

ALLIANCE FOR PROGRESS CHARTER SCHOOL
BOARD OF DIRECTORS MEETING MINUTES
July 18, 2017

The meeting of the Board of Directors convened on Tuesday, July 18, 2017 at 6:10p.m., at Alliance for Progress Charter School Room 113. The Board Chair determined a quorum was present and proceeded with the meeting.

DIRECTORS PRESENT

Larry Griffin – Board President
Karen Trawick – Board Secretary
David Gruber – Board Member
Marvin Lenetsky – Board Member
Christopher Neilson – Board Treasurer
Valerie Dorsey Allen – Board Member

MEMBERS ABSENT

Shirley Davis – Board Member

OTHERS PRESENT

Joanna Hightower, CEO/Principal, AFPCS
Crystal A. Sharper – US Secretary
Jim Cella – OmniVest
Janie Brooks – Neighbor 19th Street
Donnie Moore – Block Captain 19th Street
Keith Walker – Neighbor 19th Street
Stacey Scott – Manager of Education & Strategic Planning (AFPCS) – Phone Conference

PUBLIC COMMENT

Donnie Moore, Keith Walker and Janie Brooks presented at the meeting their concerns about the expansion of AFPCS. The concerns presented were with parking, conduct of the students during dismissal, lack of supervision during dismissal, students throwing trash on their lawns, walking on the flower beds, and the attitudes of some parents. Ms. Brooks expressed that she noticed in the plans, a tall wall will be next to her home, and the school will house trash in that area. Mr. Moore also stated that their concerns were expressed to at a previous meeting with the former CEO, and nothing was done about it. He also expressed disappointment in the fact that they were not notified of the expansion, and only found out about it when it was denied by L & I. The Board acknowledged, and apologized for the concerns that were expressed. Moving forward the Board wanted to know what could the school do to make this work for everyone. Mrs. Hightower explained that the wall and trash situation that was expressed by Ms. Brooks can be resolved. Mrs. Hightower also explained that the City submitted a list of who were to be notified by letter of the expansion, and those were neighbors that were notified. Karen Trawick also apologized, and explained that their concerns are genuine and feel that we can move forward working together. Mr. Moore explained that he would talk with other neighbors to gather thoughts on the expansion. Mr. Griffin suggested scheduling a separate meeting with the Board to meet with

Mr. Moore and the neighbors to discuss their concerns, and come up with solutions that will work for everyone involved. Both parties agreed to do so, and will communicate with each other to schedule the meeting.

PAB REPORT

No PAB Report

Approval of Minutes for June 20, 2017 Board Meeting

The Board reviewed the minutes of June 20, 2017. Larry Griffin called for a motion to accept the minutes as presented. Karen Trawick made a motion to accept minutes as presented with the correction of Board Member titles. David Gruber seconded the motion. The Board was polled, and the minutes were accepted unanimously.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Christopher Neilson	Yes
Karen Trawick	Motion to Accept	Yes	Marvin Lenetsky	Yes
David Gruber	2 nd Motion;	Yes	Valerie Dorsey Allen	Yes

FINANCIAL REPORT For the month of June 2017 – Jim Cella

June, 2017 Actual Net Income	\$ 8,596
June, 2017 Budgeted Net Loss	<u>\$ 25,546</u>
Variance	\$ 16,950

DISCUSSION ITEMS:

Revenues were above budget by \$8K.

- Tuition from School District of Philadelphia above budget by \$26K, due to the mix between regular and special education children. (see foot note below)
- E-rate below budget by (\$8K).
- Miscellaneous Revenue below budget by \$5K, primarily fundraisers, field trips and class dues.
- Titles below budget by (\$2K), lower allocation.
- IDEA below budget by (\$3K), lower allocation.

Expenses were above budget by (\$25K).

- Personnel compensation below budget by \$11K, primarily three pay month along with Alternative to PSERS plan.
- Professional Development above budget by (\$1K).
- Contracted Services above budget by (\$19K), primarily sped services as well as APS and legal fees.
- Insurance above budget by (\$4K).
- Educational Materials above budget by (\$1K), pre-buys.
- Communication costs above budget by (\$2).
- Dues and Fees below budget by &1K.
- Miscellaneous Programs above budget by (\$5K).
- Building costs above budget by (\$8K), primarily repairs and maintenance and utilities.
- Operations and Maintenance below budget by \$3K, refinancing.

