

FIRST PHILADELPHIA PREPARATORY
CHARTER SCHOOL
4300 TACONY STREET
PHILADELPHIA, PA 19142

BOARD OF TRUSTEES MEETING

LOCATION:
6201 KEYSTONE ST.
PHILADELPHIA, PA 19135

DATE & TIME:
SEPTEMBER 18, 2019
6:00 PM

Minutes

SECTION I: CALL TO ORDER

Opening Colloquy

This meeting of the First Philadelphia Preparatory Charter School Board of Trustees is hereby called to Order. The time is 6:05 p.m. 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 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

Board Members Present:	By Invitation: Non-Board Members:
Karin Coger Julani Ghana John MacDonald Barbara Saunders Duane White	Dr. Joseph Gillespie Erika Thornton Robin Wilkins Cheryl Horton Ashley Redfearn Gerald L. Santilli Scott Kramer Katie Santilli Peter Costa David Annecharico, Esq. Dean Krebs, Esq.
Board Members Absent: Teresa Grumbrecht Anita Vega-Kaiser	

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
 KARIN COGER
 SECOND
 BARBARA SAUNDERS
 VOTE:
 PASS
 FAIL

R190918.01 Approval of the September 18, 2019 Agenda

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the September 18, 2019 Agenda.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

D. Approval of Minutes

MOTION
 KARIN COGER
 SECOND
 JULANI GHANA

R190918.02 Minutes of the August 21, 2019 Meeting

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the

VOTE:

[X] PASS

[] FAIL

August 21, 2019 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>
Board	General discussion

SECTION II: REPORTS

A. Community Comment

<i>Community Comment Colloquy (General Counsel)</i>
None

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
None	N/A

B. First Philadelphia Preparatory Charter School CEO

- a. *Dr. Joseph Gillespie—Chief Executive Office of First Philadelphia Preparatory Charter School*
 - i. *Reviewed and discussed with the Board the CEO report, previously disseminated;*
 - ii. *Highlighted the current MTSS program which is coordinated by Ms. Erika Thornton, Ms. Robin Wilkins, and Ms. Cheryl Horton;*
 - iii. *Discussed with the Board that the school was finalizing the 3-year development plan, which incorporates five goals which were identified in collaboration with stakeholders, including (a) increasing student achievement, (b) enhancing social/emotional development, (c) enhancing professional learning opportunities, (d) increasing parental involvement, and (e) enhancing operational ability; and*
 - iv. *Discussed with the Board the Caring School Community Model, which includes initiatives such as morning meetings and the Buddy program where older students interact with younger students.*
- b. *Dr. Erika Thornton—School Psychologist of First Philadelphia Preparatory Charter School*
 - i. *Shared with the Board a video of SPED students talking about their difficulties in the classroom and how teachers can help.*
 - ii. *Discussed with the Board how the MTSS program will be expanded, including collaboration with various stakeholders and consultation with teachers for data collection to ensure the school’s response to proactive instead of reactive to student needs.*

- iii. *Discussed with the Board the MTSS Tier System, as previously disseminated to the Board.*
 - 1. *Indicated that Tier 1 is the Classroom Level where the school determines whether there is a class-wide need for assistance or a single student / group of students.*
 - 2. *Indicated that Tier 2 is the Grade Level where teachers are consulting with other teachers and stakeholders in the school.*
 - 3. *Indicated that Tier 3 is the Building Level where behavioral and academic professional collaborate using data to determine the best course of action for the student.*
- c. *Ms. Cheryl Horton—Special Education Coordinator for Grades 7-12*
 - i. *Indicated to the Board that after the aforementioned MTSS process is conducted and a student is given a diagnosis, data and teacher input are utilized to produce an IEP.*
- d. *Ms. Robin Wilkins—Special Education Coordinator for Grades K-6*
 - i. *Indicated to the Board that in order for teachers to provide specialized programing to students they need training and how to use data*
 - ii. *Indicated to the Board that the ultimate goal is to ensure the student is experiencing growth.*

