

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:

MAY 20, 2020

7:30 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 8:20 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 Teresa Grumbrecht Anita Vega-Kaiser John MacDonald Barbara Saunders Duane White Julani Ghana	Dr. Carleene Slowik Dr. Max Klink Ashley Redfearn Gerald L. Santilli Scott Kramer Katie Santilli Kristine Magargee
Board Members Absent:	Peter Costa Daniel Saidel, Esq. David Annecharico, Esq. Dean Krebs, Esq.

B. DISCLOSURE: EXECUTIVE SESSION BY JOHN MACDONALD

I would like to state, for purposes of the Minutes of this meeting that on May 20, 2020, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(x) Certain Employee Issues. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, provided, however, that the individual employees or appointees whose rights could be adversely affected may request, in writing, that the matter or matters be discussed at an open meeting. The agency's decision to discuss such matters in executive session shall not serve to adversely affect the due process rights granted by law, including those granted by Title 2 (relating to administrative law and procedure).

(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
 AVK
 SECOND
 DW
 VOTE:
 PASS
 FAIL

R200520.01 Approval of the May 20, 2020 Agenda

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the May 20, 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
 AVK
 SECOND
 DW
 VOTE:
 PASS
 FAIL

R200520.02 Minutes of the April 15, 2020 Meeting

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the April 15, 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)
 None

Notes of Discussion / Advance Regulatory and Financial Comment:

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

B. First Philadelphia Preparatory Charter School CEO

- a. *Dr. Carleene Slowik—Chief Executive Officer of First Philadelphia Preparatory Charter School*
 - i. *Reviewed and discussed with the Board the May 2020 CEO report, previously disseminated to the Board;*
 - ii. *Shared with the Board the current enrollment “snapshot” as of March 21, 2020;*
 - iii. *Shared and discussed with the Board current enrollment data;*
 - iv. *Shared and discussed with the Board data obtained from American Paradigm Schools through intervention programs during the COVID-19 crisis, such as through the utilization of Dreambox and Lexia;*
 1. *Specifically, Dr. Slowik discussed with the Board how through using data collected on lessons completed, as well as length of time students spend on online educational platforms, the school administrators can determine which grades or even specific teachers require intervention to ensure students are accessing and completing the educational materials;*
 - v. *Advised the Board on current plans for graduation and informed students’ parents of the same;*
 1. *Specifically, Dr. Slowik informed the Board that graduation would be a way to celebrate the students to the best of the school’s ability during the current pandemic and that the school was distributing materials so the students could celebrate at home on June 8th;*
 - vi. *Expressed to the Board the ongoing efforts of teachers who are reaching out to students; the tenacity of staff and administrators during the current crisis; and the increased innovative among staff and administrators in figuring out how educational services can still be provided;*
 - vii. *Advised the Board that the school is making good faith efforts to target those students who have been difficult to reach to ensure they are able to access the educational services provided by the school;*
 - viii. *Advised the Board that there were 72 graduating seniors;*

- ix. *Answered Board questions regarding how grading will be decided, including that no student will have a lower grade than what they had on March 13th.*
 - x. *Answered Board questions regarding internet access, including that families were provided information in order to get internet access and that less than 5 families have indicated an inability to access the internet.*
- b. *Dr. Max Klink—Chief Academic Officer of First Philadelphia Preparatory Charter School*
- i. *Advised the Board on the current Chromebook distribution process, including that:*
 - 1. *923 laptops had been distributed to date;*
 - 2. *Over 20 staff members had assisted in distribution;*
 - 3. *The school had ensured social distancing was utilized during the distribution process;*
 - 4. *The school had 198 machines remaining; and*
 - 5. *Indicated current efforts made towards upkeep and maintenance of the laptops.*

C. American Paradigm Schools CEO

- a. *Ms. Ashley Redfearn—Executive Director of American Paradigm Schools*
 - i. *Reviewed and discussed with the Board the May 2020 APS report, previously disseminated to the Board.*

D. Business Controller

- a. *Mr. Peter Costa—Santilli & Thomson, LLC*
 - i. *Reviewed and discussed with the Board the April 2020 financial report, as well as budget documents for the 2020-21 school year, all previously disseminated to the Board;*
 - ii. *Highlighted for the Board that \$1.6M was being saved by switching to an alternative PSERS plan;*
 - iii. *Discussed with the Board budget items related to operations, including a budgeted \$500,000 towards depreciated expenses, such as renovations and computers; \$100,000 budgeted towards instructional for computers; and \$200,000 for maintenance repairs.*
 - iv. *Board requested a running tally of all the litigation school is currently going through and that the financial reports should explain how those settlement payments are being implemented. Board further expressed that as future settlements arrived in the “pipeline,” they wanted to have an expectation of cash flow.*

1. *In response to the Board's request, Mr. Costa indicated that he would add a line for Legal under Special Programs to break out settlements while also ensuring student confidentiality.*
 2. *Mr. Costa additionally indicated that when determining budgeted expenditures for SPED, he utilization a January base for revised budget items plus an additional 6% for next year.*
- v. *Board expressed concern that they were given no warning of recent uncovering of budget deficit for SPED matters and expressed they wanted a forecasted cash flow. Mr. Daniel Saidel, of Sand & Saidel, P.C., on behalf of the Board, further asked whether impending litigation matters were on a cash or accrual accounting basis.*
1. *Mr. Costa explained to the Board how all line items, including negative variances, have consistently been demonstrated to the Board through financial reports to ensure the Board has been informed. Specifically, Mr. Costa reviewed prior financial reports with the Board to identify how overbudgeted items were highlighted.*
 2. *Mr. Costa expressed to the Board continued efforts to ensure the Board has been provided relevant information and expressed willingness to include additional information, as requested by the Board*
- vi. *Mr. Saidel recommended to the Board that the Board allow Sand & Saidel, P.C. to work with Santilli & Thomson, LLC to craft financial statements in a way that were acceptable and easily understood by the Board.*
- vii. *Board reviewed and discussed prior financial reports;*
- viii. *Board requested a meeting in the future with Mr. Costa in order to undergo professional development towards better understanding financials.*

