



**FRAZIER PREPARATORY ACADEMY
REGULAR MONTHLY MEETING OF THE SCHOOL BOARD**

Meeting Minutes

August 11, 2015

**Frazier Preparatory Academy
3711 W. Douglas Blvd.
Chicago, IL 60623**

1. Call to Order:

Meeting called to order by Mr. Steele at 6:20pm. Secretary Joiner takes roll call for the board of directors. It has been noted that both Mr. Lee and Mrs. Young have resigned from the board. Resignations accepted and those names removed from office.

It was moved by Nedra Joiner that the resignations be accepted and seconded by Pastor Hardman. Motion carried.

Nedra Joiner appointed at July 2015 meeting as Secretary. Tommy Moore has been appointed at Vice Chair and Vincent Hardman has been appointed as Treasurer. It was moved by Nedra that we place both Mr. Moore and Mr. Hardman in position and seconded by Pastor Hardman. Motion Carried.

2. Roll Call

Name/Office	Present	Absent	Excused	Dial-in
Robert Steele, Chairman	X			
Tommy Moore, Vice Chairman	X			
Nedra Joiner, Secretary	X			
Vincent Hardman, Member	X			

3. Public Discussion

No public Discussion

4. Approval of Minutes

R. Steele

Moved by V. Hardman that we accept board minutes from July 14, 2015 and seconded by T. Moore. Minutes approved by the board. Motion Carried

Note: New Frazier logo added to board minutes and agenda. New logo will be used on all correspondence going forward.

REGULAR MONTHLY BOARD MEETING AGENDA

5. Old Business

Parent Involvement Initiative

T. Tharpe/N. Joiner

PII is extending the branch of the parent involvement initiative to now include the Parent University Café (PUC). Several meetings have taken place over the summer to create a calendar and put items in place to unveil the PUC. Members include Vice Chair T. Moore, Secretary N. Joiner, Treasurer V. Hardman, Parent Liaison T. Tharpe and EVP D. Tignanelli. The Parent University Café is an extension of PII.

Room designated at FPA for PUC. This room will be used as the Parent Resource Room. The plan is to bring more resources and programming to the school for our parents. Help to teach parents how to use power school, maybe bring in resources for tax preparations, writing resumes and help with basic computer training skills etc. Our PUC will also be used to bring in community organizations to help put the Frazier name out and perhaps bring more enrollment to the school.

Orientation: Week of 9/1, members of PUC will be onsite to help bring awareness and get more parents involved.

Mr. Moore and Ms. Joiner solicited furniture from Mr. Steele for the PUC. Mr. Steele recommended that our Dean of Students should also be a member of the PUC Team.

Mr. Hardman asked if we are giving PUC publicity on the school website. Ms. Tharpe advised we are still in the early stages so the information has not been posted as of yet. There are currently 4 desktop computers available for parent use. Mr. Steele advised he would donate a Keurig coffee make for PUC.

Summer School Program Update – (6) 8th students were involved in the program. 5 out of 6 successfully met or exceeded the requirement to be promoted to 9th grade. 1 student unable to meet requirements for 9th grade. Parent was contacted 1wk prior to the end of summer school program and discussions held that this student would return to Frazier to repeat the 8th grade. Ms. Tharpe would contact this parent to confirm this student would return for the 2015-2016 SY.

Student is 14yrs old and the team will work with him in the next school year to help ensure he can successfully complete his 8th grade

REGULAR MONTHLY BOARD MEETING AGENDA

year and go on to high school. Team to meet regularly to review data for all "at-risk" students. Title I budget cut so there is no funding for Saturday school. We must ensure our students meet academic requirements during the regular school year. We currently have 12 "at risk" students for the upcoming year. These students are listed as a risk due to grades, scores and attendance. Pastor Moore suggested there be a customized plan for these 12 students.

Ms. Tharpe advised she would have some high schools counselors come in to speak to 7th and 8th grade parents to drill on important freshman year is when entering high school.

Ms. Joiner suggested we get back to creating leaders within our school. Bring back our Student council.

