

**REGULAR MONTHLY BOARD MEETING AGENDA**



**FRAZIER PREPARATORY ACADEMY**  
3711 W. Douglas Blvd.  
Chicago, IL 60623

**Meeting Agenda**  
**Tuesday, September 11, 2018**

**1. Call to Order at 6pm**

**2. Roll Call**

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

**3. Public Discussion – None**

**4. Approval of August Minutes**

N. Joiner

Pastor Hardman moved that minutes for August be approved. Second by N. Joiner. ***Motion carried unanimously.***

**5. Financial Report**

V. Hardman

a. July & August 2018

Finance meeting held on 9/11 without a financial report. Accel a bit behind with reporting as they prepare their schools including Frazier for the upcoming audits which began next week at Frazier. The request of what is required for the audit was not yet available. Pastor Hardman advised he would speak to the auditors to see if they can postpone the audit since it does not make sense for them to come out if we don't have items available. We can't get items ready until we know what they are.

This is a quiet time. However, has started so as we approach the next board meeting we will be able to discuss two months of financials. We have a very lucrative fund balance available. We should be forward thinking about things we might need. We need to think out of the box to get things we require.

b. Banking Approvals and Signatures – ***ON HOLD Per V. Hardman***

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### 6. Old Business

#### a. Building Security Status

T. Moore

Chairman Moore is waiting to hear back from CPS on which vendor they will go with for metal detectors. We will need a new quote. He was hopeful we could keep the same price as before but that does not look to be possible. We have to wait until things are finalized.

#### b. Head of School Update

Chairman Moore is waiting to hear back from Accel. Messages left via telephone, text and email. He is anticipating a call from Ron Packard they have been playing phone tag. The last update is they are looking to hire a regional vice president other than that we still have our sights out on a HOS. We are looking very intently to find the right person. The staff knows that Ms. Williams is the go-to person. Chairman Moore thanked Ms. Williams for stepping up to the plate again to take on this task/role. We realize that our leadership team is solid and they can handle the job. We are very thankful to the team for their hard work.

#### c. Potential Board Candidates Status

Two potential board members: Brooke Mosley and Terrence Fenison introduce themselves to the group. Chairman Moore thanked them for coming and advised we would spend some time with them after the meeting.

### 7. New Business

#### a. Gym Refinishing

T. Moore

Project to start over the Christmas break. They will need more than a few days. Chairman not sure what the process will entail. Gym floor is now peeling and is becoming a hazard. Floor needs to be refinished and resealed. They will come out and take another look to see exactly what is required before the work begins. We tried to reach out to the company that did floors before but we get no response. The cost is estimated at \$2093.

#### b. Accel Contract Renewal

The board had discussions regarding our contract. Waiting on Ron Nolen regarding our options. We will request Ron Packard to come in so we can have conversations regarding the contract. We are looking at bringing in other resources for maybe a la carte services. Our wish list has been given to Ron Nolen. Accel is in wait mode. They are waiting on us to let them know so the contract can be put in place. Our management fee has gone back up to 12.5% (from 11%) currently with no official contract in place. The discount period was 3yrs and now that our contract has ended the discounted period ended.

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### c. CPS Agreements

We have signed the lease agreement. The only thing pending is the MOU agreement. Chairman asked Mrs. Davis (Herzl Principal) had she received anything and she had not. Someone from CPS is supposed to visit the campus for a walk-thru. The landmark needs to change regarding rooms that Herzl has that should go back to FPA. Chairman Moore and Ms. Williams will need to schedule a meeting with Mrs. Davis (Herzl) to review the MOU to move forward. MOU – Memorandum of Understanding.

## 8. Administration

### a. Director of Operations

F. Williams

Staff Updates – 1 current vacancy for 4<sup>th</sup> grade and 2 5<sup>th</sup> grade vacancies. The 5<sup>th</sup> grade vacancies are filled. Ms. Lang has been placed in the 4<sup>th</sup> grade slot until we are able to get a 4<sup>th</sup> grade teacher. Two resignations – Mr. Whitehead (Security) and Mr. Phillips (5<sup>th</sup> grade ELA and Social Science)

Profession Dev kicked off on August 13<sup>th</sup> for new staff members. In the building we had 6 staff members, 1 social worker, 4 new teachers and 1 instruction assistant. Staff is excited about Ms. Tillman social worker who has been a great help to our scholars on the social/emotional needs.

