

REGULAR MONTHLY BOARD MEETING AGENDA



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

Meeting Agenda
Tuesday, February 14, 2017

1. Call to Order – at 6:05

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 – No comments

4. Chairman Report

R. Steele

5. Approval of January 17, Minutes

N. Joiner

Secretary Joiner moved that minutes from Jan 2017 minutes be approved. Kevin Bailey seconded. Motion Carried.

6. Financial Report (*February 14, 2017*)

V. Hardman

a. FPA 2017 Budget Review

Finance budget meeting held today. Initial estimate on budget cut is \$120K. Donn worked with Kristen to come up with the best case scenario to make these cuts. We still have \$34k that still needs to be cut. Donn, Ms. Williams are working to pull the remaining \$34k from

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the budget. Very difficult challenging climate. The target keeps getting moved. We have not cut to the bone. We have kept things as far from the scholars as possible. However, the cuts are starting to effect the children. If we would not have received the grant to help offset some of the curriculum we would have had to lay staff members off. We need to continue to work with lobbyists. This is a great impact to our school with the continued budget cuts. Pastor Moore mentioned we need to try to diversify to get in donations as we cannot solely depend on federal funding. Ms. Steele advised we need to be smart enough to continue to complete grants to help with additional funding coming into our school. Mr. Steele encouraged Ms. Payne and Donn to go to the The Steans Foundation for grants as we have not had their support financially in the last few years. We need to reintroduce them to FPA and what's going on. McArthur Foundation is another foundation we can seek as well. Ms. Joiner asked about the plan to begin using Lobbyists. Mr. Steele advised he has spoken with a couple more people. There is going to be a meeting set to start a partnership with a couple other Charter schools. Ms. Joiner asks about using INCS more. Just concerned that we have continuously budget cuts how do we afford a lobbyists? Fundraisers can help pay for the lobbyists. Ms. Joiner suggests we move proactively in getting lobbyists since we need that person on board to help with our 5-yr plan. We need to look at a Grant writer as well. Donn suggests it's very important to re-engage with INCS. It's very critical to have a plan in place. It will be a weekend planning session for the board to come together to review and revise our 5-yr strategic plan. Mr. Steele advised we need to look at dates for a strategic planning session meeting.

b. **Account Signature/Cards Update**

V. Hardman

Hardman has made progress with the bank on signature cards. Ms. Payne and Ms. Williams will be added. Pastor Hardman should have that information in hand by the end of the week.

c. **INCS Review**

R. Steele

Lobby Day in Springfield – April 9th. Go to Springfield early morning, meet with legislators regarding charter schools. House leader from our community is now 3rd in charge at the state level. Art Turner is #3 in charge in the house. We need to determine our educational chairperson. They have a new board now. Parks and Recreation leader is Camille Lily.

7. Old Business

Parent Involvement Initiative

T. Tharpe

Ms. Joiner reported in Ms. Tharpe's absence – Parent Workshop on 1/25. 12 families participated. Hosted by the Black Star Project. Held in PUC (Payne, Jenkins, Tharpe, Tignanelli in attendance). 1/27 first

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Sip and Chat with Ms. Payne. 20 or so parents in attendance. Ms. Payne asked parents what they would like to see. Parents spoke on PII was a great support a few years back but the children graduated and parents left. They want PII back. Ms. Payne had a long list of items that parents want to see. Student Field Trip: Better Boys Foundation along with AT&T took 75 students to see the movie Hidden Figures. There was a question/answer session after the movie. Kids enjoyed themselves. Ms. Tharpe created extra credit questions based on the student grade levels. Our scholars really enjoyed the movie.

Upcoming events: 2/22 8th grade ½ cap ceremony
 2/27 Black History Program

Ms. Payne gave an overview of what the Black History Program entails. Our students have created Murals that are creatively made.

