

# CHARTER HIGH SCHOOL FOR ARCHITECTURE + DESIGN<sup>1</sup>

BOARD OF TRUSTEES MEETING

February 26, 2019

5:30 PM

## MINUTES

### SECTION I: CALL TO ORDER

#### *Opening Colloquy*

This February 26, 2019 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 President 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.

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<sup>1</sup> The corporate name of record is: "The Architecture & Design Charter High School", PA DOS Entity # 2879026  
CHAD BOARD MEETING AGENDA  
PAGE 1 OF 9

**A. ROLL CALL**

<b>Board Members Present</b>	<b>By Invitation: Non-Board Members in Attendance:</b>
Lance Rothstein Lauren Dougherty Monique McCray Brian Berson Mary Alcaraz Alexandra Bonner Anthony LiVecchi Valerie Joseph-Darden Phillip Holcombe Lisa Roberts	Jacqueline Jeffries Barnett Amber Fisher Brown  Michael Thomson Michael McLeish  Joseph Marzano  David Annecharico, Esq. Abigail Lipow, Esq.
<b>Board Members Absent</b>	Andrew Phillips, Teacher David Sheehan, Teacher

**B. DISCLOSURE: EXECUTIVE SESSION BY LANCE ROTHSTEIN**

*I would like to state, for purposes of the Minutes of this meeting that on February 13, 2019, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:*

*(x) Certain Employee Issues. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, provided, however, that the individual employees or appointees whose rights could be adversely affected may request, in writing, that the matter or matters be discussed at an open meeting. The agency's decision to discuss such matters in executive session shall not serve to adversely affect the due process rights granted by law, including those granted by Title 2 (relating to administrative law and procedure).*

*(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**

MOTION  
ALEXANDRA  
BONNER  
SECOND  
LISA ROBERTS  
VOTE:  
X PASS  
[ ] FAIL

**R190226.01 Approval of the February 26, 2019 Agenda**

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the February 26, 2019 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  
PHILIP  
HOLCOMBE  
SECOND  
LAUREN  
DOUGHERTY  
VOTE:  
X PASS  
[ ] FAIL

**R190226.02 Approval of Minutes of Meeting: January 29, 2019**

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the January 29, 2019 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.
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<i>Who</i>	<i>What</i>
<i>None</i>	<i>none</i>

**B. Board President**

*Lance Rothstein*

- *Briefly discussed the ad-hoc Education Management Organization Search Committee meetings regarding the proposals from American Paradigm Schools and String Theory Schools*
  - o *The committee has formed a recommendation in favor of String Theory*
- *The committee was comprised of five board members and five faculty members, including Ms. Barnett, and its recommendation was unanimous*

**C. CEO**

*Jacqueline Barnett*

- *The ACE Report answers from CHAD have been uploaded to Google Drive for the Board's review*
- *The current focus for CHAD is Keystone metrics*
  - o *The Board reviewed Part 4 of the Spreadsheets, which pertains to standards that CHAD and every school must meet*
  - o *CHAD corrected some variances in the data presented by the School District*
- *The Administration is anticipating an upward trend in Keystone scores this year*
- *Amber Fisher Brown has been meeting with Keystone topic teachers on a weekly basis to make sure goals are clear*
  - o *She has been speaking with 9<sup>th</sup> grade teachers in order to streamline content so next year's 10<sup>th</sup> graders are better prepared for keystones*
  - o *She will also push in to Keystone topic classes to help where it is needed*
- *CHAD is supporting bottom third of students with tutoring*
- *CHAD is issuing more parent communication regarding Keystones for Title I compliance*
- *Administration anticipates that college matriculation will increase*
- *Data & Assessments*
  - o *Link-It: provides visualized way of linking keystone questions to curriculum to students*
  - o *Can use it to see real-time where students are in proficiency—CHAD is looking into obtaining a free pilot*

**D. Business Controller**

*Michael McLeish*

- *January's report uploaded to Google Drive for the Board's review*
- *School's Subsidy:*
  - o *Budgeted for 610; 105 of which are Special Ed*
- *Expenses:*
  - o *Savings in salaries and benefits, which is counteracted by increase in professional services*
- *Rent: LA Liberty needs an additional 100k in rental income to survive, which is paid by CHAD*
- *CHAD reported a net income of 245k through January*

- The current cash on hand is 764K (35 days); CHAD is required to have 45 days of cash on hand by bondholders
- Food service operating at 11k loss through December, which is consistent
- 480K in disbursements for January
- Cashflow:
  - o Adding increase of SPED students each month to achieve final amount
  - o At the end of the fiscal year, CHAD is projected to have about 600K in cash (30 days cash on hand)
    - Currently CHAD is at half of what last year's cashflow projection was

