

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:
SEPTEMBER 1, 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 6:03 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 Karin Coger – Vice President Teresa Grumbrecht – Treasurer Teeyona Crumpton	Deborah Smith Ashley Redfearn Kristine Magargee Scott Kramer
Board Members Absent: Barbara L. Saunders – Secretary	Peter Costa Dean Krebs, Esq. Jessica Bassett Cameron Voss Biridiana Rodriguez

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:

KARIN COGER

SECOND:

TERESA
GRUMBRECHT

VOTE:

[X] PASS

[] FAIL

R210901.01 Approval of the September 1, 2021 Agenda

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the September 1, 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:

TERESA
GRUMBRECHT

SECOND:

KARIN COGER

R210901.02 Minutes of the August 4, 2021 Meeting

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the August 4, 2021 meeting of the Board of Trustees of First Philadelphia Preparatory Charter School.

VOTE:

[X] PASS

[] FAIL

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General discussion

SECTION II: REPORTS

A. COMMUNITY COMMENT

NONE

B. FIRST PHILADELPHIA PREPARATORY CHARTER SCHOOL CEO

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

i. *Ms. Smith began her presentation by discussing meal distribution. She noted, among other things, that:*

1. *115,884 meals had been distributed from January 2021 to August 2021.*
2. *Meal distribution does not continue with students returning to school.*

ii. *Ms. Smith then provided the Facilities update, in which she described the new gymnasium floor.*

iii. *Next, Ms. Smith addressed the steps First Philadelphia Preparatory Charter School (“FPPCS” or the “School”) was taking to ensure student and staff safety upon the return to in-person learning. Among other things, she explained that:*

1. *Bottle filling stations had been installed throughout the School in place of water fountains;*
2. *Touchless faucets and hand dryers had also been installed;*
3. *Plastic barriers are being utilized at desks and in all reception areas;*
4. *Mask requirements are being enforced for both staff and students; and*
5. *An additional nurse has been onboarded to manage the isolation room and contact tracing.*

iv. *Ms. Smith next noted the submissions completed for the School’s Charter Renewal. The School had completed Phases I – III of the submissions, said Ms. Smith, and she outlined each of the Phases for the Board.*

v. *Ms. Smith then discussed the return of teachers to FPPCS, which occurred on August 23, 2021.*

vi. *Next, Ms. Smith described staff Professional Development activities, including, among other things:*

1. *Caring School Community training;*
2. *Standards-based grading discussions;*
3. *Sensitivity training;*
4. *COVID-19 protocols; and*
5. *New Teacher Induction training.*

- vii. *Ms. Smith then discussed both the middle school and high school students' return to the School, which occurred on August 30, 2021. She noted that there had been no issues regarding the requirement that students wear masks.*
- viii. *Next, Ms. Smith outlined the ways in which FPPCS is supporting the students' return to the School. She stated that FPPCS prefers to use the phrase "learning pause" as opposed to "learning loss" when discussing student academic progress during virtual learning. She also noted that Springboard, an educational support for students, would begin as an after-school program starting in October. Among other things, she explained that:*
 - 1. *Springboard would be offered three days per week;*
 - 2. *The number of students enrolled in the program is dependent on the number of teachers recruited;*
 - 3. *Teachers would be provided with Professional Development opportunities;*
 - 4. *Springboard was chosen because the Springboard summer program was successful; and*
 - 5. *The results of the Springboard summer program were positive. She noted that 51 students had met their "stretch goals," which meant students:*
 - a. *Scored 50 points or higher on their final STAR assessment; and*
 - b. *Had perfect attendance at family workshops.*
- ix. *Ms. Smith next turned to a discussion of FPPCS' Parent Engagement efforts. She explained that the Administration Office hours would begin in September and include both in-person and virtual options.*
- x. *Ms. Smith then provided an overview of the Pennsylvania System of School Assessment ("PSSA") testing schedule. She further explained that the PSSA would be administered to fourth through eighth grade students during September. She then discussed the PSSA schedule in more detail.*
- xi. *Next, Ms. Smith updated the Board about activities at the high school. Among other things, she discussed:*
 - 1. *That the high school had established Arts Partnerships with the Barnes Foundation, Philadelphia Film Society, and Music in the Parks;*
 - 2. *The arts courses that would be offered to students, including Concert Choir, Drumline, and Ceramics and Sculpture, among many others;*
 - 3. *The addition of five Advanced Placement ("AP") courses to the curriculum, including AP Environmental Science, which is very popular with students;*
 - 4. *The formation of a higher education partnership with Gwynedd Mercy University that encourages teacher retention upon graduation; and*
 - 5. *Peer Coaching (buddy/mentor system) for new teachers in Math, Science, and Social Studies, with the goals of making new teachers feel supported and strengthening a sense of community among staff.*

