

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

BOARD OF TRUSTEES MEETING

LOCATION:  
ZOOM CONFERENCE CALL DUE TO ONGOING COVID-19 PANDEMIC

DATE & TIME:  
SEPTEMBER 8, 2021  
6:00PM

**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 6:12 p.m. My name is Sandra Farmer. I am the President of this Board of Trustees and I will facilitate this meeting.

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>
<p>Sandra Farmer Barbara L. Saunders Miguel Diaz Michelle Campellone Pablo Mateo</p> <p><b>Board Members Absent:</b></p>	<p>Naimah Wimberly Dr. Amanda Hennie</p> <p>Ashley Redfearn Scott Kramer</p> <p>Michael McLeish</p> <p>Dean Krebs, Esq.</p>

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

*I would 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.*

**C. Approval of Agenda**

MOTION

MC

SECOND

MD

VOTE:

PASS

FAIL

**R210908.01 Approval of the September 8, 2021 Agenda**

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the September 8, 2021 Agenda.

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

<b><i>Who</i></b>	<b><i>What</i></b>
<i>N. Wimberly</i>	<i>Requested that the Agenda be amended to include a resolution to approve a contract for Bustleton Services, Inc. This contractor would provide the school snow removal services.</i>
<i>Board</i>	<i>Upon request of the school administration, and in accordance with 65 Pa.C.S. 712.1(e), the Board discussed the addition of the requested Bustleton Services, Inc. contract and approved it to be included in this Agenda below at R210908.06.</i>

D. Approval of Minutes

MOTION  
MC  
SECOND  
MD  
VOTE:  
[X] PASS  
[ ] FAIL

**R210908.02 Minutes of the August 11, 2021 Meeting**

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the Minutes of the August 11, 2021 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 Wimberly—Chief Executive Officer of Memphis Street Academy Charter School*
  - i. *Reviewed and discussed with the Board the September 2021 CEO report, previously disseminated to the Board;*
  - ii. *Discussed various compliance matters that were handled recently by school administration, including Epicenter uploads;*
  - iii. *Discussed facility updates, including hand dryer installation, backboards orders, meeting with Limbach regarding HVAC planning, and that Able Cleaning continues to clean and sanitize the school;*
  - iv. *Informed the Board that the health and safety plans for COVID were being executed effectively;*
  - v. *Informed the Board that emergency teacher certifications were completed to ensure compliance;*
  - vi. *Discussed with the Board the creation of the ESL IA position;*

- vii. *Discussed with the Board that a teacher returned and shared with the school their reasons for returning, notably the high quality culture at MSA;*
  - viii. *Discussed with the Board the Caring School Community efforts, including creation of a committee to develop community engagement;*
  - ix. *Discussed with the Board the MPAA athletic events, noting that there is no current sport spectators due to COVID-19;*
  - x. *Discussed with the Board that MSA Clubhouse is opening in late September;*
  - xi. *Discussed with the Board the COMHAR contract, noting that, traditionally, students received behavioral health services from multiple organizations, which is now consolidated under COMHAR;*
  - xii. *Discussed with the Board recent family/community engagements; and*
  - xiii. *Discussed possible guest speakers for Back-to-School Night, including possibly Joanna Otero Cruz*
- b. *Dr. Amanda Hennie—Principal of Memphis Street Academy Charter School*
- i. *Reviewed and discussed with the Board the September 2021 CEO report, previously disseminated to the Board;*
  - ii. *Reviewed and discussed with the Board the curriculum and instruction process, as well as professional development related to Scaffolds and Modifications;*
  - iii. *Discussed recent professional development about No-Nonsense Nurturer Four-Step Model;*
  - iv. *Discussed other professional development for discovering student identities;*
  - v. *Discussed professional development for building a culture of “productive struggle”, noting that students are being given the opportunity to share thoughts on their own class.*
  - vi. *Discussed professional development undertaken to reinforce/remind staff about procedures/protocols since they have been away from school for awhile, particularly concerning behavior, academics, and culture;*
  - vii. *Shared with the Board the different ways to make a routine in the classroom;*
  - viii. *Informed the Board that PSSA is starting; and*
  - ix. *Shared with the Board a template lesson plan, which was modified to include Scaffolds.*

c. *Board*

- i. *Discussed with the school administration the current COVID-19 guidance and at what point the school would need to shutdown if a certain number of students are sick*
- ii. *Ms. Ashley Redfearn, CEO of APS, noted that the full input from city guidance should be considered if the school wants to utilize a mandate, and also should ensure various exemptions are considered. For now, the focus is on opening school.*

C. *American Paradigm Schools CEO*

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

- i. *Reviewed and discussed the September 2021 APS report, previously disseminated to the Board.*
- ii. *Informed the Board that the coaching team has been active in classroom management for new teacher induction; and*
- iii. *Discussed with the Board efforts made with caring school community.*