FOOT NOTE:

<u>ENROLLMENT</u>	<u>Budget</u>	<u>Actual</u>	
Regular	397	382	
Special	<u>49</u>	<u>64</u>	
Total	446	446	
<u>TUITION RATES</u>	<u>Budget</u>	<u>Actual</u>	<u>Revised</u>
Regular	7977.78	8486.37	\$8139.29
Special	24905.92	25624.16	24574.35

YEAR TO DATE:

YTD Actual Net Income	\$ 43,941
YTD Budgeted Net Loss	<u>\$ 16,730</u>
Variance	\$ 27,211

DISCUSSION ITEMS:

Revenues were above budget by \$159K.

- Tuition from School District of Philadelphia above budget by \$130K due to actual to the mix between regular and special education children.
- E-rate below budget by (\$13K).
- Contributions above budget by \$4K.
- Ready to Learn Grant above budget by \$33K.
- Titles below budget by (\$59K).
- IDEA below budget by (\$1K).
- Miscellaneous Revenue above budget by \$15K, offset below.

Expenses were above budget by (\$132K).

- Personnel compensation below budget by \$2K.
- Professional Development above budget by (\$10K).
- Contracted Services above budget by (\$67K).
- Insurance above budget by (\$13K).
- Educational Materials below budget by \$5K.
- Communication costs above budget by (\$5K).
- Miscellaneous Programs above budget by (\$40K), partially offset above.
- Building costs above budget by (\$11K).
- Operations and Maintenance below budget by \$6K.

Larry called for a motion to accept the Financial Report as presented. David Gruber made a motion that the Financial Report be accepted as presented. Marvin Lenetsky seconded the motion. The Board was polled, and the motion was accepted unanimously.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Marvin Lenetsky	Yes
David Gruber	Motion to Accept	Yes	Valerie Dorsey Allen	Yes
Christopher Neilson	2 nd Motion	Yes	Karen Trawick	Yes

Manager of Education and Strategic Planning Report - Stacey Scott

PSSA Reading Scores

The Preliminary PSSA results show that 3rd grade definitely is to be commended for their work in ELA. Overall, our data is disappointing and shows that we have substantial work to do both academically and behaviorally to ensure that we are meeting the high rigor of the new common core standards. There is a very critical need to align our best practices school wide and identify which practices are bringing successes with these standards. It is up to the responsibility of Academic Directors to make sure the rigor is in the classroom. It will also be the responsibility of the new Climate Director to make sure the classroom environment is conducive to learning. Mrs. Hightower and Stacey Scott will make sure this is taking place without fault. In 6th grade showed gains, but came in under the STAR prediction. Our 7/8th grade in ELA is next to third grade had the highest gain in proficiency. The 7/8th grade team worked together and did a good job of managing their students. There's a lot of work to do. We have 43% of our students who are in the basic category at this time. We anticipate that the new ELA curriculum that we have adopted for the upcoming year will assist us in making gains in ELA.

PSSA Math Scores

The Preliminary PSSA results show that 3rd grade definitely is to be commended for their work. Ms. Labenberg is to be commended. What took place in her class is vital to our math success, and can be duplicated in other classrooms. 6th Grade students declined by 6 points, and we missed the STAR point prediction by 12. Seventh and Eight did not have a good year. STAR prediction was also low. It predicted that we wouldn't do that well based on what we looked like throughout the year. There were some concerns in 7/8th grade in terms of student engagement. The Board agreed that the teachers need to continue to learn to recognize and interpret the data, and realize where the school is headed. Ms. Scott will be working with the ADs, to order all the manipulatives that are connected to each classroom in terms of math. What is happening, especially in 7/8th grade classroom, students are getting direct instruction, and that does not promote the critical thinking we need to be taking place right now. Mr. Griffin stated, "whatever' the problem is, it needs to be fixed. For the past three years, the 7/8th grade has not seen the growth we want to see and it can't continue. Ms. Scott stated that with all of the data scores, 79% of the students are basic or below in math. At this time, she is recommended a very rigorous tutoring program that starts at the beginning of the year. Mrs. Hightower and Ms. Scott have been talking about what's available for tutoring, and what the program should look like. The program has not yet been outlined, but it has to be something different and impactful in math in order to see success next year. It will not happen with day-to-day instruction alone. We should never walk in a classroom and see all the students doing the same thing at the same time. We have to make sure differentiating of instruction is taking place in the classroom. The way to do this is to make sure the AD's spend the majority of their time on teacher support and curriculum instruction. The plan for next year is to make sure they are spending 80% of their time in the classroom working with teachers, looking at, and talking about data and curriculum. It's going to be a very intense year, but we are moving forward.