C. American Paradigm Schools CEO

- a. *Ms. Ashley Redfearn—Executive Director of American Paradigm Schools*
 - i. *Reviewed and discussed with the Board the September 2019 APS report, previously disseminated to the Board*
 - 1. *Discussed the Compliance support APS is providing to FPPCS, including:*
 - a. *Providing bi-weekly CEO meetings with reminders of upcoming deadlines and technical support where necessary or requested;*
 - b. *Ensuring Epicenter submission deadlines are met;*
 - c. *Submission of School Progress Reports by the data team;*
 - d. *Preparing for upcoming Epicenter compliance requirements, including the Shaars health report;*
 - ii. *Discussed the Human Resources support APS is providing to the FPPCS, including:*
 - 1. *Training fiscal officers with Act 168 and Personal Action Form;*
 - 2. *Conducting personnel file audits;*
 - 3. *Implementing a flexible spending plan;*

- 4. Partnering with Cabrini college to place pre-service teachers at FPPCS for class support;
- 5. Providing ongoing advisement on hiring protocols and HR procedures
- iii. Discussed how Data is being utilized by APS to support FPPCS, including:
 - 1. Ensuring FPPCS is utilizing Clever, a single sign-in applicable for all online programs using a single sign-on for all online programs.
- iv. Discussed how APS is Academically assisting FPPCS, including:
 - 1. Consulting on creation of a coaching program at the high school level by training FPPCS department heads in the APS coaching model;
 - 2. Consulting on challenging special education cases and litigation; and
 - 3. Allowing for the collaboration of ELL teachers from schools that utilize APS's services.
- v. Answered Board questions regarding students from Cabrini college.

D. Business Controller

- a. Peter Costa—Santilli & Thompson, LLC
 - i. Discussed and reviewed with the Board the August 2019 Financial report;
 - ii. Indicated to the Board that the audit process was still ongoing;
 - iii. Estimated a surplus of \$800,000 for the 2018-19 school year;
 - iv. Estimated a food surplus of \$200,000 for the 2018-19 school year which will need to be spent;
 - v. Answered Board questions as to when it was possible to anticipate a surplus so FPPCS can plan, indicating it was difficult to predict because SPED costs are unpredictable
 - vi. Indicated that \$2,000,000 was spent on SPED costs in 2018-2019

SECTION III: NEW BUSINESS

A. RESOLUTIONS

MOTION
 KAREN COGER
 SECOND
 JULANI GHANA
 VOTE:
 PASS
 FAIL

R190918.03 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>Board</i>	<i>General discussion</i>

MOTION
 KARIN COGER
 SECOND
 JULANI GHANA
 VOTE:
 [] PASS
 [] FAIL

R190918.04 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:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>
<i>J. Gillespie</i>	<i>Answered Board questions regarding vacancies</i>
<i>S. Kramer</i>	<i>Answered Board questions regarding vacancies</i>

MOOT

R190918.05 Uniform Professional Services 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 contract/s 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
None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

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

TABLED

R190918.06 Uniform Purchases 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/s 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
Signarama, Inc.	\$36,950.00	Digital Pylon Sign

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>Discussed cost of sign</i>
<i>P. Costa</i>	<i>Informed Board that sign would be capitalized to spread cost out over 10 years.</i>
<i>J. Gillespie</i>	<i>Informed Board that purpose of sign was for dynamic content and increased communication</i>

R190918.07 Application for Debt Service Reimbursement

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School approves the application for reimbursement of a charter school lease for 2018-19

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>
<i>P. Costa</i>	<i>Informed Board on purpose of the resolution</i>

MOTION
 BARBARA SAUNDERS
 SECOND
 KARIN COGER
 VOTE:
 PASS
 FAIL

B. DISCUSSION AND ANNOUNCEMENTS

UPON MOTION BY KARIN COGER AND SECOND BY BARBARA SAUNDERS, THE BOARD ENTERED INTO EXECUTIVE SESSION FOR CONFIDENTIAL AND PRIVILEGED PURPOSES

UPON MOTION BY KARIN COGER AND SECOND BY BARBARA SAUNDERS, THE BOARD ENTERED INTO OPEN SESSION.

- NEXT BOARD MEETING: October 16, 2019 at 7:30pm at 4300 Tacony St., Philadelphia, PA 19124

ADJOURNMENT AT 7:34PM

MOTION

KARIN COGER

SECOND

BARBARA SAUNDERS

VOTE:

PASS

FAIL

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