SECTION III: OLD BUSINESS

MOTION
 AVK
 SECOND
 KC
 VOTE:
 PASS
 FAIL

R200415.06 Uniform Professional Services Resolution

RESOLVED, the Professional 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 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
R&A Personal Touch Cleaning Service, Inc.	\$30,000 / month	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>

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION

JG

SECOND

BS

VOTE:

[X] PASS

[] FAIL

R200520.03 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

JG

SECOND

DW

VOTE:

TABLED

R200520.04 Approval of 2020-21 School Year Budget

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School ratifies and approves of the 2020-21 School Year Budget, as presented.

FURTHER RESOLVED, the CEO, in consultation with the business controller and general counsel, is authorized to execute any document or delegate any task necessary to effect this resolution.

ROLL CALL

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

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>P Costa</i>	<i>Advised the Board that the approved budget for 2020-21 school year must be submitted in June, but revisions to the budget do not need to be sent to PDE.</i>
<i>Board</i>	<i>Unanimously approved the tabling of this resolution until additional discussions were had with P. Costa.</i>

MOTION
 KC
 SECOND
 JG
 VOTE:
 PASS
 FAIL

R200520.04 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/POSITION CHANGE		
NAME	TITLE	EFFECTIVE DATE
None	None	None

TERMINATIONS / RESIGNATIONS/ NON-RENEW		
NAME	TITLE	EFFECTIVE DATE
Eileen Krzesinski (position eliminated)	Discipline Secretary	June 30, 2020
Tina Stirling (position eliminated)	Copy/Print Clerk	June 30, 2020
Jennifer Smith (position eliminated)	Admin. Assist. HS	June 30, 2020
Sharita Caufield (position eliminated)	Operations Assistant	June 30, 2020
Caitlin Bach (position eliminated)	Student Activity Coordinator	June 30, 2020
Michael Bell (position eliminated)	Parent Liaison	June 30, 2020
Felicia Rodriguez (position eliminated)	Front Desk Receptionist	June 30, 2020
Margie Pearse (position eliminated)	Coach – Elementary	June 30, 2020

Brianne Donahue (position eliminated)	Math Interventionist	June 30, 2020
Carrie Thomas (position eliminated)	Teacher-Reading Specialist	June 30, 2020
Ashley Post (position eliminated)	Reading Specialist	June 30, 2020
Brett Lynch (position eliminated)	Counselor	June 30, 2020
Emily Phillips (position eliminated)	Counselor	June 30, 2020
Tylor Colby (position eliminated)	Sub. Teacher	June 30, 2020
Bonnie Newland (non-renewed)	Assistant to CEO	June 30, 2020
Daryl Batoff (non-renewed)	Music Coordinator	June 30, 2020
Jennifer Fouse (non-renewed)	Teacher MS	June 30, 2020
Lisa Lake (non-renewed)	SPED Teacher	June 30, 2020
Erika Thornton (resignation)	School Psychologist	May 8, 2020

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>
<i>S. Kramer</i>	<i>Answered Board questions regarding non-renewals</i>

MOTION
 AVK
 SECOND
 KC
 VOTE:
 PASS
 FAIL

R200520.05 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
Santilli & Thomson	Increasing Fiscal Coordinator wage range from: \$50,000 - \$55,000 to \$50,000 - \$56,000	An Amendment to the "Addendum of Consulting Agreement" to increase wage of Fiscal Coordinator position

American Capital	Four (4) payments, one (1) per year, each in the amount of \$113,165.00. Total: \$452,660	Equipment financing for 1,584 Asus C204 Computers, as referenced below under “R200520.06 Uniform Purchases Resolution”
BAYADA Home Health Care, Inc.	\$50.25 / hr	Nursing services
Valley Forge Educational Services	Cost per Student: \$67,000 / year Number of Students: One (1) Total cost: \$67,000 / year	Approved Private School

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General discussion

MOTION
AVK
SECOND
JG
VOTE:
[X] PASS
[] FAIL

R200520.06 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
CDW-G	1584 Chromebooks = \$381,744 1584 Education Licenses = \$39,600 Total: \$421,344.00	Chromebooks and Education Licenses Paid for by utilizing Equipment Financing through American Capital, as referenced above under

		“R200520.05 Uniform Professional Services Resolution”
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Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION

DW

SECOND

AVK

VOTE:

PASS

FAIL

R200520.07 Approval of Wellness Plan

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School ratifies and approves the Wellness Plan, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION

JG

SECOND

AVK

VOTE:

PASS

FAIL

R200520.08 Confidential Settlement Agreement In re: Student A.F.

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves and ratifies the confidential settlement agreement In re: A.F., as presented.

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>Discussed during previously disclosed executive session on May 20, 2020</i>

MOTION

AVK

SECOND

DW

VOTE:

PASS

FAIL

R200520.09 Approval of 2020-21 School Year Board Meeting Calendar

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves and ratifies the 2020-21 School Year Board Meeting Calendar, 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 26, 2020 at 8:30pm

ADJOURNMENT AT 9:46PM

MOTION

AVK

SECOND

KC

VOTE:

PASS

FAIL

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