

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:

OCTOBER 7, 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 6:44 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 - President Karin Coger - Vice President Teresa Grumbrecht - Treasurer Barbara L. Saunders - Secretary	Deborah Smith Ashley Redfearn Scott Kramer Kristine Magargee Katie Santilli Peter Costa Michael Thomson David Annecharico, Esq. Dean Krebs, Esq.
Board Members Absent:	

B. DISCLOSURE: EXECUTIVE SESSION BY ANITA VEGA-KAISER

I would like to state, for purposes of the Minutes of this meeting that on October 7, 2020, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(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. Specifically, regarding R201007.08 – R201007.14 below.

(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

TERESA
GRUMBRECHT

SECOND

BARBARA L.
SAUNDERS

R201007.01 Approval of the October 7, 2020 Agenda

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the October 7, 2020 Agenda.

VOTE:
 PASS
 FAIL

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

TERESA GRUMBRECHT

R201007.02 Minutes of the September 2, 2020 Meeting

SECOND

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the September 2, 2020 meeting of the Board of Trustees of First Philadelphia Preparatory Charter School.

BARBARA L. SAUNDERS

VOTE:

PASS
 FAIL

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION

201007.03 Minutes of the October 2, 2020 Meeting

KAREN COGER

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the October 2, 2020 meeting of the Board of Trustees of First Philadelphia Preparatory Charter School.

SECOND

BARBARA L. SAUNDERS

VOTE:

PASS
 FAIL

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

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. Ms. Deborah Smith—Interim Chief Executive Officer of First Philadelphia Preparatory Charter School

- i. *Reviewed and discussed with the Board the October 2020 CEO report, previously disseminated to the Board;*
- ii. *Reviewed and discussed with the Board the enrollment attendance;*
- iii. *Informed the Board that attendance has been increasing since the start of the year for Elementary School but dropping for the High School; however, this was believed to be a consequence of teachers not following guidance;*
- iv. *Informed the Board of upcoming “Back to School Night” next Thursday, October 15th. There will be two videos on the website to introduce staff members who will provide encouragement for students. FPPCS will be providing multiple time slots for parents to accommodate their schedule;*
- v. *Updated the Board on the Food Service program for students: 1000 meals served since August 31st;*
- vi. *Informed the Board that the School Wide plan was submitted to PDE, which was based on Davidson;*
- vii. *Informed the Board of efforts made to ensure safety and PPE, including use of glass shields.*
- viii. *Informed the Board of upcoming professional development topics, including Report Card standards; IXL High School Math Intervention, Lexia data report training L-12; Khan Academy HS; Eureka Math; Wit and Wisdom ELA program; Units of Student; and Safety Training;*
- ix. *Informed Board of plan to have staff engagement, including meeting with staff members individually and providing weekly memos from administration with professional development expectations;*
- x. *Informed Board of efforts made to improve parent engagement, including ensuring parents are aware of drop-in office hours;*
- xi. *Answered Board questions about attendance concerns and what strategies the school will be utilizing by informing the Board of recent discussions with counselors and Deans to get in contact with students, and indicated that home visits will be encourages; and*
- xii. *Discussed with the Board the current attendance policy during COVID-19, as well as questions staff have encountered, such as when students are not attending synchronous instruction but are performing asynchronous work.*

C. American Paradigm Schools CEO

- a. *Ms. Ashley Redfearn—Executive Director of American Paradigm Schools*
 - i. *Reviewed and discussed with the Board the October 2020 APS Report, previously disseminated;*
 - ii. *Answered Board questions about ParentsEagle e-mail addresses by indicating it is a channel that the school*

- community can use to contact the school for comments or questions;*
- iii. Answered Board questions about FPPCS’s social media and having FPPCS be in control of it; and*
 - iv. Informed the Board that attendance guidelines were based on PDE guidance obtained in August 2020 and indicated that these policies contemplate equity for when students may not be able to be present during synchronous instruction. Indicated that the current goal is to ensure teachers understand the policy and how to implement it.*
- b. Ms. Katie Santilli—Chief Business Officer*
 - i. Reviewed and discussed with the Board the October 2020 APS Report, previously disseminated; and*
 - ii. Informed the Board of APS’s efforts to assist in recent Food Service grant.*
 - c. Mr. Scott Kramer—Chief Talent Officer*
 - i. Reviewed and discussed with the Board the October 2020 APS Report, previously disseminated.*
 - ii. Informed the Board that personnel files were 100% compliant, per the auditor;*
 - iii. Informed the Board of ongoing efforts to recruit principals;*
 - iv. Indicated that the Highly Qualified test can now be done virtually.*
 - d. Ms. Kristine Magargee—Chief Academic Officer of American Paradigm Schools*
 - i. Reviewed and discussed with the Board the October 2020 APS Report, previously disseminated;*
 - ii. Informed the Board that students are being taught grade level instruction, the school is then determining the scaffolding necessary to get that students to that level, and intervention programming is occurring outside of instruction time;*
 - iii. Informed the Board that there were weekly meetings with school leaders and grade team regarding math;*
 - iv. Informed the Board of new teacher induction and that feedback is a critical tool to ensure improvement;*
 - v. Informed the Board of ongoing academic coaching;*
 - vi. Informed the Board of a number of pupil services, including ELD and SPED meetings;*
 - vii. Informed the Board of a number of student support services; and*
 - viii. Updated the Board on data and how it will be used to get a better understanding on attendance.*

D. General Counsel

- a. None*

E. Business Controller

- a. Mr. Peter Costa—Santilli & Thomson, LLC*

- i. Reviewed and discussed with the Board the August 2020 financial report, previously disseminated;
- ii. Informed the Board that the financial audit is still ongoing;
- iii. Indicated that when the budget was first drafted it was based on lower rates and that the number of students enrolled is lower than budgeted;
- iv. Indicated current cash on hand was \$6.8M, equating to 87 days;
- v. Informed the Board that the listed expenditure for AmTrust North American was for the entire year;
- vi. Informed the Board that the Pennsylvania Department of Education expenditure refers to all students in 4010 slots and that these invoices reflect 2016-17, 2017-18, 2018-19 school years. Further noted that it was not unusual for PDE to provide these invoices in this manner; and
- vii. Informed the Board that the expenditure for Maschio's Food Service, Inc. was for the advanced billing of the entire year.

