

# **ALLIANCE FOR PROGRESS CHARTER SCHOOL**

## **BOARD OF DIRECTORS MEETING MINUTES**

November 21, 2017

The meeting of the Board of Directors convened on Tuesday, November, 2017 at 6:20p.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  
Valerie Dorsey Allen – Member  
Karen Trawick – Board Secretary

### **MEMBERS ABSENT**

Shirley Davis – Board Member  
Christopher Neilson – Treasurer

### **OTHERS PRESENT**

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

### **AUDIT PRESENTATION - Kim Grossman, CPA BBD**

The Board introduced themselves to Ms. Grossman. She apologized for Mr. Steven Glueck, her partner, who was unable to attend tonight's meeting. The Agenda included, but was not limited to Timeline, Draft Report Review, Audit risks and Responses, and Required Communities. The process started in July, 2017 beginning with Mrs. Hightower and moving to Jim Cella and his team at OmniVest. There were no difficulties in performing our engagement. Jim and his team, along with Joanna and her team were really cooperative, giving us access to everything we needed access to, and everything was very timely. A draft of the 990 has not been requested; however, it can be done on 10.17.17, and can be available at the next Board Meeting. Larry Griffin will be in contact Kim Grossman regarding several amendments that need made to the Audit document.

Larry Griffin called for a motion to accept the audit presentation as presented by Kim Grossman. Valerie Dorsey Allen made a motion to approve the Audit as presented with the necessary change on Page 6, outlining, "Future Events That Will Financially Impact the School," This will be amended to read, "Due to construction in progress, the school will foresee events that will financially impact the school.

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

**Approval of Minutes for October 17, 2017 Board Meeting**

The Board reviewed the minutes October 17, 2017. Larry Griffin called for a motion to accept the minutes as presented. Marvin Lenetsky made a motion to accept minutes as presented with the necessary corrections. David Gruber seconded the motion. The Board was polled, Three members approved, Valerie Dorsey Allen and Karen Trawick abstained.

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

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

October, 2017 Actual Net Loss	\$	<b>34,313</b>
October, 2017 Budgeted Net Loss	\$	<b><u>59,156</u></b>
Variance	\$	<b>24,843</b>

**DISCUSSION ITEMS:**

Revenues were above budget by \$25K.

- Tuition from School District of Philadelphia above budget by \$23K, due to actual tuition rates being higher than budgeted rates along with the mix between regular and special ed. Also, the SD trued-up retroactive to July. (see foot note below)
- Miscellaneous Revenue above budget by \$2K, Scholastic Book Fair, offset below.

Expenses were above budget by (\$1).

- Personnel Compensation below budget by \$2K.
- Contracted Services above budget by (\$1K).
- Equipment leases below budget by \$1K.
- Miscellaneous Programs above budget by (\$2K) offset above.

**FOOT NOTE:**

<b><u>ENROLLMENT</u></b>	<u>Budget</u>	<u>Actual</u>
Regular	415	410
Special	<u>56</u>	<u>61</u>
Total	471	471

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

YTD, 2017 Actual Net Income	\$	52
YTD, 2017 Budgeted Net Loss	\$	<u>49,424</u>
<b>VARIANCE</b>	\$	<b>49,476</b>

**DISCUSSION ITEMS:**

Revenues were above budget by \$56K.

- Tuition from School District of Philadelphia above budget by \$49K, due to actual tuition rates being higher than budgeted rates along with the mix between regular and special ed.
- Miscellaneous Revenue above budget by \$7K, offset below under PD and Miscellaneous Programs.

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

- Personnel compensation below budget by \$8K.
- Professional Development above budget by (\$4K), offset above.
- Insurance below budget by \$1K
- Educational Materials above budget by (\$5K).
- Dues and Fees above budget by (\$1K).
- Building costs above budget by (\$2K).
- Operations and Maintenance above budget by (\$2K).
- Miscellaneous Programs above budget by \$3K.

Larry called for a motion to accept the Financial Report. Valerie Dorsey Allen 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
Valerie Dorsey Allen	Motion to Accept	Yes	Marvin Lenetsky	Yes
Karen Trawick	2 <sup>nd</sup> Motion	Yes		

**New Board Member Candidate** – Larry Griffin

The vote for Dr. DeShields to become a member of the Board of Directors of Alliance for Progress Charter School. Karen Trawick made a motion that the vote be taken by ballot, Marvin Lenetsky seconded the motion. The vote was unanimous that Dr. DeShields become a member of the AFPCS Board.

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

**Finance Committee** – Beech Interplex purchased the property from WCA for \$3 million dollars including closing cost. The land has been secured. The next step is to look at how Beech is going to finance the school project. Ken will need to come to either a Board Meeting or meet with the Finance Committee to discuss this. The challenge for the school and Beech is how to finance the project that will essentially have a rent that the school can afford to pay and not be over burdensome to the school. One option we were looking at is to use the tax exempt bond financing. Multiple attempts to contact Representative Thomas’ office have been made to find out about the RACP (Redevelopment Assistant Capital Program) application. We are keeping our eyes open for when the application period becomes available. We are looking at the delivery date of the building in the spring of 2019.

