

CHARTER HIGH SCHOOL FOR ARCHITECTURE + DESIGN¹

BOARD OF TRUSTEES MEETING

November 22, 2016

5:00 PM

MINUTES

SECTION I: CALL TO ORDER

Opening Colloquy

This November 22, 2016 meeting of the Charter High School for Architecture + Design Board of Trustees is hereby called to Order. The time is 5:05 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”) Alexandra Overton, (“AO”) Tep Ros, (“TR”) Kelly Edwards (“KE”) Jeff Krieger (“JK”)	Gregory Wright, CEO Michael McLeish Phillip Glick David Annecharico, Esq. Andrew Phillips
Board Members Absent	
Lance Rothstein (“LR”) Ben Lindo (“BL”)	

B. DISCLOSURE: EXECUTIVE SESSION BY MARGUERITE ANGLIN

I’d like to state, for purposes of the Minutes of this meeting that on November 11, 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 JK SECOND TR	<p>R580:16 Approval of the November 22, 2016 Agenda</p> <p>RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the November 22, 2016 Agenda.</p>
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VOTE:
 PASS
 FAIL

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
 KE
 SECOND
 TR
 VOTE:
 PASS
 FAIL

R581:16 Approval of Minutes of Meeting

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the October 25, 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

M. Anglin reported:

- + *A commitment for a cash donation of two hundred fifty thousand dollars (\$250,000)*
- + *A recent call with bondholders regarding the existing status of debt financing bond debt*
- + *Discussions have commences regarding assessing alternative facilities options; a joint meeting with DFF is planned to facilitated the same.*

K. Edwards and Phillip Glick reported:

- + *DFE is actively looking for a replacement tenant for ITT*
- + *The annual golf outing netted approximately eighty thousand dollars (\$80,000)*

The Board discussed goals and strategies for fund raising charitable contributions with Mr. Glick.

C. CEO

Andrew Phillips reported

- + *385 applicants for the next school year, with the bulk of applicants for the 9th grade.*
- + *Disseminated and reviewed a 2017/2018 Applicant / Enrollment Analysis*
- + *Reported on lottery process*
- + *Discussed several strategies to market CHAD to potential enrollees*

The Board and Andrew Phillips discussed the opportunities to reach parents of charter schools that have closed.

The Board and Andrew Phillips discussed historical applicant numbers.

The Board and Andrew Phillips discussed strategies for retaining.

Gregory Wright reported:

- + *Reviewed several dashboard reports, previously submitted to the board and incorporated into these minutes.*
- + *Discussed the Danielson model of assessment and teacher observation / evaluations in the 1st quarter of the school year.*
- + *Reported favorably on school discipline*
- + *Discussed festivities around opening of the new library / media center*
- + *Discussed extra-curricular initiatives at CHAD*
- + *Previewed initial PVAAS data recently received.*

D. Business Controller

M. McLeish reviewed the Financial operations report, October 2016, previously disseminated and incorporated into these minutes

SECTION III: UNFINISHED BUSINESS

A. RESOLUTIONS

NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION

JK

SECOND

AO

VOTE:

[X] PASS

[] FAIL

MOOT

R582:16 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>See Above</i>
<i>M. McLeish</i>	<i>See Above</i>

R583:16 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
None	N/A	N/A	N/A

Hires / Appointments

New Hires Name	Hire Date	Salary
NONE	N/A	N/A

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
N/A	N/A

MOOT

R584:16 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	N/A	N/A

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
N/A	N/A

MOOT

R585:16 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	N/A	N/A

Notes of Discussion / Advance Regulatory and Financial Comment:

Who	What
N/A	N/A

MOTION
 TR
 SECOND
 JK
 VOTE:
 [X] PASS
 [] FAIL

R586:16 Holiday Bonus

RESOLVED, the Board of Trustees of The Charter High School for Architecture & Design offers a Holiday Bonus in the amount of \$150.00 net to full time staff.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General Discussion</i>
<i>M. McLeish</i>	<i>Discussed historical practice of the school to issue bonuses</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>

Upon MOTION by JK and SECOND by KE the board unanimously voted to enter CLOSED EXECUTIVE SESSION for the purposes of discussing legally privileged matters.

Upon MOTION by KE and SECOND by TR the board unanimously voted to enter OPEN SESSION.

C. DISCUSSION AND ANNOUNCEMENTS

- Next Board Meeting: January 24, 2016

ADJOURNMENT AT 6:54PM

MOTION

JK

SECOND

TR

VOTE:

PASS

FAIL
