

# MEMPHIS STREET ACADEMY CHARTER SCHOOL

2950 Memphis Street  
Philadelphia, PA 19134  
BOARD OF TRUSTEES MEETING  
NOVEMBER 14, 2018

## Minutes

### SECTION I: CALL TO ORDER

#### Opening Colloquy

This meeting of the Memphis Street Academy Charter School Board of Trustees is hereby called to Order. The time is 6:02 p.m. My name is Sandra Farmer. I am the President of this Board of Trustees and I will facilitate this meeting.

This is a public meeting that was properly advertised pursuant to the Pennsylvania Sunshine Act in the Philadelphia Daily News.

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 p.m. 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**

<b>Board Members Present:</b>	<b>By Invitation: Non-Board Members:</b>
Sandra Farmer Barbara Saunders Miguel Diaz Tracey McKnight Michelle Campellone Pablo Mateo	Naimah Holliday Shavonne McMillan Michael McLeish Dean Krebs, Esq. Daniel Saidel, Esq. Ryan Scallon Katie Santilli
<b>Board Members Absent:</b> Anita Kaiser-Vega	

## B. Approval of Agenda

MOTION

BARBARA  
SAUNDERS

SECOND  
TRACY  
MCKNIGHT

VOTE:

PASS

FAIL

### R181114.01 Approval of the November 14, 2018 Agenda

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the November 14, 2018 Agenda.

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

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

## C. Approval of Minutes

MOTION

PABLO MATEO

SECOND

BARBARA  
SAUNDERS

VOTE:

PASS

FAIL

### R181114.02 Minutes of the October 10, 2018 Meeting

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the Minutes of the October 10, 2018 meeting of the Board of Trustees of Memphis Street Academy 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

#### *Community Comment Colloquy (General Counsel)*

Good Evening, my name is Daniel Saidel with Sand & Saidel, PC, General Counsel to the Memphis Street Academy 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.

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

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

## **B. Memphis Street Academy Charter School CEO and Principal Reports**

- a. Naimah Holliday – Chief Executive Officer:
  - i. Reviewed with the Board the CEO Report, previously disseminated to the board;
  - ii. Provided and reviewed with the board a PowerPoint presentation which reviewed:
    1. Communications with the Charter School Office;
    2. Apply Philly Charter;
    3. Recent student events, such as “Pajama Day” and “Math Mystery Night”;
    4. CSC Ambassadors program to help students achieve leadership skills;
    5. Collaborative efforts with MR Strategies to ensure the public is aware of MSA’s achievements; and
    6. Collaborative efforts with “Child Promise,” an organization that provides funds for recent graduates, including a possible meet and greet with Tommy Davidson.

Naimah Holliday reviewed with the board the school facilities and student attendance during the school year.

- b. Shavonne McMillan – Principal
  - i. Provided the board with a PowerPoint presentation which reviewed;
    1. Overview of the Strategic Plan, including short, mid, and long-term goals, ranging from refining the MTSS process to talent acquisition;
    2. Data gathered from faculty survey;
    3. Current school moral;
    4. Common assessment data, including;
      - a. Teachers who exceeded American Paradigm Schools standards;
      - b. Academic growth;
      - c. PVASS/retention comparison demonstrating full-retention of well-performing teachers;
      - d. MSA attendance data which demonstrated that 52% of students are attending 95% of the time, which exceeds Charter School Office’s goal of 37%; and

- e. Efforts of how to use data analytics going forward.

**C. American Paradigm Schools**

Ryan Scallon, Chief Academic Officer of American Paradigm Schools

- i. Reviewed with the board the APS Board Report, previously disseminated to the board:
  - 1. American Paradigm School’s Human Resources Division is creating a pipeline to introduce new teachers to the community and ensure they are compliant with regulations; and
  - 2. American Paradigm School’s use of an introductory session for new faculty.

**D. Business Controller**

- a. Michael McLeish, of Santilli and Thomson, reviewed with the board the September 2018 Financial Reports, which were previously disseminated to the board.

**SECTION III: NEW BUSINESS**

**A. RESOLUTIONS**

MOTION  
 BARBARA SAUNDERS  
 SECOND  
 TRACY MCKNIGHT  
 VOTE:  
 PASS  
 FAIL

**R181114.03 End of Year Fund Balance**

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School designates ending fund balance for the year ending June 30, 2018 as follows:

Designated for Prepaid Expenses	\$ 223,031
Available for Capital Improvements	\$ 6,000,000
Designated for Future Operations	\$ 4,000,000
Undesignated Funds	\$ 780,419
<b>Total Fund Balance</b>	<b><u>\$11,003,450</u></b>

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

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>
<i>M. McLeish</i>	<i>Reviewed with the board how these distributions of funds would meet Charter School Office’s request for a five-year plan.</i>

MOTION  
BARBARA SAUNDERS

SECOND

TRACY MCKNIGHT

VOTE:

PASS

FAIL

**R181114.04 Report of the Business Controller**

RESOLVED, the Board of Trustees of Memphis Street Academy 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:*

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>
<i>M. McLeish</i>	<b>Reviewed with the board the September 2018 Financial Reports, which were previously disseminated to the board.</b>

MOTION

MIGUEL DIAZ

SECOND

PABLO MATEO

VOTE:

PASS

FAIL

**R181114.05 Uniform Human Resources Resolution**

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School ratifies the human resources changes, modifications and additions as presented.