A. Construction Update

T. Moore/T. Tharpe

Building Signage – Contractor approved. Manufacturer has sent the sign to the sign company. 4 to 5 week LT for delivery and installation. Ms. Tharpe received a call that they would be coming to stake the sign. They are working with the building engineer and the sign company to make this happen. Sign should be up by the first week of September. It's a tight schedule but they are working on it. Spoke to Cynthia Gonzalez regarding IP address required so they can tap into the lines to get the technology running.

We have gone back to Comcast as our internet carrier. A lot of site work done by Comcast to gain the best signal. Pastor Moore asked about a "guest" sign-on.

6. New Business

A. Head of School Report

D. Tignanelli

Mr. Tignanelli – reported that we have 3 positions to fill. Admin Assistant, 1 Instructional assistant and 1 para-pro who requires certification/license. The para-professional may only work in the special education arena and may not be pulled to do other jobs as this position is federally funded. All teachers are hired. We have two returning teachers Ms. Secka returning to Special Education (primary sped teacher) and Ms. Jennifer Simmons who will teach 4th grade.

Three open positions should be closed within the next week per Donn. Hope to have positions filled by 8/21/15. Prior to preservice. Profiles for teachers will happen during the first week of pre-service.

Mr. Steele suggested teacher profiles along with contact information be listed on the school website. Donn wants the website to show profiles by grade level. Updates to the website are done by Ms. Tharpe. Staff job descriptions

REGULAR MONTHLY BOARD MEETING AGENDA

will be handed out during preservice. Need to keep focus on staff roles so we have a better way doing evaluations and ensuring staff are able to keep the focus on their responsibilities.

B. CPS Organization

Mr. Steele has been contacted by a couple of CPS employees who have been terminated. They have been taken away from their roles. Office of Incubation and Office of Innovation. Former director are both gone. We are not sure what the new staff will look like or who we will be reporting our data too. Over the next couple weeks we are trying to determine who our direct point of contact will be.

Mr. Steel also spoke about how CPS will be sending out funding in portions. There are some financial adjustments to be made internally to help keep thing moving in the right direction.

Conference call to be scheduled with Mr. Steele, Mr. Tignanelli and CPS (Tom Maloney – CFO). Mr. Tignanelli suggested that Kristen LeMay be on that call as well. Pastor Hardman should also be the call so everyone is on the same page.

C. RVP Report

Mr. Tignanelli wanted to review a report that he received from INCS (Illinois Charter School Network). INCS is looking at our school quality reading. Frazier has been put into a group of 5 schools as a comparison. We must get our students to grow but at a higher rate of attainment. . (See RVP Report for Details).

Mr. Steele stated that we should be monitoring the activities to ensure teachers are working collaboratively to make sure all students are getting the required skills to excel.

Donn suggested this should be happening in grade level meetings. Also, suggested that teachers meet weekly to review several topics as suggested: (1. Homework help, 2. Spend time across grades, etc...)

We plan to have 3 lead teachers (K-2, 3-5, 6-8) who will know they need to collaborate with each other to help ensure success across the board. Critical factor is monitoring the data. Teachers need to know where our students are with attainment and know the standards.

Lead teachers will need to apply for the "position". Lead teachers should already have proof of attainment and growth. Donn will develop job description for lead teacher. We need to figure out how much time will be

REGULAR MONTHLY BOARD MEETING AGENDA

required from the lead teachers. Focus on areas where we are struggling and get us back to Level 1. Data will be shared with staff. Donn will work with staff to make sure this is taken care of. Donn and Ms. Tharpe will utilize INCS this year to our advantage. There are resources available that we are not using.

Donn met with FIT Technology. FIT will make a trip to FPA. Need to have our Network audited to ensure technology is in place (including Smartboards). Once contract is signed with Accel and FPA Design Team, FIT would be able to come in and start working.

Donn, Pastor Moore and Ms. Williams met with Herzl Principal. Suggested monthly meeting between schools to ensure communication remains opens.

It was suggested that both schools have a collective PD day to review issues on how we can help each other.

Pastor Hardman suggested we need a Champion to monitor and ensure accountability for Lead Teachers on cross collaboration. We have to ensure there is accountability. Teachers need to know what kind of data to look at.

