

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:  
DECEMBER 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 6:06 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**

<b>Board Members Present:</b>	<b>By Invitation: Non-Board Members:</b>
Anita Vega-Kaiser – President Karin Coger – Vice President Teresa Grumbrecht – Treasurer Barbara L. Saunders – Secretary Teeyona Crumpton	Deborah Smith  Ashley Redfearn Scott Kramer  Peter Costa  Dean Krebs, Esq.  Eric Strauss
<b>Board Members Absent:</b>	

**B. DISCLOSURE: EXECUTIVE SESSION BY ANITA VEGA-KAISER**

*I would like to state, for purposes of the Minutes of this meeting, that on December 1, 2021, the Board of Trustees met in Executive Session for the following purposes under 65 Pa.C.S.A. § 708:*

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).

**C. APPROVAL OF AGENDA**

MOTION:  
KARIN COGER  
SECOND:  
TERESA GRUMBRECHT  
VOTE:  
[X] PASS

**R211201.01 Approval of the December 1, 2021 Agenda**

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the December 1, 2021 Agenda.

***Notes of Discussion / Advance Regulatory and Financial Comment:***

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

[ ] FAIL

**D. APPROVAL OF MINUTES**

MOTION:

BARBARA SAUNDERS

SECOND:

TERESA GRUMBRECHT

VOTE:

[X] PASS

[ ] FAIL

**R211201.02 Minutes of the November 3, 2021 Meeting**

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the November 3, 2021 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>

**B. FIRST PHILADELPHIA PREPARATORY CHARTER SCHOOL CEO**

- a. *Ms. Deborah Smith—Chief Executive Officer of First Philadelphia Preparatory Charter School*
  - i. *Reviewed and discussed with the Board the December 2021 CEO report, previously disseminated to the Board;*
  - ii. *Reviewed and discussed enrollment and attendance data with the Board;*
  - iii. *Informed the Board that sometime between January to March there will be a site visit by CSO and the school administration is working to ensure CSO will see everything FPPCS has to offer;*
  - iv. *Discussed with the Board the current use of Springboard and its intent to continue using it;*
  - v. *Discussed with the Board Parent Engagement including Parent Training for Standards Based Grading;*
  - vi. *Discussed with the Board various school events, such as a Pep Rally; Stranger Danger assembly; and King Richard screening;*
  - vii. *Provided information to the Board about dual enrollment at Widener University;*
  - viii. *Discussed with the Board report card conferences at the high school;*
  - ix. *Discussed with the Board FAFSA night and shared with the Board college acceptance highlights, such as acceptance to Shippensburg and Pace.*
  - x. *Updated the Board on winter sports; and*

- xi. *Discussed with the Board a recent school shooting that was in the news, noting that correspondence was sent out to school staff and informed the Board that efforts will be taken to ensure proper training and certification is being conducted.*

**C. AMERICAN PARADIGM SCHOOLS CEO**

- a. *Ms. Ashley Redfearn—Chief Executive Officer of American Paradigm Schools.*
  - i. *Reviewed and discussed with the Board the December 2021 APS report, previously disseminated to the Board.*
- b. *Mr. Scott Kramer—Chief Talent Officer of American Paradigm Schools*
  - i. *Reviewed and discussed the 2021 December APS report, previously disseminated to the Board;*
  - ii. *Discussed the resolution for Board approval to grant additional flexibility concerning offer letters; and*
  - iii. *Informed the Board that they are assisting the school to prepare for federal vaccine mandates.*
- c. *Board*
  - i. *Requested that presentations by Data Team be recorded.*

**D. BUSINESS CONTROLLER**

- a. *Mr. Peter Costa—Santilli & Thompson, LLC*
  - i. *Reviewed and discussed with the Board the October 2021 financial reports, previously disseminated to the Board;*
  - ii. *Informed the Board that the school is budgeted for 1880, though current enrollment was at 1788;*
  - iii. *Expressed that finances were in good shape, with \$12M in cash, representing 148 days;*
  - iv. *Shared with the Board disbursements over \$10,000;*
  - v. *Discussed Profit and Loss report, particularly Summary of Major Class; and discussed ESSER grant funding noting that ESSERS III will be \$13M; and*
  - vi. *Informed the Board that there were no findings/ discrepancies in audit and that government funds programs were in compliance.*
- b. *Board*
  - i. *Expressed appreciation for S&T for its role in ensuring a clean, efficient audit.*

