

MEMPHIS STREET ACADEMY CHARTER SCHOOL

2950 MEMPHIS STREET
PHILADELPHIA, PA 19134

BOARD OF TRUSTEES MEETING

LOCATION:
ZOOM CONFERENCE CALL

DATE & TIME:
JUNE 23, 2025
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 6:04 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 Michelle Campellone Barbara L. Saunders Pablo Mateo Miguel Diaz Board Members Absent: Stacey Schellinger	Steven Bilski Ashley Redfearn Kristine Magargee Scott Kramer Britney Colarullo Samuel Mercanti Abigail Lipow, Esq. Nick Bednarek, Esq. Khaled Ashraf Richard Levy

Ms. Sandra Farmer provided Mr. Richard Levy and Mr. Khaled Ashraf an opportunity to spoke briefly about their backgrounds and CVs.

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:

BARBARA L. SAUNDERS

SECOND:

PABLO MATEO

VOTE:

PASS

FAIL

R250623.01 Approval of the June 23, 2025 Agenda

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the June 23, 2025 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:

R250623.02 Minutes of the May 14, 2025 Meeting

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the Minutes of the May 14, 2025

BARBARA L.
SAUNDERS

VOTE:

PASS

FAIL

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

Community Comment Colloquy (General Counsel)

Good evening. My name is Abigail Lipow, and I am with Sand & Sidel, P.C., General Counsel to the Memphis Street Academy Charter School Board of Trustees. Will you please state your name for our records?

You will have three minutes to address the Board of Trustees. Any documents or communications with which you might supplement your comment should be submitted to me. I will keep the time and notify the Board when three minutes have elapsed.

This Board may choose not to comment, question, or respond in any way to your public comment. I will begin the time now.

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. *Mr. Steven Bilski, CEO of MSA*
 - i. *Reviewed and discussed with the Board the June 2025 CEO report, previously disseminated to the Board;*
 - ii. *Presented a year in review for compliance reports*
 - 1. *Reviewed Future Ready Index*
 - 2. *Federal Programs*
 - 3. *PIMS Collections*
 - 4. *Food Service*
 - 5. *Epicenter Uploads due June 20 and June 27*
 - iii. *Reviewed ongoing and just completed facilities projects;*
 - iv. *Reviewed student enrollment and attendance as of June 2024, and campaign to increase enrollment ;*
 - v. *Discussed end of year student festivities;*
 - vi. *Scheduled meeting with Councilman Harrity on 7/2 to discuss updates to food pantry;*
- b. *Ms. Farmer*
 - i. *Asked questions regarding flex dates and enrollment*
 - ii.

C. AMERICAN PARADIGM SCHOOLS CEO

- a. *Mr. Scott Kramer, CTO of APS, and Brittney Colarullo*
 - i. *Presented the HR Engagement survey results to the Board;*
 - ii. *Discussed updates to employee handbook for upcoming school year;*
 - iii. *Updated Board on status of APS PreK-4 Apprenticeship Program through Philadelphia Works – Program has been approved by PDE. Will be reviewed by the DOL for final approval; and informed the Board that*
 - iv. *APS has received 20K in grant funding from Point Park U for SPED*
- b. *Ms. Ashley Redfearn, CEO of APS*
 - i. *Informed the Board of enrollment matters*

D. BUSINESS CONTROLLER

- a. *Mr. Samuel Mercanti, Santilli & Thomson, LLP*
 - i. *Reviewed and discussed with the Board the April 2025 Financials, previously disseminated to the Board*

E. GENERAL COUNSEL

- a. *Abigail Lipow, Esq.*
 - i. *Reviewed and discussed with the Board the resolutions on the agenda.*

SECTION III: OLD BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION:
MIGUEL DIAZ
SECOND:
MICHELLE
CAMPELLONE
VOTE:
 PASS
 FAIL

R250623.03 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:
PABLO MATEO
SECOND:
MIGUEL DIAZ
VOTE:
 PASS
 FAIL

R250623.04 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.

NEW HIRE / RATE CHANGE / POSITION CHANGE / RETURN LOA		
NAME	POSITION	START DATE

Cecily Sullivan (new hire)	8th Grade ELA Teacher	8/18/2025
Caelinn Oliva (new hire)	7th Grade ELA Teacher	8/18/2025
Laurie Paul (new hire)	School Psychologist	8/18/2025
Tameka Wilkins (new hire)	Director of Climate and Culture	8/18/2025

RESIGNATION / TERMINATION / LOA		
NAME	POSITION	EFFECTIVE DATE
Jian Zhang (resignation)	Student Teacher	6/13/2025
Rouel Edwards (resignation)	School Psychologist	6/13/2025
Alexis Hearst (resignation)	6th Grade SS / Science Teacher	6/13/2025
Tricia Milligan (resignation)	SPED Instructional Assistant	Retiring 6/13/2025
Emma Gorham (resignation)	SPED Learning Support Teacher	7/24/2025
Michael Poggioli (resignation)	7th Grade ELA Teacher	7/24/2025

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>S. Bilski</i>	<i>Reviewed HR updates with the Board</i>

MOTION:
MIGUEL DIAZ
SECOND:
MICHELLE
CAMPELLONE
VOTE:
[X] PASS
[] FAIL

R250623.05 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

A&J Cleaning	\$20,900/month	Facility cleaning vendor 2025-26 FY Currently serves school
Liberty Door Systems	\$40,973.25	Door lock replacements Publicly bid

