

**ALLIANCE FOR PROGRESS CHARTER SCHOOL**

**BOARD OF DIRECTORS MEETING MINUTES**

September 19, 2017

The meeting of the Board of Directors convened on Tuesday, September 19, 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 – Member

**MEMBERS ABSENT**

- Shirley Davis – Board Member

**OTHERS PRESENT**

- Joanna Hightower, CEO/Principal, AFPCS
- Crystal A. Sharper – US Secretary
- Stacey Scott – Manager of Education & Strategic Planning
- Jim Cella – OmniVest
- J.S. Deshields – Former Board Member
- Larry Grabowski
- Syreeta Martin
- Rhonda Washington – LS Secretary

**PUBLIC COMMENT**

No Public Comment

**Approval of Minutes for August 15, 2017 Board Meeting**

The Board reviewed the minutes of August 15, 2017. Larry Griffin called for a motion to accept the minutes as presented. Valarie Dorsey Allen made a motion to accept minutes as presented. Marvin Lenetsky 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 Allen	Motion to Accept	Yes	David Gruber	Yes
Marvin Lenetsky	2 <sup>nd</sup> Motion;	Yes	Karen Trawick	Yes

**FINANCIAL REPORT For the month of July 2017** – Jim Cella

<b>August, 2017 Actual Net Income</b>	<b>\$ 4,593</b>
<b>August, 2017 Budgeted Net Loss</b>	<b>\$ <u>5,356</u></b>
<b>Variance</b>	<b>\$ 9,949</b>

**DISCUSSION ITEMS:**

Revenues were above budget by \$14K.

- 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)
- Miscellaneous Revenue above budget by \$5K, offset below under PD.

Expenses were below budget by (\$4).

- Personnel compensation below budget by \$3K.
- Professional Development above budget by (\$5K), offset above.
- Building costs above budget by (\$1K).

**FOOT NOTE:**

<b><u>ENROLLMENT</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
Regular	415	412
Special	<u>56</u>	<u>59</u>
Total	471	471

  

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

<b>YTD, 2017 Actual Net Income</b>	<b>\$ 62,284</b>
<b>YTD, 2017 Budgeted Net Loss</b>	<b>\$ <u>43,289</u></b>
<b>VARIANCE</b>	<b>\$ 18,995</b>

**DISCUSSION ITEMS:**

Revenues were above budget by \$22K.

- Tuition from School District of Philadelphia above budget by \$17K, due to actual tuition rates being higher than budgeted rates along with the mix between regular and special ed. (see foot note below)
- Miscellaneous Revenue above budget by \$5K, offset below under PD.

Expenses were below budget by (\$3).

- Personnel compensation below budget by \$6K.
- Professional Development above budget by (\$5K), offset above.
- Educational Materials above budget by (\$1K).
- Building costs above budget by (\$1K).
- Operations and Maintenance above budget by (\$1K).

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

**1702 N. Gratz Street Purchase**

Women Christian Alliance agreed to sell the above mentioned property for \$165,000. We are waiting on their Lawyer to make contact and finalize the agreement.

Larry called for a motion to purchase the 1702 Gratz Street lot from Women Christian Alliance for the sum of \$165,000. Marvin Lenetsky made a motion to purchase the Gratz Street Lot for \$165,000. 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	Valerie Dorsey Allen	Yes
Marvin Lenetsky	Motion to Accept	Yes	Christopher Neilson	Yes
David Gruber	2 <sup>nd</sup> Motion	Yes	Karen Trawick	Yes

**TEACH** – Stacey Scott

The proposal is for the school year 2017-2018 and will be held at the Middle School. The focus is STAR and Eureka Mathematics support. They are highly experienced, math instructor (s) who are content experts in their designated subject areas, have prior classroom teaching and management experience and are fully credentialed and background checked. They will provide direct and target student support during the school day. There is 1 teacher 2 days per week, 3 hours per day for 19 weeks. This will run from mid-September, 2017 through the end of February 2018. Lessons are customized and designed to meet the needs of each student, based on the Eureka math curriculum. There will be 10 students per class, 3 classes per day. (one class each for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades). **(See attached document)**. Total Investment \$25,000.

