

GENERAL DAVID B. BIRNEY CHARTER SCHOOL
900 W. Lindley Avenue
Philadelphia, PA 19141
BOARD OF TRUSTEES MEETING
AUGUST 29, 2017
6:00 PM

MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This August 29, 2017 Board of Trustees meeting of the General David B. Birney Charter School Board of Trustees is hereby called to Order. The time is 6:02 pm. My name is Lisa Johnson. I am the President of this Board of Trustees and I will facilitate this meeting.

This is a public meeting of the Board of Trustees of the General David B. Birney Charter School that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website in the monthly calendar.

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 pm on the day before this scheduled meeting may participate in public comment. At this time, I would ask that 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

Lisa Johnson — President
Jane McAndrew
Ana Christina Melhor
Barbara Saunders — Secretary/Treasurer

Board Members Present:

Lisa Johnson — President
Jane McAndrew
Ana Christina Melhor
Barbara Saunders — Secretary/Treasurer

By Invitation: Non-Board Members:

Kareem Thomas, CEO
David Hussey, Esq.
Peter Costa, Santilli and Thomson
Richard Trzaska, APS CEO
Shavar Simmons, Director of Culture and School Initiatives
Nancy White, Assistant Principal

Board Members Absent

B. Chairperson's Disclosure: Executive Session

I'd like to state, for purposes of the Minutes of this meeting that, during this meeting, the Board of Trustees will meet in Executive Session for the following purposes under 65 P.S. § 708:

(x) Consultation with Professional Advisor or Attorney. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.

C. Approval of Agenda

MOTION
JM
SECOND
ACM
VOTE:
 PASS
 FAIL

Resolution 17082901
Approval of the Agenda

RESOLVED, that the Board of Trustees of General David B. Birney Charter School hereby approves the **August 29, 2017** Agenda.

D. Approval of Minutes

MOTION
ACM
SECOND
BLS
VOTE:
 PASS
 FAIL

Resolution 17082902
Approval of the July 13, 2017 Board Meeting Minutes

RESOLVED, that the Board of Trustees of General David B. Birney Charter School hereby approves the Minutes of the **July 13, 2017** meeting of the Board of Trustees of General David B. Birney Charter School.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>Reviewed the July 13, 2017 Board Meeting minutes</i>

E. Resignation of Trustee

MOTION
JM
SECOND
BLS
VOTE:
 PASS
 FAIL

Resolution 17082903
Resignation of Anita Vega-Kaiser, Trustee

RESOLVED, that the Board of Trustees of General David B. Birney Charter School hereby accepts the written resignation of Anita Vega-Kaiser, Trustee, effective August 1, 2017.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>Reviewed the written resignation of A. Vega-Kaiser and thanked her for her service on the Board</i>

SECTION II: Reports

A. Community Comment

Community Comment Colloquy (General Counsel)

Good Evening, my name is David Hussey with Sand & Saidel, P.C., General Counsel to the General David B. Birney 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 that you might supplement your comment with 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.

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

B. General David B. Birney Charter School CEO

K. Thomas reviewed the written monthly CEO report, a copy of which is incorporated hereto, highlighting:

+ Middle school orientation;

+ The beginning of the 2017-18 school year;

+ The school's mission for the upcoming school year; and

+ Achievement goals for the 2017-18 school year.

K. Thomas introduced Nancy White, Assistant Principal, to the Board. Ms. White discussed her professional background and experience with the Board.

Shavar Simmons, Director of Culture and School Initiatives, presented to the Board regarding the school's backpack and school supply drive. The event was successful, with the school giving away approximately 250 backpacks to students.

K. Thomas and the Board discussed strategies for using assessment and testing data to inform instruction and discussed strategies for reaching the school's attendance goals.

