

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

BOARD OF TRUSTEES MEETING

LOCATION:

ZOOM CONFERENCE CALL DUE TO STAY AT HOME ORDER BY THE GOVERNOR

DATE & TIME:

APRIL 15, 2020

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.

As we know, Governor Wolf of the Commonwealth of Pennsylvania has declared a state of emergency in response to the global Coronavirus pandemic. In order to protect the health, welfare, and safety of the school community, this meeting is being held via teleconference. This is a public meeting that was properly advertised, pursuant to the Pennsylvania Sunshine Act, in the Philadelphia Daily News. The public notice included instructions for how the public could participate in tonight's meeting.

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 Anita Vega-Kaiser John MacDonald Barbara Saunders Duane White	Dr. Carleene Slowik Dr. Max Klink
Board Members Absent: Teresa Grumbrecht	Ashley Redfearn Gerald L. Santilli Scott Kramer Katie Santilli Dr. Kristine Magargee
	Peter Costa
	David Annecharico, Esq. Daniel Saidel, Esq. Dean Krebs, Esq.
	Mr. David Leeds

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 on April 15, 2020

(x) Consultation with Professional Advisor or Attorney. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.

(x) Discuss Confidential Matters. To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

C. Approval of Agenda

MOTION
 KAREN COGER
 SECOND
 DUANE WHITE
 VOTE:
 PASS
 FAIL

R200415.01 Approval of the April 15, 2020 Agenda

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the April 15, 2020 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
 ANITA VEGA-
 KAISER
 SECOND
 BARBARA
 SAUNDERS
 VOTE:
 PASS
 FAIL

R200415.02 Minutes of the February 19, 2020 Meeting

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the February 19, 2020 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 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 which 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:

Who	What
David Leeds, Interstate Maintenance Corporation	Discussed with the Board the training of its employees and quality of services; Informed that Board of the company's strong local presence in Philadelphia; Informed the Board of the company's dedicated HR team which ensures not only high-quality employees but also that employee vacancies are filled quickly.

B. First Philadelphia Preparatory Charter School CEO

- a. *Dr. Carleene Slowik—Interim CEO of First Philadelphia Preparatory Charter School*
 - i. *Reviewed and discussed with the Board the April 2020 CEO report, previously disseminated to the Board;*
 - ii. *Provided the Board a timeline since early March documenting the events leading up to the school closure caused by the Coronavirus pandemic;*
 - iii. *Highlighted for the Board the school's extensive communications with school stakeholders, including APS, student families, and local authorities;*
 - iv. *Highlighted for the Board the school's efforts towards educational enrichment and continuing education;*
 - v. *Discussed and reviewed the "snapshots" provided by Assistant Principals of actions being taken by them in their respective grade band;*
 - vi. *Informed the Board that the next step that is being evaluated is how to handle graduation;*
 - vii. *Expressed appreciation to teachers and administrators for stepping up during these uncertain times;*
 - viii. *Answered Board questions about how a family can share a single Chromebook; and*
 - ix. *Answered Board questions regarding participation of families/student during a teacher's virtual office hours, explaining that teachers will soon be utilizing a log to track communications with families.*
- b. *Dr. Max Klink—Chief Academic Officer of First Philadelphia Preparatory Charter School*
 - i. *Informed that Board that school IT has been working on Google Chromebooks to prepare them for distribution;*
 - ii. *Informed the Board how the Chromebooks will be distributed to the students;*
 - iii. *Informed the Board that an additional 150 Chromebooks were being provided to the school;*

- iv. *Indicated that the school will be short on Chromebooks and that steps are being taken to procure more;*
- v. *Answered Board questions about losing or theft of a Chromebook; specifically, that a Chromebook can be “bricked”—that is, FPPCS IT can prevent others from accessing it;*
- vi. *Answered Board questions regarding participation of families/student during a teacher’s virtual office hours;*
- vii. *Answered Board questions regarding impact of Coronavirus on High School Seniors; and*
- viii. *Answered Board questions regarding afterschool support, indicating that they have not been continued but that as distance learning capabilities are implemented students will have access.*

C. American Paradigm Schools CEO

- a. *Ashley Redfearn—Executive Director of American Paradigm Schools & Kristine Magargee—Chief Academic Officer of American Paradigm Schools*
 - i. *Reviewed and discussed with the Board the April 2020 APS report, previously disseminated to the Board;*
 - ii. *Informed the Board that APS is taking all efforts necessary to ensure students are getting the resources they need;*
 - iii. *Informed that Board of the donation to Josephine Chan and changes in Board leadership at APS;*
 - iv. *Highlighted for the Board the distance learning plan;*
 - v. *Informed the Board that Comcast is offering free essential internet to families;*
 - vi. *Informed that Board of Google Classroom and other platforms that will be utilized for distance learning;*
 - vii. *Answered Board questions for how these platforms will be utilized to supplement student’s education;*
 - viii. *Answered Board questions about how the schools are ensuring those students who are at risk at home are continuing to be follow-up with;*
 - ix. *Informed the Board that APS is working with the CEOs daily to keep them updated on compliance matters;*
 - x. *Informed the Board that Approved Private Schools have provided a continuation of education plan.*
- b. *Mr. Scott Kramer—Chief Talent Officer of American Paradigm Schools*
 - i. *Informed the Board of the online streamlining of Letter of Intent;*
 - ii. *Highlighted that hiring and on-boarding was all being done virtually;*

