

# REGULAR MONTHLY BOARD MEETING AGENDA



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

Meeting Agenda  
Tuesday, April 4, 2017

**1. Call to Order** at 6:10pm

**2. Roll Call**

Name/Office	Present	Absent	Excused	Dial-in
Robert Steele, Chairman	X			
Tommy Moore, Vice Chairman	X			
Vincent Hardman, Treasurer		X		
Nedra Joiner, Secretary	X			
Kevin Bailey	X			
DeShon Carr	X			
Angelique Orr		X		

**3. Public Discussion** – None

**4. Chairman Report**

R. Steele

**5. Approval of March 21, 2017 Minutes**

N. Joiner

March Minutes will be approved at April Board meeting.

**6. Financial Report** (April 2017)

V. Hardman

- a. **Account Administration Signature Update** – Signatures on a legal documents by Principal Payne and Felicia Williams.

No financial report in the absence of our board treasurer. April and May financials will be reviewed at May meeting.

**7. Old Business**

**Parent Involvement Initiative**

**T. Tharpe**

In honor of Women’s History month at the end of March FPA hosted a parent outing with scholars focused on middle school scholars (6<sup>th</sup> thru 8<sup>th</sup> grade) – Sip and Chat. Panel of women who grew up in the community, in Chicago and are a product of Chicago Public schools. In

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different facets of their careers government services, entrepreneurial, college. Building relationships and networking. Scholar of the month café was held at Hope Café.

8<sup>th</sup> grade update – Pretty much everyone has been accepted. We are dealing with 6 to 8 scholars who are struggling (red flag). Team meeting with parents and scholars. Everything has been given to parents and scholars to make sure they complete the requirements for graduation and be promoted to high school. Mr. Steele asked if we have commitment from the parents to provide the support at home. Ms. Tharpe advised we are providing weekly updates to parents.

Tharpe advised we have partnered with the Chicago Fire Foundation. Partnered with them to bring a soccer program to FPA for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade. Free of charge to us (\$17k value). Kids are focused on teambuilding.

### **Annual Event Update (10yr Gala)**

### **R. Steele**

Steele contacted the Parkway Ballroom at 45<sup>th</sup> and King Drive as a possible venue. Lawndale Christian Center Skyline has been contacted. Tharpe asked is we could host at the school. Steele wants an environment conducive to a sit down meal. Scheduled for Friday, June 2<sup>nd</sup>. Donn asked for a timeline and a hard list of invites for this event. Johnathan Jackson asked to be speaker for the event. Mr. Steele suggested we use Free Spirit Media for our video and for them to be our graphic designer. Time frame for event is 6pm to 9pm. 3 possible venues: Harold Washington Cultural Center (confirmed), Parkway Ballroom or Lawndale Christian Center. Steele wants to get everything in order and get a package out to the board. Hoping for at least 100 participants. We are to have Accel participate and partner in on this with us. Steele has 100 guests he would like to send invites. Hopefully, all board members has a list of guests to invite. Invites to go out to 200 to 300 people. Price point to be \$100/pp (high-end) or \$75/pp (low-end). Steele prefers using Lawndale Christian center skyline but we need to confirm availability. Tharpe to send an email to LCC to confirm date. Agenda will be discussed after venue is secured. April 15<sup>th</sup> is target date for mailing invite and sponsorship packages.

### **Accel Schools Update**

### **D. Tignanelli**

Bruce Henson was planning to attend April meeting but because change of date he could not attend. Plans to be at May meeting to provide information on two properties identified for review for new FPA location. Donn will ask Bruce to send us some information in advance

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regarding these properties. Steele and Payne will contact CPS regarding a couple CPS buildings available for use.

New accounting firm to be considered going forward. RFQ has gone out and two responses have been received. Mike Flora put the RFQ together there are certain criteria that is required of our audit firm. This firm has to meet the CPS standard and federal code to do an audit at FPA.

### **New Business**

#### **A. PARCC Testing Update**

**P. Payne**

PARCC testing is complete. As of 4/4, 3 students who need to take the computer based test. Technology issues have been resolved. Paper tests are complete and need to be sent to CPS. 3<sup>rd</sup> and 4<sup>th</sup> grade required to do paper based testing.

#### **B. School Partner Reception Update**

**P. Payne**

Went really well. Payne was able to meet different people who were influential at FPA. Met Dr. Powell who has now returned to FPA. There were tours and student performances. Chuck Leavy from Garfield was excited but disappointed because he would have wanted to invite Leah Hope from Channel 5 News.

