

MEMPHIS STREET ACADEMY CHARTER SCHOOL

2950 MEMPHIS STREET
PHILADELPHIA, PA 19134

BOARD OF TRUSTEES MEETING

LOCATION:
ZOOM CONFERENCE CALL

DATE & TIME:
SEPTEMBER 13, 2023
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 6:05 PM p.m. My name is Sandra Farmer. I am the President of this Board of Trustees, and I will facilitate this meeting.

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:
Sandra Farmer Barbara L. Saunders Michelle Campellone Pablo Mateo	Steven Bilski Ashley Redfearn Scott Kramer
Board Members Absent: Amber Wanner	Samuel Mercanti Abigail Lipow, Esq.

B. DISCLOSURE: EXECUTIVE SESSION BY SANDRA FARMER

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.

C. APPROVAL OF AGENDA

MOTION:

R230913.01 Approval of the September 13, 2023 Agenda

PABLO MATEO
SECOND:

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the September 13, 2023 Agenda.

BARBARA L.
SAUNDERS
VOTE:

Notes of Discussion / Advance Regulatory and Financial Comment:

PASS

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

FAIL

D. APPROVAL OF MINUTES

MOTION:
BARBARA L.
SAUNDERS

R230913.02 Minutes of the August 9, 2023 Meeting

SECOND:
PABLO MATEO

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the Minutes of the August 9, 2023 meeting of the Board of Trustees of Memphis Street Academy Charter School.

VOTE:

Notes of Discussion / Advance Regulatory and Financial Comment:

X PASS

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

FAIL

SECTION II: REPORTS

A. COMMUNITY COMMENT

None

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
None	None

B. MEMPHIS STREET ACADEMY CHARTER SCHOOL CEO

a. Mr. Steven Bilski, CEO

- i.** Reviewed and discussed with the Board the CEO board report, previously disseminated to the Board.
- ii.** Presented current enrollment numbers by grade and student demographics.
 - 1. Compared currently enrollment numbers to last year’s data as of the same time.
- iii.** Informed the Board that MSA has 90.53% attendance, which is an improvement on last year’s number; presented a breakdown of attendance by grade; and shared attendance incentives, such as students with two or less absences being invited to a free trip, including, Philadelphia Zoo, Camden Aquarium, Movie theater and, if 95% attendance or better, will be invited to Six Flags;
- iv.** Discussed A-TSI 2023-2024 School plan, facilities repairs, PIMS uploads, and Epicenter uploads:
 - 1. In regards to A-TSI, Mr. Bilski has worked with Dr. Gregory McGough, who is a school improvement specialist with IU 13 to develop a strategic plan; and reviewed A-TSI proposed plan with the Board.
- v.** Informed the Board that MSA held a back-to-school BBQ, wherein 100 clear bookbags were distributed, and students could meet their teachers; noted that an article was published in Star News discussing the BBQ; and MSA also did a produce give away during this event and distributed fresh fruit and vegetables to community members;
- vi.** Informed the Board that back-to-school night is 9/14 @ 6 PM;
- vii.** Informed the Board of another produce giveaway on 9/20; and
- viii.** Informed the Board that National Hispanic Heritage Month celebrations are kicking off this week as well.

C. AMERICAN PARADIGM SCHOOLS CEO

a. Ms. Ashley Redfearn, CEO of APS

- i.** Congratulated everyone for starting a new school year under the current circumstances, and for making the new school year possible for students and teachers;
- ii.** Informed the Board that APS submitted consolidated applications, strategic plans, evaluations, and professional development for MSA.

- iii. *Informed the Board that for the Strategic Planning, school data was being used to be flexible and make quick moves;*
- iv. *Informed the Board of the changes to leader/teacher evaluations based on PA law changes;*
- v. *Shared with the Board the ongoing stairwell door and classroom phone upgrade projects;*
- vi. *Provided overview of enrollment for four schools with the Board;*
- vii. *Informed the Board that the coaching team conducted new teacher induction in August, and expressed hope to maintain and support new teachers; and*
- viii. *Provided an overview of data team's ongoing work to the Board.*
- b. *Mr. Scott Kramer, CTO of APS*
 - i. *Discussed Temple Teacher Residency Program resolution with the Board, noting:*
 - 1. *Students who are working on their masters' degree certification; now includes areas such as special education;*
 - 2. *A resolution is on the board agenda because APS has a meeting scheduled with Temple to discuss the possibility of moving forward; and*
 - 3. *Students would have to serve at least one year at the school if they receive their masters' degree.*
 - ii. *Informed the Board of the referral program for non-staff members, noting that if someone refers a certified teacher, they receive a payment after the referred teacher works at the school for six months.*

