

ALLIANCE FOR PROGRESS CHARTER SCHOOL

BOARD OF DIRECTORS MEETING MINUTES

August 15, 2017

The meeting of the Board of Directors convened on Tuesday, August 15, 2017 at 6:15p.m., at Alliance for Progress Charter School in the Cafeteria. 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 – 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
B. Robin Eglin - OmniVest
Stacey Scott – Manager of Education & Strategic Planning
Kurt Deixler – 7/8th Grade Science Teacher
Jara Gatti – 6th Grade ELA Teacher
Elena Maccario – MS Social Studies Teacher
Kevin Troilo – Academic Support – 4/5th Grade
Carmen Flores – Kindergarten Teacher
Wismith Emilus – 4th Grade ELA Teacher
Kerry Porter – Multi-Media Specialist
Jacob Baskerville – Academic Support 2nd/3rd Grade
William Bazemore – Climate K-3 & Athletic Director
Cahlin Spearman – Climate & OST Director 4-8
Ruqayyah Rashad – Academic Director – K-2
Wismith Emilus – 4th Grade ELA Teacher
Rhonda Washington – LS Secretary

PUBLIC COMMENT

No Public Comment

Introduction of New Staff to Board

New hires and Board Members introduced themselves.

Approval of Minutes for July 18, 2017 Board Meeting

The Board reviewed the minutes of July 18, 2017. Larry Griffin called for a motion to accept the minutes as presented. Valerie Dorsey Allen made a motion to accept minutes as presented 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
Valerie Dorsey All	Motion to Accept	Yes	Marvin Lenetsky	Yes
David Gruber	2 nd Motion;	Yes	Valerie Dorsey Allen	Yes

FINANCIAL REPORT For the month of July 2017 – Jim Cella

July, 2017 Actual Net Income	\$ 57,881
July, 2017 Budgeted Net Loss	<u>\$ 48,642</u>
Variance	\$ 9,239

DISCUSSION ITEMS:

Revenues were above budget by \$9K.

- Tuition from School District of Philadelphia above budget by \$9K, due to actual tuition rates being higher than budgeted rates along with the mix between regular and special ed. (see foot note below.

Expenses were below budget by \$1K.

- Personnel compensation below budget by \$2K.
- Educational Materials above budget by (\$1K).

FOOT NOTE:

<u>ENROLLMENT</u>	<u>Budget</u>	<u>Actual</u>
Regular	415	420
Special	<u>56</u>	<u>59</u>
Total	471	471

<u>TUITION RATES</u>	<u>Budget</u>	<u>Actual</u>
Regular	8308.00	8327.35
Special	25329.00	26197.24

Larry called for a motion to accept the Financial Report as presented. David Gruber made a motion to accept the Financial report 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	David Gruber	Yes
David Gruber	Motion to Accept	Yes	Valerie Dorsey Allen	Yes
Marvin Lenetsky	2 nd Motion	Yes	Karen Trawick	Yes

17-18 Parent Handbook – Joanna Hightower

There are no major updates. Some of the academic programming details were revised. Some start times and end times were adjusted and making sure we have compliance based language included. We also made sure we have updated information for our SPED details, and make sure we are following the truancy policy that is in place for the state.

Larry called for a motion to accept the Revision made to the Parent Handbook. Valerie Dorsey Allen made a motion to accept the revisions 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	David Gruber	Yes
Valerie Dorsey Allen	Motion to Accept	Yes	Christopher Neilson	Yes
Marvin Lenetsky	2 nd Motion	Yes	Karen Trawick	Yes

ELL Policy (English Language Learner Policy) – Joanna Hightower

We have no English Language Learners at Alliance, however, we want to make sure our policy (if we were to enroll any) follows what the BEC requires. We do the identification process with the home language survey, and will continue to do so to identify any student to see if they qualify as a English Language Learner.

Larry called for a motion to accept the ELL Policy as presented. Marvin Lenetsky made a motion to accept the ELL Policy as presented. Karen Trawick seconded the motion. The Board was polled, and the motion was accepted unanimously.

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

Health Services Policy – Joanna Hightower

The Health Services Policy speaks directly to the immunizations. On page two is a list of immunization requirements that the Health Department put in place for Pennsylvania Public School students. This policy is to make sure we are following the guidelines for our students here.

