

ALLIANCE FOR PROGRESS CHARTER SCHOOL
BOARD OF TRUSTEES MEETING MINUTES

Sept 17, 2024

This meeting was held via Zoom. Mr. Larry Griffin, Board President, called the meeting to order at 6:03p.m. Notice of the meeting had been properly given and a quorum was met.

ATTENDEES

BOARD MEMBERS: Mr. Larry Griffin – Board President
Ms. Felicia Parker-Cox – Board Member
Dr. Jayminn DeShields – Board Member
Archbishop Mary Floyd – Board Member
Dr. Valarie Dorsey Allen- Board Member

STAFF: Ms. Katrina Alicea– Business and Compliance Director
Mr.. Brian Cameron – Principal

VISITORS: Leigh Ann Bonck – OmniVest

Old Business: None

Public Comment: None

New Business: We are closing on the purchase of the lot at 1623 N 18th street on Thursday 9/19. We have met with the loan officers to finalize the close check off list and it looks like we are all set for this upcoming Thursday. Stacey has mentioned getting a bid on landscaping. I think our children will be excited about the new Kaboom playground. The purchase price was 600,000. We're getting a loan 612,000 from the Nonprofit financial fund. It's a 60 month (about 5 years) loan at an interest rate of 7.02% for the first three years. There's a rate reset at the end of the third year term. - **Larry Griffin**

Approval of the Minutes for August 17, 2024

All approved, no abstentions. Upon motion duly moved, seconded, and carried, the Board has approved the minutes from the last meeting on Aug 17_2024

VOTE SUMMARY OF EACH MEMBER				
Mr. Larry Griffin	Initiated Motion	Yes	Archbishop Mary Floyd	Yes
Dr. Jayminn DeShields	Motion to Approve	Yes	Dr. Valarie Dorsey Allen	Yes
Felicia Parker-Cox	2 nd Motion	Yes		

Financial Report (Budget) 2024-2025 - Leigh Ann Bonck

YTD Revenues are above budget by \$332K. - Tuition from School District of Philadelphia above budget by \$108k Regular Education above budget by \$14K and Special Education above by \$94k o First True up for FY25 for

enrollment will occur in October - Interest Revenue above budget by \$3K - Misc Revenue above by \$1k – Montgomery Cty IU - PCCD School Safety above budget by \$36K - update cameras 1821 Bldg \$27k, Situational Awareness \$1k and Contract Security guard \$8k - PCCD Mental Health recognized \$4K, Character Strong Curriculum - ESSER II recognized \$4k for curriculum, at budget - ESSER III recognized \$180k - \$158k to offset summer wages and benefits, PD for \$9k, Student Assessment (iReady) curriculum \$6k and interactive Panels capitalized YTD Expenses below budget by \$129k - Personnel and benefits below budget by \$212K - Professional Development is above by (\$14K), partially offset by ESSER \$9k and \$3k related to travel - Contracted services above budget by (\$30K) o Special Ed Services above budget by (\$1K) – 1-to-1 support o Approved private school tuition below budget by \$3k o Speech below budget by \$1K o Legal Service above budget by (\$28k), includes accrual for August of \$22k o Contracted Administrative Support above budget by (\$6K) o Payroll Services below budget by \$1K o IT services at budget. ALLIANCE FOR PROGRESS CHARTER SCHOOL YTD Expenses continued - Insurance is below budget by \$1k - Education Materials below budget by \$1K – Books recognized (\$30k) included Wilson Language (\$16k) and Character Strong Curriculum offset by PCCD revenue, at budget - Supplies & Communications above budget by (\$13K) o Advertising at budget o Phone/Internet above budget by (\$5K) – includes Comcast accrual of (\$8k) o Supplies above budget by (\$8K) – Amazon start up supplies - Dues and Fees above budget by (\$1K) - Equipment leasing at budget - Miscellaneous program above budget by (\$3K) o Field Trips including Transportation at budget, recognized (\$9k) for SkyZone and Dorney Park o Meals above budget by (\$1k) o Non-Operating expense above budget by (\$3k) – Uniform sale worker stipends o Water Rental below budget by \$1k - Building Expenses above budget by (18K) o Custodial below budget by \$2k o Utility above budget by (\$1K) o Repairs & Maintenance at budget o Trash Removal above budget by (\$8K) o Security Services above budget by (\$9K), offset by PCCD Revenue o Building Supplies above budget by (\$2k) - Operations & Maintenance above budget by (\$6K) o Trailer Rental above budget by (\$6K) – moving services o Building Rent Expense at budget.

