

**ALLIANCE FOR PROGRESS CHARTER SCHOOL**

**BOARD OF DIRECTORS MEETING MINUTES**

October 16, 2017

The meeting of the Board of Directors convened on Tuesday, October 16, 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
- David Gruber – Board Member
- Marvin Lenetsky – Board Member
- Christopher Neilson – Treasurer

**MEMBERS ABSENT**

- Shirley Davis – Board Member.
- Valerie Dorsey Allen – Member
- Karen Trawick – Board Secretary

**OTHERS PRESENT**

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

**PUBLIC COMMENT:**

Mr. Griffin extended an apology to Ms. Deshields for not acknowledging her at the last meeting. Prior to this meeting, he was able to meet and talk with her in detail. His apology was accepted, and the meeting moved forward.

**Approval of Minutes for September 19, 2017 Board Meeting**

The Board reviewed the minutes of September 19, 2017. Larry Griffin called for a motion to accept the minutes as presented. Marvin Lenetsky 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
Marvin Lenetsky	Motion to Accept	Yes		
David Gruber	2 <sup>nd</sup> Motion;	Yes		

**FINANCIAL REPORT For the month of July 2017** – David Gruber

Net income to date is \$34,000. This is because we under budgeted the revenue we were getting from the School District. If we had a full faculty of teachers, which we don't have, we would not have as much, but would break even as at best. We are only ahead because of the revenue side, not the expenditure side so much. We are well within the ratios that the city wants us to have. For the first three months, we are in good shape basically because we are lacking teachers. We are spending money on projects, building funds, architect, etc.

<b>September, 2017 Actual Net Income</b>	<b>\$ 27,920</b>
<b>September, 2017 Budgeted Net Loss</b>	<b>\$ <u>33,556</u></b>
<b>Variance</b>	<b>\$ 5,636</b>

**DISCUSSION ITEMS:**

Revenues were above budget by \$8K.

- Tuition from School District of Philadelphia above budget by \$8K, 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 above budget by (\$2).

- Professional Development above budget by (\$1K), offset above.
- Educational Materials above budget by (\$3K).

**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>\$ 34,365</b>
<b>YTD, 2017 Budgeted Net Loss</b>	<b>\$ <u>9,733</u></b>
<b>VARIANCE</b>	<b>\$ 24,632</b>

**DISCUSSION ITEMS:**

Revenues were above budget by \$30K.

- Tuition from School District of Philadelphia above budget by \$26K, 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 \$4K, offset below under PD.

Expenses were below budget by (\$6K).

- Personnel compensation below budget by \$6K.
- Professional Development above budget by (\$4K), offset above.

- Educational Materials above budget by (\$4K).
- Building costs above budget by (\$2K).
- Operations and Maintenance above budget by (\$2K).
- Miscellaneous Programs above budget by \$1K.

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	Yes	Christopher Neilson	Yes
David Gruber	Motion to Accept Yes		
Marvin Lentesty	2 <sup>nd</sup> Motion Yes		

David Gruber reported to the Board, that Jim Cella emailed to all of the board members a draft of 2017 Audit. The Audit is much different than what we are used to seeing in the past. The Auditors will need to come and explain the financial statements. This statement is very difficult to understand. David Gruber will consult with Jim Cella.

Mrs. Hightower gave an update on the SDP true up. Mr. Galpern sent notice to Jim Cella about what was showing up in the system. It is not what we have on our side. There are some students that the School District has not released to us even though they are here. Mrs. Hightower and Mr. Galpern will be speaking about this tomorrow. Based off of our discrepancies, he has noted that many Charter Schools have contacted their office about discrepancies in Infinite Campus which is the new system for tracking students. The old tracking system which allowed us reports for cross checking is no longer available. The issue will be discussed in detail with Mr. Galpern tomorrow to try and correct the discrepancies.

**New Board Member Candidate** – Larry Griffin

Mr. Griffin explained to Ms. Deshields, that the process is that the candidate has to attend two Board Meetings, and this is her second. She will have to be interviewed by the Board Members at a separate meeting. Karen Trawick will contact Ms. Deshields to set up an interview to meet with the Board Members.

**WCA Update** – Larry Griffin

Women’s Christian Alliance signed an Agreement of Sale. Beech has ordered a Title Insurance. That process is underway. Alliance needs to figure out how to finance this project. Mr. Gruber suggested that the Financial Committee meet solely for the purpose of looking at what the options are. Mr. Gruber explained that we have a number of choices, however we need to consider zoning, and things basic as ‘where is the playground’ going to be. Mr. Gruber will send the Financial Committee a couple of dates to choose from for a meeting.

**Recruitment Committee** - Karen Trawick (absent)

Mrs., Hightower reports that the 6<sup>th</sup> Grade History teacher position is still available. A date was sent to Stacey Scott and Karen Trawick for another round of interviews.

