

CHARTER HIGH SCHOOL FOR ARCHITECTURE + DESIGN¹

BOARD OF TRUSTEES MEETING

May 24, 2016

5:00 PM

MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This May 24, 2016 meeting of the Charter High School for Architecture + Design Board of Trustees is hereby called to Order. The time is 5:02 pm. My name is Marguerite Anglin I serve as Chair 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:
Marguerite Anglin (“MA”) Monique McCray (“MM”) Shelly Beekley (“SB”) Lance Rothstein (“LR”) Ben Lindo (“BL”) Kim Edwards (“KE”) Jeff Krieger (“JK”) Kelly Ganczarz (“KG”)	David Annecharico, Esq. Gregory Wright, CEO Gerald L. Santilli, Business Controller
Board Members Absent	

B. APPROVAL OF AGENDA

MOTION

LR

SECOND

SB

VOTE:

[X] PASS

[] FAIL

R535:16 Approval of the May 24, 2016 Agenda

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the May 24, 2016 Agenda.

Notes of Discussion / Advance Regulatory and Financial Comment:

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

C. APPROVAL OF MINUTES

MOTION

SB

SECOND

R536:16 Approval of Minutes of Meeting

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the April 26,

LR
VOTE:
 PASS
 FAIL

2016 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.

Who	What
None	None

B. Board President

Marguerite Anglin welcomed guests Alexandra Overton and Tep Ros alumni of Charter High School for Architecture + Design and prospective board members. On the next meeting's agenda, it is anticipated that the board will resolve to nominate Alexandra Overton and Tep Ros to serve on the board of trustees. The candidates thanked the board for the opportunity to serve the CHAD Board of Trustees.

Ms. Anglin congratulated Greg Wright and the administrative team for a job well done at the recent AIA convention.

Ms. Anglin discussed R541:16 Addendum: Employee Contract of Gregory Wright, on this evening's agenda and the anticipated CEO review to be undertaken by the board of trustees.

C. Chief Executive Officer

Gregory Wright introduced Andrew Phillips who discussed his role as Director of Design Education at CHAD. Mr. Phillips also discussed his initiative to elevate and improve the design curriculum at CHAD. Additionally, Mr. Phillips teaches classes at CHAD and assists with admissions initiatives. Mr. Phillips discussed the recent lottery for admissions at CHAD and the admissions process for prospective students. Mr. Phillips discussed various initiatives and opportunities.

JEFF KREIGER joined the meeting.

Mr. Phillips discussed his experiences and the participation of CHAD at the recent AIA convention. Mr. Phillips distributed marketing materials for CHAD. Mr. Phillips invited all board members to CHAD's graduation on June 13, 2016.

The Board asked Mr. Phillips to elaborate on comments made regarding "elevating the design curriculum". Mr. Phillips discusses improvements and changes to the various programs, identifying 9th and 10th grade opportunities to utilize more time for fully engaged design work.

The Board inquired of Mr. Phillips regarding an "arts based camp". Mr. Phillips discussed his plans for visiting similar arts based camps during the summer of 2016 to solicit recruits to CHAD. The administration discussed potential use of the school for internal based summer programs.

The Board asked how CHAD plans to market "First Friday". Mr. Phillips discussed print and digital means by which the First Friday program could be advertised to the community. Mr. Phillips also discussed CHAD initiatives to participate in next years "Design Philadelphia".

Mr. Wright discussed his recent experience on a local radio show where leaders are interviewed regarding their leadership experiences. Mr. Wright praised the administrative team for working together to accomplish the school's goals during the 2015/2016 school year. Mr. Wright noted the competence and professionalism of his administrative team.

Mr. Wright discussed opportunities to interface and partner with Drexel University.

Mr. Wright polled the board regarding their opinion with respect to whether or not graduates should wear cap and gowns, discussing a potential contractor for procuring such caps and gowns. Graduation will occur at 10am on June 13, 2016 at Drexel University.

Mr. Wright discussed the recently completed high school schedule, drafted by Allison Panek, which coheres with budgetary and staffing requirements. The Board discussed quarterly and semester offerings. Mr. Wright

discussed certain changes to the school day and course offerings in order to maximize instructional time and lessen transitions between classes. The school plans to introduce Advanced Placement classes in the future.

Mr. Wright discussed summer school at CHAD. The Board and Mr. Wright discussed the make-up of students who are slated to attend summer school at CHAD, and the academic trends that will contribute to the population attending summer school at CHAD. It is anticipated that eight (8) students will require summer school in order to graduate.