C. American Paradigm Schools CEO

R. Trzaska reviewed the written monthly report of American Paradigm Schools, a copy of which is incorporated by reference herein, highlighting:

- + *Human resources support, including APS's process for recruiting candidates for Lindley Academy and APS's role in the hiring process; and*
- + *Reviewed various new staff positions at APS.*

D. Business Controller

P. Costa reviewed the written financial report, a copy of which is incorporated by reference herein, highlighting:

- + *The audit of the school's 2016-17 financial statements has begun; and*
- + *Reviewed and discussed monthly invoicing for professional services.*

SECTION III: UNFINISHED BUSINESS — NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION
JM
SECOND
ACM
VOTE:
[X] PASS
[] FAIL

Resolution 17082904 Report of Kareem Thomas, Chief Executive Officer of General David B. Birney Charter School

RESOLVED that the Board of Trustees of General David B. Birney Charter School hereby accepts the report of Kareem Thomas, Chief Executive Officer of General David B. Birney Charter School and hereby incorporates into these minutes by reference the written report and the documents presented by Kareem Thomas, CEO to the board.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board and K. Thomas</i>	<i>Reviewed and discussed the CEO report of Kareem Thomas</i>

MOTION
JM
SECOND
ACM
VOTE:
[X] PASS
[] FAIL

Resolution 17082905 Report of Richard Trzaska, Chief Executive Officer of American Paradigm Schools

RESOLVED that the Board of Trustees of General David B. Birney Charter School hereby accepts the report of Richard Trzaska, Chief Executive Officer of American Paradigm Schools and hereby incorporates into these minutes by reference the written report and the documents presented by Richard Trzaska, CEO.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board and R. Trzaska</i>	<i>Reviewed and discussed the APS report of Richard Trzaska</i>

MOTION
JM
SECOND
ACM
VOTE:
 PASS
 FAIL

Resolution 17082906 Report of Peter Costa, Business Controller

RESOLVED that the Board of Trustees of General David B. Birney Charter School hereby reviews and accepts the Financial Report of Peter Costa and hereby incorporates into these minutes by reference the Treasurer’s Report and the documents presented by Peter Costa to the board.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board and P. Costa</i>	<i>Reviewed and discussed the Financial Report of Peter Costa</i>

MOTION
BLS
SECOND
ACM
VOTE:
 PASS
 FAIL

Resolution 17082907 Human Resources

RESOLVED, the Board of Trustees of General David B. Birney Charter School accepts the human resources changes, modifications and additions as presented below.

<u>New Hires</u>	<u>Position</u>	<u>Start Date</u>	<u>Salary</u>
Senna Lamba	8th Grade ELA Teacher	8/21/17	\$48,270
Stephanie Twist	2nd Grade Teacher	8/21/17	\$47,647
Samantha Blewitt	Special Education Teacher	8/21/17	\$54,523
Margaret Gleib	3rd Grade Teacher	8/21/17	\$51,148
Adam Kowalski	Music Teacher	8/21/17	\$47,647

Alexandra Shute	4th Grade Teacher	8/21/17	\$45,282
Sean Gillespie	Building Maintenance Support	8/21/17	\$30,000
Angelina Hardy	Cafeteria/ Recess Aide	8/21/17	\$9.00/hr
Marceda Rainey	Cafeteria/ Recess Aide	8/21/17	\$9.00/hr
Jennifer Doyle	6th Grade Science Teacher	8/21/17	\$57,726
Kathleen Williams	5th Grade Teacher	8/25/17	\$52,494
Marvelous Richardson	Cafeteria/ Recess Aide	8/21/17	\$9.00/hr
Marilyn S. Coratolo	7th/8th Grade Science Teacher	9/5/17	\$53,887
Keith Garland	Middle School Dean of Scholars	9/5/17	\$53,887
Michael Bly	Chief of Staff	9/5/17	\$61,500
<u>Resignations</u>	<u>Position</u>	<u>End Date</u>	
Jonathan Cottrell	Building Maintenance Support	6/29/17	
Jonathan Diaz	6th Grade Teacher	7/1/17	

