

REGULAR MONTHLY BOARD MEETING AGENDA



FRAZIER PREPARATORY ACADEMY

3711 W. Douglas Blvd.

Chicago, IL 60623

Meeting Agenda

Tuesday, August 14, 2018

1. Call to Order at 6:04PM

2. Roll Call

Name/Office	Present	Absent	Excused	Dial-in
Tommy Moore, Chairman	X			
Vincent Hardman, Treasurer	X			
Nedra Joiner, Secretary	X			
DeShon Carr		X		
Ronald Nolen			X	

3. Public Discussion N/A

T. Tharpe/Edlio Rep

4. Approval of July Minutes

N. Joiner

Secretary Joiner moved that June 2018 minutes be approved. Motion seconded by Pastor Hardman. **Motion carried unanimously.**

Chairman more stated for the record that we have quorum present with three board members in attendance.

5. Financial Report

V. Hardman

- a. July 2018 – Pastor Hardman advised there is really no report. There are no new numbers since the last report received. This is the dry time of the year as far as any expenditures and monies coming in. We'll be looking at the new influx of money coming in with the new school year.
- b. Banking Approvals and Signatures – **ON HOLD Per V. Hardman**
Pastor Hardman will start the process for new paperwork with our new HOS. When we submit paperwork it has to be submitted for all authorized signers. He hopes to have the paperwork completed by next week. He is also trying to incorporate procedures and process ideas from Ms. Williams to help in getting things paid on-time.

REGULAR MONTHLY BOARD MEETING AGENDA

Chairman Moore asked for a timeline on paperwork being processed. Pastor Hardman advised paperwork to be completed next week. He also asked about the financial process through Accel. Pastor Hardman advised he would have a conversation with Mike Flora on tomorrow 8/15.

6. Old Business

a. Building Security Status

T. Moore

Chairman Moore is waiting from his contact at CPS regarding metal detectors. He wanted to wait until we had a HOS so that our HOS, Ms. Williams and Mr. Jones could get together to meet with the CPS person. Chairman Moore wants to remove himself now that we have a HOS. He wants the team to review and decide what is best for the school.

Chairman Moore advised he did look into metal detectors that fit in the doorway. However, that is an old model and has been deemed at not good technology. They are no longer being sold. Chairman will forward new information to the team. Price could be the same or higher. CPS is going with a new vendor.

b. Head of School Update

Chairman Moore took the time to welcome our new HOS Mr. Quincy Jones. He comes with a lot of expertise. He has some musical background. Chairman Moore asked Mr. Jones if he wanted to say something. Mr. Jones spoke about his experience on the first time visiting FPA. He said that he feels he is working with a great group of women. He is excited to get started working with the team.

c. Potential Board Candidates Status

Deshon Carr has resigned due to his work schedule. He is always welcome to join us again when time allows. His passion and desire is still with FPA. He wants to help bring donors in. He is willing to help in any way that he can.

We have 3 potential candidates and two are more viable candidates. Terrence Fennison and Brook Mosley. Secretary Joiner asked shouldn't we invite them to the meeting first and then have a conversation with them afterwards. We will invite them to the September meeting and move forward from there. Ms. Raines wouldn't be a good choice because he currently works for a Charter School and it would be a conflict of interest.

REGULAR MONTHLY BOARD MEETING AGENDA

7. New Business

a. Mission, Vision, Values & Compliances (OMA/MOU/CI/AP/) T. Moore
We met with the leadership team as a whole and then individually. Chairman Moore advised Mr. Q. Jones that we would meet with him down the line. We want him get a feel for FPA and then we would have that conversation.

Leadership Team – Mission, vision and core values. Document handed out to the team. We think we are on a great start. We are looking forward to the fruit that comes as a result.

b. Strategic Plan

Chairman Moore spoke to Kadi Sisay. She was instrumental with helping us with our Strategic Plan. She is offering her services pro-bono to help us pick back up on the plan. He mentioned she offered other services that she could provide and help.

c. Financial Adjustment

V. Hardman

Chairman Moore spoke about where we are with enrollment numbers and as it relates to salaries. As a board we want to make sure our salaries are competitive as it relates to other schools and what teachers are getting around us. We are moving to have all certified teachers on staff, with that it will cost us. We are willing to figure out what we need to do as a board to meet the certified teacher's half-way. We will need to make some financial adjustments regardless. Pastor Hardman and Ms. Williams will need to work out. Great staff members we have coming on board. If we are working to become a 1+ school we have to pay our staff.