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

Ms. Martin reported that the PAB has been meeting regularly, and attendance is improving. In addition, parents are taking advantage of the conference call if they are unable to physically make the meetings. The parents have expressed concern of not being notified when a teacher has been hired or has resigned. Another concern was the dialect between the male and female students at the Upper school. It was been rumored that the “males” are using inappropriate adjectives to reference the females. When reported to staff, the females have reported to their parents that the response is usually, “boys will be boys,” and “we will look into it.” The PAB is asking that this matter be looked into across the board so that staff is informed on how to handle these types of situations. Ms. Martin also voiced a concern of a new kindergarten parent who reported that her child ended up at the wrong day care one day, and the next day, her child could not be found in her designated dismissal location. PAB would like to know what is being put into place to give the parents a “peace of mind.” Other parents had spoken with her providing comfort and tried to reassure her that it can be a good relationship with the school. However, her response was in light of what happened, “why would I continue to bring my child to this school?”

Ms. Martin suggested that if we are going to bring in additional students, in the hopes that they will stay with us, then we have to give the parents peace of mind that their children are transitioning and being dismissed by protocol. This parent has reached out to the Board, with calls and messages, however, she has not heard from anyone to date. She came tonight to attend the Board Meeting to express her concerns, but the first half lasted too long and she couldn't stay. The Board President reassured that the situation with the inappropriate name calling will be handled by Mr. Spearman, Climate Director of the Upper School. Parent messages of concerns left for the board members on the voicemail. Mrs. Hightower reports that the parents are informed to call the school number, and #3 is to leave a message for the Board members, and Mrs. Hightower intercepts those messages and informs the Board. However, Mrs. Hightower reports “no” messages were left, but will double check, and will also to check to see if the system is working correctly. The parent was invited to come to the school to observe dismissal to see how it is conducted. She has come, and watched on several occasions.

### **Academic Committee** – Marvin Lenetsky

The committee met on October 4, 2017. Ms. Rashad is growing into her job with help from leadership. Seventh and Eighth grade seem to be doing well in math. October 16<sup>th</sup> is the next scheduled Star Assessment. Hiring a Grant Writer was discussed. Also discussed that recruitment should be ongoing. The possibility of hiring a part time person to assist Ms. Hightower and Stacey Scott with paperwork and data analysis was also discussed. In more detail this part time person will assist with clerical work, organizing data, spread sheets, etc. We need to come up with a school wide grading system for the teachers. Some of them are not weighing home, and they should be grading it more than they are. The possibility of a homework club after school was discussed.

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

Star Assessments are being conducted this week, and things are looking good. The children are excited about their data. Math was yesterday, and reading was today. Some of the students have tests to make up and others have to be retested. The Star analysis can be sent to the board before next month's meeting. Tutoring is going well. We have 124 1<sup>st</sup> grade - 8<sup>th</sup> grade students who are actually attending. Ninety-four of our students are after school, and 30 of our students are in school with TEACH. The tutor from TEACH is at Alliance on

Monday and Tuesday mornings, and fits right into our intervention time frame. She is here 8:20am until 10:45am.

**CEO/Principal Report** - Joanna Hightower

- PSP Update – Mrs. Hightower reports that last week, she had a phone conference with leaders at PSP. Alliance is one of their schools that they have put in phase II. That process includes a comprehensive data evaluation from PSP and requires two site visits one is set for October 25, 2017 and the next being October 31, 2017. During that time they will be interviewing the CEO and the Leadership team members. They will also observe classrooms and observing the day-to-day life at the school. They also wanted to see a professional development day at the school. Unfortunately the PD dates were not good for them. They seemed very excited to learn about Alliance. What they will be looking at is, school leadership and longevity of the leader and the forward planning of the school leader. Their investments are targeted towards ensuring that they have minimal risks, and one of the cornerstones in how they select the schools. They want to see successful leadership and a leader who plans to stay at the school for a considerable amount of time and minimize risk. The second portion is the data reviews. They asked for a very comprehensive list of data which was submitted to them in the formats that they asked for. There are some that I'm waiting for templates from them. They have also asked for organizational items that has every leaders resume, a flow chart, etc. Their dollars are targeted towards the growth in the realm of Human Resource and Professional Development. They are looking to grow capacity with teachers, social workers, specialist, and anything that will enhance academic outcomes of our students. A meeting will be held with the team before they arrive to go over all the details and questions in preparation of their arrival. They will go through the process during the winter months, and make a recommendation to their Board of Directors in the winter months, and which time they will notify the school.
- Fundraising Update – This year was our largest sale of Cherry dale items. A venue has been secured for Spirit of Alliance Gala which will be held on Friday, April 27, 2018. IASTE Ballroom in South Philadelphia.
- Marvin Lenetsky – Suggested giving “Thanksgiving Gift cards” to the employees as they did last year. The Board agreed that it will be repeated this year.
- Dashboard – There were no questions or concerns regarding the dashboard.

**EXECUTIVE SESSION:** Students of Concern in Middle School

**ADJOURNMENT:** The meeting adjourned at 9:00p.m.

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

Respectfully Submitted

Crystal A. Sharper – Upper School Secretary 11/14/17