SECTION III: OLD BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION

BARBARA L.
SAUNDERS

SECOND

TERESA
GRUMBRECHT

VOTE:

PASS

FAIL

R201007.04 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>Board</i>	<i>General discussion</i>

MOTION

BARBARA L.
SAUNDERS

SECOND

TERESA
GRUMBRECHT

R201007.05 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.

VOTE:

PASS

FAIL

HIRES / PROMOTION		
NAME	TITLE	EFFECTIVE DATE
Susan Baldassarre (new hire)	Elementary Teacher	9.3.20
Danielle Roebuck (position change)	Classroom Assistant	9.30.20
Sarah White (new hire)	Elementary Teacher	9.8.20
Maram Mustafa (new hire)	Elementary Teacher	9.8.20
Michael McDevitt (new hire)	Elementary Teacher	9.8.20
Kaela Romani (new hire)	Elementary Teacher	9.8.20

TERMINATIONS / RESIGNATIONS		
NAME	TITLE	EFFECTIVE DATE
Hein, Patrick (resignation)	High School Teacher	9.8.20
Bunting, Vincent (resignation)	Student Support	9.10.20
Cancelario, Nerys (resignation)	School Support	9.10.20
Marrero, Monaliza (resignation)	Student Support	9.10.20
Thomas, Taalibah (resignation)	Support Staff	9.18.20
Cherry, Lashae (resignation)	Student Support	9.18.20
Salomon, Maguerline (resignation)	Student Support	9.20.20

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>

<i>S. Kramer</i>	<i>Indicated that a number of resignations were hourly employees that FPPCS may not have had a spot for, and it also included those who did not want to take the Highly Qualified test</i>
<i>Board</i>	<i>General discussion</i>

MOTION

BARBARA L.
SAUNDERS

SECOND

KAREN COGER

VOTE:

PASS

FAIL

R201007.06 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
Charter School Services, LLC	\$225/day	Substitute teachers
Bustleton Services, Inc.	Varied rates based on snow accumulation.	Snow removal

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>K. Santilli</i>	<i>Indicated that an alternative contract was obtained that had an approximant \$20,000 max fee while the proposed contract on the Agenda is by snow accumulation.</i>
<i>Board</i>	<i>Requested language be included to place a "cap" on expenditures.</i>

MOOT

R201007.07 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
 TERESA GRUMBRECHT
 SECOND
 KAREN COGER
 VOTE:

R201007.08 Confidential Settlement and Release Agreement for JM

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves of the Confidential Settlement and Release Agreement between it and JM as presented.

PASS
 FAIL

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General discussion

MOTION
 TERESA GRUMBRECHT
 SECOND
 KAREN COGER
 VOTE:

R201007.09 Confidential Settlement and Release Agreement for AM

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves of the Confidential Settlement and Release Agreement between it and AM as presented.

PASS
 FAIL

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General discussion

MOTION
 TERESA GRUMBRECHT
 SECOND
 KAREN COGER
 VOTE:

R201007.10 Confidential Settlement and Release Agreement for AG

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves of the Confidential Settlement and Release Agreement between it and AG as presented.

PASS

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General discussion

FAIL

MOTION

TERESA GRUMBRECHT

SECOND

KAREN COGER

VOTE:

PASS

FAIL

R201007.11 Confidential Settlement and Release Agreement for EG

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves of the Confidential Settlement and Release Agreement between it and EG as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION

TERESA GRUMBRECHT

SECOND

KAREN COGER

VOTE:

PASS

FAIL

R201007.12 Confidential Settlement and Release Agreement for DS

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves of the Confidential Settlement and Release Agreement between it and DS as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION

TERESA GRUMBRECHT

SECOND

KAREN COGER

VOTE:

PASS

FAIL

R201007.13 Confidential Settlement and Release Agreement for CW

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves of the Confidential Settlement and Release Agreement between it and CW as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION

TERESA GRUMBRECHT

SECOND

KAREN COGER

VOTE:

R201007.14 Confidential Settlement and Release Agreement for KW

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves of the Confidential Settlement and Release Agreement between it and KW as presented.

[X] PASS

[] FAIL

MOTION

BARBARA L. SAUNDERS

SECOND

KAREN COGER

VOTE:

[X] PASS

[] FAIL

Notes of Discussion / Advance Regulatory and Financial Comment:

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

R201007.15 Approval of PHLConnectED Memorandum of Understanding

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves of the PHLConnectED Memorandum of Understanding, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>A.Redfearn</i>	<i>Informed Board of cost (\$15/family for two-years), how students are determined eligible, and potential use of grant to cover costs. Recommended by CSO and City to participate. Informed the Board that it would be for the summer also</i>

B. DISCUSSION AND ANNOUNCEMENTS

Ms. Vega-Kaiser

+ Informed Board that she picked Michael P of APS for the Audit committee; advised that she had worked with him before and wanted to pick someone who was within the APS family.

NEXT BOARD MEETING: NOVEMBER 4, 2020 AT 6:00PM

ADJOURNMENT AT 7:56PM

MOTION

KAREN COGER

SECOND

BARBARA L. SAUNDERS

VOTE:

[X] PASS

[] FAIL

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