

# REGULAR MONTHLY BOARD MEETING MINUTES



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

**Meeting Minutes**  
*Tuesday, February 9, 2016*

**1. Call to Order 6:05 p.m.**

**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       |        |         |         |
|                            |         |        |         |         |
|                            |         |        |         |         |

**3. Public Discussion** – No public discussion at this time.

**4. Chairman Report** R. Steele

**5. Approval of January 15, 2015 Minutes** N. Joiner

- N. Joiner motioned to approved January minutes.
- T. Moore seconded approval

**6. Financial Report** (December comber 15, 2015 V. Hardman

a. FPA 2016 Budget Adjustments

1. No financial reports at this time, V. Hardman not available for budget meeting.
2. There is a scheduled CPS Budget meeting on Wednesday, February 10,2016.
3. Received 3<sup>rd</sup> quarter funding, whatever is learned tomorrow will come from 4<sup>th</sup> quarter budget stream.
4. IT invoices need follow up on charges. Details of 4 months worth of invoices included together, should not be at cost to us for smart boards.
5. Smaller invoices for IT or school purchases now being processed/approved w/Mrs. Brown.

b. Account Credit Cards V. Hardman

1. Still a delay for credit card to be issued under Mrs. Brown’s name as Head of School.

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### c. **CPS Budget Training**

**V. Hardman**

1. Possible 170K budget deficit. Waiting on outcome of CPS Budget Meeting.

### **7. Old Business**

#### Parent Involvement Initiative

T. Tharpe

- 01/24 – National School Choice week
- 01/24 – first Sip n Chat (coffee, tea, muffins, donuts). Old and new parents shared experiences with each other.
- 01/26 – Student Ambassadors served over 75 breakfast bags for our parents. Thanking parents for choosing FPA for their scholar(s).
- 01/26 – 24<sup>th</sup> ward community meeting w/Alderman Scott.
- 01/15 – Girls with Pearls event: Success
- 02/05 – 3<sup>rd</sup> annual Daddy Daughter Dance. 150-160 participants.
- R. Steele: notification of St. Agatha closing, looking to recruit families/students to FPA for 2016-2017 school year. Father Dowling, possible 75-100 students.
- My Block, My City: Jamal Cole is contact thru INCS.
- GED Program: need locked 40 participants, currently have 10 solid participants. Security, coordinator, and classroom needed for Program to begin. **FPA has the requirements needed with the exception of 40 participants.**
- T. Moore: “what’s the timeline for Chat n Chew?” No exact date as of yet, Mr. Powell is coordinator and expressed reconvening in early Spring. Mrs. Brown scheduled to meet with Mr. Powell to go over details and when Chat n Chew will reconvene.
- R. Steele: Student Council, Fluker=student council coordinator. 7<sup>th</sup> & 8<sup>th</sup> grade students currently campaigning.

#### Copier Utilization Report

T. Brown

- Daily usage report provided to board. Room 311 copier utilization is very high. Staff will be addressed accordingly. Daily reports available when requested.
- Quote of \$200 to move color copier from 3rd floor to first floor

#### IT Invoice Review

R. Steele

- CPS units still in storage. Make certain they are sent back to warehouse.

### **New Business**

#### **A. Staffing Updates**

D. Tignanelli

##### 1. Update on open positions

- SPED vacancy, due to lateral move of Turner from SPED to 7<sup>th</sup>/8<sup>th</sup> Math position.
- Spanish vacancy: replaced with performing arts program, K-4, through current school year. Mrs. Fluker-Shorter offered position for performing arts program.
- In School Coordinator position still open. Waiting for background check and fingerprints to arrive from CPS.
- Currently working with Delta T and INCS to assist in filling empty positions.
- R. Steele: small interruption to make motion to approve new Board Members. N. Joiner moved to bring in Kevin Bailey, Angelique Orr, Deshawn Carr, and Kathleen Hagen as Board members for the Frazier Prep Design Team starting March 2016. V. Hardman second.

##### 2. Organization Restructuring

T. Brown

##### 3. Payroll conversion update

D. Tignanelli

- Conference call between Karen Augustine, T. Brown, and F. Williams to confirm new changes and how to implement them. All employees had to

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reapply during the conversion process. Lots of detail required, ensuring all employees are well vetted moving forward with employment. Co-employee relationship with EMO is evident. T. Brown added that we should have a representative to come and articulate this information to staff. R. Steele added that accountants/auditors are contacted regarding new change in payroll process.

