CHARTER HIGH SCHOOL FOR ARCHITECTURE + DESIGN

BOARD OF TRUSTEES MEETING
105 S. 7TH STREET, PHILADELPHIA, PA 19106
May 28, 2019
5:30 PM

AGENDA

SECTION I: CALL TO ORDER

Opening Colloquy

This May 28, 2019 meeting of the Charter High School for Architecture + Design Board of Trustees is hereby called to Order. The time is 5:33 pm. My name is Lance Rothstein I serve as the President to this Board of Trustees and I will facilitate this meeting.

This is a public meeting that was properly noticed in the Philadelphia Daily News and pursuant to the Pennsylvania Sunshine Act.

All members of the public are welcome, to sit and listen to the board of trustees conduct its business tonight. Members of the public who have registered with the Administrative office to participate in public comment by 5pm on the day before this scheduled meeting may participate in public comment. At this time, I would ask that executive administration submit the list of commenters to our legal counsel. Comments will be limited to three minutes unless the Board decides to grant additional time.

At this time, I will ask that Roll Call be taken.

A. ROLL CALL

<table>
<thead>
<tr>
<th>Board Members Present</th>
<th>By Invitation: Non-Board Members in Attendance:</th>
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<tbody>
<tr>
<td>Lance Rothstein</td>
<td>Dr. H. Stephen Brady</td>
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<td>Lauren Dougherty</td>
<td>Amber Fisher-Brown</td>
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<td>Anthony LiVecchi</td>
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<td>Mary Alcaraz</td>
<td>Michael Thomson</td>
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<td>Alexandra Bonner</td>
<td>Michael McLeish</td>
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<td>Valerie Joseph-Darden</td>
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<td>Phillip Holcombe</td>
<td>Tony Ewing</td>
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<td>Lisa Roberts</td>
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<td>Monique McCray</td>
<td>Joseph Marzano</td>
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<tr>
<th>Board Members Absent:</th>
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<tr>
<td>Brian Berson</td>
<td>David Annecharico, Esq.</td>
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<td>Abigail Lipow, Esq.</td>
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1 The corporate name of record is: “The Architecture & Design Charter High School”, PA DOS Entity # 2879026
CHAD BOARD MEETING AGENDA
PAGE 1 OF 9
B. DISCLOSURE: EXECUTIVE SESSION BY LANCE ROTHSTEIN

I would like to state, for purposes of the Minutes of this meeting that on May 7, 2019, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(x) Discuss Confidential Matters. To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

C. APPROVAL OF AGENDA

R190528.01 Approval of the May 28, 2019 Agenda

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the May 28, 2019 Agenda.

Notes of Discussion / Advance Regulatory and Financial Comment:

<table>
<thead>
<tr>
<th>Who</th>
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<tbody>
<tr>
<td>Board</td>
<td>General Discussion</td>
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D. APPROVAL OF MINUTES

R190528.02 Approval of Minutes of Meeting: April 23, 2019

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the April 23, 2019 meeting of the Board of Trustees of Charter High School for Architecture + Design.

Notes of Discussion / Advance Regulatory and Financial Comment:

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SECTION II: REPORTS

A. Community Comment: Agenda Items

Community Comment Colloquy (General Counsel)

Good Evening, my name is David Annecharico. I serve as General Counsel to the Charter High School for Architecture + Design Board of Trustees. Will you please state your name for our records?

You will have three minutes to address the Board of Trustees regarding the business that is before this Board of Trustees during this meeting. Any documents or communications that you might supplement your comment with should be submitted to me. I will keep the time and notify the board when three minutes have elapsed.

This Board may choose not to comment, question or respond in any way to your public comment. I will begin the time now.

