

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

BOARD OF TRUSTEES MEETING

LOCATION:
ZOOM CONFERENCE CALL DUE TO COVID-19 PANDEMIC

DATE & TIME:
OCTOBER 6, 2021
6:00 P.M.

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 6:04 p.m. My name is Anita Vega-Kaiser. I am the President of this Board of Trustees, and I will facilitate this meeting.

In order to protect the health, welfare, and safety of the school community from the ongoing COVID-19 pandemic, this meeting is being held via teleconference. This is a public meeting that was properly noticed in the Philadelphia Daily News and 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 General 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 Teresa Grumbrecht – Treasurer Barbara L. Saunders – Secretary Teeyona Crumpton	Deborah Smith Ashley Redfearn Kristine Magargee Scott Kramer Kyle Black Susan Senek
Board Members Absent: Karin Cogger – Vice President	Michael Thomson Peter Costa Tamujin Eberhardt Dean Krebs, Esq. Jessica Bassett

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

R211006.01 Approval of the October 6, 2021 Agenda

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the October 6, 2021 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:

BARBARA L.
SAUNDERS

SECOND:

TERESA
GRUMBRECHT

VOTE:

[X] PASS

[] FAIL

R211006.02 Minutes of the September 1, 2021 Meeting

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the September 1, 2021 meeting of the Board of Trustees of First Philadelphia Preparatory Charter School.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

SECTION II: REPORTS

A. COMMUNITY COMMENT

Community Comment Colloquy (General Counsel)

Good evening. My name is Dean Krebs, and I am with Sand & Saidel, P.C., 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 with which you might supplement your comment 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
<i>Tamijin Eberhardt</i>	<i>Ms. Eberhardt outlined an assault that had been committed against her son at First Philadelphia Preparatory Charter School ("FPPCS" or the "School"). She explained that her son had been diagnosed with PTSD and depression. She expressed that her son did not feel safe attending the School. Ms. Eberhardt discussed the School's response, which she felt had been inadequate. She asked what further action the School was going to take to ensure her son felt safe to attend.</i>
<i>Anita Vega-Kaiser</i>	<i>Ms. Veta-Kaiser thanked Ms. Eberhardt for speaking. She stated that a formal letter would be issued within a week after further discussion. She expressed that families are important to the Board.</i>

B. FIRST PHILADELPHIA PREPARATORY CHARTER SCHOOL CEO

a. *Deborah Smith, First Philadelphia Preparatory Charter School CEO*

- i. Ms. Smith began her presentation by discussing enrollment at the School. She explained that there had been fluctuation in student enrollment: on 8/30/21, 1876 students were enrolled at the School, whereas on 8/31 there were 1815 students enrolled. The number of students enrolled, she said, was below the goal number for enrollment. She explained reasons that enrollment had decreased, such as families moving out of the city, Ms. Smith stated that the waitlist for the School is large, so she believes that the number of students enrolled can be increased.
- ii. Next, Ms. Smith discussed attendance. Attendance at the elementary school, she said, had been 94%. She explained that, from 9/20/21 to 9/24/21, the high school had been virtual, which she believed explained the low attendance for that week. She stated that it is important to be in-person because when classes are virtual, attendance decreases.
 1. In response to a question from Ms. Crumpton, Ms. Smith explained how students are prepared for virtual learning. Teachers, she said, have Google Classroom and students have Chromebooks.
 2. Ms. Smith further explained that some classes are hybrid.
- iii. Ms. Smith then updated the Board on the Charter Renewal Submissions that had been completed, noting that Phase IV (Special Education and MTSS) had been submitted on 10/4/21.
- iv. Ms. Smith then discussed staff Professional Development opportunities, which included, among other things:
 1. Standards-based grading;
 2. Eureka and Wit & Wisdom training;
 3. Teacher coaching. Ms. Smith noted that dive teachers from grades K-8 are being coached. The coaching cycle, she said, had been made a bit longer, which will benefit new teachers.
 4. FOCUS attendance training.
- v. Ms. Smith then discussed the Springboard fall program. Among other things, she discussed:
 1. Springboard meeting times;
 2. The make-up of the Springboard team, which would consist of, among others, six teachers for sixty students. She noted that teachers would be compensated.
 3. Parent engagement workshops, which would be held on Thursdays through Zoom for convenience. Parent engagement workshops, she said, are very important to the success of the Springboard program.
- vi. Next, Ms. Smith outlined other parent engagement activities, including a Parent Portal Training.
- vii. Ms. Smith then discussed Back to School night. She noted that in grades K-4, there were 211 parent attendees with 55 per grade; in grades 5-8, there were 80 parent attendees, with half being for fifth grade students; and at the high school, was a low parent turnout. Ms. Smith said she'd like to see increased parent attendance at the high school.
- viii. In response to a question from Ms. Vega-Kaiser, Ms. Smith explained that parents were notified about Back to School night in a number of ways. Extensive discussion ensued regarding parent engagement activities the School