Reimbursement Resolution

David Gruber explained if the Board decided to go with Tax Refinancing, we need to be able to reimburse ourselves for any out-of-pocket expenses we advance for construction. There are a lot is issues for Tax Refinancing. To be proactive and have it on record, we need a Declaration of Resolution to allow us to reimburse ourselves. This is a protective measure that allows us to protect ourselves. The Resolution was signed by Board Secretary, Karen Trawick.

Larry called for a motion that the Resolution and Declaration of Official Intent be accepted as presented, and signed by Board Secretary Karen Trawick. Valerie Dorsey Allen made a motion that the Resolution be accepted as presented and signed by Karen Trawick. Marvin Lenetsky seconded the motion. The Board was polled, and the motion was accepted unanimously.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Christopher Neilson	Yes
Valerie Dorsey Allen	Motion to Accept	Yes	David Gruber	Yes
Marvin Lenetsky	2 nd Motion	Yes	Karen Trawick	Yes

17-18 Staff Policy Handbook – Joanna Hightower

Mrs. Hightower pointed out that several changes have been made. On page 36 the Tuition Reimbursement has been added. On page 42, there was an area noted that we would allow staff to accumulate year-to-year, up to 90 days of sick time. Our legal team suggested that it should be lower. Therefore, it is now 70 days, taking into consideration that we don't have short-term disability. An Anti-Weapons policy has been added pg. 54, to make staff, students, parents and the community aware of AFPCS' stand against weapons, and the consequences that will follow if they are found to be in violation of this policy.

Larry called for a motion to approve the 17-18 Employee Handbook with the additions and corrections that were made. Marvin Lenetsky made a motion that the 17-18 Employee Handbook as presented with the additions. David Gruber seconded the motion. The Board was polled, and the motion was accepted unanimously.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Christopher Neilson	Yes
Marvin Lenetsky	Motion to Accept	Yes	Valerie Dorsey Allen	Yes
David Gruber	2 nd Motion	Yes	Karen Trawick	Yes

17-18 Hazards Plan – Joanna Hightower

The plan has not changed a great deal. It has been in effect since the buildings were established, and there has not been any major changes.

Larry called for a motion to approve the Hazard Plan as submitted. Valerie Dorsey Allen seconded the motion. The Board was polled, and the motion was accepted unanimously.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Christopher Neilson	Yes
Marvin Lenetsky	Motion to Accept	Yes	David Gruber	Yes
Valerie Dorsey Allen	2 nd Motion	Yes	Karen Trawick	Yes

Recruitment Committee

The committee has done a phenomenal job of hiring new employees. Everyone knows that Ms. Lloyd resigned her position. The committee has been able to interview several candidates for that position, and has given an offer to one young man in particular. He is expected to meet with Mrs. Hightower on July 19, 2017, to discuss his decision. There is a demo lesson scheduled for a Social Studies teacher. If she accepts, then we will be fully staffed. There are several good teachers currently available if the current staff who have not submitted their intent to return, decide not to return. If this does happen, we can only hope they are still available.

CEO/Principal Report - Joanna Hightower

Expansion Update – No Report

Technology Goals – Joanna Hightower

Mrs. Hightower presented an outline of the Tech Goals for 17-18 school years. She explained in detail exactly who is responsible for what. The goals are to Improve School Efficiency and Safety (Hightower & Nicholson), Improve Collaboration between Teachers, Students and Parents (Hightower & Academic Team), Infuse Technology Into the Curriculum (Scott & Academic Team), Tech Infrastructure (Hightower), Tech Access (Hightower), and Re-Designing Complete Tech Infrastructure for 1 Building & E-Rate (Hightower) (**Please see attached detailed report**).

EXECUTIVE SESSION:

ADJOURNMENT: The meeting adjourned at 9:15p.m.

The next Board Meeting is scheduled for Tuesday, August 15, 2017 @ 6:00 p.m. at Lower School.

Respectfully Submitted

Crystal A. Sharper – Upper School Secretary 08/10/17