

**July.22**  
**Board Meeting**  
**Cancelled**

**ALLIANCE FOR PROGRESS CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES**

August 16, 2022

This meeting was held via Zoom due to COVID19 Social Distancing Restrictions. Mr. Griffin called the meeting to order at 6:06p.m. Notice of the meeting had been properly given and quorum was met.

**ATTENDEES**

**BOARD MEMBERS:**

Mr. Larry Griffin – Board President  
Dr. Valerie Allen – Board Vice President  
Mr. James Caldwell – Board Member  
Dr. Jayminn DeShields – Board Member  
Karen Trawick = Board Member

**REGRETS:**

Dr. Mary Floyd – Board Member  
Ms. Felecia Parker-Cox – Board Member

**STAFF:**

Ms. Stacey Scott – Interim CEO  
  
Mr. Brian Cameron – Interim Principal  
Ms. Crystal A. Sharper – US Secretary

**VISITORS:**

Ms. Ian Croggon – OmniVest

**Public Comment:**

No Public Comment

- Due to time constraints, it is noted and agreed that all Action Items be discussed and voted on at the beginning of this meeting.

**Gender Equality** – (Transgender and Gender Non-Conforming Youth) Philadelphia Commission on Human Right enacted new regulation related to Transgender and Gender Non-conforming Youth. They identify the definitions of gender youth, Gender Identity, Transgender, Gender Expression and Gender-Neutral Pronouns. If a child identifies as a gender they are not born with, they have rights to be acknowledged as one of the above noted genders. We must modify and update the dress code so that we can make sure the dress code is gender neutral. If they have pronouns that they prefer, then we must address them by their preference. They have a right to use the bathroom that they identify with. We cannot commit offensive slurs at any point in time. We cannot intentionally or persistently refuse to respect youth identity, their expression, or pronouns. The policy must be in writing, it must be in English and a secondary language and must be accessible to all within Alliance and on the school’s website.

Upon motion duly moved, seconded, and carried, to accept the Gender and Trans Gender Non-Conforming Policy. Dr. Valerie Allen moved to accept the Gender and Trans Gender Non-Conforming Policy, Dr. Jayminn DeShields seconded the motion. Motion. Gender and Trans Gender Non-Conforming Youth Policy needs to be signed by both the Chair and the Secretary.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes

Dr. Valerie Allen	Motion to Approve Yes	Karen Trawick	Yes
Dr. Jaymnn DeShields	2 <sup>nd</sup> Motion Yes		Yes

**Cyber Bullying Policy** - The intentional electron, written, verbal, non-verbal, psychological physical act

Or series of acts directed at another student or students which occur in or outside of school setting that is severe persistent or pervasive and have the effect of doing any of the following:

- Interfering with a student’s education
- Creating a threatening school environment or substantially disrupting the orderly operations of the school.

Bulling is characterized by three (3) criteria, aggressive behavior or intentional harm bullying carried out repeatedly over time. It occurs between people when there is an imbalance of power, mental capability, popularity, or social skills. Bullying can take many forms; physical, verbal, non-verbal, psychological, relational, and cyber bullying. Any form of bullying that occurs by the use of electronic communication devices, by means of social networking, emails, instant messaging, text messaging, tweets, vlogs, photos, or video sharing chat rooms, dashboards, websites, or apps including personal profiles or apps such as snap chat, Instagram, or Facebook.

**Introductions of New Staff/New Rolls**

- Mr. Emilus – K-5 Instructional Coach (former employee)
- Ms. Abdullah – K-2 Academic Director – (has been with Alliance 4 years)
- Katrina Alicia – Business Compliance Manager
- Ms. McDowell – Culture Assistant – (has been with Alliance 10 years)
- Ms. Small – Parent Liaison - (has been with Alliance 5 years)
- Mr. Herod – Director of Culture (has been with Alliance 4 years)

**Approval of Minutes: May 17, 2022**

**No Vote was presented**

VOTE SUMMARY OF EACH MEMBER			
Larry Griffin	Initiated Motion	Karen Trawick	
Dr. Jayminn DeShields	Motion to Approve	Dr. Valerie Allen	
James Caldwell	2 <sup>nd</sup> Motion		

**Approval of the Financial Report ending: May 2022**

Upon motion duly moved, seconded, and carried, the Board approved the Financial Report ending May 2022 presented Ian Croggon. Dr. Jayminn DeShields moved to approve the Financial Report, James Caldwell seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Karen Trawick	Yes
Dr Jayminn DeShields	Motion to Approve	Yes	Dr. Valerie Allen	Yes
James Caldwell	2 <sup>nd</sup> Motion	Yes		

VOTE SUMMARY OF EACH MEMBER			
Larry Griffin	Initiated Motion	Yes	Karen Trawick
Dr. Valerie Allen	Motion to Approve	Yes	Dr. DeShields
Felecia Parker-Cox	2 <sup>nd</sup> Motion	Yes	
Dr. Mary Floyd		Yes	
James Caldwell		Yes	

Meeting went into executive session

**EXECUTIVE SESSION:**

Student/Parent Concern

**ADJOURNMENT:**

The next Board Meeting is scheduled for Tuesday, September 20, 2022 @ 6:00pm

Respectfully Submitted  
Crystal A. Sharper

**09.22.22**  
**Board Meeting**  
**Cancelled**

**ALLIANCE FOR PROGRESS CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES**

October 18, 2022

This meeting was held via Zoom due to COVID19 Social Distancing Restrictions. Mr. Griffin called the meeting to order at 6:15p.m. Notice of the meeting had been properly given and quorum was met.

The Board of Trustees met in Executive Session on September 20,2023 for the purpose of discussing items that could not be presented at the regularly scheduled Board Meeting because of confidentiality. Topics of discussions were, Human Resource issues and Excel Learner information.

**ATTENDEES**

**BOARD MEMBERS:**

Mr. Larry Griffin – Board President  
Dr. Valerie Allen – Board Vice President  
Mr. James Caldwell – Board Member  
Dr. Jayminn DeShields – Board Member  
Dr. Mary Floyd – Board Member  
Ms. Felecia Parker-Cox – Board Member

**REGRETS:**

Karen Trawick- Board Member

**STAFF:**

Ms. Stacey Scott – Interim CEO

Mr. Brian Cameron – Interim Principal  
Ms. Crystal A. Sharper – Attendance & Transportation Coordinator  
Mr. Jermaine Herod – Climate Director  
Ms. Abdullah – Academic Director K-2  
Ms. Small – 6<sup>th</sup> Grade Teacher MS  
Ms. Womack – EXL Coordinator  
Mr. Emilus – Instructional Coach K-5  
Ms. Katrina Alicia – Business & Compliance Manager

**VISITORS:**

Leigh Ann Bonck – OmniVest

**Old Business:**

None

**New Business:**

None

**Public Comment:**

Ms. Lewis, mother of D.M. a student at Alliance joined this meeting to express concerns regarding her son. She expressed that she feels her son has been experiencing issues, “physically, mentally, and verbally.” She also expressed, she feels

these issues are not being addressed appropriately, but feels, “more needs to be done, in relation to the staff who were involved.”

Ms. Lewis stated that she followed the “change of command,” which led her to this Board Meeting. She expressed gratitude for

Mr. Cameron, Principal, and Mr. Herod Climate Director for communicating and working with her to resolve the issues.

Ms. Scott, CEO was also aware of and was update with the process. Ms. Lewis was given the opportunity to presented to the

Board in detail the various details of the issues involving her son. Mr. Cameron and Mr. Herod will meet on Thursday, October 19, 2022, to discuss the issues that were presented by Ms. Lewis. They will also provide Ms. Lewis with all incident

reports, including the police report. The Board of Trustees will correct the e-mail situation to allow accessibility to parents.

Ms. Lewis will be contacted by e-mail with all necessary information and updates from Mr. Cameron, Mr. Herod and the

Board of Trustees.

