

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:

DECEMBER 2, 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 6:00 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 in the Philadelphia Daily News pursuant to the Pennsylvania Sunshine Act. 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 5:00 p.m. on the day before this scheduled meeting may participate in public comment. At this time, I would ask that the 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:
<p>Anita Vega-Kaiser - President Karin Coger - Vice President Teresa Grumbrecht - Treasurer Barbara L. Saunders - Secretary</p> <p style="text-align: center;">Board Members Absent:</p>	<p>Deborah Smith Jennifer Marsico Pashen Jackson Dr. Sherri Wallace</p> <p>Gerald L. Santilli Ashley Redfearn Scott Kramer Dr. Kristine Magargee Katie Santilli</p> <p>Michael Thomson Peter Costa</p> <p>David Annecharico, Esq. Dean Krebs, Esq. Jessica Bassett</p> <p>Frances S. Feldbaum Brian DiMattesa</p>

B. DISCLOSURE: EXECUTIVE SESSION BY ANITA VEGA-KAISER

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

 BARBARA L. SAUNDERS

 SECOND

 TERESA GRUMBRECHT

 VOTE:

 PASS

 FAIL

R201202.01 Approval of the December 2, 2020 Agenda

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the December 2, 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

TERESA GRUMBRECHT

SECOND

BARBARA L. SAUNDERS

VOTE:

PASS

FAIL

R201202.02 Minutes of the November 4, 2020 Meeting

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the November 4, 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

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 December 2020 CEO report, previously disseminated to the Board;*
 - ii. *Reviewed and discussed with the Board the current enrollment, which showed 1431 Grade K-8 students and 446 Grade 9-12 students, with special education enrollment at 334;*
 - iii. *Reviewed and discussed attendance data with the Board, including strategies currently being used to keep attendance high with the goal to have 95% attendance;*
 - iv. *Reviewed and discussed with the Board the safety and PPE protocols, including advising the Board that classrooms are set up for 50% capacity and that the school is getting ready for hybrid opening in January; and*
 - v. *Indicated to the Board that the school was replacing water fountains with bottle filling stations.*
- b. *Reviewed and discussed Personnel changes, including new hires and the school’s response to the annual audit’s findings;*

- c. *Answered Board questions about academic coaching, indicating it is approximately 6 weeks in length and that if a teacher needs or wants additional coaching, resources are available;*
- d. *Informed the Board of staff engagement, including recent meet and greets and weekly newsletter with professional development notifications;*
- e. *Discussed with the Board Parent engagement events, including Family Ready Night, Parent Newsletter, and Drop-in Office hours;*
- f. *Discussed with the Board Student engagement events, including Spirit Week and Senior events, though the latter was currently postponed; and*
- g. *Provided the Board with information about how to attend the Family Reading Night.*

C. American Paradigm Schools CEO

- a. *Ms. Ashley Redfearn—Executive Director of American Paradigm Schools*
 - i. *Reviewed and discussed with the Board the December 2020 APS report, previously disseminated to the Board;*
 - ii. *Shared with the Board APS’s mission and goal; and*
 - iii. *Expressed to the Board that APS was collaborating closely with the CEOs, such as with opening/closing decisions; e-grants; school progress reports; and parent involvement*
- b. *Ms. Katie Santilli—Chief Business Officer*
 - i. *Reviewed and discussed with the Board the December 2020 APS report, previously disseminated to the Board;*
 - ii. *Discussed with the Board facility matters including informing them about the water fountain assessment and potential use of needlepoint ionization.*
- c. *Mr. Scott Kramer—Chief Talent Officer of American Paradigm Schools*
 - i. *Reviewed and discussed with the Board the December 2020 APS report, previously disseminated to the Board;*
 - ii. *Informed the Board that they are continuing to screen for candidates and attending virtual job fairs;*
 - iii. *Informed the Board that they are continuing to update the job descriptions; and*
 - iv. *Informed the Board that they are working towards filling SPED positions.*
- d. *Ms. Kristine Magargee—Chief Academic Officer of American Paradigm Schools*
 - i. *Reviewed and discussed with the Board the December 2020 APS report, previously disseminated to the Board;*
 - ii. *Informed the Board that a behavior support coordinator was working with FPPCS;*
 - iii. *Informed the Board of a recent teacher induction session focused on Diversity, Equity, and Inclusion (“DEI”) teaching;*