Larry called for a motion to accept the Health Services Policy as presented. Karen Trawick made a motion to accept the Health Services Policy as presented with the necessary correction. 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	David Gruber	Yes
Karen Trawick	Motion to Accept	Yes	Christopher Neilson	Yes
Marvin Lenetsky	2 nd Motion	Yes	Valerie Dorsey Allen	Yes

Finance Committee – Robin Eglin/David Gruber

Building Appraisal – At a previous meeting the Board agreed to let Uninvest do an appraisal to get an idea of what this building is worth, and what the new building will be worth. The, “as completed” value came in at 5.6 million. As completed means, the value of this building, and the value of the new building assuming it’s built. That is significantly below what we had projected. We are looking at an 8.9 million dollar project total which includes refinancing, paying off this mortgage, the new building and all of the soft cost that are included. We are about \$3.3 million short. The Board needs to consider two options. We solicited three commercial banks, and received three letters of interest. Two are from community banks, one from New York, one from Philadelphia, and a commercial bank here in Philadelphia. We also solicited two proposals from Investment Banking Firms. One was PNC Bank; the other was BB&T Bank. We interviewed the Executive Director of BB&T Investment Bank, and went over their proposals. The stark difference between the investment bank public fund offering, verses the commercial bank is they don’t look at the appraisal they look at the organization, and underwrite the organization’s capacity. It appears that we would qualify for a \$9 million loan, which would cover almost 100% the cost. That is the main issue on the table for the Board to discuss. The Commercial Community Bank will be a little more difficult because they lend based on appraised value and typically won’t go above 90%, so we were short there. There is one possibility; however, it has not been confirmed. The bank that we are currently dealing with (Non Profit Finance Fund), are very interested in keeping Alliance as a client. They gave the indication but did not say the appraisal is not going to be an issue. These are the options on the table.

Recruitment Committee - Karen Trawick

The committee is currently interviewing for two One-on One’s, and a Lunchroom Assistant. We will be posting positions via internet to get more people to apply. As you know several teachers have left or are leaving, therefore, we are looking at resumes that we currently have on file to see if there are any qualifying candidates. We are currently looking for a Reading Specialist, two one-on-one’s, a History. A Math & Science Teacher was hired to replace Mr. Chestnut.

Manager of Education and Strategic Planning Report - Stacey Scott

The first Star testing on September 1, 2017 that data will be presented at the next board meeting. Educationally, a decision was made to purchase the Eureka Manipulative Kits so that there will be absolutely not excuse for teachers not to provide hands on learning in the math program. We purchased the Wit and Wisdom Reading Program and are in the process of learning more about that. We are having PD at Discovery Charter School as we have partnered with them along with Sankofa Charter School learning about Wit and Wisdom program. Foundations/Phonics is for our Kindergarten program, and it is partnered with Wit and Wisdom. Our Technology person is not visual arts, but a Media Specialist. He will be working with the teachers to bring technology into the classrooms and building that technology around inquiry based learning. In middle school, we are leading them into a more intermediate capacity with electives, and will be adding more next year. Our extended Professional Learning Community gives our teachers more time to plan. There are two new curriculums in reading and math. We have to plan the lessons out and make a unit plan and give teachers the opportunity and space to be prepared for lessons.

CEO/Principal Report - Joanna Hightower

CSO and PDE Updates – They will redefine the SPR measures. We can expect to see that measure changing as far as what values they place on those particular items, some of the categories we have seen before will be weighted differently. There are other considerations that the School District is looking to put into place to evaluate schools; proficiency for the PSSA, attendance and climate culture details. You are going to see revisions on how they calculate SPR scores going forward. The measures from last year will be slightly different. They had a lot of focus groups to discuss what our concerns were and what we would like to see moving forward. They took all of it into consideration and will hopefully present to us what the verdict will be moving forward. PDE is also redesigning how the SPP is calculated and is considering different measures where proficiency won't be the main factor that they are looking at in evaluating our schools growth. along with other categories will be weighted differently going forward.

Technology Update – Joanna Hightower

All of the laptops have been delivered. The team has been working to get them up and running. We are part way through our migration to the cloud. We will be using Microsoft Office 365 in the classrooms. We will be transferring all of our shared drives to the cloud so that our teachers, staff and students can work from anywhere. We will have cloud base system that will make us global. The staff will be getting training on this. We have the rates for Comcast as to what they would want for a 12 month agreement, to increase the internet, and what they would want for a 24 month agreement. Twenty-four months is approximately \$2,000 a month for the internet and if we do 12 months it's approximately \$2,700 a month. We are just trying to hash out if we can do two different programs and see how it works out with E-rate to update that.

EXECUTIVE SESSION:

ADJOURNMENT: The meeting adjourned at 8:30p.m.

The next Board Meeting is scheduled for Tuesday, August 19, 2017 @ 6:00 p.m. at Lower School.

Respectfully Submitted

Crystal A. Sharper – Upper School Secretary 09/15/17