

CHARTER HIGH SCHOOL FOR ARCHITECTURE + DESIGN¹

BOARD OF TRUSTEES MEETING

August 28, 2018

5:30 PM

MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This August 28, 2018 meeting of the Charter High School for Architecture + Design Board of Trustees is hereby called to Order. The time is 5:34 pm. My name is Lance Rothstein I serve as the Vice-President and Interim 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.

A. ROLL CALL

| Board Members Present | By Invitation: Non-Board Members in Attendance: |
|---|--|
| Lance Rothstein (“LR”) Ricardo Rodriguez (“RR”), Monique McCray (“MM”) Brian Berson (“BB”) Mary Alcaraz (“MAZ”) Alexandra Bonner (“AB”) Dionne C. Wright (“DW”) Anthony LiVecchi (“AL”) Valerie Joseph-Darden (“VJD”) Phillip Holcombe (“PH”) | Jacqueline Jeffries Barnett Rose Scioli Victor Gonzalez Michael Thomson Michael McLeish Joseph Marzano David Annecharico, Esq. Dean Krebs |
| Board Members Absent | |

B. DISCLOSURE: EXECUTIVE SESSION *BY LANCE ROTHSTEIN*

1. I would like to state, for purposes of the Minutes of this meeting that the Board of Trustees did not meet in Executive Session prior to this meeting.

C. APPROVAL OF AGENDA

MOTION

AB

SECOND

MM

VOTE:

PASS

FAIL

R180828.01 Approval of the August 28, 2018 Agenda

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the August 28, 2018 Agenda.

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

LR

SECOND

BB

VOTE:

PASS

FAIL

R180828.02 Approval of Minutes of Meeting: May 22, 2018

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the July 24th, 2018 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

Lance Rothstein

+ Discussed Monthly Report Board Chair, as previously disclosed

- + Reiterated insight provided by SCO, including ensuring full enrollment, obtaining tenant for building, and general administrative compliance.
- + Provided status update on possible tenants for the ground floor.
- + Indicated requests made to Interim CEO regarding materials to be reported on at Board Meetings / Items needed for website
- + Provided status update regarding building maintenance/ repair
- + Expressed appreciation of Board Survey and discussed results/ recommendations.
- + Discussed new policy to ensure safe school arrival and departure by coordinating when classes leave.

C. CEO

Jacqueline Barnett

- + Discussed CEO Board Meeting Update report, previously dispersed
- + Provided update on State Office of Special Education who reviewed charter/ school documents, and indicated their recommendations, such as obtaining a permanent special education director. Provided insight into actions of recently departed special education director and recommended an exit interview.
- + Discussed hiring of Chief Operating Officer Dr. Harold Brady, Chief Academic Officer Dr. Robert Eckley, Ms. Amy Wischum to assist with Algebra, Dean of Students Chet Blair, Deans for 10th, 11th, 12th grade, Design Teacher Camille Montano, and History Teacher Matthew Smith.
- + Discussed meeting with police precinct regarding community relations.
- + Discussed general school and student activities, including lunch program and policy handbook.
- + Discussed possible partnerships between local universities and companies.

D. Committee Reports

- a. *Brian Berson (Business Advisory Council)*
 - i. Discussed Business Advisory Committee report, previously dispersed.
 - ii. Discussed BACs efforts to connect firms with internship opportunities with students
 - iii. Discussed Champagne Breakfast and Golf Outing for fundraising
- b. *Michael Thomason (Facilities Committee)*
 - i. Discussed building report, previously dispersed.
 - 1. Including sprinkler upgrades, roof repairs, water damage, and other repairs/ maintenance
- c. *Philip Holcombe (Marketing Committee)*
 - i. Discussed Marketing Committee Report, previously dispersed.
- d. *Dionne Wright (People and Policy Committee)*
 - i. Discussed Human Resources policy issues.
 - ii. Recommended creating a new type of committee to monitor security issues when employers trigger red flags.

- e. *Joseph Marzono (Strategic Planning)*
 - i. *Discussed CHAD Strategic Advisor Update, previously dispersed. The Board agreed that its members should develop contracts who can bring resources and assets to CHAD.*

E. Business Controller

Michael Thomson and Michael McLeish

- + *Discussed June Financial Report, previously dispersed*
- + *Board asked regarding licensing cost/concerns for software at CHAD.*

SECTION III: UNFINISHED BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. Resolutions

MOTION

VJD

SECOND

AB

VOTE:

PASS

FAIL

R180828.03 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>General Discussion</i> |
| <i>Michael McLeish</i> | <i>See above</i> |

MOTION

DW

SECOND

MM

VOTE:

PASS

FAIL

R180828.04 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.

| HIRES | | |
|-----------------|---|---------------|
| NAME | TITLE | SALARY |
| Chet Blair | Director of Deans | \$86,500 |
| Keith Garland | 10 th Grade Dean | \$55,000 |
| Charles Johnson | 12 th Grade Dean | \$57,000 |
| Robert Eckley | Assistant Principal / Athletic Director | \$99,000 |
| Karen Newsome | Special Education Director | \$87,000 |

| | | |
|-------------------------|-----------------------------|-----------|
| Christian Cintron | 11 th Grade Dean | \$57,000 |
| Camille Montano | Teacher, Digital Design | \$49,000 |
| H. Stephen Brady, Ed.D. | Principal | \$106,000 |
| Matthew D. Smith | Teacher, Math | \$60,000 |

| TERMINATIONS / RESIGNATIONS | | |
|-----------------------------|------------------------|----------------|
| NAME | TITLE | EFFECTIVE DATE |
| Dr. Rose Scioli | Principal /Resignation | August 1, 2018 |

Notes of Discussion / Advance Regulatory and Financial Comment:

| Who | What |
|-------|---|
| Board | General Discussion |
| Board | Requested that Jacqueline Barnett share resumes of all new hires in the Google drive. |

Upon MOTION of Dionne Wright and SECOND by Monique McCray, the Board UNANIMOUSLY entered into Closed Session to discuss employee issues.

Upon MOTION of Brian Berson and SECOND by Monique McCray, the Board UNANIMOUSLY entered into Open Session

R180828.05 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 |
|---------------|----------|-------------------------------|
| Mr. Cleanouts | \$15,150 | Trash Removal and Demolition |

Notes of Discussion / Advance Regulatory and Financial Comment:

| Who | What |
|-------|--------------------|
| Board | General Discussion |

R180828.06 Uniform Purchase Services Contract Resolution

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

MOTION
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SECOND
BB
VOTE:
 PASS
 FAIL

MOOT

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> |

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VOTE:
 PASS
 FAIL

R180828.07 Contract: Dr. Rose Scioli

RESOLVED, the Board of Trustees of the Charter High School for Architecture + Design hereby ratifies the contract between it and Dr. Rose Scioli as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

R180828.08 Lease Reimbursement

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design authorizes and directs its Business Controller to make all appropriate applications under Pennsylvania law for the approval and reimbursement of a charter school lease for the 2017-2018 fiscal year.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOTION
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SECOND
DW
VOTE:
 PASS
 FAIL

B. Discussion and Announcements

1. Directives²

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.

| No. | To | Directive | Due |
|------------|--------------------|---|--------------------|
| 180828a | Jacqueline Barnett | Compile resumes, job descriptions and organizational chart in the people and policy folder. | September 25, 2018 |

2. Next Board Meeting: September 25, 2018

ADJOURNMENT AT 7:24PM

MOTION

AB

SECOND

MM

VOTE:

PASS

FAIL