Pastor Hardman stated from his point of view fiscally. He is all for us getting whatever we need to have to succeed. We came out plus, plus, plus at the end of the school year financially. We don't need all of the excess in our fund balance. We need to use funds to upgrade the school, the staff and the academics. We need to make Frazier what we want it to be.

Sec. Joiner also stated that if there are things we need come with a quote and plan of action so we can digest it, have a conversation about it and be ready to vote at the next meeting or whenever the time requires.

8. Administration

a. Director of Operations

F. Williams

Office Updates – Facility update, cleaning going on. One of the Aramark Heads (Mike Doyle) passed away. This has pushed us back with putting padding in the gym and getting the walls done. CPS is responsible for patching holes in the wall.

REGULAR MONTHLY BOARD MEETING AGENDA

Staffing update: 85.5% staffed. Looking for 4th grade and 5th grade teacher. We made an offer to a 4th grade teacher and we are waiting to hear back. All other positions filled.

Compliance and Audits: Epicenter, Oracle and consolidated grant. Every there is something due. The team is working hard to make sure the data is entered on a timely manner. Dates are constantly changing that makes it a little more difficult.

Audit: ISBE came in last Wednesday regarding our charter school grant. They will send their findings to CPS and CPS will in turn send the findings to the Frazier team and board. There are some things that need to be revamped. 90% of this grant goes towards salaries. We have to make sure certifications are in place and people are doing what we said they are doing. Pre-school audit coming up. Ms. Williams will provide an update afterwards.

Leadership retreat – 3 day event was amazing. Team wanted to make sure that professional development was on point. The admin team wants to welcome the staff to a very fulfilling professional development. Team bonded well during this time. Professional development for new teachers was great. Ms. Williams feels a sense of hope. New teachers ask a lot of questions and they are thirsty for the knowledge.

Chairman Moore spoke on quotes received for painting services. Walls on the third floor about 6000 Sq. Ft (quotes received from \$8400 to \$9200) to paint the walls and the trim. It might be a little less expensive if CPS patches the walls. However, due to the death of Mike Doyle they are behind in trying to locate paperwork that had been processed. It would cost less than \$10k to have this done. We are going into our 4th year at this facility and these cosmetic upgrades are required. Chairman will send quotes to the board for review so we can expedite this matter.

Compliance – As a board we have to complete the OMA (Open Meetings Act) training every year. New board members have 30 days to take care of this compliance issue.

MOU – The board needs to figure out a date to talk about the renewal agreement with Accel. This is due in Epicenter by the end of the month. We look at a 3yr contract with 1yr-renewals. They are great with finances but some other items Accel has continued to drop the ball. This meeting should take place face to face so we can review the contract together.

We need to renew our conflict of interest policy and ethics policy. Both are completed for now but will come up again for the 2018-19 school year.

b. Parent Liaison/Community Relations

T. Tharpe

REGULAR MONTHLY BOARD MEETING AGENDA

As of today 8/14, 232 scholars are re-enrolled. 25 applications completed; 8 applications in registration in progress. Accel and School Mint – Once the application is completed it stays in registration/progress. Once the parent uploads documents (proof of address, ID, Birth certificate) then the application moves to registration verified. Many of our parents have completed the applications but don't have access to upload documents they need to bring documents to the school. As it stands as of 8/14, we have 290 scholars. As of June 15th thru Aug 14th, we have had 21 scholars transfer out. This date last year we were at 28 students who transferred.

Marketing efforts very strong this year. Yard signs posted, local newspaper, posters in grocery stores etc. Parents are coming in and asked, "how did you hear about us, "parents respond you're everywhere". Team is hopeful we can get more scholars. A number of community events attended. Open house to be held 8/15 at the school.

We are looking to allocate remaining dollars to redesign our website. Edlio provided a quote. They only work on school websites. The quote was \$5250. They are willing to wave the \$1500 set-up fee. Pastor Hardman asked about maintenance cost. There will be training for the staff. They will keep us posted the enrollment numbers.