Week of 8/20, all staff members returned. However, the team had to be relocated because of the cleanliness of the building. Thanks to Ms. Roldan and Miracle center where Ms. Roldan volunteers her time. They allowed the FPA team to come and host their balance of professional development. They treated the team like family. They were there Mon 8/20 thru Thursday 8/23. They returned to our campus the following week to complete the PD. The professional development was tight and right. The staff enjoyed what was presented. The admin team spent a great deal of time putting the professional together during their summer retreat. Mrs. L. Williams was very instrumental in having CHAMPS come out regarding training on the disciplinary piece. Ms. Roldan was instrumental with training on GoMath and curriculum. PD ended on Thursday with a team building exercise to the Escape Room in Oak Brook and Lunch at Uncle Julio's.

Ms. L. Williams is heading a committee for culture & climate to keep up the activities for the staff. Each admin team will hold a breakfast.

Facilities – Summer cleaning ended on 8/31. 3<sup>rd</sup> Floor painting has been done. There's a fresh coat of paint and it brightens up the building. Front entrance also repainted. Brings new freshness to the school.

Yonder – Cell phone policy for scholars. Ms. Williams provided a sample of the new cell phone pouches. First we need consent forms from the parents. Unfortunately, scholars are texting during instruction time. Coach White, Mr. Jones, Ms. Morgan will be responsible for making sure 5<sup>th</sup> thru 8<sup>th</sup> grade scholars phones will be locked and secured. Phones have to be turned off before they are put into the pouch.

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Ms. Williams advised we had an Amazing first day of school. There were some kinks and challenges but the Admin team makes it happen.

Chairman Moore asked about the committees. Mrs. L. Williams advised the committees are: Attendance, Culture & Climate, MTSS, Fun. Each Admin will lead one of the committees.

b. Parent Liaison/Community Relations T. Tharpe  
Enrollment numbers as of 9/10 we have 313 scholars enrolled K thru 8<sup>th</sup>. Outside of the number of families that advised they would not be returning we have only had 43 transfers since June 15<sup>th</sup>.

First day of school, we enrolled 12 new families, but we lost 8 families. Last year first day of school Sept 5<sup>th</sup> 2017 started out with 341 students K thru 8<sup>th</sup>. We discussed last board meeting regarding the school website update. The contract has been signed. Purchase order will be created for \$3750.00. Pastor Moore asked if the Admin team had a chance to review the vendor before we signed a contract. Pastor Moore asked that the leadership team review before we commit.

Marketing update – Chairman requested posters with mission and values. Ms. Tharpe has new proposal. We want to beautify the school by adding posters with our scholars pictures on them. Ms. Tharpe has proposals for that.

Back to school night is Wed, Sept 26<sup>th</sup>. Typically, we sit down with the HOS to map out how the handbook will look. Requesting the board provide feedback on what we would like to see in the handbook. Coach White (Clark) wrote an essay and Frazier was selected to receive a generous donation of back to school supply kits for every scholar. Pre-k thru 8<sup>th</sup> grade. Back to school Illinois came in with their team. A truckload was delivered to Frazier. A great experience to see our scholars excited about the school kits. Coach White (Clark) set up a surprise assembly for the scholars. FPA made the news being a recipient of this donation.

c. Director of Academics

C. Roldan

Current curriculum: Journeys for literacy (K thru 5<sup>th</sup>) and Collections (6<sup>th</sup> thru 8<sup>th</sup>). As a team, Ms. Roldan would like to revisit the collections curriculum at a later time because there is no online component for the 6<sup>th</sup> thru 8<sup>th</sup> grade. She is familiar with, have used and very interested in My Perspectives curriculum that CPS uses for their middle school students. Tailored toward NWEA testing. Math curriculum is GoMath for K to 8<sup>th</sup> with

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online components from K to 6<sup>th</sup>. 7<sup>th</sup> and 8<sup>th</sup> do not have online components but they have workbooks that K thru 6<sup>th</sup> do not have. We have Science Fusion for our science curriculum and Social Studies curriculum is uniquely named that it's called social studies.