E-Rate Program Update

D. Tiganelli

We not have internet connectivity in the teacher lounge. D. Tiganelli will provide the passcode. Great News! We have pictures of our scholars at the new computers. Most of the new technology has arrived. Our lab is totally re-done. Ms. Patton received one cart for the Ipads. Scholars are already using the equipment. Planning for a technology night to showcase our scholars work. We are pushing to get carts on the first floor for our younger scholars. 4 have been installed in Ms. Harris' class. Bonus for us instructionally. Bailey and Moore spoke about additional resources through IBM and Apple to bring more programs to our scholars. Mr. Jones (Technology) teacher is ready to help roll out a larger scale of technology to our scholars.

Smaller tech firm wants to bring more technology to FPA by using our student population on data analytics and how to interpret. Ikira (Poonan Gupta is the name of her firm). Private and Gov't IT specialists.

Annual Meeting Ceremonies

R. Steele

Donn and Steele (with leadership staff) for small reception on March 17th. Organizations related to FPA over the last several years. We want to re-introduce our staff and team. Plan is to have the reception at the school. Program at 3pm and tour the school. Honoring staff members who have been here for 10 years and our families who have been here for 10yrs.

April – 10yr Celebration Harold Washington Cultural Center and an Art Gallery are possible locations. Ms. Tharpe has some ideas as well

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regarding this event. Would like for Accel to be more engaged so would like for them to be invited.

New Business

1. HoS/Principal Introduction

P. Payne, Ms. Prokop

Ms. Prokop introduced herself. This was her first meeting with us. She has taken on the role of Dean of Students. Mr. Steele welcomed her and what she can bring to the table as far as our scholars and teachers are concerned. Remaining board members introduced themselves to Ms. Prokop so she is familiar with the entire board.

Ms. Payne –

2. Facility Update (Security and Aramark)

Leadership Team

Instructional leadership to have a high presence in the classroom.

Schedule created to visit teachers twice weekly with informal classroom drop-in visits. Completion of formative evaluations. One teacher put on a performance improvement plan. On March 10th Ms. Payne will debrief with this teacher on progress and areas of improvement to identify next steps. Improvement Area: Seating arrangement; classroom management and instructional quality. Goals and Evidence: Timed agenda to improve pacing; use of state changes; strategic grouping; conducive classroom structure. **School Culture:** Morale needs to be increased. We build morale we can get the support we need. "Caught Ya" teachers showing excellence. Battle of the Classrooms: Friday, Feb 10. **Student Advisory Board** came up with ideas: Valentine's Day Candy Grams, Week of Kindness and Kindness Tree. Scholar of the Month Breakfast (January) held Feb 10th. **School Discipline:** Ms. Prokop has created a system to support teachers with classroom management. **Professional Development:** Good start Focus Data driven instruction (Jan 25th) activity of "Who Packs your parachute"? → Teacher expectations, → Safety and Security, and Classroom procedures; Staff In-Service (Feb 3rd); Possible Lives (Feb 6th). Ms. Payne loves the feedback and teachers are giving her that. NWEA will no longer be given. PARCC is the testing that will be giving annually. NWEA provides information on where students are and the projections. CPS will judge us on rating of 1, 2 or 3. We have to be very cautious. Team did more digging on NWEA. We will still use NWEA because it provides measures for our scholars. Steele asked about another type of testing. Donn advised previously used was performance series but it is more complicated. CPS pays for NWEA testing. If I don't mandate then I don't pay. This could be why NWEA is going away.

Bailey: Last board meeting two teachers required additional support. One teacher is on a plan while the other teacher is out on an extended leave of absence.

