

FIRST PHILADELPHIA PREPARATORY
CHARTER SCHOOL
4300 TACONY STREET
PHILADELPHIA, PA 19124

BOARD OF TRUSTEES MEETING

LOCATION:

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

DATE & TIME:

AUGUST 5, 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 6:29 p.m. My name is Anita Vega-Kaiser. 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:
Anita Vega-Kaiser Julani Ghana John MacDonald Barbara Saunders	Dr. Marilyn Martinez Ashley Redfearn Scott Kramer Kristine Magargee Katie Santilli
Board Members Absent: Karin Coger Teresa Grumbrecht	Peter Costa David Annecharico, Esq. Abigail Lipow, Esq.

B. DISCLOSURE: EXECUTIVE SESSION BY ANITA VEGA-KAISER

I would like to state, for purposes of the Minutes of this meeting that on August 5, 2020 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
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VOTE:
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R200805.01 Approval of the August 5, 2020 Agenda

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the August 5, 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

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VOTE:
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R200805.02 Minutes of the June 17, 2020 Meeting

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the June 17, 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>

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R200805.03 Minutes of the July 15, 2020 Meeting

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

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:

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

B. First Philadelphia Preparatory Charter School CEO

- a. *Dr. Marilyn Martinez – Chief Executive Officer of First Philadelphia Preparatory Charter School*
 - i. *Reviewed CEO report with the Board, which was previously disseminated to the Board*
 - 1. *Discussed current enrollment numbers*
 - 2. *Ms. Saunders questioned how many slots were available per grade currently*
 - ii. *Reviewed new curriculum changes and intervention software with the Board*
 - iii. *Remote learning*
 - 1. *Discussed efforts made toward continuing Related Services*
 - 2. *Ms. Vega-Kaiser asked whether there will be new procedures to review special education files more often in order to remain in compliance*
 - 3. *Discussed process in creating virtual tutoring for students, as well as behavioral supports*
 - 4. *Provided an update on provision of mobile devices for students*
 - iv. *Hybrid Instructional Model*
 - 1. *Discussed tentative schedule:*
 - a. *High School: 8:30 AM - 3:15PM*
 - b. *Lower Schools: 9:30 AM - 4:15 PM (based on School District’s bus schedule”*

2. *FPPCS administration will be surveying parents and staff about preference for remote or hybrid learning*

- v. *Submitted grant applications under the CARES Act*

C. American Paradigm Schools CEO

- a. *Ms. Ashley Redfearn—Executive Director of American Paradigm Schools*
 - i. *Reviewed APS report, previously disseminated to the Board*
 - ii. *Discussed multiple meetings with CEO teams to address health and safety plans and annual reporting needs for all schools*
 - iii. *Discussed Major Initiatives:*
 1. *New student information system*
 2. *Data dashboard*
- b. *Ms. Katie Santilli—Chief Business Officer of American Paradigm Schools*
 - i. *Reviewed new requirement for all schools to have annual school inspection – electrician must create account with Eclipse on Philadelphia L&I website*
- c. *Mr. Scott Kramer—Chief Talent Officer of American Paradigm Schools*
 - i. *Reviewed employee hiring updates*
 - ii. *Reviewed teacher programs – reimbursement for tuition*
 - iii. *Discussed new employee handbook; training tape was created and sent out to all employees*
 - iv. *Title IX Training was completed for all coordinators for each school*
 - v. *COVID-19 Procedures were shared with schools; FFCRA response was shared with CEOs*
- d. *Dr. Kristine Magargee—Chief Academic Officer of American Paradigm Schools*
 - i. *Discussed workflow needs for reopening*
 - ii. *Discussed the need for support in remote learning; drive home importance of supporting students*
 1. *Updated Board on new scope and sequence*
 2. *Discussed professional development for remote programs, engagement strategies for small group instruction*
 3. *Discussed teacher’s access to online products to help with teaching; Teachers will continue to have access to those materials while teaching in the hybrid model*

4. *Informed Board that Lydia Jerchau will be working with SPED coordinators to make sure they have educational materials available for and accessible to SPED students*

D. General Counsel

- a. *Mr. David Annecharico, Esq.*
 - i. *Will continue to work with APS and Dr. Martinez on continuing projects*

E. Business Controller

- a. *Mr. Peter Costa – Santilli & Thomson, LLC*
 - i. *Reviewed financial report with the Board*
 1. *Disclosed that auditors spoke with S&T and will be coming back with some document requests to start audit process*
 2. *FPPCS has \$6.5M in cash (87 days of cash)*
 3. *There are no revenue delays*
 - ii. *Discussed the financial statement, which will be updated at the next Board meeting*
 - iii. *Ms. Vega-Kaiser noted her appreciation of the breakdown of the fiscal year audit*

SECTION III: OLD BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

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VOTE:
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R200805.04 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:

<i>Who</i>	<i>What</i>
<i>Peter Costa</i>	<i>See above</i>

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R200805.05 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.