Jade Lovelace	Chief of Staff	8/25/1 7
Thomas	7th/8th	8/17/1 7
Ballingal	Grade Science Teacher	

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>K. Thomas</i>	<i>Reviewed the proposed staffing changes, including the backgrounds and experience of the proposed new hires</i>
<i>Board and K. Thomas</i>	<i>Reviewed and discussed that the school's teaching positions are fully staffed and that all but two non-teaching positions are full</i>

MOTION
BLS
SECOND
JM
VOTE:
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 FAIL

Resolution 17082908 2017-2018 Family Guidebook

RESOLVED, the Board of Trustees of General David B. Birney Charter School approves the 2017-2018 Family Guidebook, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board and K. Thomas</i>	<i>Reviewed that the handbook will be disseminated to all families at back to school night</i>
<i>Board and K. Thomas</i>	<i>Reviewed and discussed various revisions to be made to the handbook</i>

MOTION
BLS
SECOND
ACM
VOTE:
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 FAIL

Resolution 17082909 Anti-Bullying, Cyberbullying, Harassment, Cyberharassment and Hazing Policy

RESOLVED, the Board of Trustees of General David B. Birney Charter School approves the amended Anti-Bullying, Cyberbullying, Harassment, Cyberharassment and Hazing Policy, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>K. Thomas</i>	<i>Reported that the proposed policy has been updated and reviewed for legal compliance</i>

MOTION
BLS
SECOND
ACM
VOTE:
 PASS
 FAIL

Resolution 17082910 ESL Policy

RESOLVED, the Board of Trustees of General David B. Birney Charter School approves the amended English as Second Language (ESL) Policy, as presented.

MOTION
BLS
SECOND
ACM
VOTE:
 PASS
 FAIL

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>K. Thomas</i>	<i>Reported that the proposed policy has been updated and reviewed for legal compliance</i>

Resolution 17082911 Contract: Community Council Education Services, Inc.

RESOLVED, the Board of Trustees of General David B. Birney Charter School approves the contract of Community Council Education Services, Inc. for the provision of educational program and special education services, as presented.

FURTHER RESOLVED, any officer of the Board of Trustees of General David B. Birney Charter School is directed and authorized to execute any document necessary to effect this resolution.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board, K. Thomas, and P. Costa</i>	<i>Reviewed the school's budget allocation for student placements and funding for student placements</i>

MOTION
BLS
SECOND
ACM
VOTE:
 PASS
 FAIL

Resolution 17082912 Contract: Community Council Education Services, Inc.

RESOLVED, the Board of Trustees of General David B. Birney Charter School approves the contract of Community Council Education Services, Inc. for the provision of personal care assistant services, as presented.

FURTHER RESOLVED, any officer of the Board of Trustees of General David B. Birney Charter School is directed and authorized to execute any document necessary to effect this resolution.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>K. Thomas and P. Costa</i>	<i>Reviewed and discussed the cost of services</i>

MOTION
JM
SECOND
BLS
VOTE:
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Resolution 17082913 Contract: Intelligent Networks, Inc.

RESOLVED, the Board of Trustees of General David B. Birney Charter School approves the services of Intelligent Networks, Inc. for the provision

FAIL

of network and technology support services, in an amount not to exceed \$30,000.00;

FURTHER RESOLVED, that Kareem Thomas, CEO or any officer of the Board of Trustees of General David B. Birney Charter School is authorized and directed to negotiate the terms and conditions of the contract and any document or delegate any task necessary to effect this resolution in consultation with the Business Controller and Legal Counsel; and

FURTHER RESOLVED, any officer of the Board of Trustees of General David B. Birney Charter School is directed and authorized to execute any document necessary to effect this resolution.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board and K. Thomas</i>	<i>Reviewed proposed contract and services</i>
<i>Board and P. Costa</i>	<i>Reviewed the proposed cost of services and the amount budgeted for such expenditures</i>

MOTION
JM
SECOND
BLS
VOTE:
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 FAIL

Resolution 17082914 Contract: Charter School Substitute Teacher Network, LLC

RESOLVED, the Board of Trustees of General David B. Birney Charter School approves the contract of Charter School Substitute Teacher Network, LLC for the provision of substitute teacher placement services, as presented.

