

REGULAR MONTHLY BOARD MEETING AGENDA



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

Meeting Agenda
Tuesday, December 13, 2016

1. Call to Order – Call to order at 6:10

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, Member	X			
Deshon Carr, Member		X		
Angelique Orr, Member		X		

3. Public Discussion – Presentations

Kimberly Thomas from Deer Rehabilitation Services provided updates on services provided to FPA scholars. There are 4 staff members from Deer on-site weekly at FPA to help address concerns. Deer wants to work closer with admin staff with consistent issues. Majority of participants have some level of emotional issues (various factors to emotional issues: home, community or school environment). Program developed to both group and individual sessions. Worked with teaching staff for best time to meet with group. Meet with girls during the morning and boys later in the day. Deer like to be able to tackle issues immediately and not have to wait for weeks to address certain issues. Some scholars have had to have psychiatric evaluations due to prescriptions prescribed. (Girls being serviced 20/Boys being serviced 6 & 7). 5th and 6th grade services discontinued. Unable to manage due to not having proper support. Safety for scholars is always the priority. How do we measure success? Pretesting is done with scholars. However, there are a lot

REGULAR MONTHLY BOARD MEETING AGENDA

it items to tackle so tracking metrics is harder to do. Students see more than we hear. Pastor Moore requested a summary report for the services that have been provided.

4. Chairman Report

R. Steele/T. Moore

5. Approval of November 15, Minutes

N. Joiner

Motioned by V. Hardman, seconded by R. Steele minutes approved.

6. Financial Report

V. Hardman

Monthly finance call held 11/15 at 10am with Accept and FPA team. Revenue and expenses are relatively where they need to be this time of year. Year round budgeted numbers as well as school year numbers. The revenues are on target at this point and time. Expenses are on target as well. Issues: 1. Charter school implementation reclass that needs to be done. \$400k grant awarded (\$200K received). Grant is specific in what it can cover. Key financial person Kristen LeMay had a death in the family which impacted her ability to stay on top of things but she did a great job. Reclass should be done by January 2017. Ms. Williams is key being our financial person. CPS is really muddying up the water in terms of our reimbursements. It appears to be a delaying tactic. As a result reimbursements are being delayed. Otherwise, across the board it's been quiet. Outstanding payables are in line, no delinquencies.

- a. Account Signature Temp Changes

Item Closed – this item related to previous HOS.

- b. School Lobbyist

R. Steele/T. Moore

School lobbyist need to attend board meeting and provide a presentation. However, with the state of Illinois Budget issues this will be put on hold.

- c. Funding Recent Grants

Tignanelli/Steele/Moore

See notes above in financial report #6

7. Old Business

Medical Compliance

D. Tignanelli/A. Jenkins

Currently 16% out of compliance. Transition from old nurse who has been out for about 3wks. New nurse on board to help meet the requirements. 3wks without a nurse at FPA but we received the name of the new person. New nurse will be in the building twice weekly. Students who have turned in a note stating they have an appointment scheduled therefore this will allow them to continue classes. Jenkins to provide a report to the board by 12/16. We had medical vans to come out to service students.

REGULAR MONTHLY BOARD MEETING AGENDA

Parent Involvement Initiative

T. Tharpe

Monthly Parent workshop scheduled for 11/16 has been rescheduled to January 25th 2017 at 6pm. Scholars who struggle with reading team not sure of what tips to provide parents, so they are working to gain information to help parents help their children. High school fair held 12/9 where 13 schools attended. We had several parents to show up for the high school fair. Turnaround time on receiving applications has been going well. Middle school science fair held 12/8. Several guest judges (one of which board member Kevin Bailey). Board chair has connected team with Holiday for Hope ~ "Dreams for Kids". 17 students selected to benefit from this event. Holiday break 12/26 thru 1/9. NWEA testing window 1/10 thru 1/29. Kevin Bailey asked for contact information regarding high school information. Ms. Tharpe shared she is already in communication with the young lady who requested information. Pastor Hardman asked if any of our scholars go to the city science fair with their projects. In the past we have not had any of our students go on to city. Ms. Calderon has requested members of the leadership team to help judge at the city fair in late January 2017.

Audit ORBA Rep. Visit

V. Hardman

Auditor in house to review annual audit results. Completed back in October 2016. Required to be submitted to CPS by November 1st. Two documents presented each year. First one is a 3-page letter (known as the Audit Communication Letter). Purpose to outline responsibilities of the audit process. Everything ran smoothly. First statement "unmodified report" from the auditors. He provided an overview of the report (See audit report for detailed information). There were findings that Auditor will follow-up on to ensure they have been completed.