The 23/24 Audit meeting will be beginning next week, Leigh Ann will be working heavily with the auditors to give them all the support they need. There will most likely be a draft by the November Board meeting.

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Felicia Parker-Cox	2 nd Motion	Yes		

Principal Report – Brian Cameron

-All white Party – AFPCS Family 9/25

One of our key initiatives this year is customer service reaching out to parents building that connection between the home and the school. We noticed that in our quest to really move to proficiency we really need assistance in tapping in our parents with the support outside of the building, so we are planning this year to have no matter what a minimum of one parent outreach activity every month.

Iready Data

We are finishing up our initial diagnostic testing for iready so I will send over that data as it completes.

Staffing Updates

There are only three vacancies – Two in the SPED Dept and one 4th grade teacher position. Mrs. Watkins our Dir. Of HR is actively working to fill these vacancies.

Enrollement update

ACTIVELY ENROLLED
k-79
1st - 75
2nd - 70
3rd- 74
4th- 69
5th - 71
6th -69
7th - 72
8th-46
<u>TOTAL-625</u>

19 offers accepted

Pending documents/offers: 6

- (2)-2nd grader
- (2)-6th Grader
- (1)-4th grader
- (1)-3rd Grade

Total 650 combined between actively enrolled students and offer accepted

Approval Of Pat Hennesey- Barton Gilman Law firm

Allainace for Progress Charter School is seeking new legal counsel to represent our school. Asking for Board approval to move forward with Barton Gilman Law Firm

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Dr. Jayminn DeShields	2 nd Motion	Yes	

CEO Report – Katrina Alicea
Approval Of SY 2024 Polices

- Updated 24-25 Student/Parent Handbook – Approval needed by Board

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Felicia Parker-Cox	Motion to Approve	Yes	Dr.Valarie Dorsey Allen	Yes
Dr. Jayminn DeShields	2 nd Motion	Yes		

- Updated Student Expression Policy- Approval needed by Board

VOTE SUMMARY OF EACH MEMBER				
Mr.Larry Griffin	Initiated Motion	Yes	Archbishop Mary Floyd	Yes
Dr. Jayminn DeShields	Motion to Approve	Yes	Felicia Parker-Cox	Abstain
Dr.Valarie Dorsey Allen	2 nd Motion	Yes		

- Updated Personal Identifiable Information Policy- Approval needed by Board

VOTE SUMMARY OF EACH MEMBER				
Mr.Larry Griffin	Initiated Motion	Yes	Archbishop Mary Floyd	Yes
Dr.Valarie Dorsey Allen	Motion to Approve	Yes	Dr. Jayminn DeShields	Yes
Felicia Parker-Cox	2 nd Motion	Yes		

- Updated Procurement Section of Internal Control Policy- Approval needed by Board

VOTE SUMMARY OF EACH MEMBER				
Mr.Larry Griffin	Initiated Motion	Yes	Dr. Jayminn DeShields	Yes

Dr. Valarie Dorsey Allen	Motion to Approve	Yes	Felicia Parker-Cox	Yes
Archbishop Mary Floyd	2 nd Motion	Yes		

- Updated health and Safety Plan - Rev 9.24- Approval needed by Board

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Dr. Jayminn DeShields	2 nd Motion	Yes		

- Schoolwide Comprehensive Plan 2024-2027
 - Induction Plan

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Dr. Jayminn DeShields	2 nd Motion	Yes		

- Professional Development Plan

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Felicia Parker-Cox	Motion to Approve	Yes	Dr. Valarie Dorsey Allen	Abstains
Archbishop Mary Floyd	2 nd Motion	Yes		

AFPCS Bylaws –

Board Acknowledge that there were no updates to the AFPCS bylaws have been made since 2015

Adjournment- Mr. Larry Griffin

We have re-adjourned the meeting to state that in the executive session, we discuss a matter for an exceptional learner student case that is before the school and have come to a consensus as to how we will handle it.