**SECTION III: UNFINISHED BUSINESS**

NONE

**SECTION IV: NEW BUSINESS**

**A. Resolutions**

MOTION  
LANCE ROTHSTEIN  
SECOND  
ALEXANDRA BONNER  
VOTE:  
X PASS  
[ ] FAIL

**R190226.03 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 McLeish</i>	<i>See above</i>

MOTION  
LAUREN DOUGHERTY  
SECOND  
MONIQUE MCCRAY  
VOTE:  
X PASS  
[ ] FAIL

**R190226.04 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.

<b>HIRES</b>			
<b>NAME</b>	<b>TITLE</b>	<b>SALARY</b>	<b>EFFECTIVE DATE</b>
Melva Story	SpEd Paraprofessional	\$29,000	2/19/19
Thomas Sesto	Math Teacher	\$52,000	2/21/19
Mah-jing Wong	Entrepreneurship	\$48,000	2/19/19
Matthew Anza	PE Teacher	\$48,000	2/25/19
Denique Graves	PE Teacher	\$48,000	2/25/19

TERMINATIONS / RESIGNATIONS		
NAME	TITLE	EFFECTIVE DATE
Robert Eckley	Chief Academic Officer	2/6/19
Charles Johnson	Dean of Students	2/10/19

*Notes of Discussion / Advance Regulatory and Financial Comment:*

Who	What
Board	General Discussion

MOOT

**R190226.05 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

*Notes of Discussion / Advance Regulatory and Financial Comment:*

Who	What
None	None

MOOT

**R190226.06 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

*Notes of Discussion / Advance Regulatory and Financial Comment:*

Who	What
None/	None

MOTION

**R190226.07 Severance Agreements Re: RE and CJ**

RESOLVED, the Confidential Severance Agreement between the

ANTHONY  
LIVECCHI

SECOND  
LAUREN DOUGHERTY  
VOTE:  
X PASS  
[ ] FAIL

Charter High School for Architecture + Design and RE is hereby ratified as presented; and

FURTHER RESOLVED, the Confidential Severance Agreement between the Charter High School for Architecture + Design and CJ, are hereby ratified as presented.

***Notes of Discussion / Advance Regulatory and Financial Comment:***

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

MOTION  
PHILIP HOLCOMBE  
SECOND  
MONIQUE MCCRAY  
VOTE:  
X PASS  
[ ] FAIL

**R190226.08 String Theory Schools**

WHEREAS, this Board accepts the recommendation of its ad-hoc Education Management Organization Search Committee that the Charter High School for Architecture + Design retain the services of String Theory Schools; and

WHEREAS, this Board seeks to enter into a mutually beneficial agreement with String Theory Schools for the provision of consulting and education management services;

RESOLVED, the President and the President's designees are hereby authorized and directed, in consultation with the business controller and general counsel, to negotiate the terms and conditions of an agreement between the Charter High School for Architecture + Design and String Theory Schools for the provision of consulting and education management services.

***Notes of Discussion / Advance Regulatory and Financial Comment:***

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

MOTION  
LANCE ROTHSTEIN  
SECOND  
ALEXANDRA BONNER  
VOTE:  
X PASS  
[ ] FAIL

**R190226.09 Conflict Waiver**

RESOLVED, the Conflict Waiver of Sand & Saidel, P.C. is hereby ratified as presented.

***Notes of Discussion / Advance Regulatory and Financial Comment:***

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

MOTION

MONIQUE  
MCCRAY

SECOND

ANTHONY  
LIVECCHI

VOTE:

X PASS

[ ] FAIL

**R190226.10 2018-19 Child Find & Annual Public Notice Policy**

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design approves the 2018-19 Child Find & Annual Public Notice Policy, as presented.

***Notes of Discussion / Advance Regulatory and Financial Comment:***

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

**R190226.11 Positive Behavioral Support Policy**

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design approves the Positive Behavioral Support Policy, as presented.

***Notes of Discussion / Advance Regulatory and Financial Comment:***

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

MOTION

ANTHONY  
LIVECCHI

SECOND

LAUREN  
DOUGHERTY

VOTE:

X PASS

[ ] FAIL

**R190226.12 Exceptional Student Records Policy/  
Confidentiality Policy**

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design approves the Exceptional Student Records Policy/Confidentiality Policy, as presented.

***Notes of Discussion / Advance Regulatory and Financial Comment:***

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

MOTION

ANTHONY  
LIVECCHI

SECOND

LAUREN  
DOUGHERTY

VOTE:

X PASS

[ ] FAIL

**B. Discussion and Announcements**

**1. Directives<sup>2</sup>**

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<sup>2</sup> 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>

2. Next Board Meeting: March 26, 2019

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## ADJOURNMENT AT 7:49

MOTION

ANTHONY LIVECCHI

SECOND

ALEXANDRA BONNER

VOTE:

X PASS

[ ] FAIL

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