

CHARTER HIGH SCHOOL FOR ARCHITECTURE + DESIGN¹

BOARD OF TRUSTEES MEETING
September 25, 2018
5:30 PM

MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This September 25, 2018 meeting of the Charter High School for Architecture + Design Board of Trustees is hereby called to Order. The time is 5:35 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

¹ The corporate name of record is: "The Architecture & Design Charter High School", PA DOS Entity # 2879026
CHAD BOARD MEETING AGENDA
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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”) Dionne C. Wright (“DW”) Anthony LiVecchi (“AL”) Valerie Joseph-Darden (“VJD”) Phillip Holcombe (“PH”)	Jacqueline Jeffries Barnett Yacov Crawford Robert Ecklie Dr. Stephen H. Brady Karen Newsome Dawn Carmichael Chet Blair Andrew Philips Carl Salerno
Board Members Absent Alexandra Bonner (“AB”) Valerie Joseph-Darden (“VJD”)	Michael McLeish Joseph Marzano David Annecharico, Esq. Abigail Lipow, Esq.

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	R180925.01 Approval of the September 25, 2018 Agenda
AL	RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the September 25, 2018 Agenda.
SECOND	
MM	
VOTE:	
[X] PASS	Notes of Discussion / Advance Regulatory and Financial Comment:
[] FAIL	Who What Board General Discussion

D. APPROVAL OF MINUTES

MOTION

PH

SECOND

AL

VOTE:

[X] PASS

[] FAIL

R180925.02 Approval of Minutes of Meeting: August 28, 2018

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

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General Discussion

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>N/A</i>

B. Board President

Lance Rothstein

- *Five items Board should always be focused on:*
 - *Full enrollment;*
 - *Securing tenants, resolving real estate issues;*
 - *Academic growth;*
 - *Special Education Compliance;*

○ *Administrative Compliance*

- *Reported on potential first floor tenants of school premises*
- *November 5, 2018: Board Open House—BM asked to provide two (2) names of potential BM/ advisors*
- *Building Update: Emergency board resolution to ensure roof is repaired quickly; basement cleanup to begin Monday; sprinkler repairs completed; no issues with electrical wiring*

Business Advisory Committee (BAC): Mary Alcaraz:

- *Reviewed BAC minutes: Sept. 19, 2018—previously submitted;*
- *20th Anniversary Celebration in conjunction with ALA: BAC intends to reach out to founding CHAD members and is planning gala*
- *Last year's annual breakfast take-home: 159K*

Marketing Committee (Phil Holcombe)

- *Armor met with executive administration regarding proposed website*
- *Marketing committee is actively designing website for more clarity*
- *“Member Planet”: CRM tool to manage connections—being tested by Marketing Committee*

People and Policy (Dionne Wright)

- *Reviewed Several Reports, previously disseminated in this evening's Board packet*
- *Staff resumes uploaded to Board Packet*
- *Dawn Carmichael to go to PJM, affiliate of D. Wright to “shadow” PJM HR Dept.*
- *Position Description Matrix discussed, previously disseminated and in Board Packet*

Strategic Advisory Committee (Joseph Marzano)

- *Reviewed several reports, previously disseminated to Board and contained in Board's packet*
- *Board discussed expectations with respect to upcoming open house*

C. CEO

Jacqueline Barnett

- *Reviewed several reports, previously submitted and contained in Board's packet*
- *Discussed school culture “reset”*
- *Discussed rebuilding of Special Education at CHAD*

Dr. Harold Brady

- *Discussed past experience in education*
- *Discussed initiatives to improve academics/Performance at CHAD and curriculum development*

Robert Ecklie

- Discussed past experience in education
- Discussed use of data in position at CHAD: “Data Informed Instruction”
- Distinguished “benchmark data” from “formative data”: “how are our students progressing with respect to the content?”
- The Keystone exams indicate continued slide in student scores

Andrew Philips

- Briefed board in regard to planned academic events/initiatives
- Discussed implementation of design thinking among faculty

Carl Salerno

- Thanked school counselors for hard work
- Discussed college counseling initiatives at CHAD: national portfolio day
- CHAD assisting students to attend CCP

Karen Newsome

- Discussed experience in special education
- Discussed compliance goals in special education at CHAD
- Discussed initial steps to audit special education

Dawn Carmichael

- Discussed HR resources/activities
- Exhibited several resumes and offered to scan same

Chet Blair

- Discussed experience in education
- Reported on various initiatives he is implementing as Dean of Students

Yacov Cranford

- Reported on Back to School Night/Open House

D. Business Controller

Michael McCleish

- Reviewed August 2018 Report, previously disseminated to Board
- Independent financial audit of school has commenced

SECTION III: UNFINISHED BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. Resolutions

MOTION
MM
SECOND
PH
VOTE:
 PASS
 FAIL

R180925.03 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>Michael McCleish</i>	<i>See above</i>

MOTION
AL
SECOND
MM
VOTE:
 PASS
 FAIL

R180925.04 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.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion and review of HR</i>

MOOT

R180925.05 Professional Services

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

R180925.06 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.

Contractor	Amount	Comment: Terms and Conditions
None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
n/a	n/a

MOTION

R180925.07 Roof Repairs: Declaration of Emergency

AL

RESOLVED, the Board of Trustees of the Charter High School for Architecture + Design hereby acknowledges the urgent and dire need to repair the charter school facility roof and such that water damage ceases to occur on the 4th and 5th floors (“Roof Damage”);

SECOND

LR

VOTE:

RESOLVED, the Board of Trustees hereby declares that the Roof Damage renders necessary components of the facility unusable and creates potential hazards for building occupants and invitees; and

[X] PASS

[] FAIL

RESOLVED, the Board of Trustees hereby authorizes the facilities manager to take all necessary steps, in consultation with the CEO, general counsel and business controller, to repair the Roof Damage in accordance with 24 P.S. 7-751(a.2).

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General Discussion
Board/CEO	Discussed payment for roof repairs
General Counsel	Briefed Board re: emergency repairs and public bidding under PA law

B. Discussion and Announcements

1. Directives²

No.	To	Directive	Due
<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>

2. Next Board Meeting: October 23, 2018

ADJOURNMENT AT 7:35

MOTION

MM

SECOND

LR

VOTE:

PASS

FAIL

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.