**Approval of the Financial Report ending: September 2022**

Upon motion duly moved, seconded, and carried, the Board approved the Financial Report ending September 2022 as presented. Dr., Jayminn DeShields moved to approve the Financial Report. Felecia Parker-Cox seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER				
Dr. Valerie Allen	Initiated Motion	Yes	James Caldwell	Yes
Dr, Jayminn DeShields	Motion to Approve	Yes	Larry Griffin	Yes
Felecia Parker-Cox	2 <sup>nd</sup> Motion	Yes	Dr. Mary Floyd	Yes

**Insurance Renewal**

The school’s Medical Insurance renews January 1<sup>st</sup> of every year. BMC did the preliminary contact with Keystone, who quoted 5%. This is in alignment to the budget. There is no change to the policy which covers medical insurance only.

Upon motion duly moved, seconded, and carried, the Board accepted the Insurance Renewal as present by Leigh Ann Bonck. Dr. Jayminn DeShields moved to accept, James Caldwell seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER				
Dr. Valerie Allen	Initiated Motion	Yes	Felecia Parker-Cox	Yes
Dr, Jayminn DeShields	Motion to Approve	Yes	Larry Griffin	Yes
James Caldwell	2 <sup>nd</sup> Motion	Yes	Dr. Mary Floyd	Yes

**Approval of Minutes: August 2022**

There were several corrections to be made to the August minutes. At the bottom of page 2, and top of page 3. Ms. Sharper will make the necessary corrections to the vote summaries of the August Minutes. Vote summaries were corrected.

Upon motion duly moved, seconded, and carried, the Board approved the corrected Minutes of August 16, 2022. Dr., Jayminn DeShields moved to approve. Felecia Parker-Cox seconded the motion. Motion carried

VOTE SUMMARY OF EACH MEMBER				
Dr. Valerie Allen	Initiated Motion	Yes	James Caldwell	Yes
Dr, Jayminn DeShields	Motion to Approve	Yes	Larry Griffin	Yes
Felecia Parker-Cox	2 <sup>nd</sup> Motion	Yes	Dr. Mary Floyd	Yes

**Academic and Cultural Reports**

**Ms. Abdullah – K-2**

K-2 department has been shifting. There have been some staffing issues that are in the process of being resolved. This has been communicated to the parents and making sure the students are staying up with their classes. First and second grades have completed their iReady testing. Kindergarten will begin their iReady baseline soon.

**Mr. Emilus – K-5**

Interviewing for a third-grade teacher. Overall, everyone is showing up and doing their best. One major concern is parent involvement. Teachers are reaching out to parents, encouraging them to support their children at home with their schoolwork. This would make a difference in the class work. Family nights are starting up again, and there is a Family Math Night scheduled for this week. This will be an opportunity to speak with our parents about the importance of homework support and supporting their children at home. In addition, a message regarding fluency will be delivered because that will help children working on grade level, but there are some who need fluency intervention that we can provide. Parent involvement is increasing. Alliance is in the process of forming a connection with Temple and Boone Spur. Temple is in the process of placing student teachers in the spring Semester, and Alliance is on the lists.

#### Mr. Herod – Climate Director

The focus is on building a stronger relationship with the counseling department to work on some of the issues that the students are struggling with, as well as being proactive. Last month was the first PBIS for the students, K-8 and it was successful. We have established Assemblies for grades 6-8 and working on K-5 which will begin next week. During the assembly, the school norms are reenforced. We also celebrate the students doing exhibiting proper behavior during school. Ms. Parker-Cox requested an update about incidents that take place in the school on a month-to-month basis. This information can be found in the Dashboard. Mr. Herod and Ms. Tanksley will be establishing the MTSS which will focus more on SCL next month.

#### Ms. Small – 6<sup>th</sup> Grade ELA Teacher/Parent Liaison

The first Parent Advisory Board Meeting will be held Wednesday, October 19, 2022, via Zoom. Topic of discuss will be up coming school events, and different ways to become involved. Family Fun Math Night is scheduled to take place on Thursday, October 20, 1022. Different Strategies will be shared with the parents to help their children to be more successful in math. A collaboration with other math teachers who shared QR codes that will be links to assist parents with homework help. Many parents reached out wanting to participate in chaperoning trips or volunteer for different events. It appears that the parents are excited, which will hopefully make the students more excited. They expressed getting involved this year and are willing to donate different things that are needed for events. The annual Harvest Festival is scheduled for next week, and parents are excited to volunteer for that, and the upcoming Literacy night will be shared with the parents at the PAB meeting, which will be similar to Math night. The eighth grade Student Government will be participating in Math Night to get their community service hours.

#### Ms. Womack – EXL Coordinator

Ms. Womack shared that she is a part of Cohort 13 for the Pennsylvania Fellowship Program, which is a program for special education leaders who have been in the roll for less than three years, which have matched her with a mentor and a wealth of knowledge coming that will help navigate the special challenges coming her way. One of the current challenges is staffing a special education teacher for middle school. We also need an emotional and learning support teacher. We have not had that support in a while. This is a dual role of emotional and learning support of addressing math and reading in the classroom. Currently Ms. McLaughlin is doing both math and reading and is doing an amazing job. There are two Para Educator positions that are open. Currently we are looking to help some of our friends who need more support in the Gen Ed classroom with some behavior expectation and redirection when it comes focusing on academics.

We have completed our baselines for this school year. The curriculum that was for purchased was corrective reading, corrective math, and correcting math concepts, and we were able to use all the curriculum at the beginning of the year. September 9<sup>th</sup> through September 29<sup>th</sup> and collecting baselines for all our K-8 students, so we know exactly where they are on the IEP goals and now, we are reteaching the skills, or we are reviewing to make sure we are mastering those goals. The legal team was diligent in making sure we chose research-based intervention that we know have proven to help students if they are used with fidelity. There are two parent cafes' coming up, again, trying to get more parents involved not only inside the school but out the school, in the home .and in the community. The team talked about making sure the parents know what their rights are, know what services are, knowing what acronyms mean when it comes to services.

#### Mr. Cameron – Principal

The 2021-2022 PSSA data was sent to the Board in advance for review and reviewed at this meeting. There are 160 students at Basic, 116 are below basic, and 47 Proficient. There is a lot of work to do in math. The iReady is our intervention system that is used, was given at the beginning of the school year and is a bit more recent. It is based on the same standards as the PSSA. It too shows that math is a priority of where our focus needs to be. This also proves that the students are struggling with fluency skills. We are aware of our challenges and the importance of our K-2 groupings being correct. Often when students reach the higher grades and are behind in math, it has a bit of a domino effect. The ELA data looks similar to math. The K students are in the process of testing, therefore that data is not complete. The placement Domain guides us to where the students need to be both with My Path which is curated program for them and for teacher focus in the classroom. Math does the same thing for all four domains.

Attendance from 8.22 to 10.18. The attendance team is doing an excellent job. Any time a student misses three consecutive days, they are flagged, and the parent receives a phone call. Our attendance over the last three weeks, has gone up into the ninety range. There are currently no students on the excessive absence list. There are some issues



around bussing, which is a city-wide issue for every school. There are not enough bus drivers, and the city is aware of it, and is trying to come up with solutions. Tardiness is also an ongoing issue that is being addressed as well and is being targeted on a revolving basis.

The Title I School Plan was sent to the Board on Saturday for review. It needs to be approved and signed by the Board. This Plan is submitted to the State every year.

Upon motion duly moved, seconded, and carried, the Board approved the Title I School Plan as present. Felecia Parker-Cox moved to approve the School Plan. Dr. Jayminn Deshields seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER			
Dr. Valerie Allen	Initiated Motion	Yes	Felecia Parker-Cox
Felecia Parker-Cox	Motion to Approve	Yes	Larry Griffin
Dr. Jayminn DeShields	2 <sup>nd</sup> Motion	Yes	Dr. Mary Floyd

**CEO Report:**

Website Update: We are continuing to work with the website designer; however, a marketing person was hired to support in building additional content to improve the website. We are using the platform Indeed and would like to put a greater profile on Indeed which would include adding pictures, and content that would make the school look more attractive and attract various people especially as we are looking for at least 3 or 4 more teachers. We want to make sure we are doing everything we can to improve the image of the school. The information that was sent is in its initial stages.

