

CHARTER HIGH SCHOOL FOR ARCHITECTURE + DESIGN¹

BOARD OF TRUSTEES MEETING

December 18, 2018

6:00 PM

MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This December 18, 2018 meeting of the Charter High School for Architecture + Design Board of Trustees is hereby called to Order. The time is 6:05 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”) Monique McCray (“MM”) Alexandra Bonner (“AB”) Anthony LiVecchi (“AL”) Valerie Joseph-Darden (“VJD”) Phillip Holcombe (“PH”) Dionne C. Wright (“DW”) Ricardo Rodriguez (“RR”) Mary Alcaraz (“MAZ”)	Jacqueline Jeffries Barnett Yacov Crawford Karen Newsome Amber Fisher-Brown Michael McLeish Joseph Marzano Lisa Roberts
Board Members Absent Brian Berson (“BB”)	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	R181218.01 Approval of the December 18, 2018 Agenda
AB	RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the December 18th, 2018 Agenda.
SECOND	
MM	
VOTE:	<i>Notes of Discussion / Advance Regulatory and Financial Comment:</i>
X PASS	
[] FAIL	

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

D. APPROVAL OF MINUTES

MOTION
PH
SECOND
LR
VOTE:
X PASS
[] FAIL

R181218.02 Approval of Minutes of Meeting: November 27, 2018

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the November 27, 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>

MOTION
RR
SECOND
AB
VOTE:
X PASS
[] FAIL

R181218.03 Approval of Minutes of Meeting: November 29, 2018

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the November 29, 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.

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

B. Board President

Lance Rothstein

- Repeat five clear focus areas
- Tenant Search:
 - o CADI in negotiations to lease open space—entire ground floor
 - o Two offers for buying the ground floor
- Building updates:
 - o Sidewalk work completed
 - o Exit signs and emergency lights should be working
 - o Roof repair has been completed
 - Pipe issues have been discovered and will be repaired.

C. CEO

Jacqueline Barnett

- Faculty Letter to BOT
 - o Administration has addressed faculty concerns in letter to faculty to be reviewed by the BOT
- 607 Students total
- Charter Update
 - o CEO and Amber Fischer-Brown attended CSO Meeting
 - Interested in college prep and attendance
 - Interested in attendance, which is going up for CHAD (97% attendance)
 - Chronic absence is down 36% from this time last year
 - CEO discussed that CHAD is trying to create a culture of care within the school and students
 - o CSO is going to be viewing Charter Schools in a different lens—acceptance and attendance two-year colleges v. four-year college
 - Future Ready Index
- Curriculum
 - o CDT—Diagnostic tool was given to 9th and 10th graders to create baseline for testing goals
 - LR requested summary report for next board meeting on this data
 - o CHAD alumni doing #CHADgivesback—restart CHAD writing/math lab to help students improve in testing, which have been successful for CHAD students in the past
 - o Carl Salerno
 - Putting out job requests for para-professionals; Math teachers coming in part-time
- Professional Development
 - o Cultural Competency
 - Determining whether to configure responsibilities of Deans to include more women to be advise female students
 - May have one Dean run in-school suspensions
 - o Domain Four—in Danielson Framework
 - Focuses on accurate record keeping
- Climate

- *Real Talk Seminars—young men and woman talk to CHAD seniors about their goals*
- *ISS—Looking to suspend students from school less*
- *HERO—ID scanner system; will register in data base when students come in, and will also register a late slip to the student*
 - *Better able to track truancy*
- *Winterfest—December 20, 2018*
- *Basketball has started*
 - *Practice on Saturdays and twice during the week*
- *Art Institute of Philadelphia closing, and has donated equipment to CHAD*
 - *Easels, drafting tables, mannequins, sewing machines, etc...*
- *Charter Renewal*
 - *CEO has identified one material area: the amount of SPED students for whom CHAD receives reimbursement from the School District of Philadelphia*
 - *CEO discussed challenges with reinvigorating the SPED department in order to support SPED students*

Karen Newsome

- *Using IEP Writer*
 - *To date—43/124 students out of compliance with SPED process*
- *Updated the board regarding progress making goals issued by the Department of Education*
- *CHAD is considering using Easy IEP, a tool used by the School District. K. Newsome believe it may alleviate systemic issues related to the School District's failure to produce special education files that are compliant or contain any relevant information.*
- *Delivered a progress report regarding contractor Aspire*
- *Updated the Board regarding ongoing plans to address issues with more staff for IEPs*

D. Business Controller

Michael McLeish

- *Audit*
 - *Auditors can present January 2019 on financials*
 - *No findings, which is positive*
 - *Covenants to bond holders*
 - *Have met the covenants as of June 30, 2018*
 - *Same covenants that School District of Philadelphia has*
- *Delivered the November Financial Report*
- *Revised budget to be produced in January when student and staff population is clarified*
- *46 Days cash on hand*
 - *Due to pay certain amount back to School District of Philadelphia*
- *Cash Projections uploaded to Google Drive*

E. Committees

Marketing Committee-PH

- *Met recently and developed set of recommendations to help CHAD staff create, manage, and post content to Social Media*
- *Outlined best practices to follow*
- *Plan to be shared with CEO and VP*

Education Committee—MM

- Plan to meet in January 2019

Joe Marzano

- Chair Meetings on how to work with volunteers
- Submit draft for newsletter suggestion
- Scheduled to have sessions to update the strategic plan in the new year regarding the rechartering in the first quarter
 - o Time and date to be determined at a future date

Alumni—Alexandra Bonner

- Shared graphic for Winterfest, which is occurring on December 19

SECTION III: UNFINISHED BUSINESS

NONE

SECTION IV: NEW BUSINESS

A. Resolutions

MOTION
RR
SECOND
LR
VOTE:
X PASS
[] FAIL

R181218.04 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.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General Discussion

MOTION
DW
SECOND
MM
VOTE:
X PASS
[] FAIL

R181218.05 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

TERMINATIONS / RESIGNATIONS		
NAME	TITLE	EFFECTIVE DATE
Selina Hightower	SPED Assistant	11/21/2018 (Resignation)

MOOT

Notes of Discussion / Advance Regulatory and Financial Comment:

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

R181218.06 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		

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>NONE</i>	<i>NONE</i>

MOOT

R181218.07 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		

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>NONE</i>	<i>NONE</i>

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.

<i>No.</i>	<i>To</i>	<i>Directive</i>	<i>Due</i>
<i>None</i>			

2. Next Board Meeting: January 29, 2019 at 6:00 P.M.

ADJOURNMENT AT 8:27

MOTION

VJD

SECOND

RR

VOTE:

X PASS

[] FAIL