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B. Committees

- Communication/Marketing
  i. Springfest is May 3, 2019
  ii. The AIA will be providing a photographer for the event

C. CEO

- Dr. H. Stephen Brady
  i. The administration’s goal is to be transparent with the staff and build relationships and trust
  ii. CHAD Fashion Show- May 29 at 6 PM
  iii. The administration and String Theory are reworking the school environment to prepare students better, make sure resources are better distributed to students
    1. Changing student schedules in order to address deficiencies in SPED and balance resources
    2. Designing courses that combine design and academics in a better way
    3. Rostering
      a. Will be adjusted to be based on student need not teacher preference—changing the way classes are rostered to provide a better learning environment for the student
    4. Once fully staffed, CHAD will be able to better provide services to SPED students
  iv. School Calendar for ‘19-20 will be reworked from the previous years in order to give more instructional time and better professional development opportunities
D. Business Controller

- Michael McLeish addressed the report which was previously disseminated to the Board
  
  i. Financials for April
  1. Paid for 575 students from Philadelphia; 10 students from outside Philadelphia
     a. Budgeted for 610
     b. There is a large variance in the amount of SPED students projected for
  2. Federal money will be higher than budgeted due to carryover

  iii. Expenses
     a. Savings in salaries and benefits due to some positions being hired late
     b. Over budget in contracted services due to late hires and SPED services
  4. Cash on hand is approximately $600k – 28 days cash on hand (drop from March), due to:
     a. Payrolls
     b. High disbursements

  ii. Cashflow
     1. Projecting $420K cash on hand for LA Liberty and CHAD
     a. Will need to apply for a waiver from the bondholders in order to meet CHAD’s covenants

E. String Theory Schools

- Jason Corosanite and Dani Shylit
  
  i. The May report was previously disseminated to the Board
  ii. String Theory is working on the backlog of SPED files – approx. 60 students have received evaluations so far
  iii. Empathetic interviews were conducted with 39 staff members—full details in Appendix A
  iv. String Theory School designer, Emily Walkiwicz, was installed and will be on site every day
     1. Another SPED employee was hired to help with workflow

- Compliance – Thayne Dibble
  
  i. Working on policies with the administration

- Diversity
  
  i. String Theory is bringing in a contractor for cultural competence in order to bring greater attention to different needs of students and teachers
  ii. This will predominately be done over the summer

- SPED—Michelle Faulkner
  
  i. Detailed report is Appendix E
  ii. Long term deficits are being addressed by String Theory
     1. Highest priority cases are being addressed the fastest

- CHAD will be meeting with the State on May 31 re: SPE

- Budget use and resources recommendations
  
  i. String Theory is working with school leadership to:
     1. Evaluating staff contracts
     2. Weekly talent management meetings
• Teaching and Learning
  i. Evaluating Linkit—after which String Theory can determine where resources can be applied
  ii. Bringing in teachers from String Theory to do Professional Development w/ CHAD teachers
• Leadership Team
  i. Working to build strong professional culture with the leadership and a structure designed to improve relational trusts
• Testing Assessment Management—Rachel Ravior
  i. Lending support to SPED reevaluations due to her Admin certification
• Data and attendance—Dina Angelina
  i. Reviewing School District enrollment and calculation report
  ii. Reviewing procedures and attendance report in Powerschool
  iii. Update PIMS and Powerschool
  iv. Updating access to Infinite Campus
  v. CRDC reports were submitted
• Facilities
  i. Walkthrough of the building by String Theory Staff—in Appendix C
    1. CHAD is a well-run building in good condition
    2. Individual recommendations contained in the report
• Culture and Climate
  i. Working with Deans and Victor Gonzalez to identify needs in the building
  ii. Hired consultant to work with Deans and Teachers on coaching consistency and expectations
  iii. Still analyzing data from sessions, and a report on that should be available at the next board meeting
• Infrastructure and Tech—Greg Bidelman
  i. Go to hosted server for Powerschool—hosted currently in the School; could be safer to host outside in order to protect it
  ii. Some recommendations for replacements in report
• Security—Joe McBride
  i. Conducted Security Audit—Appendix D
    1. Good security, but too many emergency codes, which creates confusion for staff
    2. Recommend streamlining that process

SECTION III: UNFINISHED BUSINESS

R190528.03 Installation of Trustee Michael Roberts
RESOLVED, the Board of Trustees of Charter High School for Architecture + Design hereby installs Michael Roberts as Trustee of the Board of Trustees of Charter High School for Architecture + Design.