**Enrollment**

We have major enrollment push taking place. Currently there are approximately seven hundred on the wait list combined in grades first through eight. We do not have any more Kindergarten students on the wait list. We are going through our current school wait list to meet our enrollment goal of 596 and the efforts are going well. Monday 5 students started and within the next few weeks, there will be 11-15 starting. One of the concerns we have is that many are coming in with IEP, and we are discussing on how to address this concern as to how we can support those students.

**Health and Safety**

As of Monday, Alliance for Progress Charter School has moved to a highly recommended but not required mask initiative, so we sent and communicated that information to our parents, so our school is not currently mask mandated. We found out from our official at PCE, who did a school visit with us yesterday, and was overly impressed with the school, and said we are probably one of the last schools to release the mask. Information was sent out to the parents stating when we will reinstitute the mask mandate based on if the COVID numbers increase, or when we come back off breaks, holidays, or when people come back from vacations, they will have to wear a mask for 10 days. Students and staff are on a highly recommended, but not required initiative. The Health and Safety Plan needs to be updated, and will need to be updated with each change, depending on the language on how it is worded.

**Grant**

Alliance has been awarded a grant from Elevate 215 Organization, former PSP (Philadelphia School Partnership). The Planning Grant which awards Funding to support a school Self Reflection Diagnostic and Self Evaluation Coach, A Design Coach or Content Expert to identify problems and solutions. Funding for two members of our team to participate in up to two site visits to an exemplary school program model. Funding to support team resources when and if needed. Cohort based experiences with up to seven other schools. We will also have participation stipends for members of our school who are attending Cohort based experiences. There is not monetary value yet, but we are excited to have received this opportunity to get a coach to help achieve our goals.

A list of students who attended summer school was sent to the Board for review. The numbers 1-4 indicate where the student has landed in terms of their standard mastery in summer school. Where the student started must be added to the list. This information was pulled from the iReady data, that we did at the end of the year. We will go back and pull the numbers to compare the beginning and end year results.

Charter Renewal

Upon motion duly moved, seconded, and carried, the Board approved the signing the Agreement for the Charter Renewal with the resolutions as present. Dr. Jayminn DeShields moved to approve signing the Agreement. Felecia Parker-Cox seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER			
Dr. Valerie Allen	Initiated Motion	Yes	Felecia Parker-Cox
Felecia Parker-Cox	Motion to Approve	Yes	Larry Griffin
Dr. Jayminn DeShields	2 <sup>nd</sup> Motion	Yes	Dr. Mary Floyd

Meeting went into executive session

**EXECUTIVE SESSION:**

- a. Special Education Settlement Agreements

**ADJOURNMENT:** 8:12pm

The next Board Meeting is scheduled for Tuesday, December 20, 2022 @ 6:00pm

Respectfully Submitted  
 Crystal A. Sharper  
 Attendance/Transportation Coordinator

November 15, 2022  
Executive  
Board Meeting

**ALLIANCE FOR PROGRESS CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES**

December 13, 2022

This meeting was held via Zoom due to COVID19 Social Distancing Restrictions. Mr. Griffin, Chair, called the meeting to order at 6:03p.m. Notice of the meeting had been properly given and a quorum was met.

**ATTENDEES**

**BOARD MEMBERS:**

Mr. Larry Griffin – Board President  
 Dr. Valerie Allen – Board Vice President  
 Mr. James Caldwell – Board Member  
 Dr. Jaymnn DeShields – Board Member  
 Dr. Mary Floyd – Board Member  
 Ms. Felicia Parker-Cox – Board Member  
 Ms. Karen Trawick- Board Member

**REGRETS:**

None

**STAFF:**

Ms. Stacey Scott – Interim CEO  
  
 Mr. Brian Cameron – Interim Principal  
 Ms. Crystal A. Sharper – Attendance & Transportation Coordinator  
 Mrs. Abdullah – Academic Director K-2

**VISITORS:**

Leigh Ann Bonck – OmniVest

**Old Business:**

None

**New Business:**

4<sup>th</sup> Floor (1722 Cecil B. Moore)

We got the RACP (Redevelopment Assistant Capital Program) Grant Award from the Office of Budget for \$500,000. Robin Eglin and Chair, Mr. Griffin spoke with a representative at PIDC. In this case, the way it works, the State gives the money to an agency, The Philadelphia Industrial Development Corporation, they are the grantee, then they execute a sub grantee agreement with all the people who are suppose to get the money. There are a number of organizations in Philadelphia who got an award this time. There were documents that has to filled out and submitted to PIDC which we plan to have completed by the beginning of January. We're planning to have an architec identified by the beginning of January. He told us the terms of the RS process, we have to post it, and get responses all at the same time. We can't go out and interview, or solicit contractors. It has to be done on a consistance basis. Robin will draft the RP. It was explained to him to make sure there is language in there that saids we have NBEWBEDBE goals that we want met. The goals is to have the forth floor complete by June 2023.

**Public Comment:**

None

**Approval of the Minutes of October 18, 2022**

Upon motion duly moved, seconded, and carried, the Board approved the minutes for October 18, 2022, as presented by Leigh Ann Bonck. Dr. Jaymnn DeShields moved to approve the minutes; Felecia Parker-Cox seconded the motion. Motion carried, with one abstention, Karen Trawick.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Dr. DeShields	Jaymnn Yes
Dr. Jaymnn DeShields	Motion to Approve	Yes	Karen Trawick	Yes Abstained
James Calwell	2 <sup>nd</sup> Motion	Yes	Felecia Cox	Parker-Yes

**Approval of the Financial Report ending November 2022**

Upon motion duly moved, seconded, and carried, the Board approved the Financial Report ending November 2022 as presented by Leigh Ann Bonck. Dr. Jaymnn DeShields moved to approve the minutes; Felecia Parker-Cox seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER					
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes	Karen Trawick Yes
Dr. Jaymnn DeShields	Motion to Approve	Yes	Dr. Valerie Allen	Yes	
Felicia Parker-Cox	2 <sup>nd</sup> Motion	Yes	Dr. Mary Floyd	Yes	

**FY21/22 Draft Audit**

The Auditors provided a draft of the Financial Audit for the school year ending June 30, 2022. They are in the process of doing quality control checking. The last page gives a summary and highlights the report. It is a clean opinion. There are no deficiencies, or material weaknesses to the audited financial statements, no instance of non-compliance to the financial statements, no significant deficiencies or material weakness in internal control. They must do additional testing on a major program, they did additional testing on the ESSE’s money and through that testing, they did not find any non-compliances and they gave an unmodified opinion as well. Good Audit, no findings from this year or the prior year.

Upon motion duly moved, seconded, and carried, the Board approved the Audit, noting edits in the narrative and language changes. Dr. Valerie Allen moved to accept the audit; Felicia Parker-Cox seconded the motion. Motion Carried.

VOTE SUMMARY OF EACH MEMBER					
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes	Karen Trawick Yes
Dr. Valerie Allen	Motion to Approve	Yes	Dr. Jaymnn DeShields	Yes	
Felicia Parker-Cox	2 <sup>nd</sup> Motion	Yes	Dr. Mary Floyd	Yes	

**Mr. Cameron – Principal**

- **Attendance:**

There is a major attendance issue going across the country. Our attendance status is in the high 80’s. We would like to get that in the low 90’s. Our attendance team has been strategizing trying to come up with ideas on how to increase attendance by partnering with our parents to get students to come to school daily. We have been trying to provide raffles for gift cards for the parents, giving incentives for perfect attendance, bonus recesses, things we didn’t have to do in the past. There are several factors that are causing attendance to be down, not just at Alliance, but across the district as well. There are several social and emotional factors, obviously being in an area that has its share of crime, students being up late, and struggle to get to school, parents working longer hours are sometimes unable to get the student up and out to school. There have been having major transportation issues. As well, it has been reported that children’s immune systems are down because they have been distancing and masking for the past two year, and the flu rate season is a lot higher than it has been in the past. We are working on this as a school, conducting weekly meetings and are trying to say on top of those who are absent for a consecutive number of days.

