

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

BOARD OF TRUSTEES MEETING

September 27, 2016

5:00 PM

## MINUTES

### SECTION I: CALL TO ORDER

#### Opening Colloquy

This September 27, 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.

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<sup>1</sup> The corporate name of record is: "The Architecture & Design Charter High School", PA DOS Entity # 2879026

**A. ROLL CALL**

<b>Board Members Present</b>	<b>By Invitation: Non-Board Members in Attendance:</b>
Marguerite Anglin (“MA”) Kim Edwards (“KE”) Monique McCray (“MM”) Alexandra Overton, (“OR”) Tep Ros, (“TR”) Lance Rothstein (“LR”) Kelly Ganczarz (“KG”)	Allison Panek Chris Lee Lisa Roberts Charles Annerino Phillip Glick Andrew Phillips Gregory Wright, CEO Michael McLeish, Santilli & Thomson David Annecharico, Esq.
<b>Board Members Absent</b>	
Ben Lindo (“BL”) Jeff Krieger (“JK”)	

**B. DISCLOSURE: EXECUTIVE SESSION BY MARGUERITE ANGLIN**

*1. I'd 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  
 LR  
 SECOND  
 KE  
 VOTE:  
 PASS  
 FAIL

**R566:16 Approval of the September 27, 2016 Agenda**

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the September 27, 2016 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

MM

SECOND

TR

VOTE:

[X] PASS

[ ] FAIL

### **R567:16 Approval of Minutes of Meeting**

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

MOTION

MM

SECOND

LR

VOTE:

[X] PASS

[ ] FAIL

### **R568:16 Approval of Minutes of Meeting**

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the September 16, 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>

## **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>
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None	None
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## B. Board President

*Marguerite Anglin:*

- + reported that she did have an opportunity to visit the school, and reported upon her observations.
- + invited Christopher Lee to discuss recent events involving ITT, their bankruptcy and its effect on CHAD. Mr. Lee reported that ITT has filed for liquidation bankruptcy. If the lease is “rejected” then CHAD is free to obtain new tenants. If the lease is “ratified”, then ITT must find a way to pay the rents. DFF has retained the services of a bankruptcy counsel in order to negotiate DFF’s interest in the lease with ITT. DFF has engaged the Flynn Company to obtain potential tenant replacement.

## C. CEO

*Gregory Wright:*

- + distributed and reviewed a CEO report, incorporated into these minutes.
- + reviewed the CEO Dashboard report, previously disseminated and incorporated into these minutes.

*Charles Annerino:*

- + discussed moving from a disciplinary based philosophy to a positive reinforcement based philosophy of education and school climate.
- + reviewed the “I see you. I hear you. I respect you” system of professional development, currently implemented at the charter school.
- + reported on the HERO system, a cloud based system where all staff members have the ability to recognize students for good behavior. Mr. Annerino shared an anecdote regarding one student in particular for whom the HERO system has produced very good results.
- + reported on the development of six “Ethos” that administrators look to reward in students. Two in particular, “Grit” and “Integrity” were discussed.

*Gregory Wright:*

- + discussed, with the Board, the induction process for newly hired educators
- + commented favorably upon the positive changes occurring at CHAD

*Allison Panek*

- + reviewed formal curriculum mapping at CHAD
- + discussed several strategic changes in the delivery of curriculum at CHAD
- + discussed the academic leadership team at CHAD
- + commented favorably upon the positive changes occurring at CHAD

*Andrew Phillips*

- + related positive effects of the academic and cultural changes at CHAD

- + *discussed structural changes to the placement of classrooms and flow of students throughout the day. The design curriculum has been more fully integrated into the school's curriculum*
- + *commented favorably upon the positive changes occurring at CHAD*

*Gregory Wright:*

- + *completed his review of the CEO.*
- + *invited the board to visit the school, anytime*
- + *discussed initiatives to raise enrollment numbers*
- + *answered board questions regarding enrollment initiatives*
- + *answered board questions regarding onboarding process for new students. Mr. Wright's goal for the school is 620 students.*
- + *answered questions from Lisa Roberts regarding faculty capacity and its relationship to enrollment.*
- + *expressed that he hopes to achieve 580 students by November, 2016.*
- + *discussed matriculation of students in and out of the school during the year.*
- + *discussed, with the board, various other strategies to rehabilitate low enrollment numbers including the high school fair. Mr. Phillips reported an increase in applications.*
- + *the board discussed alternative / additional means by which the charter school might reach new / potential students: parent events, social media, communication with current parents*
- + *answered questions posed by the board regarding enrollment shortfalls and their economic impact on the charter school*
- + *The Board commented that there should be a comprehensive marketing plan to raise enrollment numbers. Mr. Phillips discussed changes to curriculum and their draw to new students.*
- + *The Board asked Mr. Wright what is done for older teachers re: teacher induction. Ms. Panek replied that induction may be attended by all teachers.*
- + *Mr. Rothstein expressed that he has every confidence that the budget can correct itself. Mr. Glick informed the board that CHAD will run a deficit of 30+ thousand per month, with the ITT bankruptcy.*