- iv. *Informed the Board that new teachers are engaging in a 21-day challenge to keep DEI in mind;*
- v. *Informed the Board that the Data team was ensuring numerous programs/software were running smoothly; and*
- vi. *Informed the Board that APS has conducted extensive reviews of COVID-19 guidance to ensure the school is ready when students reenter.*

D. General Counsel

- a. *None*

E. Business Controller

- a. *Reviewed and discussed the Financial reports, previously disseminated to the Board;*
- b. *Informed the Board that the school had \$7.7M in cash;*
- c. *Informed the Board that disbursements were 683k;*
- d. *Reviewed and discussed with the Board the revised budget, including noting additional grants in the revised budget such as ESSER and ERATE, as well as reviewing the state subsidies;*
- e. *Reviewed expenses with the Board, noting that anything related to ESSER grant were separated out;*
- f. *Informed the Board that some money had been moved around;*
- g. *Informed the Board that the budget included an additional \$1.6M expense, but a lot of that was related to ESSERS grant;*
- h. *Regarding SPED, informed the Board that the budget attempted to predict expenditures based on last year's numbers;*
- i. *Indicated savings potential to the Board in transportation point-to-point since students are not attending Approved Private Schools;*
- j. *Indicated to the Board that each month the numbers will be reviewed and budget adjustments made—the school will not simply stay the course without frequent reviews;*
- k. *Indicated to the Board that there were changes in salaries due to additional positions;*
- l. *Informed the Board of the budgetary impact of maintenance depreciation;*
- m. *Advised the Board on the impact of non-instructional activities, such as before and after school care;*
- n. *Informed the Board that the revised budgets are not submitted to the state; the proposed amended budget is a working budget so the school knows where they are at each month*
- o. *Reviewed with the Board the summary of major class, indicating that school is in the positive as of the end of October;*
- p. *Answered Board questions about library expenses, indicating salary cost reflects at least two employees.*

SECTION III: OLD BUSINESS

MOTION

BARBARA L.
SAUNDERS

SECOND

TERESA
GRUMBRECHT

VOTE:

PASS

FAIL

R201104.03 Report of the Business Controller

RESOLVED, that 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>Acknowledged that the purpose of this resolution was to approve the documents related to Resolution R201104.03 in November 4, 2020 Board Agenda which had been tabled.</i>
<i>Board</i>	<i>General discussion</i>

MOTION

BARBARA L.
SAUNDERS

SECOND

KARIN COGER

VOTE:

PASS

FAIL

R201104.04 2019-20 Draft Audit Financial Statements

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the 2019-20 Draft Audit Financial Statements, as presented, for First Philadelphia Preparatory Charter School.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>F.Feldbaum</i>	<p><i>Reviewed and discussed the draft financial audit report with the Board.</i></p> <p><i>Informed the Board that liabilities included the pension, which is state mandated. Indicated this results in a perceived deficit but is not an actual cash deficit which the school needs to pay out.</i></p> <p><i>Informed the Board that there was a positive fund balance of ~5.1M.</i></p> <p><i>Informed the Board that revenues increased in prior years due to increase subsidy amounts.</i></p> <p><i>Informed the Board that there was nothing unusual in food service.</i></p> <p><i>Informed the Board that a review of Federal Expenditures was undertaken, specifically to perform a comprehensive testing of awards for major programs. This year, the major programs selected were Food service and IDEA Part B</i></p>

	<p><i>funding. In IDEA Part B, there were findings that had to be reported related to student files. Additionally, documentation regarding Food service was missing so meal count numbers could not be absolutely confirmed. Informed the Board that school action has since been taken to correct these matters.</i></p> <p><i>Informed the Board that once they received the legal contingency letter from FPPCS's general counsel, they could complete the audit.</i></p> <p><i>Informed the Board that the audit findings reflected a clean, unmodified opinion</i></p>
<i>Board</i>	<i>General discusson</i>

ROLL CALL

Anita Vega-Kaiser - *aye*
Karin Coger - *aye*
Teresa Grumbrecht - *aye*
Barbara L. Saunders - *aye*

MOTION

BARBARA L SAUNDERS

SECOND

TERESA GRUMBRECHT

VOTE:

PASS

FAIL

R201104.05 Approval of IRS Form 990

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the IRS Form 990, as presented

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>F.Feldbaum</i>	<i>Discussed purpose of Form 990</i>
<i>Board</i>	<i>General discussion</i>

ROLL CALL

Anita Vega-Kaiser - *aye*
Karin Coger - *aye*
Teresa Grumbrecht - *aye*
Barbara L. Saunders - *aye*

MOTION

BARBARA L. SAUNDERS

SECOND

TERESA GRUMBRECHT

VOTE:

PASS

R201104.06 Approval of Amended 2020-21 School Year Budget

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

Notes of Discussion / Advance Regulatory and Financial Comment:

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

[] FAIL

<i>P.Costa</i>	<i>As discussed above</i>
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ROLL CALL

Anita Vega-Kaiser - *aye*
 Karin Cogger - *aye*
 Teresa Grumbrecht - *aye*
 Barbara L. Saunders - *aye*

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION

BARBARA L. SAUNDERS

SECOND

TERESA GRUMBRECHT

VOTE:

[X] PASS

[] FAIL

R201202.03 Report of the Business Controller

RESOLVED, that 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>
<i>P.Costa</i>	<i>As discussed above</i>

MOTION

BARBARA L. SAUNDERS

SECOND

TERESA GRUMBRECHT

VOTE:

[X] PASS

[] FAIL

R201202.04 Uniform Human Resources Resolution

RESOLVED, that 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
Stephanie Greenberg (new hire)	ESL Teacher	10.31.2020
Jennifer Marsico (new hire)	Principal K-8	11.16.2020
Sherri Wallace (new hire)	Director of Special Education	11.16.2020

Jasmine Parker (new hire)	Classroom Assistant	11.23.2020
Amber McLeod (return LOA)	Science Teacher	11.23.20
Nadejah Polite (return LOA)	Building Substitute	11.17.20

TERMINATIONS / RESIGNATIONS		
NAME	TITLE	EFFECTIVE DATE
Joseph Clark (resignation)	Chemistry Teacher	11.26.20
Taionna Charity (resignation)	One to One	11.24.20
Sarah White (resignation)	Elementary Teacher	11.10.20

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>S.Kramer</i>	<i>Discussed with the Board that the return LOA were from maternity leave. Informed the Board that the current employment market is super competitive for the vacant positions.</i>
<i>Board</i>	<i>General discussion</i>

MOTION

BARBARA L.
SAUNDERS

SECOND

TERESA
GRUMBERCHT

VOTE:

[X] PASS

[] FAIL

R201202.05 Uniform Professional Services Resolution

RESOLVED, that 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
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Pediatric Therapeutic Services, Inc.	Psychology: \$89.99/hr Special Education Teacher: \$61.99/hour	Amending staffing contract, previously approved by the Board at the September 2020 meeting via Resolution R200902.05. Amendment adds two (2) additional services.
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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>

MOOT

R201202.06 Uniform Purchases Resolution

RESOLVED, that the Purchase Proposal/s and associated reports listed below are hereby accepted and ratified;

FURTHER RESOLVED, that 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, that 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

BARBARA L. SAUNDERS

SECOND

TERESA GRUMBRECHT

VOTE:

[X] PASS

R201202.07 Holiday Bonus for FPPCS Staff Members

RESOLVED, that that the Board of Trustees of First Philadelphia Preparatory Charter School shall offer a Holiday Bonus in the amount of \$250.00 to full time staff and \$150.00 to part time staff.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

FAIL

MOTION

BARBARA
L.SAUNDERS

SECOND

TERESA
GRUMBRECHT

VOTE:

PASS

FAIL

R201202.08 Approval of Emergency Instructional Time Template

RESOLVED, that that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Emergency Instructional Time Template, as presented; and

FURTHER RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the weekly instructional calendar, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>D.Smith</i>	<i>Discussed with the Board the purpose of the form and accompanying documents</i>
<i>Board</i>	<i>General discussion</i>

B. DISCUSSION AND ANNOUNCEMENTS

NEXT BOARD MEETING: JANUARY 6, 2021 AT 6:00PM

ADJOURNMENT AT 7:33PM

MOTION

BARBARA L. SAUNDERS

SECOND

TERESA GRUMBRECHT

VOTE:

PASS

FAIL

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