- was planning and ways communication could be improved between the School and parents. Ms. Smith thanked the Board for their feedback.*
- ix. *Ms. Smith then provided an update on the School's partnerships, including those with:*
 - 1. *The Barnes Foundation;*
 - 2. *The Community College of Philadelphia; and*
 - 3. *Minority Men in Medicine Virtual Career Awareness Event for minority boys in grades K-12*
 - x. *Ms. Smith also mentioned that a coding session was going to be offered for middle school girls.*
 - xi. *M,s. Smith also updated the Board on other partnerships, including those with Gwynedd Mercy University and Cabrini University. She explained that five teachers in grades K-4 would hot Pre-Student teachers from the universities.*
 - xii. *Ms. Smith then discussed the "Bucket Filler" program for students in grades K-4. She explained the program, which is part of the Caring School Community initiative, to the Board. As part of the "Bucket Filler" program, she said, students receive a cotton ball for doing something kind, which is then placed in a class bucket or a school-wide bucket. She noted that a celebration would be held when the students hit the school-wide goal and that students are very excited about the "Bucket Filler" program.*
 - xiii. *Next, Ms. Smith provided the Athletics update, discussing, in particular, Girls Volleyball.*
 - xiv. *Ms. Smith then provided an update on programs provided for Senior high school students, which included:*
 - 1. *College guest speakers, who would present and take questions from students virtually; and*
 - 2. *A FAFSA presentation from the Pennsylvania Higher Education Assistance Agency to help students and families complete the FAFSA.*
 - xv. *Referring to materials provided to the Board in advance of the meeting, Ms. Smith continued her update on the Senior high school students by discussing:*
 - 1. *Goals for Seniors for the months of September and October; and*
 - 2. *The "Senior Pinning" Ceremony. She described the Ceremony in greater detail, explaining that each Senior high school student would identify one person whom they would bring to the School. The student, she said, would then pledge to that person that they would complete their senior year and do their best work. Ms. Smith further explained that each student would receive a pin, and the person to whom they pledged their goals would hand off the pin to the Student. Extensive discussion ensued regarding the "Senior Pinning" ceremony and reviving the pinning ceremony for those students moving from elementary to middle school. Board members asked that they be kept updated regarding the pinning ceremonies. Ms. Smith welcomed the Board members to the Senior Pinning Ceremony, which would be held on 10/7/21.*

- xvi. *Ms. Smith concluded her presentation by discussing activities in which students were participating, such as:*
 - 1. *Making stress balls; and*
 - 2. *Participating in the School orchestra and band.*

C. AMERICAN PARADIGM SCHOOLS CEO

- a. *Ashley Redfearn, American Paradigm Schools CEO*
 - i. *Referring to materials provided to the Board in advance of the meeting, Ms. Redfearn discussed, among other things, the collaboration occurring between the four American Paradigm Schools (“APS”) CEOs. Meetings were held weekly, she said, and covered a variety of topics, including data review on enrollment and attendance and charter renewal requirements.*
- b. *Scott Kramer, APS Chief Talent Officer*
 - i. *Referring to materials provided to the Board in advance of the meeting, Mr. Kramer provided an update on Human Resources.*
 - ii. *As part of his presentation, Mr. Kramer discussed the School’s partnership with Arcadia University. He noted that Arcadia University agreed to allow APS to be the first to reach out to students graduating in December. He further detailed the program with Arcadia University by which students would receive full scholarships if they agreed to return to teach at an APS school.*
- c. *Ms. Redfearn then stated that APS was going to present to the Board in a new format. She then introduced the Academic Team.*
- d. *Kristine Magargee, APS Chief Academic Officer*
 - i. *Ms. Magargee stated that, this month, ELA directors would be presenting. She discussed a Professional Development program that had been offered to teachers regarding standards-based grading. She then introduced Kyle Black and Susan Senek to the Board.*
- e. *Susan Senek, Director of ELA Curriculum, Instruction, and Assessment (K-12)*
 - i. *Ms. Senek discussed her background with APS schools.*
- f. *Kyle Black, Director of ELA Curriculum, Instruction, and Assessment (K-12)*
 - i. *Mr. Black updated the Board on developments in ELA Curriculum and Instruction Assessment. Among other things, he discussed:*
 - 1. *Learning walks occurring across the entire campus;*
 - 2. *Standard-based grading uses;*
 - 3. *Document development; and*
 - 4. *A Standards-Based Grading Professional Development training held on 9/17/21.*
- g. *Susan Senek*
 - i. *Ms. Senek then discussed some of the events occurring in ELA in fourth through eighth grades. Among other things, she discussed normed grading training and the beginning of the intervention strategies pilot, which aims to use targeted interventions to increase student achievement.*
- h. *Kyle Black*
 - i. *Mr. Black then updated the Board on events occurring in ELA in the high school. Among other things, he discussed:*
 - 1. *StudySync and the new uses of technology in the classroom;*
 - 2. *The collection of teacher feedback; and*