The second option, (same as above) with the exception of the /course outline would directly target student support during the school day. (1 teacher, 3 hours per day, 2 days a week, for 12 weeks from mid-September 2017 to mid-December 2017, excluding weeks when school is closed for holidays. Total investment \$19,500.

Larry called for a motion to approve the proposal for TEACH 1<sup>st</sup> option in the amount of \$25,000. Karen Trawick made a motion to approve the proposal as presented. Marvin Lenetsky seconded the motion. The Board was polled, five members agreed to approve the proposal, one abstained (Christopher Neilson).

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

### **Parent Advisory Board** – Syreeta Martin

Parent Advisory Board is meeting regularly. Attendance is good and includes two fathers. Parents, who are unable to attend, are calling in on the conference line. There are two Vice Presidents, one for the Upper School, and one for the Lower School. In addition to the standard fundraisers, there are other ideas for fundraisers on the table. PAB is in agreement with the Good Neighbor Policy, and will be involved in helping to carry it out. They are in the process of discussing ways to physically involve the parents with dismissal of the students with a strong focus on the Upper School. Concerns are with the students exiting onto Cecil B. Moore Avenue. The goal is to have several parent support with dismissal during dismissal.

### **Finance Committee** – Larry Griffin & David Gruber

- **WCA Update:**

AFPCS is looking into the possibility of purchasing the Women Christian Alliance Building on Cecil B. Moore Avenue. The contractor is working on plans for layout of the building to accommodate the growing needs of the school. The preliminary plans 4 floors, 32 classrooms, with 25 students per class. The planning is in the very early stages, and the finances for this expansion will be presented at a later date.

### **Recruitment Committee** - Karen Trawick

The committee is currently looking for a History Teacher, and a 6<sup>th</sup> grade Math/Science Teacher, and a cafeteria Aide for the Lower School. The committee are also looking at resumes currently on file in hopes to find qualifying candidates to interview.

### **Manager of Education and Strategic Planning Report** - Stacey Scott

#### **READING:**

Kindergarten students did not participate in the cycle of Star testing. They needed time to practice certain computer features that will help them be successful with testing. The Kindergarten Benchmark Assessment will take place during the week of 10.16.17. Kindergarten's start of the year assessments included Dibels and DRA. According to Dibels, only 32% of our Kindergarten students show low risk for early emergent reading skills.

#### **Star Results:**

- 85% of our 1st graders are Proficient or Advanced in Literacy. Congrats to our Kindergarten team for preparing our students for 1st grade.
- Former 3rd graders promoted to 4th grade are displaying lower Proficient or Advanced data due to 4th grade baseline testing.
- Former 6th grade students displayed lowest reading scores; however, the data is consistent with the 6th grade PSSA ELA outcome.

#### **MATH:**

Kindergarten

- Early numeracy skills are included in the early literacy assessment which will take place during the week of 10.16.17. Congrats to the Kindergarten team for preparing 1st graders; Star Math results for our highest in 1st grade with 73% Proficient or Advanced.
- Former 3rd graders promoted to the 4th grade showing 44% Proficient or Advanced, student consistent with assessing with new 4th grade standards.

- Middle school Star testing displays lower performance, consistent with PSSA results. However, former 6th graders promoted to 7th grade displays an encouraging 29% Proficient or Advanced during baseline testing.

**CEO/Principal Report** - Joanna Hightower

- Dashboard – There were no questions or concerns regarding the dashboard.

**EXECUTIVE SESSION:**

**ADJOURNMENT:** The meeting adjourned at 8:00p.m.

The next Board Meeting is scheduled for Tuesday, October 17, 2017 @ 6:00 p.m. at Lower School.

Respectfully Submitted

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