

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:
NOVEMBER 10, 2021
6:00 P.M.

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 6:06 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 from the ongoing COVID-19 pandemic, 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 5:00 p.m. on the day before this scheduled meeting may participate in public comment. At this time, I would ask that the Executive Administration submit the list of commenters to our General 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:
<p>Sandra Farmer Barbara L. Saunders Miguel Diaz Anita Vega-Kaiser Michelle Campellone</p> <p>Board Members Absent: Pablo Mateo</p>	<p>Naimah Wimberly Dr. Amanda Hennie</p> <p>Ashley Redfearn Kristine Magargee Scott Kramer</p> <p>Kyle Black Susan Senek</p> <p>Michael McLeish</p> <p>Dean Krebs, Esq. Jessica Bassett</p>

B. DISCLOSURE: EXECUTIVE SESSION BY SANDRA FARMER

I would like to state, for purposes of the Minutes of this meeting, that on November 10, 2021, the Board of Trustees met in Executive Session for the following purposes under 65 Pa.C.S.A § 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).

C. APPROVAL OF AGENDA

MOTION:
MIGUEL DIAZ
SECOND:
ANITA VEGA-
KAISER
VOTE:
[X] PASS
[] FAIL

R211110.01 Approval of the November 10, 2021 Agenda

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the November 10, 2021 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:
MIGUEL DIAZ
VOTE:
[X] PASS
[] FAIL

R211110.02 Minutes of the October 13, 2021 Meeting

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the Minutes of the October 13, 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

B. MEMPHIS STREET ACADEMY CHARTER SCHOOL CEO

- i. *Ms. Naimah Wimberly, Memphis Street Academy Charter School CEO*
 - 1. *Referring to materials provided to the Board in advance of the meeting, Ms. Wimberly began the presentation for Memphis Street Academy Charter School (“MSA” or the “School”) by stating that teachers and students are back at school and getting into a routine. She also mentioned that she completed a walkthrough of the School with Dr. Hennie.*
 - 2. *Ms. Wimberly then discussed reports and applications submitted by the School in relation to compliance, including:*
 - a. *Board By-Laws, which were submitted to the Charter School Office;*
 - b. *Civil Rights Data Collection, which was submitted to the Pennsylvania Department of Education; and*

- c. *Comparability reports.*
 - 3. *Ms. Wimberly then provided the Board with updates regarding the School's renewal process. Among other things, she noted that:*
 - a. *Additional information was provided regarding health files; and*
 - b. *The audit of enrollment and Special Education. She stated that there were no findings in the Special Education audit.*
- ii. *Ms. Wimberly then discussed the School's enrollment. She noted that the Finance Committee would soon meet and that a balanced budget would be presented to the Board the following month.*
- iii. *Further referring to materials provided to the Board in advance of the meeting, Ms. Wimberly provided the Board with the Facilities, Human Resources, and Technology updates.*
- iv. *Ms. Wimberly next discussed MSA's Caring School Community initiative, which included the following activities:*
 - 1. *Canned Goods Drive for MSA Families and Philabundance;*
 - 2. *MSA's first Turkey Trot, which would include games, races, and other activities; and*
 - 3. *Fundraising activities.*
- v. *In connection with the Caring School Community initiative, Ms. Wimberly notified the Board that the School would be providing 30 Thanksgiving baskets for MSA families.*
- vi. *Ms. Wimberly then addressed Family and Community Engagement activities, including:*
 - 1. *The Family and Community Engagement Bulletin Board, which was updated with November events and is displayed at the School entrance;*
 - 2. *The Philly Tree Giveaway. The Giveaway, she said, was a success, and the School planned to plant an oak tree.*
 - 3. *A second coat giveaway to be held on November 19th;*
 - 4. *School supplies provided to 43 students via a donation from Cabrini University;*
 - 5. *Red Ribbon Week; and*
 - 6. *Pajama Day, which she noted was a success.*
- vii. *Ms. Wimberly then discussed the School District of Philadelphia district-wide survey results. Among other things, she:*
 - 1. *Explained student response to the survey, which increased significantly from the previous school year;*
 - 2. *Discussed Parent/Guardian and teacher response rates, which also increased from the previous school year;*
 - 3. *Noted that open-ended questions allowed students, parents, and teachers to provide more extensive feedback. She additionally provided a link to the feedback.*

TRUSTEE PABLO MATEO JOINED THE MEETING.

