

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

BOARD OF TRUSTEES MEETING

LOCATION:
ZOOM CONFERENCE

DATE & TIME:
DECEMBER 20, 2023
5:30 P.M.

Agenda

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 5:32 p.m. My name is Anita Vega-Kaiser. I am the President of this Board of Trustees, and I will facilitate this meeting.

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:
Teresa Grumbrecht – Vice-President John Bish - Treasurer Barbara L. Saunders – Secretary Dr. Martha J. Ritter ShoShana Skates Board Members Absent: Anita Vega-Kaiser – President ShoShana Skates	Deborah Smith Ashley Redfearn Kristine Magargee Scott Kramer Peter Costa David Annecharico, Esq.

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: **R231220.01 Approval of the December 20, 2023 Agenda**

BARBARA L. SAUNDERS RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the December 20, 2023 Agenda.

SECOND: JOHN BISH

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

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

[X] PASS

[] FAIL

MOTION: **R231220.02 Minutes of the November 15, 2023 Meeting**

BARBARA L. SAUNDERS RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School hereby approves the Minutes of the November 15, 2023 meeting of the Board of Trustees of First Philadelphia Preparatory Charter School.

SECOND: MARTHA RITTER

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

[X] PASS

[] FAIL

<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>

A. BUSINESS CONTROLLER

- a. *Board acknowledged prior receipt of the November 2023 financial report*

B. FIRST PHILADELPHIA PREPARATORY CHARTER SCHOOL

- a. *Board acknowledged prior receipt of the December 2023 CEO report*

C. AMERICAN PARADIGM SCHOOLS

- a. *Board acknowledged prior receipt of the December 2023 APS report*

D. GENERAL COUNSEL

- a. *None*

SECTION III: OLD BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION:

BARBARA
L.
SAUNDERS

SECOND:

JOHN BISH

VOTE:

R231220.03 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:

[X] PASS

[] FAIL

MOTION:

BARBARA
L.
SAUNDERS

SECOND:

MARTHA
RITTER

VOTE:

[X] PASS

[] FAIL

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

R231220.04 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 / RATE CHANGE / POSITION CHANGE / RETURN LOA		
NAME	TITLE	START DATE
Cassandra Wranitz (new hire)	Elementary Teacher	12/19/2023
Jamie Clark (new hire)	Elementary Teacher	12/19/2023

TERMINATIONS / RESIGNATIONS / LOA		
NAME	TITLE	EFFECTIVE DATE
Rebecca Havi (Intermittent LOA)	HS teacher	8/14/2022
Samantha McLaughlin (Intermittent LOA)	Kindergarten teacher	8/28/2023
Kelly Kiernicki (LOA)	ESL Coordinator	11/10/2023
Charise Moeller (LOA)	HS Music teacher	10/25/2023
Phillip Harris (Intermittent LOA)	Maintenance	12/1/2023
Sabrina Reichart (LOA)	Elementary Teacher	10/16/2023

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOOT

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R231220.05 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
None	N/A	N/A

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
None	None

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R231220.06 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

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What

None	None
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MOTION:
 BARBARA L. SAUNDERS
 SECOND:
 JOHN BISH
 VOTE:
 PASS
 FAIL

R231220.07 Approval Audit Report

RESOLVED, that the Board of Trustees of First Philadelphia Preparatory Charter School accepts and approves the Audit Report year ending 2023, as presented.

ROLL CALL

Anita Vega-Kaiser - *absent*
 Teresa Grumbrecht - *aye*
 John Bish - *aye*
 Barbara L. Saunders - *aye*
 Dr. Martha J. Ritter - *aye*
 ShoShana Skates – *absent*

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>E.Straus</i>	+ <i>Shared Auditor and Management Responsibilities</i> + <i>Noted no opinion on internal controls though would communicate issues if they had emerged.</i> + <i>Shared Other Matter being Cyber Security</i> + <i>Noted end of year fund balance is ~\$18M</i>
<i>A.Redfearn</i>	+ <i>Noted proactive measures school is taking to combat cyber security.</i>

B. DISCUSSION AND ANNOUNCEMENTS

NEXT BOARD MEETING: JANUARY 24, 2024 AT 6:00 P.M.

ADJOURNMENT AT 6:05 P.M.

MOTION:
 BARBARA L. SAUNDERS
 SECOND:
 MARTHA RITTER
 VOTE:
 PASS
 FAIL