3. *Monthly check-ins and teacher mentorship.*
- i. *The Board thanked the APS team for its presentation, which the Board said was helpful and informative.*
- j. *Ms. Redfearn further explained the new department-specific presentation format to the Board. The purpose of the new format, she said, is to provide the Board with a deeper understanding of the work of the Academic Team under Ms. Magargee's leadership. Ms. Redfearn thanked the APS Academic Team for its presentation.*
- k. *Ms. Vega-Kaiser complimented the new presentation format and said the Board looked forward to hearing from other departments at upcoming meetings.*

D. BUSINESS CONTROLLER

- a. *Peter Costa, Santilli & Thomson, LLC*
 - i. *Mr. Costa noted that the financials for the month of August had been reviewed with the Finance Committee.*
 - ii. *Mr. Costa then updated the Board on the status of the audit, which is ongoing. Auditors, he said, are beginning their onsite visits. He explained that Profit and Loss Statements would not be posted until the audit is complete. He further explained that a more detailed report would be released the following month.*
 - iii. *Mr. Costa then reviewed the Draft Internal Balance Sheet with the Board. He noted that, as of August 2021, FPPCS had approximately \$10.9 million, or 130 days, in cash on hand.*
 - iv. *Next, Mr. Costa discussed with the Board August 2021 disbursements totaling over \$10,000. Disbursements for August 2021, he said, totaled \$886,000.*
 - v. *Mr. Costa further discussed the Draft Internal Balance Sheet. He noted that the total equity for the 2020-2021 school year resulted from grants related to the COVID-19 pandemic. He further noted that funding for the 2020-2021 school year was almost double that of the 2019-2020 school year.*
 - vi. *Mr. Costa explained that, as mentioned in the report presented by the FPPCS CEO, enrollment was below the number of students planned for in the budget. He stated that a revised budget would be provided to the Board in the near future.*
 - vii. *Mr. Costa then noted that the budget had been for 330 Special Education students, and there were 360 Special Education students enrolled. Still, he said, while the number of Special Education enrolled at the School had increased, over enrollment had decreased.*
 - viii. *Next, Mr. Costa reviewed the Reimbursement Account with the Board. Among other things, he explained that funds remaining in the Reimbursement Account would be returned to the school.*
 - ix. *Ms. Vega-Kaiser stated that she had full faith enrollment at the School would increase.*

E. GENERAL COUNSEL

- a. *Dean Krebs, Esq., Sand & Saidel, P.C.*
 - i. *None*

SECTION III: OLD BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION:
TERESA
GRUMBRECHT

SECOND:
TEEYONA
CRUMPTON

VOTE:

PASS

FAIL

R211006.03 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:

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

MOTION:

BARBARA L.
SAUNDERS

SECOND:

TERESA
GRUMBRECHT

VOTE:

PASS

FAIL

R211006.04 Human Resources Resolution

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School accepts the Human Resources changes, modifications, and additions, as presented.

HIRES / RETURN TO SERVICE/ POSITION CHANGE		
NAME	TITLE	START DATE
Peter DiMeo (new hire)	Elementary Art Teacher	8/30/2021
Quasima Adams (new hire)	NTA	8/31/2021
Amy Leas (new hire)	M.S. College Readiness Counselor	8/31/2021
Elijah Williams (new hire)	NTA	9/2/2021
Jacklyn VanSant (new hire)	Elementary Teacher	9/2/2021
Megan DiNicola (new hire)	Elementary Counselor	9/8/2021
DaJour Davis (new hire)	NTA	9/8/2021
Benson Corbin (new hire)	NTA	9/8/2021
Naheen Brittain (new hire)	NTA	9/8/2021
Samantha Harris (new hire)	Instructional Assistant	9/9/2021
Ann Martin (new hire)	NTA	9/10/2021
Benjamin Hamblett (new hire)	H.S. Math Teacher	9/13/2021
Kenneth Roberts (new hire)	H.S. Math Teacher	9/13/2021