**E. GENERAL COUNSEL**

- a. *Dean Krebs, Esq.*
  - i. *Shared with the Board that the SDP recently authorized an internal investigation concerning allegations of racial discrimination against charter schools.*

**SECTION III: OLD BUSINESS**

NONE

**SECTION IV: NEW BUSINESS**

**A. RESOLUTIONS**

MOTION:  
 BARBARA SAUNDERS  
 SECOND:  
 TERESA GRUMBRECHT

**R211201.03 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.

VOTE:  
 PASS  
 FAIL

*Notes of Discussion / Advance Regulatory and Financial Comment:*

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

BARBARA SAUNDERS  
 SECOND:  
 TERESA GRUMBRECHT

**R211201.04 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.

VOTE:  
 PASS  
 FAIL

<b>HIRES / RETURN TO SERVICE/ POSITION CHANGE</b>		
<b>NAME</b>	<b>TITLE</b>	<b>START DATE</b>
Vincent Simmons (new hire)	5 <sup>th</sup> Grade Social Studies and Science Teacher	11/1/21
Sean Corcoran (new hire)	Maintenance	11/8/21
Christy Borgmann (new hire)	PT SPED Compliant Manager	11/15/21
Michael McMillon (new hire)	5 <sup>th</sup> Grade ELA Teacher	11/29/21
Dana D'Agostino (LOA Return)	Middle School Sped Teacher	11/15/21
Shuying Liu (LOA Return)	School Operations Manager	11/15/21

<b>TERMINATIONS / RESIGNATIONS / LOA</b>		
<b>NAME</b>	<b>TITLE</b>	<b>EFFECTIVE DATE</b>
Megan McLoughlin (resignation)	Substitute Teacher	11/01/21
Scott Schaffer (resignation)	High School Math Teacher	11/23/21
Rebecca Weis (resignation)	Middle School English Teacher	11/05/21
Amanda Carson (resignation)	High School Social Studies Teacher	11/05/21
Hayley Lund (resignation)	Middle School English Teacher	11/23/21
James Alexander (resignation)	High School Sped Teacher	11/15/21
Joseph Bauer (LOA)	Middle School Social Studies Teacher	11/01/21-01/24/22

**Notes of Discussion / Advance Regulatory and Financial Comment:**

<b>Who</b>	<b>What</b>
<i>D. Smith</i>	<i>Discussed reasons for resignation</i>

MOTION:

BARBARA SAUNDERS

SECOND:

TERESA GRUMBRECHT

VOTE:

PASS

FAIL

**R211201.05 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.

<b>Contractor</b>	<b>Amount</b>	<b>Comment: Terms and Conditions</b>
Delta-T Group, Inc.	Paraprofessionals: \$24/hr RN: \$55/hr LPN: \$45/hr Standard Evaluation: \$900 FBA /w Standard Evaluation: \$900 (w/o \$450) Neuro /w Standard Evaluation: \$900 (w/o \$450) Autistic /w Standard Evaluation: \$900 (w/o \$450) Record Review: \$450 Bilingual Evaluation (Spanish): \$2200 In-Person IEP Meeting: \$150	Staffing services

MOOT

**Notes of Discussion / Advance Regulatory and Financial Comment:**

<b>Who</b>	<b>What</b>
<i>D. Smith</i>	<i>Noted that while Delta-T Group, Inc. can provide multiple services, the school intends to use them mostly used for 1-1 paraprofessionals.</i>

**R211201.06 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.

<b>Contractor</b>	<b>Amount</b>	<b>Comment: Terms and Conditions</b>
<i>None</i>	<i>None</i>	<i>None</i>

MOTION:

TERESA GRUMBRECHT

SECOND:

KARIN COGER

VOTE:

PASS

FAIL

**R211201.07 2020-21 Draft Audit Financial Statements**

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the 2020-21 Draft Audit Financial Statements, as presented, for First Philadelphia Preparatory Charter School.