- **Coaching Cycle**

We are getting to the point where we will start mid-year evaluations when we get back in January. Academic leaders will be planning pre conferences with our teachers to go over what they will teach in their observations according to our curriculum.

- **Academic Data**

There has been growth in both ELA and Math. We are moving students in the right direction. Progress Towards Annual Growth. At Math, we are at 33%. The goal is to move every student at least one grade level by the end of the year. We are 33% up the bar which is right on tract for what is expected by using this program. Reading we are at 42% which is telling us that we are ahead of pace in reading.

**CEO Report** – Stacey Scott

We are the proud recipients of two grants. We were awarded a Planning Grant from Elevate 215 which is former PSP. The planning grant includes a year of funding to support a school self-reflection diagnostic, funding to support a Design Coach Content Experts. We we'll have designed instructional and academic content expert. Funding for two years for each member of the team who participates at our site. Funding to support Team Resources, Cohort based experiences. We get to go visit schools that are doing well and are very similar to our school. We can go anywhere in the country and do school visits as a team. This grant prepares us as the Organization's Implementation Grant where we can receive up to \$825,000 per school.

We were awarded another grant, Achieve Now, funded by the William Penn Foundation. One of our teachers connected us with someone who was working on the grant and connected with William Penn. We were awarded the opportunity for coaches to come in to support our K-2 grade reading program. They will come in with coaches, they will support our teachers in the K-2 classrooms. This will start in the fall of 2023, and the planning will start in January 2023.

Website Update: We are continuing to work with a Marketer, named Shalimar. She has been helping us to write the content for each of the drop-down items in our website menu. She has been collecting information, and that information is going to then forwards that information to our web designer. We have been sending content she has been working on reviewing it providing feedback and sending it back to her. She reviews the content, then submit it to the Web designer. She just finished the "all about us" section of the website. That information will be going to Julie, and a meeting is scheduled with them. Julie is also receiving updated pictures. To date, a total of 17 sections have been reviewed and are currently in the process of being sent to the web designer for integration into the new website. Approximately 27 pages are remaining for review and integration.

Holiday Party is scheduled for Friday at 4:00pm. At the school. We are back in the building January 3, 2023. November for Thanksgiving, we gave 30 baskets to our parents. We had contributions from VMC, our insurance carrier donated 25, \$25 gifts cards for our families to purchase turkeys. We also received gift cards from OmniVest. Our return to school everyone is required to COVID test. We provide the test and will be sending them home with the students on Friday. Everyone will be required to wear a mask upon the first week of returning,

The Finance Committee hopefully will plan to meet soon to discuss the budget for the next school year. It is important to look at teacher's salaries if we are trying to retain the teachers who are in our building. We would like not to have to start all over. Chair, Larry Griffin will schedule a meeting for January 2023.

**EXECUTIVE SESSION:**

**ADJOURNMENT:** 7:45pm

The next Board Meeting is scheduled for Tuesday, January 25, 2022 @ 6:00pm

Respectfully Submitted

Crystal A. Sharper

**ALLIANCE FOR PROGRESS CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES**

Emergency Board Meeting December 20, 2022

Board Chair Larry Griffin called the meeting to order at 2:10p.m. Notice of the meeting had been properly given and a quorum was met.

**ATTENDEES**

**BOARD MEMBERS:**

Mr. Larry Griffin – Board President  
 Dr. Valerie Allen – Board Vice President  
 Mr. James Caldwell – Board Member  
 Dr. Jaymnn DeShields – Board Member  
 Ms. Karen Trawick- Board Member

**REGRETS:**

Dr. Mary Floyd – Board Member  
 Ms. Felicia Parker-Cox – Board Member

**Others Present:**

Leigh Ann Kelly – OmniVest

**Audit Approval**

Ms. Leigh Ann Kelly presented the draft audit for alliance for Progress Charter School as prepared by the independent auditors BBD for the fiscal year ending June 30, 2021. She confirmed that Mr. Griffin and Mr. Griuber reviewed the draft and had a brief call this morning with Ms. Kelly to review questions. There are minor cosmetic adjustments to the draft audit otherwise, the Finance Committee and OmniVest are confident in the report presented to the Board this afternoon. Ms. Kelly presented the following report:

The Alliance for Progress CS has a clean unmodified opinion (the best “rating” there is)! There are no significant deficiencies or material weaknesses in the financial reporting or internal control and no instances of noncompliance material to the financial statements. There are no findings. Page 51 of the attached report is the best summary of the auditor’s report and the School’s good standing.

The school has a net income of \$230,300 based on the regular activity of the school. Alliance for Progress CS is in compliance with the bond covenant debt service coverage with 1.51 and cash on hand with 52 days. The audit report and the metrics will be sent to the bond holders by December 27<sup>th</sup> report date.

The Alliance for Education Foundation and Alliance Real Estate Holding are reported as component units with the School in the FY20/21 audit. Limited testing was completed on the component units.

The School’s federal expenditures were more than \$750,000 in federal funds thus a single audit was required and this too came back with a clean opinion.

The State/PDE will receive the report via the Annual Financial Report due December 31<sup>st</sup> and the School District of Philadelphia will receive the report via the Epicenter upload also due December 31<sup>st</sup>. Ms. Trawick and Mr. Griffin were made aware to watch for the request for signature to complete the AFR.

Mr. David Gruber made a motion to accept the independent audit report for the fiscal year ended June 30, 2021 for Alliance for Progress Charter School as prepared by the independent auditor BBD with the noted cosmetic updates. Ms. Valeria Allen seconded the motion. Motion carried with 7 YES and 2 Absent.

VOTE SUMMARY OF EACH MEMBER							
Larry Griffin	Yes	Initiated Motion	to	Dr. DeShields	Jaymnn Yes	James Caldwell	Yes
David Gruber	Yes	Motion Approve	to	Karen Trawick	Yes	Dr. Palmer	Yes
				es			Mary

Dr. Allen	Valerie Yes	2 <sup>nd</sup> Motion	Felecia Cox	Parker- Absent	Marvin Lenetsky	Yes
--------------	----------------	---------------------------	----------------	-------------------	--------------------	-----

**ADJOURNMENT:** 2:20pm

*Leigh Ann Kelly*  
Chief financial Officer

OmniVest Management, Inc  
115 Pheasant Run, Suite 210  
Newtown, PA 18940-1886  
[lbocnk@omninvestllc.com](mailto:lbocnk@omninvestllc.com)  
P: 215-497-8301 ext 110  
F: 215-497-8305



**1.21.23**  
**Board Meeting**  
**Cancelled**

**ALLIANCE FOR PROGRESS CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES**

February 21, 2023

This meeting was held via Zoom. Mr. Griffin, Chair, called the meeting to order at 6:03p.m. Notice of the meeting had been properly given and a quorum was met.

