

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:

SEPTEMBER 9, 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 5:57 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	Na'imah Holliday-Wimberly Amanda Hennie Michael McLeish Michael Thompson
Board Members Absent: Pablo Mateo	Ashley Redfearn Katie Santilli Scott Kramer Kristine Magargee Dean Krebs, Esq. David Annecharico, Esq.

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 September 9, 2020, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(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

MIGUEL DIAZ

R200909.01 Approval of the September 9, 2020 Agenda

RESOLVED, that the Board of Trustees of Memphis Street

200909

MSA BOARD MEETING AGENDA

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SECOND
BARBARA
SAUNDES

VOTE:
[X] PASS

[] FAIL

Academy Charter School hereby approves the September 9, 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
MIGUEL DIAZ
SECOND
BARBARA
SAUNDERS

VOTE:
[X] PASS

[] FAIL

R200909.02 Minutes of the August 12, 2020 Meeting

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the Minutes of the August 12, 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. Na'imah Holliday-Wimberly—Chief Executive Officer of Memphis Street Academy*
 - i. *Informed the Board that the school was currently providing 100% remote instruction through November 17th*
 - ii. *Informed the Board that the school was providing food service Monday through Thursday; 186 meals distributed since August 31st.*
 - iii. *Informed the Board that the school obtained 80 hotspots as well as comcast codes through PHL Connected, and 250 hot spots have been purchased. Thus far, the school has distributed 494.*

- iv. *Regarding Compliance, informed the Board of a number of deadlines that MSA and APS worked closely to submit, and advised of the upcoming October 2020 compliance deadline;*
- v. *Regarding facilities, informed the Board that the school was verbally told there were no license and inspection violations;*
- vi. *Informed the Board of current construction;*
- vii. *Regarding human resources, informed the Board that the school was essentially fully staffed;*
- viii. *Informed the Board that all staff will receive a \$250 wireless stipend in December 2020;*
- ix. *Informed the Board that four MSA teachers expressed interest in providing evening classes;*
- x. *Answered Board questions about laptop distributing being less than number of students at school by indicating that those remaining families did not need a laptop—all families who need a laptop have received one.*

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

- i. *Regarding curriculum and instruction, informed the Board of recent 3-day staff professional development to promote remote learning;*
- ii. *Informed the Board that ESL teachers were being trained in Google Classroom;*
- iii. *Shared with the Board a virtual classroom demo with mock lessons promulgated to teachers representing best practices;*
- iv. *Informed the Board about efforts made to create an equitable environment over remote learning, including staff members being transitioned to the role of attendance liaison, and also that the school was providing technology support for families;*
- v. *Informed the Board that over 50% of students were participating in Google Classroom, with only 19 students in the entire school having low engagement;*
- vi. *Answered Board questions that “low student engagement” means students who are not submitting assignments;*
- vii. *Answered Board questions about how attendance liaison is assisting those students who are not participating;*
- viii. *Answered Board questions regarding teacher feedback by indicating that there are growing pains, but staff are quickly adopting to remote learning;*

C. American Paradigm Schools CEO

200909

MSA BOARD MEETING AGENDA

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- a. *Ms. Ashley Redfearn—Executive Director of American Paradigm Schools*
 - i. *Reviewed and discussed with the Board the September 2020 APS report, previously disseminated to the Board;*
 - ii. *Highlighted for the Board the guiding principles of APS, including problem solving, personalized learning, Caring School Community, Data Driven decision making, and high expectations;*
 - iii. *Informed the Board of recent marketing efforts of APS, including ads placed at bus stops—about 15-16 in total;*
- b. *Katie Santilli—Chief Business Officer of American Paradigm Schools*
 - i. *Reviewed and discussed with the Board the September 2020 APS report, previously disseminated to the Board;*
 - ii. *Discussed with the Board efforts made towards bus stop shelter ad; construction coordination; SSO waiver assistance; and August epicenter assistance.*
- c. *Scott Kramer—Chief Talent Officer of American Paradigm Schools*
 - i. *Reviewed and discussed with the Board the September 2020 APS report, previously disseminated to the Board;*
 - ii. *Expressed to the Board that APS was in a good position even with marketing efforts but doing so continues to improve the image of APS and the associated schools;*
 - iii. *Informed the Board that there was only a single opening at MSA;*
 - iv. *Informed the Board of the upcoming virtual job fairs; and*
 - v. *Informed the Board of updating the boilerplate equal opportunity employer language.*
- d. *Kristine Magargee—Chief Academy Officer of American Paradigm Schools*
 - i. *Reviewed and discussed with the Board the September 2020 APS report, previously disseminated to the Board;*
 - ii. *Regarding math, APS Director of Math will be working closely with MSA to review assessment data to understand what has and has not been mastered;*
 - iii. *Informed the Board of remote math instruction, including collaborative unit planning, common assessment review, collaborative lesson planning, flipped instruction, adaptive intervention program, and targeted SGI;*
 - iv. *Advised the Board that MSA administration has identified teachers for coaching; and*

