

CHARTER HIGH SCHOOL FOR ARCHITECTURE + DESIGN¹

BOARD OF TRUSTEES MEETING

October 25, 2016

5:00 PM

MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This October 25, 2016 meeting of the Charter High School for Architecture + Design Board of Trustees is hereby called to Order. The time is 5:07 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.

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

A. ROLL CALL

Board Members Present	By Invitation: Non-Board Members in Attendance:
Marguerite Anglin (“MA”) Kim Edwards (“KE”) Monique McCray (“MM”) Tep Ros, (“TR”) Lance Rothstein (“LR”) Ben Lindo (“BL”)	Gregory Wright, CEO Allison Panek Gerald L. Santilli Christopher Lee David Annecharico, Esq.
Board Members Absent	
Alexandra Overton, (“OR”) Kelly Ganczarz (“KG”) Jeff Krieger (“JK”)	

B. DISCLOSURE: EXECUTIVE SESSION BY MARGUERITE ANGLIN

I’d like to state, for purposes of the Minutes of this meeting that on October 18, 2016, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(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 LANCE ROTHSTEIN SECOND MONIQUE MCCRAY VOTE:	<p>R574:16 Approval of the October 25, 2016 Agenda</p> <p>RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the October 25, 2016 Agenda.</p> <p><i>Notes of Discussion / Advance Regulatory and Financial Comment:</i></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Who</th> <th style="width: 50%;">What</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table>	Who	What		
Who	What				

[X] PASS

[] FAIL

<i>Board</i>	<i>General Discussion</i>
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D. APPROVAL OF MINUTES

MOTION

KIM EDWARDS

SECOND

LANCE
ROTHSTEIN

VOTE:

[X] PASS

[] FAIL

R575:16 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 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>

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

Marguerite Anglin

- + *Discussed current initiative to increase enrollment*
- + *Announced a meeting between the CHAD board and its bond holders. G. Santilli and G. Wright have been asked to put together some information to prepare the board for such meeting.*
- + *Discussed Committees. The only committees that exist are the finance and executive committees. Marketing Committee: intent is to support recruitment initiatives. Tep Ros discussed operations in the marketing committee, including reviewing the school's web site and putting together a marketing strategy plan. The board discussed previous initiatives to market the school and priorities for the committee.*

C. CEO

Gregory Wright

- + *discussed initiatives to design / improve CHAD's web site. The Board made several suggestions that were noted by G. Wright.*
- + *reviewed "4.2. CHAD Enrollment Process.Internal", previously disseminated to the Board and incorporated into these minutes.*
- + *reviewed "4.1. DASHBOARD.October 25", previously disseminated to the Board and incorporated into these minutes.*
- + *reviewed "4.3. Applicant Enrollment Analysis", disseminated to the Board and incorporated into these minutes. The Board discussed, with G. Wright, strategies to increase enrollment. The Board requested that G. Wright assist to put together a formal statement / presentation regarding how CHAD will meet enrollment goals, and why it is that CHAD failed to meet enrollment goals.*
- + *G. Wright discussed efforts to fill upper-class seats. There is a pro-active plan for students who are "at-risk" so as to avoid dropping out.*
- + *The Board discussed, with G. Santilli, the interplay between specific enrollment numbers and fiscal health.*
- + *discussed discipline issues at the charter school.*
- + *Gregory Wright invited A. Panek to discuss academic practices at CHAD. A. Panek:*
 - *met with staff to discuss what changes / issues could be identified. One issue identified is that CHAD does not have "Program of Studies", a formalized statement of academics at CHAD. In the 2015/2016 school year*
 - *reviewed and restructured rostering and graduation requirements*
 - *worked with staff to restructure the design program*
 - *restructured the CHAD grading practices and changing what A. Panek characterized the "culture of failure"*
 - *discussed CHAD's "school improvement plan" and major goals: curriculum mapping (creation of year-at-a-glance across grade levels and subject areas), addressing Pennsylvania academic standards and the adoption of assessments.*
 - *discussed data driven instruction. The board discussed A. Panek's goal of rolling out diagnostic testing by January 2017.*
 - *the board discussed changes made to the grading scale to ensure academic integrity yet be consonant with the scales used in colleges. The Board requested that G. Wright send figures /*

studies that were cited to substantiate claims made regarding the benefits of the change in grading scales.

- discussed student “level” changes in order to address “differentiation” issues. A. Panek discussed efforts to “level” courses (specifically in ELA and Math)*
- discussed efforts to track student transcripts, assignment of responsibilities to guidance counselors to track student progress*
- discussed curriculum based professional development, which is now largely focused on curriculum mapping.*
- discussed teacher induction initiatives.*
- discussed implementation of Charlotte Danielson framework*

Greg Wright discussed performance measures in the school improvement plan. The school’s stated goal is to no longer be identified as a “focus school”.

Greg Wright discussed the addition of “adaptive design” classes,

D. Business Controller

Gerald Santilli

- + discussed his presentation before the Board of October 18, 2016, soliciting questions from the Board regarding their understanding of the same. The Board discussed meeting with G. Santilli, off-line, to discuss specific questions regarding CHAD’s financial health. The board asked that G. Santilli update previous documents submitted, where necessary.*
- + reviewed the Financial Operations Report, September 30, 2016, previously disseminated to the Board and incorporated into these minutes. The board discussed the reconciliation process engaged by the SDP with respect to enrollment changes.*
- + explained line items related to “GASB”*
- + answered questions regarding CHAD Audit*
- + discussed budget cuts made to the CHAD budget.*

SECTION III: UNFINISHED BUSINESS

A. RESOLUTIONS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION
TR
SECOND

R576:16 Report of Business Controller

RESOLVED, the Board of Trustees of Charter High School for Architecture + Design accepts the Financial Report of the Business

MM

VOTE:

[X] PASS

[] FAIL

MOTION

KE, TO TABLE

SECOND

MM, TO TABLE

VOTE:

TABLE

[X] PASS (4)

[] FAIL (2)

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>

R577:16 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

Term/Resigned Name	First Day	Last Day	Salary
n/a	n/a	n/a	n/a

Hires / Appointments

New Hires Name	Hire Date	Salary
Mark Van Ooyen, Phys. Ed. Teacher	TBD	60k / PSERS

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>
<i>Board</i>	<i>Discussed potential budget cuts and their effect upon the Phys Ed. position. Some board members voted to table this resolution. Some board members voted against tabling the resolution. The Board directed Mr. Wright to discuss potential budget cuts with Mr. Van Ooyen.</i>

MOOT

R578:16 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
N/A	N/A

MOOT

R579:16 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

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>
NONE	NONE

C. DISCUSSION AND ANNOUNCEMENTS

- Next Board Meeting: November 22, 2016

ADJOURNMENT AT 7:12PM

MOTION

TR

SECOND

KE

VOTE:

PASS

FAIL