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A. EMO Introduction

Bruce Henson

Bruce Henson from Accel has been with them since the beginning of Accel. Bruce came in to help review information for a new school location for Frazier. Mr. Henson has helped secure the charters for Accel nationwide. Mr. Henson was given the requirements/demographics for a new school location to be located within a 3 mile radius of Frazier's current location. Mr. Henson advised he would put together a packet for a permanent school location of buildings that are available. Accel has moved schools so they are very familiar with this situation. His report will provide the percentage of students that we could lose due to a move to a new facility. There are competition schools on what schools are failing. This information would be included in the report. Mr. Henson advised he would need 60 days to put together the package. At that time, he would come back to the board with a 15 to 30 minute presentation of his findings. This will allow us to move away from CPS held school. This would also help with the renewal of the charter for next year. Information gathered so far is that we would want grades k thru 12; Building that would hold at least 900 students; gymnasium/auditorium/cafeteria. Mr. Steele advised that he and Pastor Moore spoke with Mr. Henson regarding controlling our expenses which is a key area of concern. Having our own building will help allow better control. For example: Maintenance expenses, having control over our own cafeteria etc. Currently, we pay a flat fee to CPS for being a resident of their building. The other thing is having a secure parking lot for staff. We can put together some notes and get to Donn T and B Henson for further review. They can also convert commercial property to into a school facility. Angelique Orr asked the question regarding how this would be paid for. Mr. Steele advised we would partner with Accel and they would lease the building out to us. Mr. Henson advised we would save 20 to 50% on operational cost. Electricity, food, cleaning by taking this internally. Rent would be controlled by Accel. They build the building and rent out to us. Accel is not in the business of holding land. Only out of pocket to FPA is moving expenses. Mr. Steele advised we want to expand to the high school level. We would want to add 9th grade in the first year and each additional grade each year after. Donn advised that we are in the timeframe to start thinking about renewal. Between July 1st and December 31st, we can go to CPS and tell them we want the renewal but we must have a plan in place prior to that. We need to have a vision and plan laid out for 2018 thru 2023 (5-yr plan). You go to them with a plan with the different scenarios. What will this K thru 12 school look like? We need to have a firm vision before we go to CPS. We need to time this accordingly. No last minute deals. End of July beginning of August we need to start conversations with CPS. In the coming months, it's very important to get members of the board, Payne to start having conversation with CPS for renewal. Last month Lobbyist came in and would be a great help with our 5yr plan. Kevin Bailey wants to leverage technology in the 5-yr plan. There are potentially three schools in the area: Henson School, Pad (22nd/Lawndale), (Western/Flournoy). We need to get corporate involvement. Redevelopment of 20 acre site at

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Roosevelt and Kostner. There is potential opportunity to development a school in this area.

B. Head of School Report

1. VP/Educational Leader

Teacher and Learning Lab – Room 303 has become new teaching and learning lab. Scholars will receive additional support in instruction. Student support will be a combination of small group instruction and individualized practice on technology programs. Lab will also serve the teachers; they will be able to come in and check out additional resources needed for instruction.

A. Jenkins

2. Dean of Student/BIS Update

Working with students on coping skills and what triggers their behaviors. Speaking with students on behaviors and what should be displayed in the classroom.

Ms. Prokop

Bailey: Audit Responses

Training for CPR – In progress

Shelter Training – Ms. Williams reported we are in compliance.

Lock down drill – just took place

Bus evacuations – Needs to be scheduled per D. Tignanelli

Written emergency medical plan – working on plan per D. Tignanelli

C. RVP Report

Finance Call – We are the end of Feb. In of April the auditor will come in to do a walk through to test our records. If the board is interested in looking for a new audit firm the RFP should be sent to obtain quotes for a new firm. D. Tignanelli should work with Pastor Hardman Board Treasurer.

D. Tignanelli

Re-enrollment activity has begun new process is being generated. Re-enrollment being pushed on 2/27 at Black History Program. March 1st Ms. Payne will fly to Cleveland for HR Training for Heads of schools. (Recruiting, Hiring, Legalities, terminations, staff plans, how we keep our school in a very legal area).

8th Grade plan – Team is putting things into place. Study hall to start 3rd week of Feb for 8th graders not on track. D. Tignanelli working on accreditation for Accel. One school go through the process for accredited. They will look at our instruction, our vision, our mission, our HOS. Don asked if Frazier could be used. For two reasons: 1) Fact put us at a dry run for renewal and 2) good program that will be excellent for Frazier. Accel will pick up the charge of \$1350. Requested Board give support for this activity. It will take about one year to get through this. Steele advised there are Pros and Cons on this issue. Board needs to review and decide and get back to Donn. Pastor Moore asked, when will the board meet to review as a group. Requested closed session.

8. Announcements

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Meeting Closed: 7:35pm

Next School Board meeting is March 21, 2017

Action Items

Topic/Task	Responsible Party