- xiii. *At the conclusion of Ms. Smith’s presentation, Ms. Vega-Kaiser, President of the Board, commented that she liked the use of the phrase “Learning Pause” as opposed to “Learning Loss.”*
- xiii. *In response to a question from Ms. Vega-Kaiser, Ms. Smith explained that one goal of administering the PSSA in the fall was to re-acclimate students test-taking and the testing environment. Dress-down days and other incentives, she said, would be addressed in the spring.*
- xiv. *Board member Teeyona Crumpton then asked Ms. Smith what preparations the School was making to administer the PSSA. Ms. Smith explained that homeroom teachers are preparing students to take the PSSA. In the past, she said, the test was completed by hand; now, however, an online testing option is being offered to eighth grade students. Ms. Smith noted that the school did not have reservations about computer testing because of students’ experience with virtual learning as a result of the COVID-19 pandemic.*

C. AMERICAN PARADIGM SCHOOLS CEO

- a. *Ashley Redfearn, American Paradigm Schools CEO*
 - i. *Ms. Redfearn began the presentation for American Paradigm Schools (“APS”) by explaining APS’s Diversity, Equity, and Inclusion Statement.*
 - ii. *Ms. Redfearn then discussed collaboration between the CEOs of APS schools. Among other things, she said, collaboration included:*
 - 1. *Epicenter document support and review;*
 - 2. *Supporting schools with re-opening protocols;*
 - 3. *Ensuring that CEOs and schools are up to date with COVID-19 research and procedures; and*
 - 4. *Supporting schools during the Charter Renewal process.*
 - iii. *Ms. Redfearn then explained to the Board that Susan Senek had been recently hired as Director of ELA Curriculum, Instruction, and Assessment. Ms. Redfearn then outlined Ms. Senek’s credentials.*
 - iv. *Ms. Redfearn noted that APS is available to support the schools in any way possible during in-person learning.*
- b. *Scott Kramer, APS Chief Talent Officer*
 - i. *First, Mr. Kramer thanked the Board for approving salary increases. The salary increases, he said, have had a positive impact.*
 - ii. *Referring to materials provided to the Board in advance of the meeting, Mr. Kramer explained the progress the Human Resources department is making in the area of recruitment.*
 - iii. *Next, Mr. Kramer discussed the APS Referral Program. He noted that, of 49 referrals total, 71% of applicants had been hired by an APS school and 57% of all network hires resulted from the APS Referral Program.*
 - iv. *Mr. Kramer then reviewed recruiting and sourcing activities for the fall of 2021. He further discussed the partnership with Cabrini University and that it was expected that several pre-student teachers from Cabrini University would be joining APS schools.*
 - v. *Next, Mr. Kramer provided additional Human Resources updates. He noted particularly that APS was hiring employees with intellectual disabilities.*

- vi. *Mr. Kramer then explained that, every year, APS holds an event during New Teacher Induction. This year, he said, APS held a luncheon to which all principals and CEOs were invited. Mr. Kramer further stated that the purpose of the luncheon is to enable new teachers to meet leadership and engage in team building prior to the first day of school. Ms. Redfearn added that the luncheon was held outside and featured a barbecue cart.*
- c. *Kristine Magargee, APS Chief Academic Officer*
 - i. *Ms. Magargee began her presentation by discussing ELA Curriculum, Instruction, and Assessment. Among other things, she noted:*
 - 1. *The Academic Team had hosted Professional Development on Wit and Wisdom across schools;*
 - 2. *The hiring, credentials, and training of Ms. Senek, who previously served as librarian to FPPCS and then Tacony Academy Charter School;*
 - 3. *The agreement amongst personnel that in-person learning is better for students;*
 - 4. *The success of the Professional Development program on supporting LGBTQ+ students; and*
 - 5. *The Professional Development training held regarding Standard-based grading.*
 - ii. *Ms. Magargee then discussed Math Curriculum, Instruction, and Assessment. She explained, among other things:*
 - 1. *The Professional Development training held regarding Standard-based grading across multiple schools for kindergarten through fifth grade;*
 - 2. *The Professional Development training on the Illustrative Math Program, including more detail about how the Illustrative Math Program works and is beneficial to students;*
 - 3. *The Math Intervention Initiative Kick-Off, which took place across schools.*
 - iii. *Next, Ms. Magargee presented the Data Team update. She explained that new staff had been provided with FOCUS (a student information system) training and Google Classroom training and also discussed other Professional Development activities.*
 - iv. *Ms. Magargee then provided the Board with the Coaching Team update. She explained that the Coaching Team had been busy with training, including training on Classroom Management and Growth Mindset, Relationship Building, Framing, and Anchoring Learning, and Standards-based grading. In addition, FPPCS staff, she said, received training on small group instruction. She also noted that refresher trainings and documents had been provided to help staff re-charge and prepare for the new school year.*
 - v. *Ms. Magargee concluded her presentation by describing New Teacher Induction Day. The goals of New Teacher Induction Day, she said, were to ensure that new teachers feel supported and that teachers, who are in high demand, feel appreciated.*
- d. *In response to a question from Ms. Crumpton regarding parent involvement in student education and resources available to parents, Ms. Magargee stated that a Professional*

Development training could be arranged to instruct staff on how to communicate with parents regarding student progress.