Mr. Steele advised that our organization chart should help ensure accountability.

ENROLLEMENT

As of August 10, 2015 – Total enrollment including Pre-K is 367. Greatest gap currently is Kindergarten and First. We are pushing for Kindergarten and first. 5th grade short 10 seats. We currently need 25 kindergarten students (1 classroom); First grade we need to fill about 20 seats. Target is 50 students per grade level (25 per classroom). 7th grade short 12 students. Mailings going out to surrounding zip codes to target households with school aged children. Several families are returning to Frazier after they left in the last year. Mr. Steele asked if we are doing anything to attract families back. Families are returning because parents were satisfied with their previous schools. Pastor Moore suggested we capture the testimonials from parent who left FPA but have come back. Pastor Moore asked about PSA (public service announcements).

Mr. Steele asked about supplies for classroom instruction. Donn advised that everything is on order. Ms. Roldan worked with Cynthia Gonzalez to get required reading/math/science materials on order. Ms. Williams took care of other classroom supplies.

Ms. Roldan advised that school supply lists were added to the school website where parents could go and pull the information in advance. We are ahead of the issues from last year as we were in the middle of the move so supplies

REGULAR MONTHLY BOARD MEETING AGENDA

were available they were in boxes. Mr. Steel requested a list of supplies so that he could possibly use a portion of his budget to help schools.

Ms. Roldan suggested at some point we could take a look at our science curriculum. It is very outdated, books that are falling apart. Teachers/Students worked well on Compass Learning since there was a section on Science to add in assignments for science. Grades 5 – 8 are going digital. Donn advised it's too expensive for us to purchase all grades at once so we had to do it in portions. We have to prepare middle school for testing and high school. Pastor Moore asked for suggested cost for updating books for K - 4. Donn advised it would be roughly \$65k to \$70K. Moving to digital is the best way. Students have access to curriculum/research etc. On-line subscription is much cheaper than buying new textbooks.

Pastor Moore asked for rough numbers on what it would cost to update science curriculum. Stated we must provide students with current information in order to help get us back to Tier 1. We need to use this number as a baseline for fundraising. Where does Pansophic/Accel fit into helping with updated curriculum?

D. Financial Report

Financial report received 8/11 at 5pm. No time for review, so we will not go over financials today.

V. Hardman

7. Announcements

Mr. Steele advised that we have finally signed the contract with Accel which is the name used by Pansophic (DBA) in Illinois. We are moving along to get their staffing into the school for support. Mr. Steele suggested we have a corporate meeting with our leadership team and Accel. Our staff and new leadership team need to be aware of what is expected from Accel for Frazier. Mr. Steele will send a copy of the contract to Donn for review.

N. Joiner advised that Jadine Chou (CPS Security Chief) reached out to see if we had any open issues that she could help assist with. Pastor Moore has a few open issues that was promised last year. We are working with CPS on those items.

Org chart will be shared with new staff. Recommendations provided so that we can ensure accountability across the board.

Schedule of Board Meetings shared. We will be adding an annual board meeting to the calendar.

Moved by N. Joiner that the meeting be closed at 7:56pm and seconded by Pastor Moore. Motion carried.

REGULAR MONTHLY BOARD MEETING AGENDA

Meeting was adjourned at 7:56pm

Next School Board meeting is September 8, 2015

Action Items

Topic/Task	Responsible Party
Keurig Coffee Pot Donation to Parent University Café (PUC)	Mr. Steele
Contact Parent of Student who is returning to repeat 8 th grade. Unable to successfully complete requirements for summer school to be promoted to 9 th grade.	Ms. Tharpe
Teacher Profiles to be completed during first week of pre-service	Mr. Tignanelli
Teacher/Board Profiles on School website	Ms. Tharpe
Conference call to be scheduled with Mr. Steele, Mr. Tignanelli and CPS (Tom Maloney – CFO).	Mr. Steele
Lead Teacher Job Description	Mr. Tignanelli
Estimated numbers for updated Science Curriculum	Mr. Tignanelli
Corporate meeting with Accel and FPA Leadership team to layout expectations	Mr. Tignanelli