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION:
PABLO MATEO
SECOND:
MIGUEL DIAZ
VOTE:
 PASS
 FAIL

R250623.06 Approval of 2025-26 School Year Calendar

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby approves of the 2025-26 School Year Calendar

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION:
MICHELLE DIAZ
SECOND:
PABLO MATEO
VOTE:
 PASS
 FAIL

R250623.07 Approval of 2025-26 FY Draft Budget

RESOLVED, that the Board of Trustees of Memphis Street Academy Charter School hereby approves the school budget for 2025-26 FY, as presented

ROLL CALL

Sandra Farmer – *aye*
Michelle Campellone – *aye*
Barbara L. Saunders – *aye*
Pablo Mateo – *aye*
Miguel Diaz – *aye*
Stacey Schellinger – *absent*

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION:

MIGUEL
SECOND:

PABLO

VOTE:

PASS

FAIL

R250623.08 Approval of 2024-25 Fund Balance

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School designates an estimated ending fund balance for the year ending June 30, 2025, as follows:

Fund Balance June 30, 2024	\$5,1113,771
Non-spendable Fund Balance	\$198,513
<u>Designations of Fund Balance</u>	
Committed to Future Funding Contingencies	\$4,000,000
Committed to Capital Improvements	\$1,000,000
Unassigned Projected Fund Balance June 30, 2025	\$778,303

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

R250623.09 Approval of Board Terms

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School ratifies, approves, and reaffirms of the current Board terms, as presented below:

Cohort 1

Sandra Farmer: 7/1/24 – 6/30/27

Miguel Diaz: 7/1/24 – 6/30/27

Barbara L. Saunders: 7/1/24 – 6/30/27

Cohort 2

Michelle Campellone: 7/1/25 – 6/30/28

Pablo Mateo: 7/1/25 – 6/30/28

Cohort 3

Stacey Schellinger: 9/12/24 – 6/30/26

ROLL CALL:

Sandra Farmer – *aye*

Michelle Campellone – *aye*

Barbara L. Saunders – *aye*

Pablo Mateo – *aye*

Miguel Diaz – *aye*

Stacey Schellinger – *absent*

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION:

MIGUEL DIAZ

SECOND:

PABLO MATEO

VOTE:

PASS

FAIL

R250623.10 Approval of Board Officers

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School ratifies and approves of the Board officers for the term of July 1, 2025 to June 30, 2026, as presented:

<i>OFFICER</i>	<i>NAME</i>
PRESIDENT	Sandra Farmer
VICE-PRESIDENT	Pablo Mateo
TREASURER	Michelle Campellone
SECRETARY	Barbara Saunders

ROLL CALL:

Sandra Farmer – *aye*
 Michelle Campellone – *aye*
 Barbara L. Saunders – *aye*
 Pablo Mateo – *aye*
 Miguel Diaz – *aye*
 Stacey Schellinger – *absent*

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION:

PABLO MATEO

SECOND:

MICHELLE
CAMPELLONE

VOTE:

TABLED

R250623.11 Approval of Committee Members

RESOLVED, the Board of Trustees ratifies and approves of the assigned Committee Members, as presented:

<i>Academic Data and Curriculum Committee</i>	
Vice-President	
Chief Executive Officer	Steven Bilski
Appointee #1	
Appointee #2	

<i>Personnel Committee</i>	
Secretary	
Chief Executive Officer	Steven Bilski
Appointee #1	
Appointee #2	

<i>Administrative Services Committee</i>	
Vice-President	
Appointee #1	
Appointee #2	

<i>Fiscal Committee</i>	
Treasurer	
Business Controller	Samual Mercanti
Appointee #1	
Appointee #2	

<i>Audit Committee</i>	
Appointee #1	
Appointee #2	
Appointee #3	

<i>Nominating Committee</i>	
Appointee #1	
Appointee #2	
Appointee #3	
Appointee #4	

<i>Discipline Committee</i>	
Appointee #1	
Appointee #2	
Appointee #3	
Appointee #4	

Notes of Discussion / Advance Regulatory and Financial Comment:

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

UPON MOTION OF PABLO MATEO AND SECOND OF MIGUEL DIAZ, THE BOARD UNANIMOUSLY MOVED TO ENTER INTO EXECUTIVE SESSION FOR PURPOSES DESCRIBED UNDER 65 PA.C.S. § 708(A)(7). SPECIFICALLY, TO DISCUSS

MOTION:

RESOLUTION R250623.12 WHICH PERTAINS TO THOSE REPORTS DESCRIBED UNDER 24 P.S. § 13-1302-E(A)(2)(v) AND 13-1309-B(C)(5).

BARBARA L. SAUNDERS

UPON MOTION OF MICHELLE CAMPELLONE AND SECOND OF BARBARA L. SAUNDERS, THE BOARD UNANIMOUSLY MOVED TO ENTER INTO OPEN SESSION.

SECOND:

R250623.12 Approval of Safety, Security and Threat Report

MIGUEL DIAZ

VOTE:

RESOLVED, the Board of Trustees of Memphis Street Academy Charter School hereby approves of the Safety, Security, and Threat report, as presented.

PASS

FAIL

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: AUGUST 13, 2025 AT 6:00 P.M.

ADJOURNMENT AT 7:08 P.M.

MOTION:

BARBARA

SECOND:

MIGUEL

VOTE:

PASS

FAIL