- e. *Ms. Redfearn then discussed Caring School Community in more detail, noting that it is a social and research-based program and that APS will push its full implementation in order to achieve the best results.*
- f. *Ms. Vega-Kaiser stated that she is excited about the program for hiring intellectually challenged employees and hopes the program will be implemented across all APS schools.*

D. GENERAL COUNSEL

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

E. BUSINESS CONTROLLER

- a. *Peter Costa, Santilli & Thomson, LLC*
 - i. *Mr. Costa noted that the financials for the month of July had been discussed with the Finance Committee. He explained that FPPCS is currently going through its audit, so a Profit and Loss statement would not be available until the audit was completed.*
 - ii. *In light of the ongoing audit, Mr. Costa presented a preliminary balance sheet. He noted that, as of July 2021, FPPCS had about \$10.5 million, or 126 days, in cash on hand.*
 - iii. *Mr. Costa then reviewed July 2021 disbursements over \$10,000.*
 - iv. *Mr. Costa then discussed enrollment. He noted, among other things, that the School District of Philadelphia had paid FPPCS for 347 special education students and 1,518 regular education students.*
 - v. *Mr. Costa stated that June expenditures are not typically released until the audit is complete and that a preliminary report would be provided at a later time.*
 - vi. *Mr. Costa concluded his presentation by noting that the audit had only begun the previous day. Ms. Vega-Kaiser stated that she was pleased the audit was being conducted and asked Mr. Costa to keep the Board updated on its progress.*

SECTION III: OLD BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION:
TERESA
GRUMBRECHT
SECOND:
TEEYONA
CRUMPTON
VOTE:

R210901.03 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.

[X] PASS

[] FAIL

MOTION:

TERESA GRUMBRECHT

SECOND:

TEEYONA CRUMPTON

VOTE:

[X] PASS

[] FAIL

Notes of Discussion / Advance Regulatory and Financial Comment:

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

R210901.04 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
Kieran Kramer (new hire)	Food Service Director	6/7/2021
Keith Bossert (new hire)	Special Ed Teacher 5th	8/23/2021
Sherie Butler (new hire)	English Middle School Teacher 6th	8/23/2021
Christian Bateman (new hire)	Physical Education Teacher 5-8	8/23/2021
Amanda Carson (new hire)	Social Studies H.S. Teacher 10th	8/23/2021
Jon Osborn (new hire)	Special Education Coordinator 6-12	8/23/2021
Clayton Davis (new hire)	H.S. English Teacher 10th/12th	8/23/2021
Maxwell Jencarelli (new hire)	Social Studies H.S. Teacher 11th	8/23/2021
Rebecca Weis (new hire)	English Middle School Teacher 6th	8/23/2021
Brittanie Burgos (new hire)	Building Sub K-12	8/23/2021
Jonathan Tomaro (new hire)	Music Teacher 5-8	8/23/2021
Gabriella Smith (new hire)	Kinder Special ED Teacher	8/23/2021
Daniel Higgins (new hire)	Music Teacher 5-8	8/23/2021
Osarumen Iyamu (new hire)	Elementary Teacher 4th	8/23/2021
Joycelynn Parker (new hire)	Elementary Teacher 1st	8/23/2021
Natasha Catlett (new hire)	NTA - Student Support	8/23/2021
Megan Browne (new hire)	Elementary Teacher K-5	8/23/2021
Nysia Wood (new hire)	NTA - Student Support	8/23/2021
Michelle Kealey (new hire)	Special Education Coordinator K-5	8/23/2021
Kellianne Minniti (Return from Maternity Leave/FMLA)	8th Grade Special Ed Teacher	8/23/2021

TERMINATIONS / RESIGNATIONS / LOA		
NAME	TITLE	EFFECTIVE DATE
Stephanie Candoi (resignation)	H.S. ELA Teacher	7/30/2021
Ashlee Bartol (resignation)	Art Teacher 5-8	6/23/2021
Chara Hausler (resignation)	6th ELA Teacher	6/23/2021
Christine Callahan (resignation)	Counselor	6/23/2021
Robyn Adelman (resignation)	5th Grade Teacher	6/23/2021
Cheryl Horton (resignation)	Special Ed Coordinator	8/20/2021
Valerie Croft (resignation)	ESY Teacher - Summer Contractor	7/30/2021
Allison Daly (resignation)	ESY Teacher - Summer Contractor	7/30/2021
Jacqueline Smoke (resignation)	ESY Teacher - Summer Contractor	7/30/2021
Eric Frey (resignation)	H.S. Math Teacher	8/24/2021
Lauren Amendolara (FMLA)	Counselor	8/23/2021
Shuying Liu (Maternity Leave/FMLA)	School Operations Manager	8/26/2021
Amanda Ruiz (FMLA)	Special Ed Teacher	8/23/2021
Dana D'Agostino (Maternity Leave/FMLA)	Special Ed Teacher	8/24/2021

