

CHARTER HIGH SCHOOL FOR ARCHITECTURE + DESIGN¹

BOARD OF TRUSTEES MEETING

November 27, 2018

5:30 PM

MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This November 27, 2018 meeting of the Charter High School for Architecture + Design Board of Trustees is hereby called to Order. The time is 5:31 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.

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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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”) Anthony LiVecchi (“AL”) Valerie Joseph-Darden (“VJD”) Phillip Holcombe (“PH”) Dionne C. Wright (“DW”)	Jacqueline Jeffries Barnett Yacov Crawford Anthony Ewing Michael Thomson Michael McLeish Joseph Marzano Roman Hasciuk Lisa Roberts David Annecharico, Esq. Abigail Lipow, Esq.
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

<p>MOTION</p> <p>AB</p> <p>SECOND</p> <p>MM</p> <p>VOTE:</p> <p>X PASS</p> <p>[] FAIL</p>	<p>R181127.01 Approval of the November 27, 2018 Agenda</p> <p>RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the November 27, 2018 Agenda.</p> <p><i>Notes of Discussion / Advance Regulatory and Financial Comment:</i></p> <table border="1"> <thead> <tr> <th><i>Who</i></th> <th><i>What</i></th> </tr> </thead> <tbody> <tr> <td><i>Board</i></td> <td><i>General Discussion</i></td> </tr> </tbody> </table>	<i>Who</i>	<i>What</i>	<i>Board</i>	<i>General Discussion</i>
<i>Who</i>	<i>What</i>				
<i>Board</i>	<i>General Discussion</i>				

D. APPROVAL OF MINUTES

MOTION
 MM
 SECOND
 AB
 VOTE:
 X PASS
 [] FAIL

R181127.02 Approval of Minutes of Meeting: October 23, 2018

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the October 23, 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

- *Five focus areas:*
 - o *full enrollment;*
 - o *securing a tenant and resolving real estate issues—MSC Realty has interested parties*
 - *Expecting offer from CADI (Career and Academic Development Institute)—Looking at both ITT and PSU space*

- *High school and above cooperative education/hands on schools*
 - *PHMC*
 - *Philadelphia Works—touring and looking at entire ground floor (nonprofit-hands on development/works skills) and potentially the third floor*
 - *three schools—one charter, two private schools*
 - *Hearts and Paws—5,000 square foot offer: pet grooming*
 - *Other offers not revealed as to identity*
 - *Still actively considering offers for sale of the ground floor of the building*
 - *Academic growth*
 - *Curriculum compliance*
 - *SPED Compliance*
- *In-house a few weeks previously was a success*
 - *Joe Marzano: Introduces guest—Roman Hasciuk—Director, School of Design of Art Institute of Philadelphia; has joined a committee*
- *Building Update*
 - *Roofer on site to set up logistics for roof repair—should start week of December 3, 2018*
 - *Basement cleanup occurred—deeper clean possible*
 - *Exhaust fan for bathrooms repaired but not installed*
- *Issues*
 - *Anonymous faculty letters*
 - *Faculty meeting occurred (LR, DW, BB)—positive conversation*
 - *Faculty requested to have meetings w/ regular frequency*
 - *Received another letter at that meeting (English teacher)*
 - *DW*
 - *Staff was professional, and had a lot of questions*
 - *Need more professional development around coaching—unclear what the expectation is for them*
 - *Faculty has safety concerns*
 - *CEO to form task force (administration, teachers, faculty members, board members) to discuss these issues and improve the environment in the school*
 - *What in Student Handbook details conditions for suspensions and expulsions*
 - *If there is an infraction, what is the Standard operating procedures (Due Process procedures)*
 - *Concern that process is not being applied consistently*
 - *Various issues brought up by teachers*

C. CEO

Jackie Barnett

- *Improvements made in the last three months at CHAD, but not exponential*
- *Taken three months to perform assessment of CHAD*
- *Administration came in to implement restorative justice process*
 - *Relationship-based first—in contrast to previous administration*
- *Student enrollment is currently at 608*