**ATTENDEES**

**BOARD MEMBERS:**

Mr. Larry Griffin – Board President  
Dr. Jaymnn DeShields – Board Member  
Dr. Mary Floyd – Board Member  
Ms. Karen Trawick- Board Member

**REGRETS:**

Ms. Felicia Parker-Cox – Board Member  
Dr. Valerie Allen – Board Vice President  
Mr. James Caldwell – Board Member

**STAFF:**

Ms. Stacey Scott - CEO  
Mr. Brian Cameron - Principal  
Ms. Crystal A. Sharper – MS Office Manager

**VISITORS:**

Leigh Ann Bonck – OmniVest  
Carolyn Flynn – Legal Counsel  
James Munnelly – Legal Counsel

**Old Business:**

None

**New Business:**

Today at approximately 3:30pm, one of our 7<sup>th</sup> grade female students was injured during a shooting that happened during dismissal. Her mother came to the school, and confirmed that she was her daughter and reported that she was grazed, but she is “ok.” Staff was proactive in dismissing the children without incident. All were dismissed safely, and parents were notified of the situation, and was asked to come pick up their children from the after school programs. Our goal was to get every student home as quickly and safely as possible. The school Social Worker and the Counselor will be available for support. We will also be meeting with the students at the Middle School tomorrow starting at 8:30am.

**Public Comment:**

None

**Approval of the Minutes of December 13, 2022**

Upon motion duly moved, seconded, and carried, the Board approved the minutes for December 13, 2022. Karen Trawick moved to approve the minutes; Dr, Jaymynn DeShields seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Dr, Floyd	Mary Yes
Karen Trawick	Motion to Approve	Yes		
Dr. Jaymnn DeShields	2 <sup>nd</sup> Motion	Yes		

**Approval of the Financial Report ending January 2023**

Upon motion duly moved, seconded, and carried, the Board approved the Financial Report ending January 2023 as presented by Leigh Ann Bonck. Dr. Mary Floyd moved to approve the minutes; Karen Trawick seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER			
Larry Griffin	Initiated Motion	Yes	Dr. Jayminn DeShields
Dr. Mary Floyd	Motion to Approve	Yes	
Karen Trawick	2 <sup>nd</sup> Motion	Yes	

**Rental Reimbursement –**

Rental Reimbursement within the Charter School Law, there is an opportunity for schools that rent their site to seek a rental reimbursement from the State, and is partly why Alliance set of the Real Estate Holding as well as the Foundation so that the properties are held in now the Foundation’s name and the school rents from there. The school will submit to PDE a request for part of that rental expense to be reimbursed. Basically, it’s free money because there’s not a lot of work behind it.. All that’s needed is the Board’s approval to go ahead and submit the 418 which is the request for reimbursement. Once that is approved by the State, the 419 is submitted which is the calculation of the reimbursement, and the school will be reimbursed. For the fiscal year, 2021, the school received about \$70,000. So, it is expected that the school may receive \$70,000 reimbursement from last year’s rent.

**Approval of the Financial Report ending January 2023**

Upon motion duly moved, seconded, and carried, the Board approved submitting the Reimbursement Request as presented by Leigh Ann Bonck. Karen Trawick moved to approve Submitting the Reimbursement Request; Dr. Jayminn DeShields seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER			
Larry Griffin	Initiated Motion	Yes	Dr. Mary Floyd
Karen Trawick	Motion to Approve	Yes	
Dr. Jayminn DeShields	2 <sup>nd</sup> Motion	Yes	

**Mr. Cameron – Principal**

- **Academic Data:**

We are in full swing of PSSA prep. PSSA starts at the end of April. We just finished our third diagnostic of the school year in reading and math. We just got the data back today. The data is in the dashboard which was included in the email. We are noticing major growth in ELA. We are noticing moderate growth in math. One of the topics we talked about with the academic team today is how we can mimic the growth that we seen in ELA with math. We are putting strategies in place, such as fluency, peer observations around best practices and lesson delivery. We are getting some of our more novice teachers in with more of our experienced teachers to model and observe lessons and lesson delivery on how it’s happening. The good news is we experienced 70% growth in ELA. We are having Data Day on Friday, which will be with full staff, K-8, to review this data. One of the big goals we want to come out of the Data Day with is new student groupings based on skills that students are struggling with. Math, similar story. Back in November we were struggling, and we are still struggling a bit. We are not where we would like to be but we are noticing growth almost across the board in our math proficiency rates. A number of our students are moving from multiple grades levels below which we notice is a result of learning lost from the Pandemic. We are closing that gap by moving on the way towards the proficiency range.

**CEO Report – Stacey Scott**

- **4<sup>th</sup> Floor**

Larry Griffin, Stacey Scott, the Facility’s Manager, Gregory Hilton and Building Operation’s Manager, J. Kamau met with Robin Eglin in January, and he put out a bid request for a proposal for architects to start collaborating with us. Robin sent a timeline for the completion of the 4<sup>th</sup> floor to begin in January and end by August

(construction will start in June). We are trying to expedite that timeline, so we can complete it by July at the latest. Our Facilities team is working on clearing out the 4<sup>th</sup> floor.

- **Website Update**

Ms. Scott visually reviewed the progress with the Board. The proposed completion date is March.

- **Review/Approval of Handbook**

Will be tabled until the Board has a chance to review it.

The Public Meeting was not adjourned.

The Public Meeting was Recessed until a later date to be determined by the Board.  
(The continued meeting will require a new agenda)

Executive Session Convened for the purpose of the following:

- N. Warren SPED Case Review

Voting was unanimous.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Dr. Mary Floyd	Yes
Karen Trawick	Motion to Approve	Yes	Felicia Parker-Cox	Yes
Dr. Jayminn DeShields	2 <sup>nd</sup> Motion	Yes		

- S. Grey-Dedmon SPED Case Review

Voting was unanimous.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Dr. Mary Floyd	Yes
Karen Trawick	Motion to Approve	Yes	Felicia Parker-Cox	Yes
Dr. Jayminn DeShields	2 <sup>nd</sup> Motion	Yes		

The next Board Meeting is scheduled for Tuesday, March 21, 2022 @ 6:00pm

Respectfully Submitted

Crystal A. Sharper

**ALLIANCE FOR PROGRESS CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES**

March 21, 2023

This meeting was held via Zoom. Mr. Larry Griffin, Board Chair, called the meeting to order at 6:14p.m. Notice of the meeting had been properly given and a quorum was met.

**ATTENDEES**

**BOARD MEMBERS:**

Mr. Larry Griffin – Board President  
Dr. Mary Floyd – Board Member  
Ms. Felicia Parker-Cox – Board Member  
Mr. James Caldwell – Board Member  
Dr. Valerie Allen – Board Vice President

**REGRETS:**

Dr. Jayminn DeShields  
Ms. Karen Trawick- Board Member

**STAFF:**

Ms. Stacey Scott – Interim CEO  
  
Mr. Brian Cameron – Interim Principal  
Ms. Crystal A. Sharper

**VISITORS:**

Leigh Ann Bonck – OmniVest

**Old Business:** On February 21, 2023 at approximately 3:30pm, one of our 7<sup>th</sup> grade female students was injured during a shooting that happened during dismissal. An assembly was held on February 22, 2023 at the Middle School for grades 6-8 to address the incident, answer any questions and/or concerns the student may have, as well as to offer emotional support. Mr. Griffin (Board President) attended the assembly in support and addressing the students concerns and offering support. Mr. Griffin reports that later in the day, while on Cecil B. Moore Ave., he was met by four of the 6<sup>th</sup> grade students who attended the assembly, The young lady said to to him, “you all said you care,” but “how come we never see you?” Mr. Griffin explained to her that the Board members are not often seen because they’re basically working behind the scenes making sure the school continues to operate, and the students are getting the education they need. Mr. Griffin encouraged the Board Members are able, to periodically make a visit to the school, and let their presence be known. Felicia Parker Cox suggested having a table set up for the Board Member to meet parents during the Report Conferences.

**New Business:** The Website Update will be ready for review at the April Board Meeting.

**Public Comment:** None

**Budget Update:** Leigh Ann – OmniVest

Budget Update focusing on personnel. An increase in salary for staff has been suggested. There are a few positions that is suggested, to increase slightly more, and a few individuals with an update to their salaries to be more competitive with the market. This school year, 23-24, is the first year that the school has deviated from the personnel scales. This is due to the tuition rates decreasing, more than the cost of things increasing.

