

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

BOARD OF TRUSTEES MEETING

April 25, 2017

5:00 PM

## MINUTES

### SECTION I: CALL TO ORDER

#### Opening Colloquy

This April 25, 2017 meeting of the Charter High School for Architecture + Design Board of Trustees is hereby called to Order. The time is 5:09 pm. My name is Marguerite Anglin I serve as Chairperson 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”) Monique McCray (“MM”) Tep Ros, (“TR”) Lance Rothstein (“LR”) Alexandra Overton, (“OR”) Ben Lindo (“BL”) Jeff Krieger (“JK”)	Gregory Wright Alison Panik Michael McLeish David Annecharico, Esq. Dionne C. Wright Joseph Marzano
<b>Board Members Absent</b>	
Kelly Ganczarz (“KG”) Kim Edwards (“KE”)	

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

2. I'd like to state, for purposes of the Minutes of this meeting that on April 11, 2017, 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.

**C. APPROVAL OF AGENDA**

MOTION  
 LR  
 SECOND  
 TR  
 VOTE:  
 PASS  
 FAIL

**R29:17 Approval of the April 25, 2017 Agenda**

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the April 25, 2017 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

AO

SECOND

LR

VOTE:

PASS

FAIL

**R30:17 Approval of Minutes of Meeting: March 28, 2017**

RESOLVED, that the Board of Trustees of Charter High School for Architecture + Design hereby approves the Minutes of the February 28, 2017 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 welcomed Dion Wright, potential board candidate. Ms. Anglin reviewed Ms. Wright's qualifications and potential contributions to the CHAD Board. Ms. Wright introduced herself and discussed her qualifications as a human resources director with a specialization in STEM programming. Members of the Board introduced themselves to Ms. Wright.*

Ms. Anglin reviewed the process by which board member candidates are vetted, nominated, elected and installed under the terms of the current bylaws. The Board discussed the existence of a new board member “onboarding” packet, which Lance Rothstein agreed to forward electronically. The Board discussed updating the “onboarding” packet and submitting it to Ms. Wright, should she be elected to serve on the Board.

Ms. Anglin discussed the “Committees” document, previously submitted and incorporated into these minutes. The “Committees” document memorializes standing and proposed committees serving the board of trustees. Ms. Anglin reviewed the tasks and duties of each of the proposed committees indicated in the report. Every board member is expected to volunteer on at least one committee.

Ms. Anglin reviewed the Chad Strategic Planning Meeting Summary and Final Report, previously submitted and incorporated into these minutes. Ms. Anglin requested a motion and second to adopt the Vision Statement. BENJAMIN LINDO and LANCE ROTHSTEIN motioned and seconded the adoption of the Vision Statement:

*The Charter High School for Architecture + Design (CHAD) is the national model for integrated design education, where students discover the power within their hands and minds to meet the world’s challenges and design their future.*

Gregory Wright discussed the Vision Statement. The Board of Trustees then UNANIMOUSLY APPROVED the adoption of the Vision Statement. **R35:17 shall be the designation for this resolution.**

Ms. Anglin and the Board reviewed the statement of Values enumerated in the Chad Strategic Planning document:

*The Charter High School for Architecture + Design (CHAD) believes that ...*

- ✓ *Collaboration builds community.*
- ✓ *Creative thinking empowers dreams of what will be.*
- ✓ *Passion develops the skill to sustain excellence.*
- ✓ *Stewardship inspires responsible care of financial, physical and human resources.*
- ✓ *Success results from lessons learned.*

*This Values Statement will be used to encourage shared behaviors that represent the CHAD community. TEP ROSS and BENJAMIN LINDO motioned and seconded the adoption of the Values Statement. Gregory Wright discussed the Values Statement. The Board of Trustees then UNANIMOUSLY APPROVED the adoption of the Values Statement. **R36:17 shall be the designation for this resolution.***

Ms. Anglin and the Board reviewed the Mission Statement enumerated in the Chad Strategic Planning document:

*The Charter High School for Architecture + Design (CHAD) is a safe, creative community that engages talented Philadelphia youth in the power of design thinking and design career opportunities.*

LANCE ROTHSTEIN and BENJAMIN LINDO motioned and seconded the adoption of the Mission Statement. The Board discussed the Mission Statement, but raised reservations regarding the finalized language of the Mission Statement. The Board then formed a working group to revise the Mission Statement comprised of Benjamin Lindo, Alexandra Overton and Jeffrey Krieger. Marguerite Anglin requested that consultant Joseph Marzano collaborate with the working group. Greg Wright and Allison

Panek were added to the working group. Greg Wright commented on the use of language in the Mission Statement. **R37:17 shall be the designation for this resolution.** ALEXANDRA ROSS and TEP ROSS motioned and seconded to TABLE R37:17.

