

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:

OCTOBER 14, 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 6:19 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

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

**B. DISCLOSURE: EXECUTIVE SESSION BY SANDRA FARMER**

*I'd like to state, for purposes of the Minutes of this meeting that on October 14, 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.

C. Approval of Agenda

MOTION  
 SANDRA FARMER  
 SECOND  
 PABLO MATEO  
 VOTE:  
 PASS  
 FAIL

**R201014.01 Approval of the October 14, 2020 Agenda**

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the October 14, 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  
PABLO  
SECOND  
ANITA VEGA-  
KAISER  
VOTE:  
[X] PASS  
[ ] FAIL

**R201014.02 Minutes of the September 9, 2020 Meeting**

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the Minutes of the September 9, 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. Holliday-Wimberly—Chief Executive Officer of Memphis Street Academy Charter School*
  - i. *Reviewed and discussed with the Board the October 2020 CEO report;*
  - ii. *Informed that Board of collaboration with S&T to submit the Ready to Learn Grant;*
  - iii. *Informed the Board of the recent epicenter upload last month;*
  - iv. *Informed the Board that the Title 1 School Plan was submitted on October 5<sup>th</sup>;*
  - v. *Advised the Board on other compliance matters, including the SPR data packet and comprehensive plan which is due 11/30/21, and that there is mandatory training in the beginning of November;*
  - vi. *Provided updates to the Board regarding food services, including utilizing Seamless Summer Program and that 600 meals had been distributed to date;*

- vii. *Regarding technology, informed that Board that 80 hot spots and 80 comcast codes had been obtained through PHLConnectED; the school had obtained an additional 240 hotspots; and there were 300 Chromebooks backordered.*
- viii. *Regarding facilities, updated the Board regarding plumbing repairs in student restrooms; and*
- ix. *Reviewed and discussed with the Board the current enrollment status and recruitment action steps that are being implemented, including numerous virtual fairs and increasing public exposure.*

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

- i. *Reviewed and discussed with the Board the October 2020 CEO report;*
- ii. *Expressed to the Board that the school’s priority is family and community engagement;*
- iii. *Informed the Board that all staff members have a Google voice number to help facilitate communications with families who prefer voice instead of e-mail;*
- iv. *Informed the Board that MSA evening classes were implemented though were unfortunately cancelled due to low student participation;*
- v. *Indicated to the Board that digital literacy opportunities will be available for parents in late October;*
- vi. *Informed the Board of the upcoming Back-to-School Night.*
- vii. *Informed the Board the school was ensuring high-quality remote instruction, including use of student survey, staff survey, professional development.*
  - 1. *Shared with the Board the survey they will be providing to students; the participation rubric which will ensure students know how they are grades; the strategies for cognitive engagement, including indicating the goal to increase participation by asking high level thinking question that is beyond binary questions; and how self-assessments are used to increase student participation.*
- viii. *Advised the Board on staff professional development-consultancy protocol, including that:*
  - 1. *All teachers, even veterans, are starting fresh with learning how to use the virtual instruction;*
  - 2. *Each week, teachers share issues they are experiencing among colleagues to help create dialogue and*

*solutions, which is fruitful because the answers come from peers rather than administration; and*

*3. Shared with the Board an example of the Consultancy Protocol.*

*ix. Shared with the Board the attendance data and efforts made to ensure student attendance remains high.*

**B. American Paradigm Schools CEO**

*a. Ms. Ashley Redfearn—Executive Director of American Paradigm Schools*

*i. Reviewed and discussed with the Board the October 2020 APS report; and*

*ii. Updated the Board regarding compliance and facility matters, including building renovation, public relations for enrollment, and epicenter assistance*

*b. Mr. Scott Kramer—Chief Talent Officer of American Paradigm Schools*

*i. Reviewed and discussed with the Board the October 2020 APS report; and*

*ii. Discussed with the Board the job analysis initiative, indicating that the goal is to re-write job descriptions to make them unique to APS, which will not only help with recruitment but also performance reviews;*

*iii. Advised the Board on current vacancies;*

*iv. Advised the Board on job fairs that have been attended or will be attended; and*

*v. Expressed appreciation to MSA for working with Cabrini and Acadia students.*

*c. Dr. Kristine Magargee—Chief Academic Officer of American Paradigm Schools*

*i. Reviewed and discussed with the Board the October 2020 APS report;*

*ii. Informed the Board that Caring School Community is in place;*

*iii. Informed that Board that research has shown that connectiveness is key during remote learning, which MSA is doing a great job at;*