**Notes of Discussion / Advance Regulatory and Financial Comment:**

<b>Who</b>	<b>What</b>
<i>E. Strauss</i>	<p><i>Mr. Eric Strauss of Withum shared with the Board the results of the school's annual audit.</i></p> <p><i>I. Discussed required communications:</i></p> <p><i>+ Noted that the school will have additional obligations on how it discloses lease payments next year. As an example, a 10 year lease for 100k a year would need to be represented as a 1M liability on budget. As lease progresses, the school would amortize the lease.</i></p> <p><i>II. Discussed audit report:</i></p> <p><i>+ Informed the Board that the audit revealed a clean/unmodified opinion.</i></p> <p><i>+ Also noted that Government Auditing Standards and Uniform Guidance were both clean.</i></p> <p><i>+ Discussed PSERS liability on the books; noting that the school is required to pay about \$1M into the plan, but there was a</i></p>

	<p><i>\$649,213 income entry which was good news (reflecting reduced expenses because of actuaries).</i></p> <p><i>+ Noted a net position of \$5.7M due to adjustments of GASB 68 and 75; representing a cash increase.</i></p> <p><i>+ Noted there was an increase in per diem rate; additional federal funds; and less overtime pay.</i></p> <p><i>+ Noted \$688k was spent on furniture/equipment and an additional \$472k on leasehold improvements.</i></p> <p><i>+ Noted the school had \$10.5M cash; \$4M up over prior year</i></p> <p><i>+ Noted that prior auditors submitted correction plan for last years issues; that Witlum reviewed what prior auditor submitted and did not take issue with it; and expects federal government will provide an acceptance letter approving the changes.</i></p>
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**ROLL CALL**

Anita Vega-Kaiser: aye  
 Karin Coger: aye  
 Teresa Grumbrecht: aye  
 Barbara L. Saunders: aye  
 Teeyona Crumpton: aye

MOTION:  
  
 BARBARA SAUNDERS  
  
 SECOND:  
  
 TERESA GRUMBRECHT  
  
 VOTE:  
 PASS  
  
 FAIL

**R211201.08 Approval of Offer Letter Term Length**

RESOLVED, the Board of Trustees of First Philadelphia Preparatory Charter School hereby authorizes the Chief Executive Officer, in consultation with the Business Controller, General Counsel, and American Paradigm Schools, to include within offer letters for employment at First Philadelphia Preparatory Charter School reasonable term lengths, as determined appropriate by the Chief Executive Officer on an individual basis for each offer letter recipient.

***Notes of Discussion / Advance Regulatory and Financial Comment:***

<b><i>Who</i></b>	<b><i>What</i></b>
<i>Board</i>	<i>General discussion</i>
<i>S.Kramer</i>	<i>As discussed above</i>

MOTION:  
  
 BARBARA SAUNDERS  
  
 SECOND:  
  
 TERESA GRUMBRECHT  
  
 VOTE:  
 PASS

**R211201.09 Approval of Holiday Bonus**

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School offers a Holiday Bonus in the amount of \$500 to full time First Philadelphia Preparatory Charter School staff members and \$350 to part-time First Philadelphia Preparatory Charter School staff members.

***Notes of Discussion / Advance Regulatory and Financial Comment:***

<b><i>Who</i></b>	<b><i>What</i></b>
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[ ] FAIL

<i>Board</i>	<i>General discussion</i>
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**UPON MOTION BY KARIN COGER AND SECOND BY BARBARA SAUNDERS, THE BOARD ENTERED INTO EXECUTIVE SESSION FOR PURPOSES UNDER 65 PA.C.S.A. § 708(5). SPECIFICALLY, TO DISCUSS RESOLUTION R211201.10 BELOW.**

**UPON MOTION BY KARIN COGER AND SECOND BY BARBARA SAUNDERS, THE BOARD ENTERED INTO OPEN SESSION.**

MOTION:

**R211201.10 Confidential Settlement and Release Agreement for AR**

KARIN COGER

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

SECOND:

BARBARA SAUNDERS

VOTE:

***Notes of Discussion / Advance Regulatory and Financial Comment:***

[X] PASS

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

[ ] FAIL

**B. DISCUSSION AND ANNOUNCEMENTS**

NEXT BOARD MEETING: JANUARY 5, 2022 AT 6:00 P.M.

**ADJOURNMENT AT 7:49 P.M.**

MOTION:

BARBARA SAUNDERS

SECOND:

TERESA GRUMBRECHT

VOTE:

[X] PASS

[ ] FAIL

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