We are currently in the middle of subscriptions for science fusion and social studies for grades K thru 8<sup>th</sup>. Science Fusion is a 5yr and expires 2020 and social studies is a 6yr and expires in 2022. All consumables get sent every year. 50 of each per grade level of consumables will come every year. Team is trying to figure out what to do with the overflow of curriculum. The team has boxed up old and outdated curriculum. Pastor Moore has offered his truck to help move boxes from FPA to a warehouse called Scarce so that we are not just disregard it.

Ms. Roldan sent a proposal to the board of over \$60k for approval for curriculum in which the board approved. However, after review of the curriculum they pulled what they could salvage. She spent a lot of time going through the curriculum to pull what we could use. We found whole sets of curriculum and saved \$34,200. In the future, they would to move to more individualized instruction.

Curriculum and instruction support. First grade level meeting was held on Thursday, September 6<sup>th</sup>. Topics discussed were check-ins, scheduling, professional responsibilities, back-to-school assembly and introduction to testing. NWEA testing will begin on Tuesday, September 18<sup>th</sup>. We will begin with grades 3, 6, and 8 as they are benchmark grades. Jeff, from FIT, ensured us that all iMacs and Chromebooks are ready for testing. Our FIT technician and Jeff will both be on site when testing begins should we face any technical issues.

Chairman Moore asked if lead teachers had been selected. Ms. Roldan advised that they want teachers to apply for the position. They want people who what the position. They will interview and have decision made by October.

Chairman Moore asked about the pre-school program. Ms. Williams advised this process has been a thorn in our sides. The process has changed, people have changed. Ms. Williams had to learn a new program in order to get the documents submitted. Everything is in place now and we are good to go. Chairman Moore asked if Ms. Williams has identified any additional support with the compliance issues. Ms. Long (admin asst) has been a great help. Ms. Rodriquez is volunteering her time and services to help run our office while Ms. Williams is wearing many other hats.

d. Director of Specialized Services

L. Williams

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Mrs. L. Williams advised she is currently editing the Special Education Renewal Section with ISBE. She is waiting on the original renewal so she can make the updates but she is still waiting. Morgan has retired and she was our lead person. Mrs. L. Williams is awaiting confirmation of deadline for submission  
RSP's (Related Service Provides) were present for the 2018-19 first team day Thur. 9/6. All RSP's have received their schedules for the scholars they will service.  
Compliance: there are no updates at this time.

### MTSS (Behavioral) Updates

We are currently working on completing the 3 tiers for classifying scholars. FPA tiers will be completed by EOW. In preparing the tiers, teachers will receive a compiled checklist as to be sure protocols are clear and detailed

### Culture and Climate

Committee of FPA teachers and staff has been created and first meeting held. Universally, FPA will use ONE system (ClassDojo) to track behavior with merits and demerits. Teachers must create their own account and input student information for each class. This system as proven to effective and will be directly tied to incentives for scholars based on the data as it is tracked. As a team, we realize how important it is to develop a positive school culture.

Chairman Moore asked about a parent committee to coincide with the other new committees formed. Ms. Tharpe advised this would be a very significant part of culture and climate. Our school rating is based on parents taking the survey providing their buy-in. Chairman Moore asked about a parent involvement in the activities that we currently have. Ms. Tharpe advised we want to bring other events to the school and will solicit parent involvement.

Chairman Moore advised that the board would like to take the admin team to dinner as an appreciation for their service. We want to make sure our team is supported.

Coach White (Clark) advised FPA has a solidified sports program. We have partnerships coming up. Sparkling Ice is sponsoring us through December (1500 bottles per month). Coach White's intention is to help increase enrollment by creating and building our sports programs. However, scholars have to be academically sound before they can play any sport.

Sec. Joiner asked who is running the program alongside Coach White. He advised he has a slew of teachers willing to help. Mr. Dixon, Ms. Cotton, Ms. Morgan and others. Terrence Fenison advised he is willing to help coach. Funding for the programs is provided by CPS. Coach White has resources set to help with equipment and other items required. The sports is self-contained. Sec. Joiner asked Coach White to provide a detailed report of everything.

## 9. Announcements

*Next School Board meeting is October 9, 2018*

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OMA Compliance is required. This is an annual item for the calendar year. We need to upload 2018 completed certificates to EPICenter. 2018 certificates have previously been sent to Ms. Williams.

Sec. Joiner moved that September meeting be closed at 7:11pm. Second by Pastor Hardman. ***Motion carried unanimously.***

Action Items

Topic/Task	Responsible Party