**WCA Update** – Larry Griffin

We are preparing a sales agreement. Ms. Rhodes’ comment to Ken was, she wanted to have a clause in that they will be able to buy the property back if we were to sell it. We will present them with a sales agreement on 11/22/17. We asked them to sign the sales agreement, and we will go to closing (if they meet the conditions of the Title Report), Monday. We need a Resolution from the Board authorizing myself or Mrs. Hightower, to sign the documents to allow us to purchase the land. The price is \$170,000 plus closing cost.

Larry called for a motion to accept the Financial Report. Valerie Dorsey Allen made a motion to revise previous expenditure of \$165,000 to \$170,000 plus closing cost for the purchase of 1702 N. Gratz Street. 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	Karen Trawick	Yes
Marvin Lenetsky	2 <sup>nd</sup> Motion	Yes	Jayminn DeShields	Yes

**ACADEMIC COMMITTEE REPORT** – Marvin Lenetsky

At the last Academic Committee Meeting, we discussed the academic performance scores. They were good for similar charters; however, there was an 11% drop mainly in science. PLC’s and Data Trackers keep us on target to improve. There were a lot of positive results, and students were recognized with some incentives. A suggestion was made that the teachers be recognized as well for their part. Also discussed was the need for a Grant Writer. Dr. DeShields may have some possible candidates for a Grant Writer and Stacey’s (assistant position). There is a need to systematize the recruiting process. Some school raise their own student teachers from the time they are practicing students, they start practicing in their sophomore year. They are increasing the number of hours that they are required to spend in the school, and are being supervised by someone who is certified in the area they are pursuing. It all ends with student teaching which is a semester currently. Some schools are piloting this idea of a residency and the student will be student teaching for a full year. As far as Grant writers are concerned, it better to know what type of grant you want to go for and what you want to pursue before you hire a grant writer, because they charge for the time.

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

\*Please see attached Star Data Analysis Report.\*

Larry expressed that there continues to be too many students at basic or below. A plan needs to be put in place to move students up to proficient or advanced.

It was brought to the attention of the Board that staff “morale” is low, and they are feeling “stressed.” Board Members suggest sending a hand written personalized letter of appreciation to the home of each person’s home. Each Board Member will have an even number of staff they will be responsible to send the letters to, bring them to the next board meeting. Mrs. Hightower will be responsible for postage, addressing and mailing.

Dr. DeShields made a motion to develop an incentive to boost staff morale of the existing teachers. The board will discuss hiring bonuses and incentives for teachers that perform well in the classroom in the spring. 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
Jayminn DeShields	Motion	Yes	Karen Trawick	Yes
David Gruber	2 <sup>nd</sup> Motion	Yes	Valerie Dorsey Allen	Yes

**Vice President**

Marvin Lenetsky made a motion to nominate Valerie Dorsey Allen Vice President of the Board of AFPCS. David Gruber seconded the motion. The Board was polled and the motion was accepted unanimously. Valerie Dorsey Allen accepted the nomination.

VOTE SUMMARY OF EACH MEMBER				
Marvin Lenetsky	Initiated Motion	Yes	Larry Griffin	Yes
David Gruber		Yes	Karen Trawick	Yes
Jayminn DeShields	2 <sup>nd</sup> Motion	Yes	Valerie Dorsey Allen	Yes

**Recruitment Committee** - Karen Trawick

The committee is in the process of interviewing a 2<sup>nd</sup> grade teacher for lower school, and a history teacher for upper school. Interviews are being scheduled, however, currently the times and days have become a problem. Currently, the committee is looking to increase the number of seats on the team due to the loss of 2 members. Mr. Bazemore and Ms. Rashad have agreed to fill in if needed. The committee is hoping for another Board Member to join the team. The committee is receiving Job Fair information, and is in the process of registering for several of them. Demonstration lessons are scheduled for a History teacher, but we are looking for a content teacher to fill this seat if we are unable to fill the position. The committee is moving forward and will be interviewing for all position in the near future.

Larry called for a motion to accept the Recruitment Committee Report as presented. Marvin Lenetsky made a motion to accept the Recruitment Report as presented. 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	Jayminn DeShields	Yes
Marvin Lenetsky	Motioned	Yes	Karen Trawick	Yes

Dr. DeShields	2 <sup>nd</sup> Motion	Yes	Valerie Dorsey Allen	Yes
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Karen Trawick made a motion that Dr. DeShields nominated to the Recruitment Committee. Marvin Lenetsky seconded the motion. The board was polled and the motion was accepted unanimously. Dr DeShield accepted the position.

VOTE SUMMARY OF EACH MEMBER				
Karen Trawick	Initiated Motion	Yes	Larry Griffin	Yes
Marvin Lenetsky	2 <sup>nd</sup> Motion	Yes	Karen Trawick	Yes
Jayminn DeShields		Yes	Valerie Dorsey Allen	Yes

**CEO/Principal Report** - Joanna Hightower

Philadelphia School Partnership Update:

They did the Lower and Upper School visits, and met with the Leadership team. They are in the process of reviewing documents they requested. They will make a recommendation 11.22.17 to their investment committee. The building project has been a very big challenge in this process. We basically passed everything else with flying colors, and they are excited to partner with the school, however, because the building expansion doesn't have a definite process, they want to know where we are going to put the extra 25 students. We should be hearing from the investment committee within a week. The Board meeting will be taking place in December.

**EXECUTIVE SESSION:**

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

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

Respectfully Submitted

Crystal A. Sharper – Upper School Secretary 12/15/17