Ms. Anglin and the Board reviewed the remainder of the Strategic Planning Document, addressing the Strategic Priorities identified in that document. The Board agreed that each Strategic Priority should have a working group:

<b>Priority</b>	<b>Working Group<sup>2</sup></b>
<p><b>1. Achieve Academic Excellence (10)</b></p> <ul style="list-style-type: none"> <li>a. Significantly Improve Keystone test scores across all subjects</li> <li>b. Significantly Improve teacher capacity and performance through training and evaluations</li> <li>c. Retain and expand the community of high performing teachers</li> </ul>	<p>To be developed prior to the next scheduled board meeting. Volunteers are to submit their intent to volunteer no later than April 28, 2017.</p>
<p><b>2. Successfully Renew 5-Year Charter (8)</b></p> <ul style="list-style-type: none"> <li>a. Develop action plan to ensure CHAD receives charter renewal in 2018-19 school year</li> <li>b. Update policies and procedures for students, staff, Board and faculty</li> <li>c. Update Board Bylaws and governance processes</li> </ul>	<p>See above</p>
<p><b>3. Achieve Financial Stability (8)</b></p> <ul style="list-style-type: none"> <li>a. Stabilize enrollment at cap, always meeting 620 (seated) students with a waiting list</li> <li>b. Leverage the building asset to eliminate bond debt</li> <li>c. Recruit an experienced financial person onto CHAD Board</li> <li>d. Work closely with DFF Board to expand and increase outcome of fundraising initiatives</li> </ul>	<p>See above</p>
<p><b>4. Develop Meaningful, Impactful Stakeholder and Community Partnerships (5)</b></p> <ul style="list-style-type: none"> <li>a. Expand partnerships with donors and design professionals</li> </ul>	<p>See above</p>

<sup>2</sup> Members of Administration will participate in all Strategic Priorities Working Groups. Additionally, all working groups related to standing committees should share the same members for efficient collaboration.

<ul style="list-style-type: none"> <li>b. <i>Host philanthropic, professional and business leaders to visit CHAD, meet students and hear success stories</i></li> <li>c. <i>Establish Alumni Association to engage alumni support (time, talent and financial capital)</i></li> <li>d. <i>Revive PTA/Parent Association Group to engage and involve parents (in student success)</i></li> </ul>	
<p><b>5. Successfully Integrate Design Across Curriculum (Walk the Talk) (4)</b></p> <ul style="list-style-type: none"> <li>a. <i>Establish Project based design curriculum initiatives</i></li> <li>b. <i>Engage Design professionals and partners in mentoring and shadowing opportunities</i></li> <li>c. <i>Utilize design principles to reinforce teaching in other subjects</i></li> </ul>	<p><i>See above</i></p>
<p><b>6. Develop Effective Marketing &amp; Media Strategy (3)</b></p> <ul style="list-style-type: none"> <li>a. <i>Rebrand &amp; Better Define CHAD “Message” (as a compelling, credible story)</i></li> <li>b. <i>Develop strategies to showcase student work beyond CHAD walls</i></li> <li>c. <i>Update website (to be responsive, user-friendly, and aligned with desired brand impression)</i></li> <li>d. <i>Provide streamlined donor platform developed in tandem and seamlessly integrated with website</i></li> <li>e. <i>Leverage social media platforms (Facebook, Twitter, Instagram, etc) to communicate story</i></li> <li>f. <i>Launch marketing campaign tied to CHAD enrollment and fundraising with improved external promotion and communication tools (newsletter, blog, mailers, e-blasts)</i></li> </ul>	<p><i>See above</i></p>

BENJAMIN LINDO and LANCE ROTHSTEIN motioned and seconded the adoption of the Strategic Priorities. **R38:17 shall be the designation for this resolution.** The Board UNANIMOUSLY APPROVED the Strategic Priorities. Working groups were then formed, by the Board of Trustees. The table above indicates the Strategic Priorities and corresponding working groups.

*The participants in the Strategic Planning Process discussed their experience with Strategic Planning:*

*Allison Panek*

*Greg Wright*

*Tep Ross*

*Phil Glick*

*Marguerite Anglin*

*Lance Rothstein*

*Alexandra Overton*

*Gerald Santilli*

*Benjamin Lindo*

#### C. CEO

*Gregory Wright discussed the Charter Renewal process, reviewing several charter renewal documents previously submitted and incorporated into these minutes. Mr. Wright will create, in dropbox, a Charter Renewal section:*

- + Board members should acquaint themselves with the Charter Renewal documents.*
- + Greg Wright summarized the Charter Renewal questions.*
- + David Annecharico advised that the Board and Administration review the current renewal / nonrenewal reports promulgated by the Charter School Office to set the charter school's priorities in policy development.*
- + Greg Wright reviewed the site visit guidelines and site visit protocol incident to the charter renewal process.*
- + The board reviewed other elements enumerated in the renewal guidelines including academic performance, organizational viability and financial health.*

*The Board directed Greg Wright to report, monthly, upon the Charter Renewal process and preparations.*

*The Board discussed with Greg Write the preparations for Keystone exams in the context of forecasting academic improvement in the student population.*

#### D. Business Controller

*Gerald Santilli and Michael McLeish reviewed the Financial Operations Report March 2017, previously disseminated and incorporated into these minutes.*

### **SECTION III: UNFINISHED BUSINESS**

#### A. RESOLUTIONS

NONE

**SECTION IV: NEW BUSINESS**

A. RESOLUTIONS

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

**R31:17 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>See Above</i>	<i>See Above</i>

MOOT

**R32:17 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>
NONE	N/A	N/A	N/A

**Hires / Appointments**

<b>New Hires Name</b>	<b>Hire Date</b>	<b>Salary</b>
NONE	N/A	N/A

**Salary Increase**

<b>Name</b>	<b>Increase</b>	<b>Date</b>
NONE	N/A	N/A

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

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

MOOT

**R33:17 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

**R34:17 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

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: May 30, 2017*

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**ADJOURNMENT AT 7:13PM**

MOTION

TR

SECOND

AO

VOTE:

PASS

FAIL

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