Annette Collins (new hire)	2nd Special Education Teacher	9/13/2021
Dianne Hernandez (new hire)	Instructional Assistant	9/13/2021
Megan McLoughlin (new hire)	Substitute Teacher	9/14/2021
Theresa Lemke (new hire)	M.S. Math Teacher	9/20/2021
Amanda Robinson (new hire)	Instructional Assistant	9/27/2021
Malihah Spivey (new hire)	Instructional Assistant	9/27/2021

TERMINATIONS / RESIGNATIONS / LOA		
NAME	TITLE	EFFECTIVE DATE
Danaya Williams (resignation)	Instructional Assistant	06/23/2021
Gina Naseef (resignation)	Elementary Teacher	09/03/2021
Amy Leas (resignation)	College Readiness Counselor	09/03/2021
Christa Shorey (resignation)	Reading Specialist Teacher	09/10/2021
James Alexander (LOA)	Special Education Teacher	08/23/2021- 11/15/2021

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Deborah Smith; Scott Kramer; Board	Ms. Smith thanked the Board for approving the wage increase and benefit modifications, as such changes made it easier to hire Instructional Assistants and NTAs. Mr. Kramer agreed. Ms. Smith noted that some employees returned to the School after the wage increase. Discussion ensued.

MOTION:

BARBARA L.
SAUNDERS

SECOND:

TERESA
GRUMBRECHT

VOTE:

[X] PASS

[] FAIL

R211006.05 Professional Services Contract/s Resolution

RESOLVED, the Professional Services Contract/s and associated report/s listed below are hereby accepted and ratified;

FURTHER RESOLVED, the CEO, Business Controller, and General Counsel are hereby authorized and directed to negotiate contract/s for the professional services described below;

FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effectuate this resolution.

Contractor	Amount	Comment: Terms and Conditions

Springboard Collaborative	\$40,000	Literacy program Fall 2021
Prism Career Institute	N/A	Prism Career Institute is an academic institution that provides nursing students to FPPCS as part of a clinical education program.
Educational Plus Health	N/A	Operation of Satellite COVID-19 Testing location at FPPCS
Focused Staffing Group	Paraprofessionals: \$24/hr SPED Teachers: \$300/day Floater Substitutes: \$225/day Psychologist (per evaluation): \$950/eval Psychologist (hourly): \$80/hr RN: \$53/hr LPN: \$43/hr CNA: \$25/hr Social Worker: \$38/hr Clerical: \$30/hr Spanish Psychologist: \$1250	Staffing services

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Deborah Smith; Board</i>	<i>Ms. Smith discussed the Prism Career Institute, which provides student nurses to FPPCS. Discussion ensued regarding nursing staff.</i>

MOOT

R211006.06 Purchase Contract/s Resolution

RESOLVED, the Purchase Contract/s and associated report/s listed below are hereby accepted and ratified;

FURTHER RESOLVED, the CEO, Business Controller, and General Counsel are hereby authorized and directed to negotiate terms and conditions for the Purchase Contract/s described below;

FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effectuate this resolution.

MOTION:
 TERESA GRUMBRECHT
 SECOND:
 TEEYONA CRUMPTON
 VOTE:
 PASS
 FAIL

Contractor	Amount	Comment: Terms and Conditions
None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
None	None

R211006.07 Approval of Amended 2021-22 School Year Calendar

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby ratifies and approves of the Amended 2021-22 School Year Calendar, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Deborah Smith	Deborah Smith summarized the modifications to the 2021-22 School Year Calendar, which included adding two days off in recognition of Indigenous Peoples' Day and Eid, a half day added to the end of the school year, and virtual classes on Election Day.

B. DISCUSSION AND ANNOUNCEMENTS

NONE

The Board thanked representatives from APS for their presentations. After discussion, the Board decided to enter into Executive Session. The motion to enter into Executive Session was set by Teresa Grumbrecht and seconded by Barbara L. Saunders. The motion was approved by the Board.

The motion to exit Executive Session was set by Barbara L Saunders and seconded by Teresa Grumbrecht. The motion was approved by the Board.

NEXT BOARD MEETING: NOVEMBER 3, 2021 AT 6:00 P.M.

ADJOURNMENT AT 8:26 P.M.

MOTION:

BARBARA L. SAUNDERS

SECOND:

TERESA GRUMBRECHT

VOTE:

PASS

FAIL

—
 211006