D. BUSINESS CONTROLLER

- a. *Mr. Samuel Mercanti, Santilli & Thomson, LLC*
 - i. *Reviewed and discussed with the Board the July 2023 financial reports;*
 - ii. *Informed the board that there was 419 regular education students and 134 special education students; small surplus in unaudited expenses; 112 days of cash, representing a small decrease from June due to outstanding PA budget passage;*
 - iii. *Informed the Board that they were currently waiting for federal consolidated grants and ESSER funding; and*
 - iv. *Informed the Board that they were waiting for IDEA funds from SDP.*

E. GENERAL COUNSEL

- a. *None*

SECTION III: OLD BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION:
MICHELLE
CAMPELLONE

SECOND:
PABLO MATEO

VOTE:

X PASS

[] FAIL

R230913.03 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:
BARBARA L.
SAUNDERS

SECOND:
PABLO MATEO

VOTE:

X PASS

[] FAIL

R230913.04 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	START DATE
Gary Brint	7 th Grade Math Teacher	8/21/23
Dr. Orlando Taylor	Assistant Principal of Climate	8/21/23
Tysheema Hickman	Non-Teaching Assistant	8/28/23

RESIGNATIONS/TERMINATIONS/NON-RENEW		
NAME	TITLE	END DATE
Matthew Seidell	Temp. Summer Maintenance	8/25/23
K. Cheyanne Wynn	Assistant to CEO	8/30/23
Andrew Hunter	Building Engineer	11/10/23

Notes of Discussion / Advance Regulatory and Financial Comment:

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

R230913.05 Professional Services Contract/s Resolution

MOTION:

PABLO MATEO

SECOND:
BARBARA L.
SAUNDERS
VOTE:

X PASS

[] FAIL

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
Assist Services, LLC	\$28/one way/first student \$2.50/mile after 5 miles \$10/fee/additional student	Student transportation services

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General Discussion

MOOT

R230913.06 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:

Who	What
None	None

MOTION:
BARBARA L.
SAUNDERS
SECOND:

R230913.07 E-Signature Authority

PABLO MATEO
VOTE:

X PASS

[] FAIL

BE IT RESOLVED, by authority of the Board of Trustees of the Memphis Street Academy CS at JP Jones, and it is hereby resolved by authority of the same, that the Steven Bilski, who is the Chief Executive Officer/Principal of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the Board of Trustees of Memphis Street Academy Charter School to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

R230913.08 Approval of 2023-24 A-TSI Title I School Plan

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School ratifies and approves of the A-TSI Plan of Memphis Street Academy Charter School, as presented.

MOTION:
BARBARA L.
SAUNDERS
SECOND:
MICHELLE
CAMPELLONE
VOTE:

X PASS

[] FAIL

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:
PABLO MATEO
VOTE:

R230913.09 Temple Teacher Residency MOU

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School authorizes and directs the CEO, Business Controller, and General Counsel to negotiate terms and conditions for the Temple Teacher Residency MOU, as presented.

X PASS

[] FAIL

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

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

R230913.10. Certified Teacher Referral Program for Non Employees

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School approve the non-certified teacher referral program for non-employees, as presented.

SECOND:
MICHELLE
CAMPELLONE

VOTE:

Notes of Discussion / Advance Regulatory and Financial Comment:

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

X PASS

[] FAIL

B. DISCUSSION AND ANNOUNCEMENTS

MR. BILSKI AND MS. REDFEARN TO CONFER ON DATES FOR OCTOBER TO PRESENT TO MR STRATEGIES TO MEET WITH CHERELLE PARKER TO COME TO MSA WITH DAVID OH. WORKING TO IDENTIFY DATES TO PROVIDE TO THE PUBLIC TO HAVE AN OPEN FORUM BASED ON MSA AND ITS CURRENT SITUATION.

NEXT BOARD MEETING: OCTOBER 11, 2023 AT 6:00 P.M.

ADJOURNMENT AT 7:05P.M.

MOTION:
BARBARA L. SAUNDERS
SECOND:
MICHELLE CAMPELLONE

VOTE:

PASS

FAIL