### **B. EMO Introduction**

R. Packard

### **C. Head of School Report**

T. Brown

#### **1. 3<sup>rd</sup> Quarter Academic updates**

- Student Academic Testing results
- MLK Day-Several scholars participated at an event at Stone Temple Church
- 1/23 Saturday School started, currently scheduled for every other week
- 1/29 1 team, 1 voice, 1 sound ½ day Staff PD. Off campus bowling event.
- 2/19 – 2<sup>nd</sup> Quarter awards assembly
- 2/19 – Half Cap celebration
- 2/24 – Paragon Night
- Attendance: 96.52% YTD. 01/29 Attendance incentive successful, Inside Out movie. Next incentive Ice Cream Social.
- No current update on lockers.
- Technology purchases to be authorized by Mrs. Brown.
- Medical compliance lingering at 95%. 17 students still non-compliant with vaccinations and/or current physicals.
- NWEA testing completed. Data assessments being utilized to drive instructional process.
- School culture/climate FPA is a PBIS school. CHAMPS posters now placed around school corridors/hallways. Top Tier High School and Colleges/University banners placed around school corridors/hallways to encourage students and give them a focus on what the future can hold.
- Timeline for STEAM program to be completed by end of February for the upcoming school year.
- Literacy and Math coaches available to teachers.
- Gym Backboards sent back. No update on new backboards and/or installation.

#### **2. VP/Dean of Academics**

C. Roldan

- Go Math curriculum received 01/13, detailed inventory taken and distributed to grade levels 2-6 1/20
- 01/29 – Go Match curriculum training. ½ day Math PD.
- Weekly assessments using Go Math and Odyssey(literacy).
- Assessment data is used to inform instruction.
- Classroom observations: VanDoren, Reed, Hayes, McGill.
- NWEA Testing closed 02/02.
- Data analyzed by ILT and used to drive instruction.
- Chromebooks used to test students in grades 3-8, K-2 tested in computer/technology lab.
- PARCC begins 03/28/16. Results from 2014-2015 PARCC have been made available and will be going home during
- RTI Coordinator: Ms. Shante Adams has accepted position, all Instructional Assistants being utilized in their capacity to assist in RTI process.

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- Weekly progress reports now computerized. Parent signature added to ensure returning of Progress Reports.

### 3. Dean of Students w/teachers

T. Lang

- 2/11 – I Heart Dance, by invitation only. Behavior based incentive.
- Saturday school 9a-12p, 27 of 34 scholars in attendance: 5 for behavior
- Behavior Data Reports: 43% decrease in In School Suspensions from December to January. 83% improvement in Out of School Suspensions. Infractions reduced by 46%. Restorative conversations decreased by 38%. Parent conferences decreased by 4%. No behavioral contracts for the month, after school detentions increased for the month, as well as P Circles.
- Feb 20-22: Alpha to Omega mentoring program. 8<sup>th</sup> grader Lamar Anderson- President. Staff comment regarding students receiving service learning hours during school hours.
- R. Steele: Student Ambassadors to greet classroom guests, bring this back into the classrooms. Utilization of different organization/museum passes. Consider breakfast with Principal and/or Admin Team.
- R. Steele: NASA program, STEM program to expose students from 2<sup>nd</sup> grade. Tuskegee Airman program.
- Parent suggestion: involve students in younger grade levels.
- T. Moore: ensure that all participants complete volunteer process
- T. Moore: "What's the timeline for Peer Mediation?" Lang: waiting until after basketball season is complete to focus in on the amount of student participants. Looking to have this program implanted and successfully run with our scholars sometime in March.
- R. Steele: New Malcolm X College campus with virtual hospital.
- Kennedy King College: Culinary program available.
- N. Joiner: Big Brother, Big Sister type program should be available.
- R. Steele: consider allowing Boy Scouts to utilize Frazier Prep space in order to bring Boy Scouts back to North Lawndale community.

### D. RVP Report

D. Tignanelli

- Data focused school, where all decisions are being made based on data reports.
- Proposal for STEM/STEAM: 30 minute block requested for next board meeting to present this proposal.
- In process for feasibility study for transportation services. State reimburses 70% of transportations cost. 80K-125K is the 30% difference that FPA would incur. We would need to have an additional 80 students to offset the cost of transportation.
- 2/18 Adam Boudreaux will be at FPA, smartboard solution.
- Coaching template and protocol implemented for coaching of teaching staff.

### 8. Announcements

- CPS changes behind the scenes with cuts and budget crisis.
- State Rep Turner lost his mother this week, service at Lawndale Community Church.
- 4/20-4/24: Youth Convention at Hyatt McCormick. Youth Luncheon scheduled for April 21, 2016.
- R. Steele: Running for President of all counties of the country. 3 year leadership role.
- C. Roldan: participating in missions to El Salvador.

Motion to adjourn N. Joiner, 2<sup>nd</sup> by T. Moore

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*Next School Board meeting is March 22, 2016*

## Action Items

| Topic/Task | Responsible Party |
|------------|-------------------|
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