New Business

A. School Culture and Discipline

R. Steele/T. Moore

B. 10th Year Anniversary Celebration

Steele/Tignanelli/Moore

C. Education Management Organization

Team Member

D. Head of School Report

A. Jenkins

1. VP/Educational Leader

Teachers are required to submit lesson plans on a weekly basis. During observation they have identified there must be an increase in rigor in instruction and student tasks. Dr. Bennett is providing additional support and coaching to all teachers in their first year at FPA. Professional development 11/18, 11/21 and 11/22 teachers participated in a planning session led by our instructional leadership team. There are plans to work

REGULAR MONTHLY BOARD MEETING AGENDA

to provide additional professional development on our curriculum tools: Journeys, collections and Go Math. Short cycle assessment thru December has been created. Teachers are re-teaching plans to address the skills that the scholars have not mastered. The scholars are then reassessed after additional supports are in place. NWEA testing is from Jan 10 thru Jan 27. Team will then use data from this test to plan our skills calendar through spring. Pastor Hardman asked regarding measurements from a pre-test. Additional instruction from Dr. Bennett. We have our instructional leadership team that helps to provide additional support to peers. Donn advised that at the first of the year they would like to video tape some of our great teachers in work so that we can use this information to help implement the same practices in all classrooms. Ms. Joiner asked regarding the 5 staff members who required additional support. Ms. Jenkins spoke about evaluations including pre-conference and post conference.

2. Dean of Students/Discipline

T. Lang

Surveyed students (10/males) and asked the question: How many of them knew someone in jail and 9 raised their hands. Also, asked how many of them knew someone in college and 1 raised his hand. The behavior of what they see unfortunately they bring that behavior to school. Community effort to help them academically and socially. November Data report 47 in-school suspensions with 7 out of school suspensions. Infractions have decreased but 40% of infractions happen between 8am to 10am. 8am to 12pm (over 60% of infractions happen). November data (Intruders) based on system we are using- if someone came into the building but were red flagged this system would tell us immediately. New initiatives 16 scholars signed up for reflection hour after school (3:45 to 4:45), 11 scholars to meet with social worker Mr. Walker, 8 scholars for skill building with Mr. Moore. Alumni peer mentoring presenter to come talk to our 6/7/8 grade class. Recognize classrooms for best behavior. Photos taken to recognize them along with a trophy. This would be a traveling trophy. Partnership starting with Better Boys Foundation BBF in January. Paperwork needs to be completed to have BBF in the building and background checks to be completed. Kevin Bailey asked about infractions that happen in the early AM, what are the strategies in place to help with the infractions? 45 to 60 students who make up the number of repeat offenders. Working to find inside support and some outside support. Check in and Check out services to those scholars to require extra attention. Mr. Bailey asked about additional support for scholars who make up the 40% risk internally without bringing in additional outside services. Donn Tignanelli advised he is brainstorming with Ms. Patton on possibly starting a morning advisory meeting for middle school to help support more positive attitudes. Ms. Joiner asked about morning motivation and why we are not doing it as we used to. We need to teach our scholars to be leaders so

REGULAR MONTHLY BOARD MEETING AGENDA

they can help other scholars become leaders. Ms. Patton advised her students spoke about school spirit. There's no morale. She completed a survey in small groups. The students provided their input on creating a positive atmosphere at FPA.

E. RVP Report

D. Tignanelli

Afterschool program, there were issues at the beginning of the year with some contracts and purchase orders that had been made. Everything has been squared away. At every grade level teacher are tutoring. Head of schools, interviews were scheduled 1st week of December. Seven candidates interviewed. Ms. Patton is part of the interviewing team for Head of Schools. Three candidates were asked to go to the second round of interviews. Candidates asked to look at our data and write a data plan. Also, asked to write an implementation plan for our behavior plan. We are looking to hire an "interim" HOS to begin Jan 2017 thru June 2017. Applicant pool this time of year is very thin. We are looking to get the best possible leader for our school. We believe we have some good candidates that can get us where we need to be. Grant application amendments submitted. Waiting on feedback. Speech services were not being implemented this fall. Team worked very hard to find a speech therapist. All students will get the required speech time and services they need. This is a compliance issue. Articles of incorporation were missing. Call made to Secretary of State. Fee paid to receive the report. Charter school – we are currently fully staffed. We have a posting out for an additional security officer. CPS safety and security team in house to assess situation. Met with Aramark and Donn was very clear on our requirements. Aramark having staffing issues but we need to provide a clean environment for our scholars and staff. Aramark provide some feedback about FPA scholars and issues they see. One issue is the bathrooms where scholars are not being supervised. They are putting food in the sink. We advised we would partnership with Aramark to make sure our scholars are following rules. Issues reported by Aramark are a schoolwide issue (FPA issues are bathrooms and halls – the other school has issues in the classroom when it comes to cleanliness). Pastor Moore asked if there was any real improvement with cleaning. Donn advised there no improvement. Pastor Moore advised there has to be something we can do as a board. Aramark was supposed to do a deep cleaning over winter break. Let's see what happens after the break, then we take next steps. Mr. Bailey asked about statement of work on file from Aramark. Mr. Steele spoke to Aramark at the beginning of the year. Only 3 people to cover FPA/Herzl. Schedules staggered and it is not enough people required to get the work done.

F. Frazier Protocols (Closed Session)

D. Tignanelli/T. Moore

REGULAR MONTHLY BOARD MEETING AGENDA

8. Announcements

Board to speak about 10yr celebration. Need to keep the staff abreast of the situation.

Ms. Joiner moved the meeting be closed, seconded by Kevin Bailey 7:30pm.

Next School Board meeting is January 17, 2017

Action Items

Topic/Task	Responsible Party