The school is carefully looking at the positions needed. How the school have been operating with the vacant positions, and whether not they will be renewing those positions. Currently all positions that have been vacant are expected to be filled for next year, except for two intervention positions. The intervention positions overall will be reviewed because the school is receiving two awards, a William Penn, and Elevate Two Fifteen. With those awards they will also receive intervention services. Although it looks like there will be a decrease in personnel, there will be support in a different way.

The school will be gaining another twenty-five students, bringing the total to 621. There will be an additional sixth grade class. There is a projected increase of 3% for Gen Ed, and a 3% increase for SPED.

**Approval of the Minutes of February 21, 2022**

Upon motion duly moved, seconded, and carried, the Board approved the minutes of February 21, 2023, with the necessary corrections. Remove “Interim” for CEO and Principal, as well as the correction of several grammatical errors. Dr. Mary Floyd moved to approve the minutes; Larry Griffin seconded the motion, Dr. Valerie Allen abstained. Motion carried.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes
Dr. Mary Floyd	Motion to Approve	Yes	Felicia Parker-Cox	Yes
Larry Griffin	2 <sup>nd</sup> Motion	Yes	Dr. Valerie Allen	Abstained

**Principal Report: Mr. Cameron**

No new data to report since February benchmarks. The PowerPoint that was referenced was sent to the board the week after the last meeting. We are in full preparation for PSSA’s which will begin in less than 20 full school days. There is bell-to-bell instruction, test prep on Fridays. One thing that we noticed after the pandemic is that students have struggled with testing stamina concerning long range questions, open ended questions, and taking longer tests. We are in the zone of building stamina, educating, and building confidence, getting them prepared for the PSSA’s so that they can “show what they know.”

**CEO Report – Stacey Scott**

**Approval of the 2023-2024 School Calendar**

Upon motion duly moved, seconded, and carried, the Board approved the 2023-2024 school calendar. Dr. Valerie Allen moved to approve the calendar. James Caldwell seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Dr. Mary Floyd	Yes
Dr. Valerie Allen	Motion to Approve	Yes	Felicia Parker-Cox	Yes
James Caldwell	2 <sup>nd</sup> Motion	Yes		

Larry Griffin suggested returning to the Board Meetings being held every month.

**Review/Approval of Handbook**

The Board was sent a draft of the Staff Handbook for review. Dr. Allen pointed out that pages 56 to 62 have several minor typo’s that need to be corrected as well as “Exit Interview Information,” and “Resolving Issues.” The Handbook will be reviewed again during April’s Board Meeting for approval.

Meeting adjourned at 7:14pm

No Executive Session was held.

The next Board Meeting is scheduled for Tuesday, April 18, 2022 @ 6:00pm

Respectfully Submitted

Crystal A. Sharper

**ALLIANCE FOR PROGRESS CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES**

April 18, 2023

This meeting was held via Zoom. Board Vice President, Dr. Valerie Allen called the meeting to order at 6:10p.m. Notice of the meeting had been properly given and a quorum was met.

**ATTENDEES**

**BOARD MEMBERS:**

Mr. Larry Griffin – Board President  
 Dr. Mary Floyd – Board Member  
 Ms. Felicia Parker-Cox – Board Member  
 Mr. James Caldwell – Board Member  
 Dr. Valerie Allen – Board Vice President  
 Dr. Jayminn DeShields – Board Member  
 Ms. Karen Trawick- Board Member

**REGRETS:**

None

**STAFF:**

Ms. Stacey Scott – Interim CEO  
  
 Mr. Brian Cameron – Interim Principal  
 Ms. Crystal A. Sharper

**VISITORS:**

Ian Croggon – OmniVest

**Old Business:**

None

**New Business:**

Progress is being made on the 4<sup>th</sup> floor of 1722. We had a meeting with the architects on Monday, April 17, 2023. The drawings for the 4<sup>th</sup> floor, and will be shared during the CEO report. An RFP will be sent to the construction company. We are expecting to have the project done by August of this year.

**Public Comment:** None

**Approval of the Minutes of March 21, 2023**

Upon motion duly moved, seconded, and carried, the Board approved the minutes of March 21, 2023, with the necessary corrections. Felecia Parker-Cox moved to approve the minutes; Dr. Jayminn Deshields seconded the motion, Karen Trawick abstained. Motion carried.

VOTE SUMMARY OF EACH MEMBER					
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes	
Felecia Parker-Cox	Motion to Approve	Yes	Dr. Mary Floyd	Yes	
Dr. Jayminn Deshields	2 <sup>nd</sup> Motion	Yes	Dr. Valerie Allen	Yes	
Karen Trawick	Abstained				

**February/March Budget Update:** Ian Croggon– OmniVest

Summary Items –

**February:** Overall net loss for the month. Revenues were below budget, tuition from the School District was below budget. The biggest impact was SPED, below budget. In the month, we recognized the PCCD Grant. ESSER 3 is on budget. Expenses were below budget, Personnel was below. As we look at contract services, are above budget. A big portion of this are professional services from Enrich Schools, Nurse is above. Insurance above, which is mostly related to Workman Comp. Miscellaneous Items above budget, building expense above, and the bulk of that is utilities, above as well, which is ongoing trend in that line item.

**March:** There was an overall loss for the month. Revenues were above, School District is above, SPED was above, which includes an adjustment of Regular Ed to the negative but SPED was to the good. ESSER 2 for after school tutoring recognizes 39,000 for March, and ESSER 3 recognizes 135,000 for salaries, benefits and SPED, and you are on budget in that line item. Expenses are below budget, but keep in mind, this was a 3 paid month. That is part of the reason for the net loss in the month. Contract Services is above budget, professional services are the same as last month. APS is above budget, OT below budget mainly based on reversal of accrual, Legal is below. Insurance is slightly above; supplies are above, which is mainly due to Comcast. Miscellaneous items are above, and school field trips are above budget, meals are above. Utilities are slightly above for the month.

**Approval of the February/March 2023 Budget UPDATE**

Upon motion duly moved, seconded, and carried, the Board approved the February/March Budget Update 2023; Felecia Parker-Cox moved to approve the Update; Karen Trawick seconded the motion with a noted change. Motion carried.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes
Felecia Parker-Cox	Motion to Approve	Yes	Dr. Mary Floyd	Yes
Karen Trawick	2 <sup>nd</sup> Motion	Yes	Dr. Valerie Allen	Yes
Dr. Jayminn DeShields		Yes		

**Update AFPCS Charter Address**

The Alliance for Progress Charter School address must be officially changed to reflex 1722 Cecil B. Moore Avenue Philadelphia, Pennsylvania 19122 for PDE/PSERS.

Upon motion duly moved, seconded, and carried, the Board approved the Alliance for Progress Charter School’s address change to reflex 1722 Cecil B. Moore Avenue Phila., PA. 19122; Dr. Valerie Allen moved to approve the address change; Karen Trawick seconded the motion, Motion carried.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes
Dr. Valerie Allen	Motion to Approve	Yes	Dr. Mary Floyd	Yes
Karen Trawick	2 <sup>nd</sup> Motion	Yes	Felecia Parker-Cox	Yes
Dr. Jayminn DeShields		Yes		

**Approval of the Staff Handbook**

Upon motion duly moved, seconded, and carried, the Board approved the Staff Handbook for 2023-2024 School Year.

Dr. Valerie Allen moved to approve the Staff Handbook; James Caldwell seconded the motion, Dr. Jayminn abstained.