- 3 9th graders transfer out; 4 10th graders transfer in
- Upcoming meeting with Michael McLeish to discuss threshold requirements
- CSO visit was postponed due to loss of student; now likely to be held in January
- Charter Update
 - Overview of the last three months
 - Culture change with teachers is positive
 - Discipline updates
 - Daily reports by Deans to update teachers
- Curriculum and Academics
 - CDT—Centralized Data Testing (Dec. 10, 11, 12)
 - PSSA baseline to be treated like a real PSSA
 - Advisory sessions—test preview for students to help with student problems
 - College and Career Center
 - Focus more on diversity
 - School District Fair robustly attended
 - 20 Students sent (14 students received approximately 45 college acceptance letters)
 - Truancy and Lateness
 - Purchased program called HERO—scans barcode on student ID card when students enter the building
 - Can immediately contact parent as well as collate that date so it can be interacted with
 - Climate
 - One dean has taken a group of boys and implemented restorative practices, which has resulted in a decrease of issues for boys in school
 - Student with issues from previous year has had incidents this year—Administration recommends that he be expelled
 - Issues with girls have not decreased – need to implement same sort of support system that exists for the boys
 - Potential advisor identified
 - Communications
 - Report cards sent out along with keystone report
 - Teacher conferences—well attended and positive
- Request that educations come up with students doing well, and students to keep an eye on
- Golf outing money raised—Funds to be split in half
 - 50% scholarships for students going to college with a focus on architecture and design
 - 50% stipend for ACE mentorship if 90% participation
 - Most students enrolled ever
- SPED
 - Two teaching assistants added
- JB meeting with State in December to talk about SPED progress
- Partnerships: St. Joes' Master's Students working w/ seniors on how psychology impacts design

D. Business Controller

- *Building update:*
 - *Builders coming to monitor roof*
 - *Working with Lor-Mar to replace roof drains*
 - *Work being done in lobby (metal detectors and dimmer switch)*
 - *Exit signs and emergency lighting fixed*
 - *Unbeated Fire pump room completed and soon to be insulated*
 - *Problems with elevators corrected*
 - *JB—Questions whether one elevator can be shut down if needed*
 - *All elevators now certified*
 - *Separate line for fire alarm installed*
- *October Report is in Google Drive*
 - *SDP changes assessment in November*
 - *Budgeted 505 regular ED students and 100 SPED students*
 - *At November—525 Reg. ED and 69 SPED and 10 students who live outside Philly*
 - *Variance should change with new SPED numbers*
- *Expenses*
 - *Over budget in special Ed due to professional services contracts*
 - *Profit of \$654K through October*
 - *Cash -- \$1.1 M—includes money to be paid back to SDP*
 - *10 days worth of cash*
 - *Pending lawsuits—may have to return more money*
- *Preliminary draft audit for CHAD received*

E. Committees

- a. *MAZ—Marketing Committee*
 - i. *New additions to committees*
 - ii. *ALA holiday party next week—ask BOT members and CHAD faculty to show up*
 - iii. *CHAD holiday cards being created by CHAD students for this year*
- b. *Joe Marzano*
 - i. *Open House successful*
 - ii. *Reiterate that committees are not BOT members and have no obligation to be BOT members*
- c. *MM—Education Committee*
 - i. *Trying to figure out how to best be a resource to the school*
 - ii. *January 2019 starting to onboard tasks for committee*
 - iii. *Hoping to recruit more members*
- d. *VJD*
 - i. *Parent Teacher conferences went well*
- e. *PH—Marketing Committee*
 - i. *ALA holiday party—setting up a table for CHAD*
 - ii. *Need to address website to articulate goals and purposes and organize content in way that reflect those goals*
 - iii. *CEO commentary—students interested in taking part of website design*

SECTION III: UNFINISHED BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. Resolutions

MOTION

MAZ

SECOND

DW

VOTE:

X PASS

[] FAIL

R181127.03 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>

MOTION

AL

SECOND

DW

VOTE:

X PASS

[] FAIL

R181127.04 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	START DATE
Selina Hightower	SPED Teacher's Assistant	\$12/HOUR	11/13/18

TERMINATIONS / RESIGNATIONS		
NAME	TITLE	EFFECTIVE DATE
Robin Lindsay		10/30/18

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOOT

R181127.05 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	

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What

MOOT

R181127.06 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	

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What

B. Discussion and Announcements

1. Directives²
 - a. None

No.	To	Directive	Due
		None	

2. Next Board Meeting: December 18, 2018 at 6:00

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.

ADJOURNMENT AT 7:14

MOTION

VJD

SECOND

DW

VOTE:

X PASS

[] FAIL