- b. *Dr. Amanda Hennie, Memphis Street Academy Charter School Principal*
 - i. *Dr. Hennie discussed, among other things, curriculum and instruction updates at the School. She explained:*

1. *Teachers received training regarding how to deliver rigorous instruction in the classroom;*
 2. *Teachers were provided with a shared lesson plan template;*
 3. *EdInsight and MTSS training had been offered;*
 4. *The “three tier” student support system; and*
 5. *That there were more ESL students this year than previous years; therefore, the School purchased Rosetta Stone for teachers so that they could become proficient in Spanish as well as Spanish-English dictionaries for the classroom.*
- ii. *Dr. Hennie also noted that there had been a preparation session for the State Board of Education meeting on November 17, 2021. Comments, she said, must be limited to three minutes.*
 - iii. *Dr. Hennie then states that Joanna Ortero-Cruz, Deputy Managing Director for the City of Philadelphia, visited MSA and helped to judge the Hispanic Heritage Month classroom door decorating contest. Dr. Hennie noted that all students were given credit for participating in the contest.*
- c. *Ms. Naimah Wimberly*
- i. *Ms. Wimberly concluded MSA’s presentation to the Board by discussing the School’s motivation statement: namely, that “Children are not things to be molded, but are people to be unfolded.”*
 - ii. *In response to a question from the Board, Ms. Wimberly further discussed the School’s efforts to engage with parents and the community. She explained that the School was planning to offer morning and afternoon sessions and possibly virtual sessions for parents regarding how they can participate in the School’s activities.*
 - iii. *In response to a further question from and discussion with the Board, Ms. Wimberly notified the Board that she had two candidates for the Parent Board Member position in mind.*
 - iv. *Ms. Vega-Kaiser complimented the School on the decision to purchase Rosetta Stone and Spanish-English dictionaries. She also complimented teachers for putting in extra effort.*
 - v. *In response to a question from the Board, Ms. Wimberly described some of the School’s fundraising activities, including its use of Claire’s Gourmet.*
 - vi. *In response to a question from Ms. Farmer, Ms. Wimberly said that the School is in need of larger sizes for the coat giveaway. She stated that the School would ensure every student who needs a coat will receive a coat.*

C. AMERICAN PARADIGM SCHOOLS CEO

- a. *Ashley Redfearn, American Paradigm Schools CEO*
 - i. *Referring to materials provided to the Board in advance of the meeting, Ms. Redfearn noted that the American Paradigm Schools (“APS”) report could be found in the Board packet. She further explained that she, along with Mr. Kramer and Ms. Magargee, would be available to answer any questions the Board may have.*
 - ii. *Ms. Redfearn then asked that the Academic Team begin their presentation.*
- b. *Kristine Magargee, APS Chief Academic Officer*
 - i. *Ms. Magargee introduced Mr. Black and Ms. Senek to the Board, both of whom serve as Directors of ELA Curriculum, Instruction, and Assessment for grades K-12. Ms. Magargee explained that Mr. Black and Ms. Senek*

work collaboratively across all grades, noting that Ms. Senek has more experience with the younger grades, and Mr. Black has more experience with the older grades.

- c. *Kyle Black, Director of ELA Curriculum, Instruction, and Assessment K-12*
 - i. *Mr. Black began by discussing his background with APS schools, including his credentials.*
 - ii. *Mr. Black then explained Learning Walks occurring every two to three weeks. Learning walks, he said, give staff the opportunity to partner up with school leaders. He explained that the Learning Walks would be used for Professional Development opportunities.*
- d. *Susan Senek, Director of ELA Curriculum, Instruction, and Assessment K-12*
 - i. *Ms. Senek first outlined her experience with APS schools.*
 - ii. *Among other things, Ms. Senek discussed the intervention trial being developed and implemented for students. She detailed the research-based program being utilized for interventions, explaining that students were making significant progress. She noted that the first intervention strategies pilot would soon be ending, and a second pilot would begin. She then provided details about the second pilot.*
 - iii. *In response to the Academic Team's presentation, Ms. Vega-Kaiser stated that she was excited that interventions are working. She further commented on specific aspects of the program described by Ms. Senek.*
 - iv. *Mr. Black then explained that the first pilot focused on fifth grade students. The second pilot, he said, would focus on eighth grade students.*
 - v. *Mr. Black and the Board then further discussed the intervention program, noting that they hoped such interventions would lead to an improvement in standardized test scores. Particular discussion ensued regarding open-ended questions on standardized tests, which, Ms. Vega-Kaiser stated, students have been an area where students struggle.*

D. BUSINESS CONTROLLER

- a. *Michael McLeish, Santilli & Thomson, LLC*
 - i. *Mr. McLeish reviewed the Business Controller's report, which was previously disseminated to the Board.*
 - ii. *Among other things, Mr. McLeish discussed the audit process. He informed the Board that he had received a draft audit.*
 - iii. *Mr. McLeish then addressed enrollment for the month of November. He noted that there was an uptick in enrollment, which, he said, would be factored into the revised budget.*
 - iv. *Next, Mr. McLeish explained some of the early savings incurred by MSA.*
 - v. *Mr. McLeish then informed the Board that MSA was operating close to the actual budget. He noted that, when developing the budget, he did not take into account the American Rescue Plan ("ARP") funds, which would total about \$400,000. These funds, he said, would be applied for and received later in the year. He explained that the School would have until September 2023 to spend the ARP funds.*
 - vi. *Mr. McLeish discussed the School's cash on hand for September, which totaled 109 days, or about \$3.5 million. He noted that cash on hand had decreased slightly from August, which totaled 111 days.*

- vii. Next, Mr. McLeish reviewed disbursements for September, noting specifically those disbursements over \$10,000.
- viii. Mr. McLeish concluded his presentation by stating that a revised budget would be presented to the Board the following month after a meeting with the Finance Committee.
- ix. Discussion ensued between Ms. Wimberly and the Board regarding money to be applied to help rectify the issue that more black males with Individualized Education Plans (“IEPs”) are being suspended than other students.