Motion carried.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Karen Trawick	Yes
Dr. Valerie Allen	Motion to Approve	Yes	Dr. Mary Floyd	Yes
James Caldwell	2 <sup>nd</sup> Motion	Yes	Felecia Parker-Cox	Yes
Dr. Jayminn DeShields	Abstained			

**Principal Report: Mr. Cameron e con**



The 8<sup>th</sup> Grade graduation information was shared with the board as to date, time, and location. It will be held at Girard College

June 8, 2023, at 11:00am. May 19, 2023, the 8<sup>th</sup> grade prom will be held at the school. They will also be taking a trip to Pocono

Valley. We are starting PSSA's next week. Last week we conducted a dry run where created a PSSA setting which served a dual purpose, for students to able to practice taking a long test, be able to sit in that space, focusing on test for a long period of time. As a school we were able to see if there were any hiccups in the schedule that we put together. Coming out of the Pandemic, we notice that the students' attention spans are down. We have been doing a good job of not only teaching them the content but building their stamina.

**CEO Report** – Stacey Scott

This year we are having a mom's & Muffins Event. We had Dad's and Donuts where at least 200 dads attended. The mothers have been asking for this type of event for some time, we are planning for a larger venue than the YMCA on Broad Street because we know we will have close to 250-350 of our mothers that will come out for that event. Keynote Speakers and Venues are still being sought. I would help if the speaker had a topic of what we are trying to accomplish at Alliance.

**Website Update:**

The Web designer did a great job designing the site. The website and content were shared visually with the board, and how to

maneuver through the drop-down topics. The school will be able to make changes to the website moving forward. Also adding a picture of Marilyn Rivers and a small history.

Upon motion duly moved, seconded, and carried, the Board approved the AFPCS Website with the changes that have been

identified. Karen Trawick moved to approve the AFPCS Website; Dr. Jayminn DeShields seconded the motion, motion carried.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes
Karen Trawick	Motion to Approve	Yes	Dr. Mary Floyd	Yes
Dr. Jayminn DeShields	2 <sup>nd</sup> Motion	Yes	Felecia Parker-Cox	Yes
Dr. Valerie Allen		Yes		

**Fourth Floor Construction**

The floor plan was sent to the Board. They reviewed it again this evening with a clear vision of what the space will house once

construction is complete. There will be 2 separate spaces that will house a Cyber Library, one for the upper grades, and one for the lower grades. where both groups can be creative with technology. There will also be a space for small group instruction. The three 6<sup>th</sup> grade classes will also be housed on the fourth floor. There will be two additional offices on the fourth floor. EXL (SPED) will also have two additional classrooms, and there is also a de-escalation space and additional storage space,

**Employee Referral Program:**

We want teachers to help fill vacant positions by referring their friends or colleagues and we want to offer them a referral fee that we would like the Board to approve. Eligible employees who refer a candidate who is selected to fill a position with the organization could receive \$500 for full time positions and \$250 for part time positions. The candidates that are hired must be at the school for at least 90 days, successfully completing the probationary period.

Upon motion duly moved, seconded, and carried, the Board approved the Employee Referral Recommendation as described

by the CEO. Dr. Jayminn DeShields moved to approve the Employee Referral Recommendations, Karen Trawick seconded the motion, motion carried.

VOTE SUMMARY OF EACH MEMBER					
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes	
Dr. Jayminn DeShields	Motion to Approve	Yes	Dr. Mary Floyd	Yes	
Karen Trawick	2 <sup>nd</sup> Motion	Yes	Felecia Parker-Cox	Yes	
Dr. Valerie Allen		Yes			

Meeting adjourned at 7:40pm

No Executive Session was held.

The next Board Meeting is scheduled for Tuesday, May 16, 2023 @ 6:00pm

Respectfully Submitted

Crystal A. Sharper

**ALLIANCE FOR PROGRESS CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES**

This meeting was held via Zoom. Mr. Larry Griffin, Board Chair, called the meeting to order at 6:14p.m. Notice of the meeting had been properly given and a quorum was met.

May 16, 2023

**ATTENDEES**

**BOARD MEMBERS:**

Mr. Larry Griffin – Board President  
Mr. James Caldwell – Board Member  
Dr. Jayminn DeShields – Board Member  
Ms. Karen Trawick- Board Member

**REGRETS:**

Felicia Parker-Cox – Board Member  
Dr. Valerie Allen – Board Vice President  
Dr. Mary Floyd – Board Member

**STAFF:**

Ms. Stacey Scott – Interim CEO

Mr. Brian Cameron – Interim Principal  
Ms. Crystal A. Sharper

**VISITORS:**

Leigh Ann Bock – OmniVest

**Old Business:**

None

**New Business:**

None

**Public Comment:**

None

**Principal Report: Mr. Cameron**

**Graduation** - We are in the process of closing the school year. Eighth grade graduation information, as to date, time, and location, which will be held at Girard College was shared. The Kindergarten Graduation will be held June 7, 2023, at Alliance.

**Summer School** - There are one hundred mandatory students signed up to attend Summer School. Based on our handbook, students who missed a certain amount of time or have a certain grade level must attend. We also have approximately forty students who signed up independent of those requirements. Academics will take place from 8:00am until 12:00noon, followed by Enrichment, 12:00noon until 3:00pm. Staff have stepped up to take leadership positions in the component. Summer School will begin June 26, 2023, until July 29, 2023. We are off the week of July 4<sup>th</sup>. School officially begins August 21, 2023.

**End of Year Data**

PSSA - ELA and Math have been completed and are in the process of being boxed up and shipped out. Science has just been completed and will be shipped out accordingly. K-2 students do not take the PSSA's; therefore, they were given one more cycle of the iReady testing. That data will be ready soon and sent to the Board in the next week.

**Winding Down** - We have planned a number of trips for the students. Board Chair, Mr. Griffin came out and spoke with some of our students, which he will share later. It has been “pretty smooth” end of the year.

Our school nurse, Mrs. Stacy Oxendine partnered with the School District who donated air purifiers to the school. Therefore, we have one in every single room in both buildings.

**Approval of the Minutes of April, 2023**

Upon motion duly moved, seconded, and carried, the Board approved the minutes of April 18, 2023. Dr, Jayminn DeShields moved to approve the minutes; Karen Trawick seconded the motion, Motion carried.

VOTE SUMMARY OF EACH MEMBER			
Larry Griffin	Initiated Motion	Yes	
Dr. Jayminn Deshields	Motion to Approve	Yes	
Karen Trawick	2 <sup>nd</sup> Motion	Yes	
James Caldwell		Yes	

**CEO Report** – Stacey Scott

- **Fourth Floor Construction Update:**

Currently we are sending out our RFP’s. Robin from OmniVest is working on that. He has been sending drafts of what will be sent out. They may have been already posted, and it will be for the construction of the fourth floor. We were scheduled to be completed at the end of August or beginning September, however, it looks more like the end of September or beginning October because of some of the delays.

- **Spirit of Alliance:**

We are reigniting “Spirit of Alliance.” Instead of holding it in April, we will have that fund raiser in the Fall. It will be held in October, combining it with a walk-through tour of the fourth floor and having a ribbon cutting ceremony that we never had. The second day will be the fund raiser. The projected date will be October 12, 2023.

- **Summer Cleaning:**

Summer school will begin the last week of June and we are scheduling summer school to take place in the 1821 building, to thoroughly clean 1722 building. In the three years that it has been open, it has not been painted, and the floor has not been thoroughly cleaned. 1722 will be empty and will be worked on from the second week of June until the end of July so that we can be ready for the return of our teachers in August. This will also permit the construction that is supposed to take place on the fourth floor, there will be people working on floors one, two and three cleaning and painting, as well as construction taking place on the fourth.

- **Quotes for Cleaning and Painting:**

The quotes will be sent to the Board once they are in the correct format, as well as the recommendation. We will then need a Board vote on how to proceed.

- **Beat the Odds Grant**

We were recognized for beating the odds especially during the Pandemic where we had great student growth. We were able to keep our students focused and growing despite the pandemic. We were recognized by Elevate 215, formerly known as PSP.

