

CHARTER HIGH SCHOOL FOR ARCHITECTURE + DESIGN¹

BOARD OF TRUSTEES MEETING

May 30, 2017

5:00 PM

MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This May 30, 2017 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 Marguerite Anglin I serve as Chairperson 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.

¹ The corporate name of record is: "The Architecture & Design Charter High School", PA DOS Entity # 2879026

A. ROLL CALL

Board Members Present	By Invitation: Non-Board Members in Attendance:
<p>Marguerite Anglin (“MA”) Monique McCray (“MM”) Tep Ros, (“TR”) Lance Rothstein (“LR”) Jeff Krieger (“JK”) Alexandra Overton, (“OR”)</p> <p>Dionne C. Wright (“DW”): Candidate, Board of Trustees</p>	<p>Gregory Wright Gerald L. Santilli Alison Panik Michael McLeish David Annecharico, Esq. Joseph Marzano Anthony Naccarato Lisa Roberts</p>
Board Members Absent	
<p>Kelly Ganczarz (“KG”) Kim Edwards (“KE”) Ben Lindo (“BL”)</p>	

B. DISCLOSURE: EXECUTIVE SESSION BY MARGUERITE ANGLIN

2. I'd like to state, for purposes of the Minutes of this meeting that on April 25, 2016, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(x) Consultation with Professional Advisor or Attorney. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.

(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

<p>MOTION TR SECOND LR</p>	<p>R39:17 Approval of the May 30, 2017 Agenda</p> <p>RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the May 30, 2017 Agenda.</p>
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VOTE:
[X] PASS
[] FAIL

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>

D. APPROVAL OF MINUTES

MOTION
MM
SECOND
LR
VOTE:
[X] PASS
[] FAIL

R40:17 Approval of Minutes of Meeting: April 25, 2017

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the April 25, 2017 meeting of the Board of Trustees of Charter High School for Architecture + Design.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>

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.

<i>Who</i>	<i>What</i>
<i>None</i>	<i>None</i>

B. Board President

Marguerite Anglin

- + *Committees and work groups have been formed around the CHAD strategic plan process. Committees are to produce action items to share at the June meeting.*
- + *Governance committee has met twice with legal counsel to discuss and update bylaws. The goal is to complete and adopt such revised bylaws at the June 2017 meeting. It is anticipated that draft bylaws will be circulated for comment prior to the June 2017 meeting.*
- + *Kim Edwards has decided to transition off the board at the end of the 2016/2017 fiscal year. Ms. Edwards has expressed interest in continuing to volunteer for CHAD.*
- + *Ms. Dionne Wright, board candidate, is the subject of a resolution installing her as a trustee.*

Anthony Naccarato

- + *Reported, at M. Anglin's request, on the activities of the real estate task force.*
- + *Discussed several scenarios involving the potential relocation of the charter school including one option where CHAD becomes a long-term tenant that consolidates space in the current building. There are currently two (2) offers with respect to the premises at 105 S. 7th Street.*
- + *The Board discussed potential tenants to let space at 105 S. 7th Street.*
- + *The Board discussed potential timelines for the various potential options with respect to the CHAD premises.*

C. CEO

Greg Wright:

Discussed and reviewed the Human Resources strategy for the 2017/2018 fiscal year, previously disseminated and incorporated into these minutes.

The Board discussed proposed termination of staff positions with G. Wright. The Board asked G. Wright to prioritize positions relative to student enrollment. G. Wright discussed necessary / core positions as well as positions that might be eliminated given budgetary constraints.

G. Wright discussed the cyclical challenges affecting charter schools to hire staff during the spring months versus late summer months.

The Board discussed measurable impact resulting from proposed human resources changes. G. Wright identified test scores and school culture / satisfaction as two measurable areas that should experience positive gains resulting from the proposed human resources changes. Additionally, G. Wright believes that CHAD will enjoy significant gains in college counseling / matriculation. The Board informed Mr. Wright that his team will be directly responsible for such measurable results.

The Board discussed the administrative assistant position.

The Board discussed staffing changes in the context of charter renewal.

The Board discussed measurable outcomes to gauge student test score improvement.

D. Business Controller

Gerald Santilli:

- + *Reviewed the April 30, 2017 Financial Operations Report, 2016/2017 Cash Flow Report, and proposed 2017/2018 Annual Budget, previously disseminated and incorporated into these minutes. The Board discussed these reports with Mr. Santilli.*

+ G. Santilli disseminated a 2017/2018 personnel report, discussing the same with the Board of Trustees.

The Board reviewed the proposed Annual Budget with respect to enrollment trends.

The Board discussed security costs for the building.

SECTION III: UNFINISHED BUSINESS

A. RESOLUTIONS

MOTION

TR

SECOND

AO

VOTE:

PASS

FAIL

R41:17 Installation: Trustee Dionne C. Wright

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design, upon nomination, second and affirmative vote, installs Ms. Dionne C. Wright as Trustee of this Board of Trustees of Charter High School for Architecture + Design

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>General Counsel</i>	<i>At the next regular board meeting, Ms. Wright will take the Oath of Office required by Pennsylvania nonprofit corporation law.</i>

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION

AO

SECOND

MM

VOTE:

PASS

FAIL

R42:17 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.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>See Above</i>

MOTION
 LK
 SECOND
 MM
 VOTE:
 PASS
 FAIL

R43:17 Annual Budget

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design accepts the Proposed 2017/2018 Annual Budget of the Business Controller and all documents submitted thereby, which shall be incorporated into the record of this meeting.

By Roll Call:

Marguerite Anglin (“MA”) - *aye*
 Monique McCray (“MM”) – *aye*
 Tep Ros, (“TR”) - *aye*
 Kelly Ganczarz (“KG”) - *absent*
 Kim Edwards (“KE”) - *absent*
 Lance Rothstein (“LR”) - *aye*
 Alexandra Overton, (“OR”) – *aye*
 Ben Lindo (“BL”) - *absent*
 Jeff Krieger (“JK”) – *aye*

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What

MOTION
 LR
 SECOND
 JK
 VOTE:
 PASS
 FAIL

R44:17 Uniform Human Resources Resolution

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

Resignations / Terminations;

Term/Resigned Name	First Day	Last Day	Salary
Lisa Morein (Librarian)	n/a	June 21, 2017 (retirement)	n/a

Hires / Appointments;

New Hires Name	Hire Date	Salary
n/a	n/a	n/a

Salary Increase; and

Name	Increase	Date
n/a	n/a	n/a

those staffing changes proposed in the 5/24/2017 Human Resources Report as presented.

MOOT

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>

R45:17 Uniform Professional Services Contracts Resolution

RESOLVED, the Professional 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.

Contractor	Amount	Comment: Terms and Conditions
None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>n/a</i>	<i>n/a</i>

MOOT

R46:17 Uniform Purchase Services Contract Resolution

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.

Contractor	Amount	Comment: Terms and Conditions
None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>n/a</i>	<i>n/a</i>

B. COMMUNITY COMMENT: NON-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 general topics not discussed 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.

<i>Who</i>	<i>What</i>
<i>None</i>	<i>None</i>

C. DISCUSSION AND ANNOUNCEMENTS

- *Next Board Meeting: JUNE 27, 2017*

ADJOURNMENT

MOTION

JK

SECOND

LR

VOTE:

[X] PASS

[] FAIL
