

MEMPHIS STREET ACADEMY CHARTER SCHOOL
2950 MEMPHIS STREET
PHILADELPHIA, PA 19134

BOARD OF TRUSTEES MEETING

LOCATION:
ZOOM CONFERENCE CALL DUE TO STAY AT HOME ORDER BY THE GOVERNOR

DATE & TIME:
AUGUST 12, 2020
6:00PM

Agenda

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 6:06 p.m. My name is Sandra Farmer. I am the President of this Board of Trustees and I will facilitate this meeting.

As we know, Governor Wolf of the Commonwealth of Pennsylvania has declared a state of emergency in response to the global Coronavirus pandemic. In order to protect the health, welfare, and safety of the school community, 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 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

Board Members Present:	By Invitation: Non-Board Members:
Sandra Farmer Barbara L. Saunders Miguel Diaz Anita Vega-Kaiser Michelle Campellone	Naimah Holliday-Wimberly Amanda Hennie Michael McLeish Ashley Redfearn Kristine Magargee Katie Santilli Dean Krebs, Esq. David Annecharico, Esq.
Board Members Absent: Pablo Mateo	

B. DISCLOSURE: EXECUTIVE SESSION BY SANDRA FARMER

1. I'd 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.

OR

2. I'd like to state, for purposes of the Minutes of this meeting that on August 12, 2020, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(x) 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).

(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.

(x) Discuss Confidential Matters. To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation

and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

Additional Notes for Minutes of Meeting:

C. Approval of Agenda

MOTION
PABLO MATEO
SECOND
_MIGUEL DIAZ
VOTE:
[X] PASS
[] FAIL

R200812.01 Approval of the August 12, 2020 Agenda

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the August 12, 2020 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
ANITA VEGA-
KAISER
SECOND
MICHELLE
CAMPELLONE
VOTE:
[X] PASS
[] FAIL

R200812.02 Minutes of the June 10, 2020 Meeting

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the Minutes of the June 10, 2020 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

None

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

- a. *Ms. Naimah Holliday-Wimberly—Chief Executive Officer of Memphis Street Academy Charter School*
 - i. *Reviewed and discussed with the Board the CEO report, previously disseminated to the Board;*
 - ii. *Expressed to the Board the impact of the COVID-19 pandemic on the 2020-21 school year;*
 - iii. *Reviewed and discussed with the Board the 2020-21 School Plan, including:*
 - 1. *First virtual day: 8/31/20;*
 - 2. *MSA anticipated conducting education remotely until 11/17/20;*
 - 3. *Technology was available for all scholars and distribution to families will be forthcoming;*
 - 4. *School anticipated hybrid learning model to begin 11/17/20.*
 - iv. *Shared with the Board the numerous reports that were completed over the summer, including, but not limited to, SHARRS, Five-Year Budget, Safe School Report, and Annual Report;*
 - v. *Indicated to the Board that the school was awarded \$90,000 grant;*
 - vi. *Discussed with the Board facility operations during COVID;*
 - vii. *Discussed with the Board construction updates, including plastering, painting, and replacing doors;*
 - viii. *Discussed with the Board plans in place to prepare staff/students for returning to school;*
 - ix. *Informed the Board that there was an ESL vacancy;*
 - x. *Informed the Board of technology updates, including the procurement of 250 hot spots for families; MSA was partnering with SDP and City of Philadelphia to provide internet services; IT support for staff, students, and parents; and the use of One-to-One technology;*
 - xi. *Informed the Board of all the enrollment tools being used but indicated that COVID-19 was making enrollment more difficult*
 - 1. *Enrollment:*
 - a. *Highlighted all the enrollment tools being used*
 - b. *Indicated COVID made enrollment processes harder*

2. *Indicated that MSA was already well-versed with digital education, which gave the school an advantage during this process.*

xii. *Ms. Amanda Hennie—Principal of Memphis Street Academy Charter School*

1. *Discussed with the Board the steps taken to prepare for remote learning, including changes to curriculum and instruction;*
2. *Discussed with the Board the use of data during remote learning, including for professional development;*
3. *Discussed with the Board how each administrator is undergoing training for different provider types;*
4. *Indicated to the Board the use of the Book Club for leadership team;*
5. *Informed the Board that the Leadership Team attended Distance Learning Playbook;*
6. *Answered Board question that uniforms are not required right now;*
7. *Informed that Board of the revamped Remote Learning Program, including:*
 - a. *Additional resources and support for SPED/EL;*
 - b. *Inclusion of synchronous instruction for ELA and Math;*
 - c. *Student schedules for live instruction;*
 - d. *Revised Emotion Learning Framework;*
 - e. *Answered Board questions about how school can determine if students are actually completing work;*
 - f. *Answered Board questions about how school can use substitute teachers by indicating that the leadership team members can support and train any substitute with the remote programs;*
 - g. *Advised the Board how small group instruction will be provided for math and ELA.*
8. *Informed the Board that all new hires are working with Educator Effectiveness Coach; and*
9. *Informed the Board that ESL teachers are participating in a Google Classroom for ESL.*