Dorothy Tucker very engaged, we should make sure to keep her in the loop of activities at FPA.

#### **C. Strategic Planning Update**

**R. Steele/D. Tignanelli**

Mr. Cooper from National Charter School Institute was contacted but he is not available. Donn picked up Charter Board books for us. The plan is one thing but the execution is another. We put some great things together at our last planning session. We should maintain a level of communication and relationship with National Charter School Institute. There is a definite benefit to maintaining this relationship.

We will reach out to Kadi Sisay who did our last Strategic Planning Session to see what information she has to share. Steele advised we should reach out to INCS as well.

Ms. Joiner advised at our last session there was so much going on afterwards. Now it's time to get back to planning and executing. 9am to 1pm is the set time schedule. Who should be included from a staffing standpoint? Teachers and staff to be included.

#### **D. Head of School Report**

1. School Opening Report

**P. Payne**

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Focus has been on PARCC assessments. Ms. Payne stated an issue with technology but it was resolved. Representatives from Pansophic came in to provide additional access points. Testing completed in the 1wk time schedule. Make up testing for 3 students who were absent.

Positive incentives for scholars who had perfect attendance and scholarly behavior during PARCC testing. Started off with a "Monday Fun-day", where scholars were allowed to come out of uniform. 1.5hrs in class of activities hosted by teachers and 1.5hrs in the gym doing different activities.

School Culture – Feb scholars (6, pre-k, kindergarten, 6<sup>th</sup> & 8<sup>th</sup> grade) of the month celebrated at Hope Café. Mr. Johnson (Security officer) highlighted for exception display of professionalism. One of the guest his aunt finishing her Ph.d at a University. She offered a college tour to our scholars so that new partnership was formed.

Additoinally, the FPA soccer team played against Herzl. Although they lost they were very excited. The practice is fun and the comradery was great.

97% of staff completed the survey. Surveys were completed during PD.  
99% of students completed the survey.

Staff interviews in process for upcoming school year. An offer has been extended to an amazing Kindergarten teacher who is completing her Masters in Ed. Harvard Graduate School of Education.

STEM: On hold right now. An area that we need to revive. The promising part is the conversations being had with Mr. Jones. Working on a project for the last quarter "The Shark Tank". Hopefully, we can start through our technology course.

### **2. Dean of Academics**

#### **A. Jenkins**

Past two weeks her focus has been on testing. Working on logistics with the team to ensure teachers are coordinating and extracting the test appropriately. Spring NWEA testing window May 15<sup>th</sup> thru June 15<sup>th</sup>. Benchmark grades to take testing prior to June 1<sup>st</sup> so that we have scores back as they relate to promotion and retention.

Chairman Steele asked about score comparison analysis. Last testing was January 2017, we have not had any testing since January. Board should be aware of what the comparative analysis is.

Opportunities for scholars to get more involved in the community. Earth Day is coming up.

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### 3. Director of Discipline

Absence – Death in Family

G. Prokop

### E. RVP Report

D. Tignanelli

Enrollment goal of 440 with 20 being in pre-k. Leadership team is working on re-enrollment plan. Personnel issue that needs to be addressed. PARCC information was downloaded from PARCC site and how it was downloaded. We are aware of the situation and trying to identify specifics for follow-up. Human resource issues that contributed to these issues. FPA software/hardware system is very old. We have not updated for quite some time. Planning to be able to use some E-rate funds for upgrade. We do not want to put money into a building, we need to have a system that can be moved to another location. Pansophic will put together a plan for upgrade to share with the board for review.

We need to have our budget in place by the end of June. We have a new Marketing manager Shantell Williams who is based out of Toledo, Ohio. She plans to come to visit and talk about the strategy with the team at the end of the month. She plans to be on-site for Donuts with Dad. Parent involvement is the key target for marketing. How can we create a successful parent involvement program? That's very important to all of us.

National Charter School Institute – CPS sent out an email regarding some changes in Charter school operations. Moving forward NWEA will be kept as the school rating assessment for the 2017-2018 school year.

Timestar system Program for staff to punch in-/out. Accel has implemented a program called School Mend which will allow families to enroll online if they choose to do so.

Chairman Steele asked about annual stipend from CPS. Cellular antennas attached to building. \$8000 stipend to be split between Frazier and Herzl. Our \$4000 would go towards our athletic programs. Donn will send email for follow-up.

### 8. Announcements - N/A

N. Joiner moved meeting be closed at 7:25pm and seconded by K. Bailey.

*Next School Board meeting is May 9, 2017*

Action Items

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Topic/Task	Responsible Party