#### **D. Business Controller**

*Michael McLeish, on behalf of Santilli & Thomson:*

- + *reviewed the LA Liberty and Cash Flow Plan for Fiscal Year 2016/2017, previously submitted and incorporated into these minutes.*
- + *reviewed the Financial Operations Report, August 31, 2016, previously submitted and incorporated into these minutes.*
- + *the board discussed the financial outlook of CHAD based upon lower enrollment numbers and the ITT bankruptcy.*
- + *the board discussed salary levels and their basis in enrollment levels*

MONIQUE MCRAY left the meeting.

**SECTION III: UNFINISHED BUSINESS**

A. RESOLUTIONS

**SECTION IV: NEW BUSINESS**

A. RESOLUTIONS

MOTION

JK

SECOND

KE

VOTE:

PASS

FAIL

**R569:16 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>M. McLeish</i>	<i>See above</i>

MOTION

LR

SECOND

TR

VOTE:

PASS

FAIL

**R570:16 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**

<b>Term/Resigned Name</b>	<b>First Day</b>	<b>Last Day</b>	<b>Salary</b>
Heather Durkee ( Resigned Teacher)	10.07.02	16.08.31	61,494
Toniko Cobb (Resigned Teacher)	09.09.01	16.08.31	52,020
Miquel Vazquez (Resigned College Advisor)	10.08.01	16.08.31	80,580
Tiffany Garber (Resigned Teacher No Notice)	16.08.26	16.09.16	42,000

## Hires / Appointments

New Hires Name	Hire Date	Salary
Tiffany Garber Teacher	16.08.26	42,000
Austin Meyer Teacher	16.08.26	42,000
Roslyn Jones Teacher	16.08.29	51,000
Eder Silva Teacher	16.08.29	43,000
Sandra Speer Teacher	16.08.29	45,000
Darrell Gilbert Teacher	16.08.29	56,000
Veronica Medina Teacher	16.08.29	44,000
Matthew Kerr Teacher	16.08.29	42,000
Mina Dia- Stevens Teacher	16.08.29	62,000
Jason Clark Teacher	16.08.31	47,000
James Hill Security	16.08.29	32,000
Antoine Strong Security	16.08.29	32,000
Carl Salerno College Advisor	unsure	77,000

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

<b><i>Who</i></b>	<b><i>What</i></b>
<i>Board</i>	<i>General Discussion, Discussion regarding turnover. Greg Wright reviewed "5.1. New Hires, Term, Resigned Spreadsheets" previously distributed and incorporated into these minutes.</i>

MOOT

### **R571:16 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

MOOT

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

<i>Who</i>	<i>What</i>
<i>N/A</i>	<i>N/A</i>

**R572:16 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:*

<i>Who</i>	<i>What</i>
<i>N/A</i>	<i>N/A</i>

MOTION

LR

SECOND

AO

VOTE:

PASS

FAIL

**R573:16 Ratification of Designing Futures Foundation Trustees: Mr. Edward Opall**

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design ratifies the installation of Mr. Edward Opall as Trustee and Treasurer of the Designing Futures Foundation Board of Trustees

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

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>
<i>P. Glick</i>	<i>Discussed the qualifications of Mr. Opall. Reviewed the resume of Mr. Opall, previously submitted and incorporated into these minutes, recommending Mr. Opall</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: October 25, 2016
- Request by S&T: a separate meeting in mid-October to discuss Chad's financial condition, the bond issue, covenants, enrollment and the ITT lease.

*M. Anglin suggested having a joint board meeting with DFF in October, in order to discuss CHAD's financial condition, the bond issue, covenants, enrollment and the ITT lease.*

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## ADJOURNMENT AT 7:02PM

MOTION

LR

SECOND

KE

VOTE:

PASS

FAIL

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