- v. *Informed the Board that data team is promoting the use of Zoom.*

D. Business Controller

- a. *Michael McLeish—Santilli & Thompson, LLC*
 - i. *Reviewed and discussed with the Board the June 2020 financials report, previously disseminated to the Board;*
 - ii. *Informed that there were 50 students less than budgeted, resulting in \$279,000 less revenue; however, due to savings with salaries, benefits, and COVID-19, there was a \$64,000 surplus before depreciation of expenses and ultimately a positive variance in budget of \$247,000;*
 - iii. *Informed the Board that there was 140 days in cash;*
 - iv. *Informed the Board that there was a loss of \$101,000 in food services which was unavoidable; and*
 - v. *Informed the Board that there were disbursements of \$394,903.18.*

E. General Counsel

- a. *David Annecharico, Esq.*
 - i. *Advised the Board that additional corporate matters will be added to the shared platform and requested the Board to please contact him if there are any issues with logging into the shared platform.*

SECTION III: OLD BUSINESS

MOTION
MIGUEL DIAZ

SECOND
MICHELLE
CAMPELLONE

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:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>Requested that school administration provide recommendations by October board meeting.</i>

By Roll Call Vote:

Sandra Farmer -
Barbara Saunders -
Miguel Diaz -

Anita Vega-Kaiser -
Michelle Campellone -
Pablo Mateo -

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION
MIGUEL DIAZ

R200909.03 Report of the Business Controller

SECOND
MC

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.

VOTE:

PASS

FAIL

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION
ANITA VEGA-
KAISER
SECOND

R200909.04 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.

MIGUEL DIAZ

VOTE:

PASS

FAIL

HIRES/POSITION CHANGE/SALARY CHANGE		
NAME	TITLE/CHANGE	START DATE
Mary Martin (new hire)	ESL Teacher	8/26/20
Courtney Heritage (new hire)	7th Grade ELA Teacher	9/8/2020
Kil'anta Wynn (new hire)	Administrative Assistant	9/15/20

RESIGNATION/TERMINATION/NON-RENEW		
NAME	TITLE	END DATE
Matthew Anderson (resignation)	Counselor	6/30/20
MaryKathryn Flannery (resignation)	6th Grade ELA Teacher	6/30/20
Danielle Kelner (resignation)	6th Grade Math Teacher	6/30/20

Brittany Buchanan (resignation)	Counselor	6/30/20
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Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOOT

R200909.05 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
<i>None</i>	<i>None</i>	<i>None</i>

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOOT

R200909.06 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.

MOTION
MIGUEL DIAZ

SECOND
BARBARA
SAUNDERS

VOTE:

PASS

FAIL

MOTION
MIGUEL DIAZ

SECOND
MICHELLE
CAMPELLONE

VOTE:

PASS

FAIL

Contractor	Amount	Comment: Terms and Conditions
None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
None	None

R200902.07 Project GO MOU

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby approves of the Project “Go” School Attendance Support Memorandum of Understanding as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
A.Redfearn	Informed the Board of the purpose of the Project GO MOU.
N.Holliday	Informed the Board of policies and procedures utilized at MSA and that Project GO was an additional resource

R200902.08 Continuing Conflict Waivers

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby ratifies and approves of the continuing conflict waivers as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General discussion

B. DISCUSSION AND ANNOUNCEMENTS

NEXT BOARD MEETING: OCTOBER 14, 2020 AT 6:00PM

ADJOURNMENT

MOTION

MIGUEL DIAZ

SECOND

MICHELLE CAMPELLONE

VOTE:

PASS

FAIL