E. GENERAL COUNSEL

- a. Dean Krebs, Esq., Sand & Sidel, P.C.
 - i. None

SECTION III: OLD BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION:

BARBARA L. SAUNDERS

SECOND:

MICHELLE CAMPPELLONE

VOTE:

PASS

FAIL

R211110.03 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:

MIGUEL DIAZ

VOTE:

PASS

FAIL

R211110.04 Human Resources Resolution

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School accepts the Human Resources changes, modifications, and additions, as presented.

HIRES/POSITION CHANGE/SALARY CHANGE		
NAME	TITLE/CHANGE	START DATE
Carmen Salcedo	NTA	TBD
Barry Cummings	Gym Teacher	11/4/21

RESIGNATIONS/TERMINATIONS/NON-RENEW

NAME	TITLE	END DATE
None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Naimah Wimberly	Ms. Wimberly reviewed the new hires with the Board.

MOOT

R21110.05 Professional Services Contract/s Resolution

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

FURTHER RESOLVED, the CEO, Business Controller, and General Counsel are hereby authorized and directed to negotiate contract/s for the professional services described below;

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

Contractor	Amount	Comment: Terms and Conditions
None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
None	None

MOOT

R21110.06 Purchase Contract/s Resolution

RESOLVED, the Purchase Contract/s and associated report/s listed below are hereby accepted and ratified;

FURTHER RESOLVED, the CEO, Business Controller, and General Counsel are hereby authorized and directed to negotiate terms and conditions for the Purchase Contract/s described below.

FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effectuate 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>
<i>None</i>	<i>None</i>

TRUSTEE PABLO MATEO LEFT THE MEETING.

MOTION:
MIGUEL DIAZ
SECOND:
ANITA VEGA-
KAISER
VOTE:
 PASS
 FAIL

R211110.07 PTO Cash Out Policy

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby ratifies and adopts the PTO Cash Out 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:
ANITA VEGA-
KAISER
SECOND:
BARBARA L.
SAUNDERS
VOTE:
 PASS
 FAIL

R211110.08 Adoption of IU Policies

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby adopts the Philadelphia Intermediate Unit's policies and procedures under the federal requirements of 34 CFR Part 300, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

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

R211110.09 Approval of Amended 2021-22 School Year Calendar

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby ratifies and adopts the Amended 2021-2022 School Year Calendar, as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board; Naimah Wimberly</i>	<i>Discussion ensued regarding revisions made to the 2021-2022 Amended School Year Calendar.</i>

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

R211110.10 Approval of Holiday Bonus

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School offers a Holiday Bonus in the amount of \$500 to full time Memphis Street Academy Charter School staff members and \$300 to part-time Memphis Street Academy Charter School staff members.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
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<p>Board; Michael McLeish; Naimah Wimberly</p>	<p>Ms. Wimberly explained that this year's Holiday Bonus was increased from last year's bonus and that this increase was occurring across all APS schools. Discussion ensued regarding COVID-19 and Holiday Bonuses.</p> <p>Mr. McLeish added that this Holiday Bonus was not funded by any COVID grants.</p> <p>The Board then extensively discussed what would happen once the School no longer has COVID-19 grants, which made other funds available for Holiday Bonuses. Ms. Wimberly stated that, when the Holiday Bonus is issued, the School can disclose that the payment amount can vary from year to year. Ms. Redfearn added that anything the School can do to retain teachers is worth the investment.</p> <p>The Board agreed that the Holiday Bonus resolution was acceptable as long as there is open communication with staff about the amount of the Holiday Bonus (i.e., that it could change from year to year) and that the School can afford the Bonus.</p>
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B. DISCUSSION AND ANNOUNCEMENTS

DISCUSSION ENSUED REGARDING THE NEXT MEETING OF THE FINANCE COMMITTEE. THE MEETING WAS SET FOR THE FOLLOWING MONDAY AT 6:00 P.M.

NEXT BOARD MEETING: DECEMBER 8, 2021 AT 6:00 P.M.

ADJOURNMENT AT 7:03 P.M.

MOTION:

MIGUEL DIAZ

SECOND:

BARBARA L. SAUNDERS

VOTE:

PASS

FAIL