C. *American Paradigm Schools CEO*

- a. *Katie Santilli—Chief Business Officer of American Paradigm Schools*

200812

- i. *Expressed to the Board that APS was collaborating with schools regarding Caring School Community;*
 - ii. *Informed the Board of recent training for schools for FOCUS and EDInsight;*
 - iii. *Discussed with the Board recent compliance and facility work, including fire doors and plaster.*
- b. *Scott Kramer—Chief Talent Officer of American Paradigm Schools*
 - i. *Indicated to the Board that MSA was in good shape for open positions;*
 - ii. *Indicated to the Board that all recruiting and onboarding was virtual;*
 - iii. *Informed the Board that MSA had hired 13 new individuals;*
 - iv. *Discussed with the Board the Teacher tuition reimbursement program. Specifically, that last year 80% of funds were used but thus far only 1 teacher was using it;*
 - v. *Discussed current HR projects, including distribution of training tape for all new employees regarding handbooks; Title IX training; COVID-19 procedures were developed for APS; and FFRC policy was developed and sent to all schools;*
 - vi. *Discussed APS’s transition process to being virtual.*
- c. *Kristine Magargee—Chief Academic Officer of American Paradigm Schools*
 - i. *Discussed with the Board the uniform grading policy that can be kept throughout the 2020-21 school year regardless of any COVID-19 phase;*
 - ii. *Discussed with the Board expectations of students and teachers of remote learning;*
 - iii. *Informed the Board that the goal was to continue with grade level material and rigor, and not to slow down. As areas of weakness are revealed, these foundations gaps will be filled in. This will require collaboration with teachers to work together to look at data, inform instruction, and plan together.*
 - iv. *Regarding ELA curriculum, instruction, and assessment, informed the Board of plans to facilitate cross-grade conversations between teachers, and of protocols to help teachers plan for unfinished learning.*
 - v. *Advised the Board that small group instruction had been the most beneficial for remote learning.*
 - vi. *Regarding math curriculum, informed the Board of plan to cut down the scope and sequences; intent to use Eureka Equip to learn what foundational knowledge students are missing; APS*

was supporting the Director or Academic Achievement; and advised on other changes occurring with using Eureka math.

vii. Regarding academic coaching, advised the Board that it was still occurring remotely.

D. Business Controller

a. Michael McLeish—Santilli & Thomson, LLC

- i. Informed that the Board that the school was 50 students short for the year, which resulted in a negative variance but that this was made up for in the expense lines;*
- ii. Informed the Board that while a \$500,000 loss was budgeted over 5-years, the loss will only be around \$100,000, though the numbers were not finalized yet;*
- iii. Informed the Board that there was \$4.9M cash as of June, representing 140 days;*
- iv. Informed the Board oof a PSERS payment n June;*
- v. Informed the Board of a food service loss of \$100,000*
- vi. Informed the Board that disbursements were low;*
- vii. Regarding the 2020-21 school year grant money, recommended it be utilized to invest in technology.*
- viii. Informed that Board that the expense line items were substantially different then budgeted but that this expense would be off-set by the grant revenue.*
- ix. Answered Board questions that there would likely be additional savings for sports and related stipends.*

E. General Counsel

a. None

SECTION III: OLD BUSINESS

MOTION
BARBARA L.
SAUNDERS

SECOND
SANDRA FARMER

VOTE:

TABLED

R191120.08 Parent Trustee

WHEREAS, the Amended and Restated Bylaws of the Memphis Street Academy Charter School require that at least one (1) person serving on its Board of Trustees be the parent of a child currently attending Memphis Street Academy Charter School;

RESOLVED, that the following person shall be the parent trustee as more fully enumerated at Section 4.2 of the Amended and Restated Bylaws:

_____ (Slot #1)

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What

By Roll Call Vote:

Sandra Farmer -
Barbara Saunders -
Miguel Diaz -
Anita Vega-Kaiser -
Michelle Campellone -
Pablo Mateo -

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION
BARBARA L.
SAUNDERS

SECOND
MIGUEL DIAZ

VOTE:

PASS

FAIL

R200812.03 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>

MOTION

MIGUEL DIAZ

SECOND

MICHELLE
CAMPELLONE

VOTE:

PASS

FAIL

R200812.04 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.