HIRES		
NAME	TITLE	EFFECTIVE DATE

TERMINATIONS / RESIGNATIONS		
NAME	TITLE	EFFECTIVE DATE
Kudosh, Michael (Resignation)	Special Education 10 Month	7/15/20
Redden, Rachel (Resignation)	5th Reading 10 Month	7/17/20

Notes of Discussion / Advance Regulatory and Financial Comment:

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

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R200805.06 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
Green Tree School	\$210 / Day / Student	ESY Term: July 6, 2020 – August 7, 2020 Three (3) Students
Fairwold	ESY Tuition: \$111.00 / Day One-to-One: \$50 / Day Additional services: Varied Costs	ESY Term: 27-Days Ten (10) Students
Green Tree School	\$318.84 / Day / Student	Approved Private School Three (3) Students
Fairwold	Tuition: \$270 / Day / Student One-to-One Aide: \$180 / Day / Student Varied Related Services: \$80-93 / Hr Total Tuition Costs for Students: \$291,600.00	Approved Private School Eleven (11) Student, three (3) of which have DOE-4010 Slots
Carousel Farm's Educational Center	Tuition: \$5,200.00	ESY 8 Weeks: 6/22/20 – 8/14/20
Mauras Services	\$3,200 / Bilingual Report	Psychologist: Dr. Leslie Fernandez, Psy.D Spanish psychoeducation al evaluations/re- evaluations.

Center School	Tuition: \$34,000 / Student	Approved Private School One (1) Student
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Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General Discussion

MOOT

R200805.07 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:

Who	What

MOTION

R200805.08 Approval of 2020-21 Student Handbook

BS

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby ratifies and applies of the 2020-21 Student Handbook, as presented.

SECOND

JM

VOTE:

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General Discussion

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MOTION

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VOTE:

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R200805.09 Continuing Conflict Waivers

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby ratifies and approves of the continuing conflict waivers as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION

BS

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VOTE:

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R200805.10 Resignation Approval of Duane White, Trustee

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School honors Duane White for his service as a Trustee of First Philadelphia Preparatory Charter School;

FURTHER RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School accepts the resignation of Duane White from the First Philadelphia Preparatory Charter School Board of Trustees, effective August 3, 2020.

ROLL CALL

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

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION

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VOTE:

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R200805.11 E-Signature Authority

BE IT RESOLVED, by authority of the Board of Trustees of First Philadelphia Preparatory Charter School, it is hereby resolved by authority of the same, that Dr. Marilyn Martinez, who is the Chief Executive Officer of the above named body, is authorized and directed to sign any and all contracts, agreements, grants and/or licenses

(hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department’s e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the Board of Trustees of First Philadelphia Preparatory Charter School to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department’s Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer’s authority to execute agreements electronically on behalf of the body until such notice is received by the Department’s Office of Chief Counsel.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION
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R200805.12 Phased School Reopening / Health and Safety Plan

RESOLVED, Board of Trustees of First Philadelphia Preparatory Charter School hereby approves of the Phased School Reopening / Health and Safety Plan as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Dr. Martinez</i>	<p><i>Dr. Martinez gave an explanation of the process the administrative support team used to create the Health and Safety Plan. There was representation by multiple teachers, SPED coordinators, directors of facilities, and APS in creating the plan.</i></p> <p><i>FPPCS will begin the 2020-2021 school year instruction with remote learning, and has a proposed hybrid model that will be considered at the end of the first marking period, after taking into consideration the status of the COVID-19 Pandemic. Dr. Martinez suggested extending remote learning until January 4, 2021 which is the end of winter break. The administration will review the status of COVID-19 rates at the end of the marking period to determine whether to move to the hybrid learning plan.</i></p> <p><i>The Health and Safety Plan addresses the CDC, State and local authorities' guidelines. It includes protocols for anyone located in the school or needing to enter the school. FPPCS is diligently monitoring visitors to the school, and working to communicate with anyone who needs to enter that visitors have the option of distanced communication. The Health and Safety Plan provides resources and materials necessary to identify what FPPCS needs to identify health and safety requirements for staff and teachers.</i></p> <p><i>FPPCS will use blended funds, consisting of the grant already received, and the grant that was just written and submitted.</i></p> <p><i>The Health and Safety Pan is interconnected with transportation schedules provided by School District for hybrid learning, which gives FPPCS the opportunity to have a one hour break between high school and lower schools.</i></p>

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R200805.13 Lease Reimbursement

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School approves the application for reimbursement of a charter school lease for 2019-20, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

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B. DISCUSSION AND ANNOUNCEMENTS

NEXT BOARD MEETING: September 2, 2020

ADJOURNMENT AT 8:19 PM

MOTION

JM

SECOND

JG

VOTE:

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