*iv. Indicated to the Board that remote learning makes it easier to have meetings for professional development and PLC;*

*v. Discussed with the Board efforts made by APS with academic coaching and new teacher induction;*

- vi. *Discussed with the Board various pupil services, including ELD and SPED meetings;*
- vii. *Discussed with the Board APS efforts towards student support including various collaborative efforts; and*
- viii. *Discussed with the Board data updates to meet MSA’s needs, including providing attendance and enrollment reports.*

C. Business Controller

- a. *Mr. Michael McLeish—Santilli & Thomson, LLC*
  - i. *Reviewed and discussed with the Board the August 2020 financial report, previously disseminated to the Board;*
  - ii. *Indicated to the Board reconciliation occurred in October though the August 2020 financials reflect findings prior to reconciliation;*
  - iii. *Indicated to the Board that grants MSA is receiving are not reflected in the 2020-21 budget and recommended that the Board adopt an updated budget including these grants, which will be presented to the Board within the next two Board meetings;*
  - iv. *Informed the Board that August was relatively quiet financially.*
  - v. *Informed the Board of a net income of \$362,000*
  - vi. *Informed the Board that cash was \$4.7M, reflecting 140 days, and advised that the schools wants 100+ days of cash; and*
  - vii. *Indicated that expenditures over \$10k were largely typical except for construction costs.*

D. General Counsel

- a. *None*

**SECTION III: OLD BUSINESS**

MOTION

ANITA VEGA-  
KAISER

SECOND

BARBAARA L.  
SAUNDERS

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:***

<b><i>Who</i></b>	<b><i>What</i></b>
<i>Board</i>	<i>Indicated that this resolution was tabled for November.</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  
BARBARA L.  
SAUNDERS

SECOND  
MICHELLE  
CAMPELLONE

VOTE:

PASS

FAIL

**R201014.03 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

ANITA VEGA-  
KAISER

SECOND

PABLO MATEO

VOTE:

PASS

FAIL

**R201014.04 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.

<b>HIRES/POSITION CHANGE/SALARY CHANGE</b>		
<b>NAME</b>	<b>TITLE/CHANGE</b>	<b>START DATE</b>
Michael O'Neill (new hire)	8th Grade Counselor	10/5/20

<b>RESIGNATION/TERMINATION/NON-RENEW</b>		
<b>NAME</b>	<b>TITLE</b>	<b>END DATE</b>
Edward Brown (resignation)	7 <sup>th</sup> Grade Social Studies Teacher	10/16/20
Kimberly Jones (resignation)	5 <sup>th</sup> Grade Math Teacher	10/23/20

Brandon Riggins (resignation)	Cafeteria Aide	8/26/20
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***Notes of Discussion / Advance Regulatory and Financial Comment:***

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

**R201014.05 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.

<b>Contractor</b>	<b>Amount</b>	<b>Comment: Terms and Conditions</b>
Bustleton Services, Inc.	Varied rates based on snow accumulation	Snow removal
Education Plus	Not to exceed \$24,720	Amendment of R200513.07  School-based Community Health Worker to support management of COVID-19

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

<b><i>Who</i></b>	<b><i>What</i></b>
<i>H. Wimberly</i>	<i>Informed the Board that the purpose of the amendment to Education Plus was to have a CNA to support screening, quarantine spaces, and related COVID-19 matters.</i>
<i>Board</i>	<i>General discussion</i>

**R201014.06 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

MOTION  
BARBARA L.  
SAUNDERS

SECOND  
MIGUEL DIAZ

VOTE:

[X] PASS

[ ] FAIL

MOOT

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:**

Who	What
None	None

**R201014.07 Approval of Title I School Plan**

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby approves the Title I School Plan as presented.

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

Who	What
Board	General discussion

**R201014.08 Approval of PHLConnectED Memorandum of Understanding**

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby approves of the PHLConnectED Memorandum of Understanding, as presented.

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

Who	What
Board	General discussion

MOTION  
ANITA VEGA-  
KAISER

SECOND  
BARBARA L.  
SAUNDERS

VOTE:

PASS

FAIL

MOTION  
BARBARA L.  
SAUNDERS

SECOND  
ANITA VEGA-  
KAISER

VOTE:

PASS

FAIL

**B. DISCUSSION AND ANNOUNCEMENTS**

NEXT BOARD MEETING: NOVEMBER 10, 2020 AT 6:00PM

**ADJOURNMENT @ 7:25**

MOTION

ANITA VEGA-KAISER

SECOND

MICHELLE CAMPellone

201014

MSA BOARD MEETING AGENDA

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VOTE:

PASS  
 FAIL