HIRES/POSITION CHANGE/SALARY CHANGE		
NAME	TITLE/CHANGE	START DATE
Jada Grice	SPED Teacher	2020-2021 SY
Rianna Daughtry	Math Teacher	2020-2021 SY
Michael Poggioli	ELA Teacher	2020-2021 SY
Geoffrey Shulik	Social Studies Teacher	2020-2021 SY
Brianna Kain	Humanities Teacher	2020-2021 SY
Diana Abellard	SPED Teacher	2020-2021 SY
Omar Ganz	ESL Teacher	2020-2021 SY

Trina Smith	Counselor	2020-2021 SY
Helen Ledebur	SPED Teacher	2020-2021 SY
Ashley Pullum	SPED Teacher	2020-2021 SY
Kimberly Jones	Math Teacher	2020-2021 SY

RESIGNATION/TERMINATION/NON-RENEW		
NAME	TITLE	END DATE
Katherine Iuliucci	5th Grade Teacher	7/31/20
Lovonia Walton	Administrative Assistant	7/31/20
Tracy Evans	ESL Teacher	6/30/20

Notes of Discussion / Advance Regulatory and Financial Comment:

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

R200812.05 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;

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
Teach for America	\$5,000 / Teacher	Recruits and provides Teachers. Five (5) Teachers
Intelligent Network Inc.	Varied Hourly Rates ranging from \$45 / hr - \$100 / hr.	IT Support Services
BSI Construction	\$425,612	Addendum to BSI Renovation Contract consisting of two additional

MOTION
MIGUEL DIAZ

SECOND
BARBARA
SAUNDERS

VOTE:

[X] PASS

[] FAIL

		Services: (1) Provide new 1 st , 2 nd & 3 rd Floor Ceilings with LED lights in the hallways. (2) Relocate all existing ceiling devices into the new ceiling.
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Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOOT

R200812.06 Uniform Purchase 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 Proposals.

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	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION
MIGUEL DIAZ

SECOND
PABLO MATEO

VOTE:

[X] PASS

[] FAIL

R200812.07 Approval of 2020-21 Student Handbook

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby ratifies and approves of the 2020-21 Student Handbook, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION
MIGUEL DIAZ

SECOND
PABLO MATEO

VOTE:

PASS

FAIL

R200812.08 Approval of Memorandum of Understanding with the Philadelphia Police Department

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby ratifies and approves of the Memorandum of Understanding with the Philadelphia Police Department, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION

BARBARA L.
SAUNDERS

SECOND

MIGUEL DIAZ

VOTE:

PASS

FAIL

R200812.09 Phased School Reopening / Health and Safety Plan

RESOLVED, Board of Trustees of Memphis Street Academy Charter School hereby approves of the Phased School Reopening / Health and Safety Plan as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

R200812.10 Approval of Amended Admission Policy

RESOLVED, Board of Trustees of Memphis Street Academy Charter School hereby approves of the Amended Admission Policy as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
Board	General discussion
D. Annecharico	<p><i>Explained to the Board that the policy required amending to comply with CSO corrective action. The following were examples shared of how the policy was amended to comply with corrective action:</i></p> <ul style="list-style-type: none"> <i>For the Home Language Survey, which is required for admission, MSA added language to the Home Language Survey in the enrollment packet to clarify that the Home Language Survey is used solely to ascertain appropriate educational services, and not for determining legal or immigration status.</i> <i>If student is identified as an English Language Learner or ELL, parent may decline the ELL program or particular EL services in the program.</i> <i>While proof of immunizations is required for admission, it was clarified that parents/guardians</i>

MOTION

BARBARA L.
SAUNDERS

SECOND

MIGUEL DIAZ

VOTE:

PASS

FAIL

	<p><i>may submit instead alternative proof: that a required series of immunizations is being administered (red card - Pennsylvania Department of Health Medical Certificate and Medical Plan), or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to be sent.</i></p> <ul style="list-style-type: none"> <i>It was also clarified that in order to be exempt from the immunization requirement, a parent/guardian must submit a written statement objecting to one or more vaccines because of religious beliefs or moral or ethical conviction, or the student's physician must have signed a "Statement of Exemption to Immunization Law" form.</i>
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MOTION
 BARBARA L. SAUNDERS
 SECOND
 MIGUEL DIAZ
 VOTE:
 PASS
 FAIL

R200812.11 Approval of Amended Student Homelessness Policy

RESOLVED, Board of Trustees of Memphis Street Academy Charter School hereby approves of the Amended Student Homelessness Policy as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
Board	General discussion
N. Holliday-Wimbely	Answered Board questions about how MSA is handling homeless students during the current pandemic.

B. DISCUSSION AND ANNOUNCEMENTS

ADJOURNMENT

MOTION
 MIGUEL DIAZ
 SECOND
 BARBARA L. SAUNDERS
 VOTE:
 PASS
 FAIL