

CHARTER HIGH SCHOOL FOR ARCHITECTURE + DESIGN¹

BOARD OF TRUSTEES MEETING

July 26, 2016

5:00 PM

MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This July 26, 2016 meeting of the Charter High School for Architecture + Design Board of Trustees is hereby called to Order. The time is 5:12 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”) Lance Rothstein (“LR”) Ben Lindo (“BL”) Kim Edwards (“KE”) Jeff Krieger (“JK”) Monique McCray (“MM”) Alexandra Overton, trustee candidate (“OR”) Kelly Edwards (“KES”)	Gregory Wright, CEO Gerald L. Santilli, Business Controller David Annecharico, Esq.
Board Members Absent	
Tep Ros, trustee candidate (“TR”)	

Executive Session Disclosure (by Marguerite Anglin): I’d like to state, for purposes of the Minutes of this meeting that on _____, 2016, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708: To discuss certain Employee Issues and to discuss Confidential Matters.

B. APPROVAL OF AGENDA

MOTION LR SECOND BL VOTE: [S] PASS [] FAIL	<p>R558:16 Approval of the July 26, 2016 Agenda</p> <p>RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the July 26, 2016 Agenda.</p> <p>Notes of Discussion / Advance Regulatory and Financial Comment:</p> <table border="1"> <thead> <tr> <th>Who</th> <th>What</th> </tr> </thead> <tbody> <tr> <td>Board</td> <td>General Discussion</td> </tr> </tbody> </table>	Who	What	Board	General Discussion
Who	What				
Board	General Discussion				

C. APPROVAL OF MINUTES

MOTION

LR

SECOND

BL

VOTE:

[X] PASS

[] FAIL

R559:16 Approval of Minutes of Meeting

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the June 28, 2016 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>
<i>Jeff Kreiger</i>	<i>ABSTAINED</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

M. Anglin:

- + *A Board contact list has been revised, updated and uploaded to dropbox.*
- + *Suggested that the board engage in board professional development and requested additional suggestions regarding potential topics.*
- + *Lance Rothstein provided to M. Anglin a publication, "Essentials of School Board Service (A guide to serving your first year)"*

C. CEO

Gregory Wright:

- + *reviewed a report "Board Information July 26, 2016", submitted to the board and incorporated into these minutes.*
- + *discussed enrollment numbers as more fully delineated in G. Wright's report.*
- + *discussed orientation processes for incoming students as more fully delineated in G. Wright's report.*
- + *reviewed marketing initiatives in association with Drexel University as more fully delineated in G. Wright's report.*
- + *reported upon various school issues as more fully delineated in G. Wright's report.*
- + *reviewed the finalized schedule for the 2016/2017 school year and the implications of increased student movement in the school's stairwells. The installation of cameras in the stairwells is proposed.*
- + *Clearances: Clearances are a requirement of employment. Some schools have paid for teachers to obtain clearances. The total cost to CHAD if CHAD were to subsidize the clearances is estimated to be \$2,500.*
- + *discussed first week of school activities*
- + *reported on the status of contracts for teachers and staff*
- + *reported upon personnel issues as more fully delineated in G. Wright's report.*
- + *reported upon the hiring processes engaged by the office of CEO*

D. Business Controller

Gerald Santilli reviewed the June 30 2016 Financial Operations report, previously submitted and incorporated into these minutes.

D. Annecharico discussed the status of pending claims under 24 P.S. 17-1725-A

E. DFF Report by Kelly Edwards

Reported upon a recent DFF breakfast, which brought in approximately 130k gross

The golf outing is scheduled for October.

The Board discussed processing options for collecting donations to the school including Blackbaud and Eventbrite

SECTION III: UNFINISHED BUSINESS

A. RESOLUTIONS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION
KES
SECOND
BL
VOTE:
 PASS
 FAIL

R560:16 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>G. Santilli</i>	<i>See above</i>
<i>Board</i>	<i>General Discussion</i>

MOTION
BL
SECOND
LR
VOTE:
 PASS
 FAIL

R561:16 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
Heather Durkee	Teacher, Design	-	June 29, 2016

Hires / Appointments

Name	Title	Salary	Date of Employment
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Matthew Kerr	Teacher, Social Studies	\$43,000 (proposed)	August 29, 2016
Tiffany Garber	Teacher, Physical Education	\$43,000 (proposed)	August 29, 2016
David Pope	Teacher, Science / Biology	\$43,000 (proposed)	August 29, 2016
Austin Myers	Teacher, Social Studies	\$43,000 (proposed)	August 29, 2016
Kirpa Chohan	Teacher, Algebra	\$53,000 (proposed)	August 29, 2016

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
<i>Board</i>	<i>General Discussion</i>
<i>M. Anglin</i>	<i>Announced that G. Wright provided resumes. In the future, G. Wright will inform candidates of his intent to recommend hires to the board. The board will then be briefed and will vote.</i>
<i>G. Wright</i>	<i>Briefed the board of trustees regarding internal assessment processes for potential candidates for employment.</i>
<i>Board</i>	<i>Discussion regarding best processes to support G. Wright in hiring processes.</i>

MOOT

R562:16 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
<i>n/a</i>	<i>n/a</i>

MOOT

R563:16 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
n/a	n/a

MOTION

LR

SECOND

MM

VOTE:

[X] PASS

[] FAIL

R564:16 Contract: Gregory Wright

RESOLVED, the At-Will Employment Agreement Chief Executive Officer is ratified as presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
Board	General Discussion

JEFFREY KREIGER left the meeting.

Upon MOTION by BENJAMIN LINDO and SECOND by MONIQUE MCCRAY, the Board unanimously entered CLOSED session to discussion R564:16.

Upon MOTION by LANCE ROTHSTEIN and SECOND by BENJAMIN LINDO the Board unanimously entered OPEN session.

B. COMMUNITY COMMENT: NON-AGENDA ITEMS

<p><i>Community Comment Colloquy (General Counsel)</i></p> <p>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?</p>

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: September 27, 2016
- G. Wright updated the Board regarding recent discussions with the Democratic National Convention for CHAD students to participate in “political fest”.

ADJOURNMENT AT 7:36PM

MOTION
 LR
 SECOND
 BL
 VOTE:
 PASS
 FAIL