Chairman Moore advised we need to decide as a board if we want to move forward. The admin team should take a look and let us know how they feel about this company Edlio so the board can decide.

c. Director of Academics C. Roldan
Summer School updates – 1 student had to be retained. This was expected. She made no gains academically so she needed to be retained. There were 2 6th grade boys that will be retained for 6th grade math for ½ the year. They need to meet the requirements: mandatory afterschool, tutoring, maintaining a "C" in math. They will take 7th grade classes with the exception of math. Everyone else passed summer school and letters went out to parents in the mail 2 days after summer school ended.

This student who had to be retained missed so many days of school therefore they missed out on work which put them behind. Her attendance is a big issue. This unfortunately runs in this family.

Another parent was not happy that her son was retained for math, she reached out to INCS. He was given a reading test and he was only there for math. He actually went down in math so therefore he had to be retained in 6th grade math. There was also an attendance issue. Math was his first subject and he was late every day. He had 56 tardies and 12 absences. Parent instructed that she would get him tutoring but still called INCS. INCS called FPA for more information.

REGULAR MONTHLY BOARD MEETING AGENDA

Curriculum updates: New rep for HMH (who distributes GoMath, Journeys, Science Fusion and Social Studies curriculum). Ms. Moore placed orders last year and extended the life for replenishment. Not sure if this is a 3yr or 6yr contract. There is a lot that needs to be reordered. All curriculum should be in and inventoried before the first day of school.

Instructional leadership team will be put in place at the start of school. There are teachers we have in mid but we want to give all teachers a chance to be leads. Teachers will need to apply for the position. There will be an application process. This will be a stipend position. The leadership team to meet twice monthly. They will also lead grade level meetings twice a month. Meetings will go on the school calendar.

Secretary Joiner asked about the school calendar. Chairman Moore asked if these documents are located in Google Docs. The team will begin to use this method.

Chairman Moore asked about technology – Ms. Williams advised she met with Jay on getting Ipads for Pre-K. They are working backwards with Accel/Fit on repairing the Chrome books. However, she believes it's more purchasing than repairing. They did not do a great job of taking care of the technology. Jay from FIT is leaving his last day is Thursday 8/16. Jay to sit down with Ms. Williams with information on inventory on what needs to be fixed and what needs to be replaced.

We need to get this technology issue resolved. We need to fix this process as there are too many hands involved. We need more of an ala carte service from our management company. We need to get control of our technology.

d. Director of Specialized Services L. Williams
Special Ed. Prof Dev updates – CPS has offered a lot of special development training this summer. Her team has visited refresher PD for IEP writing, both she and Ms. Secka went to the progress monitoring for behavior. We were shut out of some of the CPS training because we are Charter. Mr. Binion decided to go anyway and they let him. Training attended at Chicago State before the school year ended. Ms. Roldan knew of another PD that they attended trauma training.

Legal Conference - Principal legal conference updates. Redesign based on sexual assaults at CPS. How we handle students? There is a CPS policy in place that we will follow. Fingerprinting all CPS staff. Everyone working in the school must be finger printed. FPA has always followed CPS procedures for background checks. This is a safety precaution. We're better SAFE than sorry.

REGULAR MONTHLY BOARD MEETING AGENDA

SPED renewal for ISBE, coming us August 10th. Mrs. L. Williams was able to attend. They explained what needed to be tweaked. The email needs to include Mrs. L. Williams. Chairman Moore advised he would make sure Mrs. L. Williams was added to the emails to get ISBE updates.

Sec. Joiner advised we need to make sure everyone who should be included on the emails are part of the distribution list.

Chairman Moore – Technology spoke to Mr. C. Jones for technology. Software that will give him the capacity to oversee the MAC systems in the lab to see what kids are web searching for on the internet/bullying etc.

3-D printer needs some software in order for it to work. Mr. C. Jones will do some research to see what we need to get things moving to fully utilize our lab. The software cost is estimated at \$355.

Pastor Hardman mentioned annual school audit is in process. They will visit in Sept/Oct to fully process audit.

Pastor Hardman moved meeting be closed at 7:15pm. Sec. Joiner seconded the meeting. All in favor. Board voted to unanimously close the meeting.

9. Announcements

Next School Board meeting is September 11, 2018

Action Items

Topic/Task	Responsible Party