FURTHER RESOLVED, any officer of the Board of Trustees of General David B. Birney Charter School is directed and authorized to execute any document necessary to effect this resolution.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board and K. Thomas</i>	<i>Reviewed that the proposed staffing service was used last year, and reviewed that substitute teaching costs are expected to decrease this year due to full staffing</i>

MOTION
BLS
SECOND
ACM
VOTE:
 PASS
 FAIL

Resolution 17082915 Contract: PTS, Inc.

RESOLVED, the Board of Trustees of General David B. Birney Charter School approves the contract of Pediatric Therapy Services, Inc. for the provision of student therapy services, as presented, in an amount not to exceed \$90,000.00.

FURTHER RESOLVED, any officer of the Board of Trustees of General David B. Birney Charter School is directed and authorized to execute any document necessary to effect this resolution.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board and K. Thomas</i>	<i>Reviewed that the proposed services are a renewal of services used last year</i>

MOTION
BLS
SECOND
ACM
VOTE:
 PASS
 FAIL

Resolution 17082916 Contract: R&A Personal Touch Cleaning Services, Inc.

RESOLVED, the Board of Trustees of General David B. Birney Charter School approves the contract of R&A Personal Touch Cleaning Services, Inc. for the provision of cleaning services, as presented.

FURTHER RESOLVED, any officer of the Board of Trustees of General David B. Birney Charter School is directed and authorized to execute any document necessary to effect this resolution.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board, R. Trzaska, and K. Thomas</i>	<i>Reviewed the public bidding process for the proposed contract</i>

MOTION
BLS
SECOND
JM
VOTE:
 PASS
 FAIL

Resolution 17082917 Election of Board Officers

RESOLVED, pursuant to Article II, Section 2 of its Bylaws, the Board of Trustees of General David B. Birney Charter School hereby elects and appoints the following Officers:

- President — Lisa Johnson
- Vice President — Barbara Saunders
- Secretary — Ana Christina Melhor
- Treasurer — Jane McAndrew

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>Reviewed and discussed nominations for board officers</i>
<i>Board</i>	<i>Reviewed that there is currently a board vacancy and discussed ongoing efforts to recruit one or more additional members to join the board</i>

Upon Motion by A. Melbor, Seconded by B. Saunders, the Board voted to enter into closed executive session at 7:32 pm to discuss confidential matters with legal counsel.

Upon Motion by B. Saunders, Seconded by A. Melbor, the Board voted to adjourn from executive session at 7:43 pm.

MOTION
BLS
SECOND
JM
VOTE:
 PASS
 FAIL

Resolution 17082918

Confidential Settlement Agreement — In re: DB

RESOLVED that the Board of Trustees of General David B. Birney Charter School ratifies the Confidential Settlement Agreement of DB as presented;

RESOLVED, that Kareem Thomas, CEO or any officer of the Board of Trustees of General David B. Birney Charter School is authorized and directed to negotiate the terms and conditions of the Confidential Settlement Agreement of DB and any document or delegate any task necessary to effect this resolution in consultation with the Business Controller and Legal Counsel.; and

HER RESOLVED, Kareem Thomas, CEO or any officer of the Board of Trustees of General David B. Birney Charter School is directed and authorized to execute the Confidential Settlement Agreement of EC and any other document necessary to effect this resolution in consultation with Legal Counsel.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>Reviewed and discussed Resolution R17082918 during closed executive session</i>

SECTION VII: DISCUSSION AND ANNOUNCEMENTS — NONE

Adjournment @ 7:43

MOTION
ACM
SECOND
BLS
VOTE:
 PASS
 FAIL