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

- i. *Reviewed and discussed the September 2021 APS report, previously disseminated to the Board.*
- ii. *Informed the Board that it is a very tough market for hiring;*
- iii. *Informed the Board that the partnerships APS has developed with local universities have been fruitful, noting that 90% of participating students are interested to be hired with 70% of them being hired across the APS network; and*
- iv. *Discussed with the Board teacher referrals, FMLA utilization, and recruitment efforts.*

D. *Business Controller*

a. *Mr. Michael McLeish—Santilli & Thomson, LLC*

- i. *Reviewed and discussed with the Board the July 2021 financial reports;*
- ii. *Informed the Board that the school is budgeted for 635 students and that school will get paid from July – September based on enrollment at the end of 2020-21, though there will be a reconciliation in October;*
- iii. *Expressed to the Board that the school was 60 students under enrolled;*
- iv. *Informed the Board of the American Rescue Plan was providing \$400,000 which could be used for activities such as afterschool care and summer enrichment;*
- v. *Informed the Board that MSA will receive ~\$70,000 from the state to make up for food service shortcomings—this amount is*

*based on food service claims from March to June 2020. The \$90,000 loss in July thus will not be so high;*

*vi. Informed the Board that cash was at \$3.5M and disbursements were at \$400,000;*

*vii. Recommended that the Board consider a budget adjustment once final student enrollment numbers for 2021-22 have been determined;*

*b. Board*

*i. Discussed budgetary concerns, including legal fees.*

E. General Counsel

*a. None*

**SECTION III: OLD BUSINESS**

NONE

**SECTION IV: NEW BUSINESS**

A. RESOLUTIONS

MOTION  
MC

SECOND  
MD

VOTE:

PASS

FAIL

MOOT

**R210908.04 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>M. McLeish</i>	<i>As discussed above</i>
<i>Board</i>	<i>General discussion</i>

**R210908.05 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/POSITION CHANGE/SALARY CHANGE</b>		
<b>NAME</b>	<b>TITLE/CHANGE</b>	<b>START DATE</b>
None	None	None

MOTION  
MD  
  
SECOND  
BS  
  
VOTE:  
  
[X] PASS  
  
[ ] FAIL

RESIGNATION/TERMINATION/NON-RENEW		
NAME	TITLE	END DATE
None	None	None

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

Who	What
None	None

**R210908.06 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;

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
Austin Texas Learning Group, LLC	Special Education Teacher: \$65/hr  Varied Rates	Staffing provider  2021-22 SY
Focused Staffing Group, LLC	Bilingual Paraprofessional: \$23.00/hr  English School Psychologist Evaluation: \$950.00/evaluation  Spanish School Psychologist Evaluating: \$1500.00/evaluation  Special Education Teacher: \$65.00/hr  ESL Teacher: \$55.00/hr	Staffing Provider
COMHAR, Inc.	MSA does not compensate contractor; rather, Medical Assistance provides payment for services.	Intensive behavioral health services
Bustleton Services Inc.	<u>Plowing:</u> 1" - 4": \$937.50 4.1" - 7": \$1,187.50 7.1"-11": \$1,437.50	Snow removal services

	\$11”+: \$1,937.50  <u>Shoveling:</u> 1” - 4” : \$437.50 4.1” – 7” : \$687.50 7.1”- 11” : \$1,062.50 \$11”+: \$1,437.50  <u>Salt Application:</u> \$750  Additional hourly rates	Contractor shall inform MSA in writing once Services performed during the Term exceed \$15,000 in total invoices and shall also inform MSA when Services to be performed would result in total invoices during the Term exceeding \$20,000.  2021-22 SY
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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>
<i>N. Wimberly</i>	<i>Discussed daily use of substitute teachers</i>
<u><i>Board</i></u>	<u><i>Noted inclusion of Bustleton Services, Inc. contract, in accordance with R210908.01 above.</i></u>

MOOT

**R210908.07 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.

<b>Contractor</b>	<b>Amount</b>	<b>Comment: Terms and Conditions</b>
<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>



MOTION

BS

SECOND

MD

VOTE:

PASS

FAIL

**R210908.08 Approval of Amended Enrollment Policy**

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby ratifies and approves of the Amended Enrollment Policy, as presented

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

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

MOTION

MC

SECOND

BS

VOTE:

PASS

FAIL

**R210908.09 Approval of Amended English as Second Language Policy**

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby ratifies and approves of the Amended English as Second Language Policy, as presented.

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

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

**B. DISCUSSION AND ANNOUNCEMENTS**

NEXT BOARD MEETING: OCTOBER 13, 2021 AT 6:00PM

**ADJOURNMENT @ 7:20PM**

MOTION

PM

SECOND

MD

VOTE:

PASS

FAIL