Mr. Wright related a recent experience talking with former Mayor Ed Rendell regarding the Philadelphia Democratic National Convention. Mr. Rendell asked if the school can build a white house, supreme court and capital building to display for visitors to Philadelphia during the convention.

Mr. Wright discussed issues affecting the school population regarding bed bugs and the introduction of bed-bug sniffing dogs to identify areas where bed bugs may or may not exist.

Mr. Wright reviewed the school improvement plan that is available in the board's cloud based drive.

D. Financial Report

Gerald Santilli reviewed the Financial Operations Report March 2016, previously disseminated and incorporated into these minutes. Mr. Santilli discussed the subsidy rates for 2016/2017 school year. Mr. Santilli suggested that the board allow he and Mr. Wright to re-review the proposed annual budget to account for prospective revenue based upon the proposed 2016/2017 subsidy rates. Mr. Santilli discussed certain precautions that CHAD should take in order to meet payroll: Mr. Santilli would like to make arrangements to draw down two hundred fifty thousand dollars (\$250,000) from CHAD's existing line of credit as a means to cover potential shortfalls resulting from payroll expenses. Mr. Santilli's goal is to pay the line of credit draw down by August 2016.

Ms. Ganczarz updated the board regarding activities of the Designing Futures Foundation Board.

SECTION III: UNFINISHED BUSINESS

A. RESOLUTIONS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

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MOTION

LR

SECOND

JK

VOTE:

[X] PASS

[] FAIL

R537:16 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>

MOOT

R538:16 Uniform Human Resources Resolution

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design accepts the human resources changes, modifications and additions as presented below:

Resignations / Terminations

Name	Title	Comment	Last Day of Employment
None	None	None	None

Hires / Appointments

Name	Title	Salary	Date of Employment
None	None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

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

MOOT

R539:16 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
None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
None	None

MOOT

R540:16 Uniform Purchase Services Contract Resolution

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
None	None

MOTION

R541:16 Addendum: Employee Contract of Gregory Wright

LR

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design accepts the First Addendum to At-Will Employment Agreement Chief Executive Officer as presented.

SECOND

SB

VOTE:

Notes of Discussion / Advance Regulatory and Financial Comment:

[X] PASS

Who	What
Board	General Discussion
General Counsel	Reviewed the Addendum

[] FAIL

MOTION

R542:16 School Improvement Plan

MM

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design accepts the Charter High School for Architecture and Design Improvement Plan 07/01/2014 -

SECOND

KE

VOTE:

PASS

FAIL

06/30/2017 as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>A. Panek</i>	<i>Reviewed the School Improvement plan, discussing the same with the board.</i>
<i>Shelly Beekley</i>	<i>Motion to add 542:16 to the Agenda</i>
<i>Benjamin Lindo</i>	<i>Second to add 542:16 to the Agenda</i>
<i>Board</i>	<i>Unanimous approval to add 542:16 to the Agenda</i>

MOTION

JK

SECOND

LR

VOTE:

PASS

FAIL

R543:16 Draw Down: Line of Credit

WHEREAS, the Charter High School for Architecture + Design owns a line of credit through PNC Bank (“PNC LOC”); and

WHEREAS, there is a valid business purpose to withdraw one hundred seventy-six thousand four hundred ninety dollars and seventy-nine cents (\$176,490.79) to pay for certain necessary expenses of the corporation;

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design authorizes and directs the business controller to withdraw one hundred seventy-six thousand four hundred ninety dollars and seventy-nine cents (\$176,490.79) from the PNC LOC and make regular reports to the Board of Trustees of Charter High School for Architecture + Design regarding the service of such debt.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Gerald Santilli</i>	<i>Discussed the need for temporary liquidity in order to cover certain payroll expenses in June and July 2016. Discussed the strategy to replace the proposed drandown</i>
<i>Board</i>	<i>General Discussion</i>
<i>MM</i>	<i>Motion to add 543:16 to the Agenda</i>
<i>LR</i>	<i>Second to add 543:16 to the Agenda</i>
<i>Board</i>	<i>Unanimous approval to add 543:16 to the Agenda</i>

B. COMMUNITY COMMENT: NON-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 general topics not discussed 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>

C. DISCUSSION AND ANNOUNCEMENTS

- NEXT BOARD MEETING: JUNE 28, 2016

ADJOURNMENT AT 6:58PM

MOTION
 SB
 SECOND
 KE
 VOTE:
 PASS
 FAIL