D. Business Controller

- a. *Mr. Peter Costa—Santilli & Thomson, LLC*
 - i. *Reviewed and discussed with the Board the February 2020 financial report, previously disseminated to the Board*
 - ii. *Indicated to the Board that there were significant savings on substitute services and student transportation because of the school closure which would help balance the budget.*
 - iii. *Informed the Board of current efforts to develop the 2020-21 school budget, including cutting seven positions.*

SECTION III: OLD BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION

BARBARA SAUNDERS

SECOND

DUANE WHITE

VOTE:

PASS

FAIL

R200415.03 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

BARBARA SAUNDERS

SECOND

JULANI GHANA

VOTE:

PASS

FAIL

R200415.04 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.

HIRES		
NAME	TITLE	EFFECTIVE DATE
Lindsay Allen	Music Teacher	03.23.20
Taylor DiCiccico	Art Teacher	05.01.20
James Alexander	SPED Teacher	03.18.20
Michelle Morgan	SPED Coordinator K-5	03.02.20

Courtney Bethea	NTA	03.09.20
Shaitiyah Jackson	One-to-One	02.25.20

TERMINATIONS / RESIGNATIONS		
NAME	TITLE	EFFECTIVE DATE
Jessica DeLuca (resignation)	SPED Ed Teacher	03.13.20
Tatiana Carpio (job abandonment)	One-to-One	03.06.20
Antone Bland (job abandonment)	NTA	02.20.20
Brandon Millwood (termination)	Dean	03.06.20

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>General discussion</i>
<i>S. Kamer</i>	<i>Discussed the aforementioned HR changes</i>
<i>S. Kramer</i>	<i>Answer Board questions regarding retention of employees during Coronavirus pandemic and efforts taken regarding onboarding of employees.</i>
<i>K. Magargee</i>	<i>Answered Board questions regarding onboarding of employees</i>

MOTION
ANITA VEGA-
KAISER
SECOND
DUANE WHITE
VOTE:
[X] PASS
[] FAIL

R200415.05 Termination of Tie’s Cleaning Machine LLC

WHEREAS, First Philadelphia Preparatory Charter School (“FPPCS”) and Tie’s Cleaning Machine LLC are parties to an Independent Contractor Agreement, dated July 1, 2019 (the “2019 Contract”), the term of which ends June 30, 2021;

WHEREAS, Section 1(a) of the 2019 Contract grants FPPCS the right, in its sole discretion, to terminate the contract upon thirty (30) days prior written notice;

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the termination of the 2019 Contract in accordance with the provisions therein; and

FURTHER RESOLVED, the CEO and general counsel are hereby authorized and directed to take all actions necessary to effect this resolution.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION
 JULANI GHANA
 SECOND
 DUANE WHITE
 VOTE:
 PASS
 FAIL

R200415.06 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
Santilli & Thomson, LLC	N/A	<p>Addendum to Contract, dated June 21, 2017, for the Term of July 1, 2017 through July 30, 2020 (the “Addendum”)</p> <p>The Addendum provided by Santilli & Thomson, LLC indicates that FPPCS also contracts with Contractor to provide FPPCS an on-site School Payroll and Personnel Coordinator 5-days per week.</p> <p>FPPCS seeks to amend the Addendum to include a set salary range of prospective candidates for the aforementioned on-site “School Payroll and Personnel Coordinator” to be \$50,000 - \$55,000 and that the title “School Payroll and Personnel Coordinator” should instead be “Fiscal Coordinator”</p>
Santilli & Thomson, LLC	N/A	<p>FPPCS seeks to execute the 2-Year option to extend the S&T contract through July 30, 2022, which shall include the Addendum and amendment to the Addendum referenced</p>

		above in this R200415.06 Uniform Professional Services Resolution
R&A Personal Touch Cleaning Services, Inc.	\$30,000/month	Facility cleaning services Bid was properly advertised

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>
<i>Board</i>	<i>Regarding the aforementioned proposal from R&A Personal Touch Cleaning Services, Inc. proposal, the Board determined that this proposal be tabled.</i>
<i>S. Kramer</i>	<i>Regarding the aforementioned proposals involving Santilli & Thomson, LLC, indicated that the title "School Payroll and Personnel Coordinator" would be changed to "Fiscal Coordinator"</i>

NONE

R200415.07 Uniform Purchases Resolution

RESOLVED, the Purchase 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 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>

MOTION

R200415.08 Acceptable Use Policy for Technology

KARIN COGER

SECOND

BARBARA SAUNDERS

VOTE:

PASS

FAIL

MOTION

JULANI GHANA

SECOND

ANITA VEGA-KAISER

VOTE:

PASS

FAIL

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School ratifies and accepts the Acceptable Use Policy for Technology, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

R200415.09 Approval of Academic Calendar for 2020-21 School Year

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School ratifies and accepts the Academic Calendar for 2020-21 School Year, 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

NEXT BOARD MEETING: May 20, 2020 at 7:30pm

ADJOURNMENT AT 7:19PM

MOTION

BARBARA SAUNDERS

SECOND

ANITA VEGA-KAISER

VOTE:

PASS

FAIL

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