Notes of Discussion / Advance Regulatory and Financial Comment:

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CHAD BOARD MEETING AGENDA
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OATH OF OFFICE

I, MICHAEL ROBERTS, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

SECTION IV: NEW BUSINESS

A. Resolutions

R190528.04 Report of Business Controller

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design accepts the Financial Report of the Business Controller and all documents submitted thereby, which shall be incorporated into the record of this meeting.

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<tr>
<td>Michael McLeish</td>
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R190528.05 Report of String Theory Schools

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design accepts the Report of String Theory Schools and all documents submitted thereby, which shall be incorporated into the record of this meeting.

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<tr>
<td>Jason Corasanite</td>
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R190528.06 Uniform Human Resources Resolution

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design ratifies the human resources changes, modifications and additions as presented.

<table>
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<tr>
<th>HIRES</th>
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<tbody>
<tr>
<td>NAME</td>
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<tr>
<td>Nicole Vitale</td>
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</table>
### TERMINATIONS / RESIGNATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Karen Newsome -</td>
<td>Special Education Coordinator</td>
<td>4/17/19</td>
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<tr>
<td>Termination</td>
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### R190528.07 Agreement to Close Charter School and Cancel Nonrenewal Hearing

RESOLVED, the Board of Trustees of the Charter High School for Architecture + Design hereby ratifies the proposed Agreement to Close Charter School and Cancel Nonrenewal Hearing.

**By Roll Call Vote:**

Lance Rothstein - aye
Lauren Dougherty - aye
Monique McCray - aye
Brian Berson - absent
Mary Alcaraz - aye
Alexandra Bonner - aye
Anthony LiVecchi - aye
Valerie Joseph-Darden - aye
Phillip Holcombe - aye
Lisa Roberts – aye

**UPON MOTION BY MONIQUE MCCRAY, AND SECOND BY ALEXANDRA BONNER, THE BOARD UNANIMOUSLY VOTED TO ENTER CLOSED SESSION**

**UPON MOTION BY ALEXANDRA BONNER, AND SECOND BY MONIQUE MCCRAY, THE BOARD UNANIMOUSLY VOTED TO LEAVE CLOSED SESSION**

**Notes of Discussion / Advance Regulatory and Financial Comment:**

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### R190528.08 Purchases

RESOLVED, the Purchase Services Contracts and associated
reports listed below are hereby accepted and ratified;

FURTHER RESOLVED, any officer of this Board is directed and authorized to execute any document necessary to effect this resolution.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Amount</th>
<th>Comment: Terms and Conditions</th>
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**R190528.9 2019-2020 School Calendar**

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design ratifies the Charter High School for Architecture + Design 2019-2020 School Calendar, with modification as discussed.

**Notes of Discussion / Advance Regulatory and Financial Comment:**

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B. Discussion and Announcements

1. **Directives**

2. **Next Board Meeting:** June 25, 2019

**ADJOURNMENT AT 8:41**

**MOTION**

ALEXANDRA BONNER

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2 The terms and conditions of all agreements between the Charter High School for Architecture + Design and its employees, contractors and agents contain directives to such employees, contractors and agents. Additionally, the Board of Trustees of Charter High School for Architecture + Design reserves the right to issue directives to all persons within its authority and control in any format or at any time. However, the Board reserves this Agenda item to memorialize certain of those aforementioned directives as it chooses, from time to time.
SECOND

LAUREN DOUGHERTY

VOTE:

X PASS

[ ] FAIL