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Deborah Smith</i>	<i>Ms. Smith noted that the School had hired Nursing and Non-Therapy Ancillaries ("NTAs") who had not been required during virtual learning. She also discussed the hiring of building substitute teachers and noted that the School would likely require more substitute teachers.</i>
<i>Anita Vega-Kaiser; Deborah Smith</i>	<i>In response to a question from Ms. Vega-Kaiser, Ms. Smith stated that NTAs would be present on every floor of the School as soon as the School could hire enough NTAs.</i>
<i>Teyona Crumpton; Deborah Smith</i>	<i>In response to a question from Ms. Crumpton, Ms. Smith noted that the School had reached out to prior NTAs. Many did not return to the School, she said, because they had found other opportunities. She noted that the best source of new NTAs would be referrals.</i>

R210901.05 Professional Services Contract/s Resolution

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

MOTION:

TERESA
GRUMBRECHT

SECOND:

TEEYONA
CRUMPTON

VOTE:

[X] PASS

[] FAIL

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
Bustleton Services Inc.	<u>Plowing:</u> 1" - 4": \$1250 4.1" - 7": \$1625 7.1"-11": \$2000 11"+: \$2500 <u>Shoveling:</u> 1" - 4": \$750 4.1" - 7": \$1125 7.1" - 11": \$1625 \$11"+: \$2250 <u>Salt Application:</u> \$1000 Additional hourly rates	Snow removal services Contractor shall inform FPPCS in writing once Services performed during the Term exceed \$15,000 in total invoices and shall also inform FPPCS when Services to be performed would result in total invoices during the Term exceeding \$20,000. 2021-22 SY
Team Tutor	Tutoring: \$70/hr Wilson Reading/Phonics Boost Program: \$150/hr	Tutoring Services 2021-22 SY

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Anita Vega-Kaiser	Ms. Vega-Kaiser explained that the Finance Committee recommended moving forward with both of the contracts outlined above.
Deborah Smith	Ms. Smith noted that Bustleton Services Inc. had provided the same proposal as they had previously. Team Tutor, she explained, provides tutoring and instruction for those students who require extra help in phonics and tactile learning.

MOOT

R210901.06 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.

Contractor	Amount	Comment: Terms and Conditions
None	None	None

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

R210901.07 Approval of Employment Incentives

RESOLVED, American Paradigm Schools is hereby authorized and directed to offer the incentives and benefits, as presented, to candidates for employment until such time as directed otherwise by the Chief Executive Officer of First Philadelphia Preparatory Charter School.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Anita Vega-Kaiser	Ms. Vega-Kaiser noted that a joint meeting of the Finance and Personnel Committees had been held in which the Committees discussed new ideas for employee recruitment and retention.
Deborah Smith	Ms. Smith noted that the incentives and benefits would set FPPCS apart from other employers and could be used to attract new teachers. She noted that the market for teachers is very competitive.

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

R210901.08 Educational Assistance Plan

RESOLVED, First Philadelphia Preparatory Charter School hereby adopts the Educational Assistance Plan, as presented;

FURTHER RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby designates two thousand dollars (\$2,000) as the Educational Assistance Amount available through the Educational Assistance Plan during the 2021/2022 fiscal year.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Anita Vega-Kaiser	Ms. Vega-Kaiser echoed Ms. Smith's earlier statements and explained that the Educational Assistance Plan incentive would set FPPCS apart from other employers.
Scott Kramer	Mr. Kramer stated that the Educational Assistance Plan helps pay tuition and applies both to new hires and current employees. He thanked the Board for its consideration of the Educational Assistance Plan, which, he said, would help both the School and the Talent Office. He also noted that news that the School now provides a minimum wage of \$15 per hour was spreading and that he believed the wage increase would make filling positions easier. Ms. Vega-Kaiser stated that a tally should be kept of how many employees are taking advantage of incentives in order to see the impact of the incentives.

<i>Board; Scott Kramer</i>	<i>Discussion ensued among the Board and Mr. Kramer regarding any requirements that must be met before an employee can take advantage of the Educational Assistance Plan.</i>
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B. DISCUSSION AND ANNOUNCEMENTS

NONE

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

ADJOURNMENT AT 7:00 P.M.

MOTION:

KARIN COGER

SECOND:

TEEYONA CRUMPTON

VOTE:

PASS

FAIL

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