHANA

VOTE:

PASS

FAIL

**R181120.09 Employee Handbook**

RESOLVED that the Board of Trustees of First Philadelphia Preparatory Academy Charter School approves the Employee Handbook, as presented.

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

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

MOTION

**R181120.10 Confidential Agreement: Student AM**

BARBARA SAUNDERS

SECOND

JULANI GHANA

VOTE:

PASS

FAIL

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School ratifies the Confidential Settlement Agreement In Re: AM as presented.

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

<b>Who</b>	<b>What</b>
<u>Board</u>	<u>General Discussion</u>

*Upon MOTION by BARBARA SAUNDERS and SECOND by JULANI GHANA, the Board UNANIMOUSLY entered CLOSED SESSION for the purposes of discussing legally privileged subjects.*

*Upon MOTION by BARBARA SAUNDERS and SECOND by JULANI GHANA the Board UNANIMOUSLY entered OPEN SESSION.*

MOTION

BARBARA SAUNDERS

SECOND

JULANI GHANA

VOTE:

PASS

FAIL

**R181120.11 2017-18 Draft Audit Financial Statements**

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the 2017-18 Draft Audit Financial Statements as presented, for First Philadelphia Preparatory Charter School.

**By Roll Call Vote**

*Karin Coger - absent  
Julani Ghana – aye  
Teresa Grumbrecht - absent  
Anita Vega-Kaiser – aye  
John MacDonald – aye  
Barbara Saunders – aye  
Duane White – absent*

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

<b>Who</b>	<b>What</b>
<u>Board</u>	<u>General Discussion</u>

**B. DISCUSSION AND ANNOUNCEMENTS**

- NEXT BOARD MEETING: January 16, 2019

## ADJOURNMENT @ 9:02

MOTION

BARBARA SAUNDERS

SECOND

JULANI GHANA

VOTE:

PASS

FAIL

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