<b>HIRES/COMPENSATION CHANGES</b>		
<b>NAME</b>	<b>TITLE</b>	<b>SALARY</b>
Amy Pocius	Music Teacher	\$46,457
Gillis Jones	Full Time NTA	\$30,000
Mary Kathryn Flannery	Compensation Change (increase)	\$74,000
Lisa Forrest-Schultz	Compensation Change (increase)	\$30,000

<b>TERMINATIONS / RESIGNATIONS</b>		
<b>NAME</b>	<b>TITLE</b>	<b>EFFECTIVE DATE</b>
Bryan Kohl (resignation)	5 <sup>th</sup> Grade Math Teacher	11/20/2018
Francesca Marrone (resignation)	Alternative Education Teacher	11/14/2018

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

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>
<i>N. Holliday</i>	<b><i>Reviewed with the board the fact and circumstances of each personnel change and resignation</i></b>

MOTION  
 MIGUEL DIAZ  
 SECOND  
 MICHELLE  
 CAMPellone  
 VOTE:  
 PASS  
 FAIL

**R181114.06 Uniform Professional Services Proposals Resolution**

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

FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contracts based upon these Professional Services Proposal/s; and

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

Contractor	Amount	Comment: Terms and Conditions
Lor-Mar Mechanical	\$27,960	HVAC Services
Bustleton Services	Various Rates	Snow Removal
RS Sales & Services	\$1,425	Refrigerator Inspections

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

Who	What
Board	Reviewed each contract with N. Holliday
N. Holliday	Answered Board questions concerning each contract

MOOT

**R181114.07 Uniform Purchase Services Proposals Resolution**

RESOLVED, the Purchase Services, Proposal/s and associated reports listed below are hereby accepted and ratified;

FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contract based upon these Purchase Services Proposals; and

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

Contractor	Amount	Comment: Terms and Conditions
none		

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

Who	What
n/a	

MOTION  
BARBARA SAUNDERS  
SECOND  
PABLO MATEO  
VOTE:  
 PASS  
 FAIL

**R181114.08 Holiday Bonus for MSA Staff**

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School offer a Holiday Bonus in the amount of \$250 to full time Memphis Street Academy Charter School staff members and \$100 to part time Memphis Street Academy Charter School staff members.

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

<b><i>Who</i></b>	<b><i>What</i></b>
<b><i>Board</i></b>	<b><i>General Discussion with N. Holliday and McLeish</i></b>

MOTION  
BARBARA SAUNDERS  
SECOND  
PABLO MATEO  
VOTE:  
 PASS  
 FAIL

**R181114.09 Installation of Board Treasurer**

RESOLVED, that, in accordance with the bylaws of Memphis Street Academy Charter School, Michelle Campellone is hereby installed as Treasurer of the Board of Trustees of Memphis Street Academy Charter School.

**ROLE CALL**

Sandra Farmer - Aye  
Barbara Saunders - Aye  
Miguel Diaz – Aye  
Tracey McKnight - Aye  
Michelle Campellone - Aye  
Pablo Mateo – Aye

Daniel Saidel, Esq. asked Michelle Campellone if she accepted the position as Treasurer of the Board of Trustees of Memphis Street Academy Charter School.

Michelle Campellone stated that she accepted the position as Treasurer of the Board of Trustees of Memphis Street Academy Charter School.

MOTION  
PABLO MATEO  
SECOND  
TRACY MCKNIGHT  
VOTE:  
 PASS  
 FAIL

**R181114.10 Resignation of Tracy McKnight**

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School honors Tracey McKnight for her service to it as the Parent Trustee;

FURTHER RESOLVED, that Memphis Street Academy Charter School accepts the resignation of Tracey McKnight from the Memphis Street Academy Board of Trustees effective November 14, 2018.

Daniel Saidel, Esq. asked Tracey McKnight if she resigned her position as a Trustee of the Board of Trustees of Memphis Street Academy Charter School effective November 14, 2018.

McKnight stated that she has resigned her position as Trustee of the Board of Trustees of Memphis Street Academy Charter School effective November 14, 2018.

**ROLE CALL**

Sandra Farmer - Aye  
Barbara Saunders - Aye  
Miguel Diaz – Aye  
Tracey McKnight - Aye  
Michelle Campellone - Aye  
Pablo Mateo - Aye

**B. DISCUSSION AND ANNOUNCEMENTS:**

NEXT BOARD MEETING: will be held on January 9, 2019 at 2950 Memphis Street, Philadelphia, PA 19134.

**ADJOURNMENT**

MOTION

BARBARA SAUNDERS

SECOND

PABLO MATEO

VOTE:

PASS

FAIL