We have spent the last three months collaborating with them on Beat the Odds Grant. We spent a lot of time in April completing the grant and submitted to them April 18<sup>th</sup> and was supposed to hear back about approval or an award today, but we haven’t

heard anything from them because they must run the applications by their own Board of Directors. We are hoping to hear from them soon. We set our grant for approximately \$825,000 which will cover some salaries, it will pay for the iReady program that we are currently working with. It will also give us another opportunity to purchase a database system for storing and analyzing our student data with our teachers and include professional development.

- **Enrollment:**

We are 75% enrolled for the next school year. We sent out more officers through Applied Philly Charter. We have exhausted our Kindergarten and first grade wait list. We must find more creative ways to bring more children on to the wait list. Most schools have the same problem with attendance; however, we must be more creative. We are hiring a new Enrollment Specialist who will be sending out information on social media two to three times a day. We are setting up presentations in the Pre-K centers around this area, taking our brochures, and other incentives as to market the school. There are approximately 153 of our current students who have yet to re-enroll.

- **Title Nine Policy:**

Title Nine Policy protects students from discrimination based on sex and educational program or activities that receive Federal Financial Assistance. This policy covers student on student as well as employee on student sexual harassment. The policy outlines what to do with allegations, supportive measures that we need to put in place. We need to assign a Title Nine Coordinator who we believe would be one of our counselors. It speaks to the grieving process. It tells us where to add this information, which would be our handbooks, our website and have printed copies available within our school. It speaks of the training that we must engage throughout the year, the reporting process, and the complaint process.

**Approval of Title Nine Policy**

Upon motion duly moved, seconded, and carried, the Board approved the Title Nine Policy. Dr. Jayminn DeShields moved to approve.

James Caldwell seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER			
Larry Griffin	Initiated Motion	Yes	
Dr, Jayminn DeShields	Motion to Approve	Yes	
James Caldwell	2 <sup>nd</sup> Motion	Yes	
Karen Trawick		Yes	

**Financials/Budget** – Leigh Ann Kelly

**ALLIANCE FOR PROGRESS CHARTER SCHOOL**

Net Loss for the month was (\$26,375) and YTD the Net Loss is (\$89,144).

Recognized Revenue from ESSER II in the month was \$57k for After School Tutoring and curriculum and ESSER III was \$38k for salaries/benefits and SPED Support. Tuition was below budget by (\$41k), this included an adjustment to SPED in the amount of (\$14k).

Expenses were above budget by (\$6k). Salary and benefits were below by \$62k, Contract Services above budget by (\$51k) – which included APS (\$11k) and IT Consultants (\$21k), Building Services was above budget by (\$1k).

YTD Revenues are above budget by \$61k with \$1,091k recognized in ESSER III. Tuition is below budget by (\$257k).

Expenses are below by \$578k, with personnel below by \$1,031k and Contract Services above by (\$307k).

**APRIL 30, 2023 ACTUAL NET LOSS (\$ 26,375)**

**APRIL 30, 2023 BUDGETED NET INCOME \$ 18,111**

**BUDGET VARIANCE (\$ 44,486)**

**DISCUSSION ITEMS:**

**Revenues are below budget by (\$38k)**

- **Tuition from School District of Philadelphia is below budget by (\$41k)** o Enrollment for Regular Ed above budget by \$7k and SPED below by (\$48k) (includes an adjustment of (\$14k)

- **Erate below by (\$3k)**

- **Food Program above by \$1k**

- **Fundraising for Book Fair \$5k**

- **Mental Health Grant recognized \$4k**

- **ESSER II recognized \$57k for After School Tutoring and curriculum**

- **ESSER III recognized \$38k for salaries/benefits \$86k and SPED support \$1k and (\$49k) of curriculum reclassified to ESSERII, below budget by (\$61k)**

**Expenses were above budget by (\$6k)**

- **Personnel and benefits below budget by \$62k**

- **Professional Development is above by (\$1k)**

- **Contracted services is above budget by (\$51k)** ○ Prof services above budget by (\$18k) – Enriched Schools

○ Therapy Services above by (\$4k) – includes prior months (Community Council)

○ Psychology above by (\$9k) - Enspire

○ APS (\$11k) – Valley Forge (\$7k) and Green Tree (\$5k)

○ Speech below by \$9k

○ Nurse above budget by (\$1k)

○ OT below by \$5k – accrual reversed

○ Legal above by (\$1k) – includes (\$12k) settlement

○ Consult IT above by (\$21k) – The Kimmel Group, includes accrual (\$14k)

- **Insurance above budget by (\$1k)**

- **Education Materials is below budget by \$2k – Supplies**

- **Supplies/Communication is above budget by (\$3k)** ○ Admin Software below by \$1k

○ Office Supplies (Staples above by (\$4k)

#### **ALLIANCE FOR PROGRESS CHARTER SCHOOL**

**YTD as of APRIL 30, 2023 ACTUAL NET LOSS (\$ 89,144)**

**YTD as of APRIL 30, 2023 BUDGETED NET LOSS (\$ 728,717)**

**BUDGET VARIANCE \$ 639,573**

#### **DISCUSSION ITEMS:**

**YTD Revenues are above budget by \$61k**

- **Tuition from School District of Philadelphia below budget by (\$257k) Regular Education below by (\$128k) and Special Education below by (\$129k)**

- **Interest revenue above budget by \$5k**

- **Food Program above budget by \$13k**

- **Erate below by (\$6k)**

- **School Trips above by \$14k**

- **Fundraising above by \$13k**

- **PCCD Mental Health Grant above by \$18k**

- **Title Revenue below budget by (\$3k)**

- **IDEA above budget by \$9k, recognized \$59k**

- **ESSER II above budget by \$211k**

- **ESSER III above budget by \$44k, Total recognized \$1,091k -retention bonuses, SPED assistance, salaries/benefits, books and striping and waxing floors**

**YTD Expenses were below budget by \$578K**

- **Personnel and benefits below budget by \$1,031k**

- **Professional Development is above by (\$9k) – Climate Team PD**

- **Contracted services above budget by (\$307k)** ○ Special Ed Services above budget by (\$21k)

○ Prof services above budget by (\$80k) – Enriched Schools- offset personnel costs

○ Contracted HR support, (\$29k) offset by savings in personnel costs

- Therapy Services above by (\$9k) – Community Council
- Speech below by \$3k
- Approved private school tuition above budget by (\$80k)
- School Nurse (\$9k)
- Psych above by (\$17k)
- OT/PT Services \$12k
- Legal (\$34k), Legal Settlement (\$16k)
- Payroll services \$5k
- IT services (\$48k), accrual

- **Insurance above budget by (\$9k), W/C Audit**

- **Education Materials below budget by \$20k** ○ Education Software/Books \$6k

- Supplies \$14k

**Approval of the Financial Report ending November 2022**

Upon motion duly moved, seconded, and carried, the Board approved the Financial Report ending November 2022 as presented by Leigh Ann Kelly. Karen Trawick moved to approve the Financial Report; Dr. Jayminn DeShield seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER					
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes	
Felecia Parker-Cox	Motion to Approve	Yes	Dr. Mary Floyd	Yes	
Karen Trawick	2 <sup>nd</sup> Motion	Yes	Dr. Valerie Allen	Yes	
Dr. Jayminn DeShields		Yes			

**Executive Session:**

Ms. Sharper was placed holding room during the executive session.

Case#1: SAGD

**Approval of Settlement Agreement**

Upon motion duly moved, seconded, and carried, the Board approved the Agreement of Settlement of SAGD. Karen Trawick moved to approve Dr. Jayminn DeShield seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER					
Larry Griffin	Initiated Motion	Yes			
Karen Trawick	Motion to Approve	Yes			
Dr. Jayminn DeShields	2 <sup>nd</sup> Motion	Yes			
James Caldwell		Yes			

Case #2: SAS

**Approval of Settlement Agreement**

Upon motion duly moved, seconded, and carried, the Board approved the Agreement of Settlement of SAGD. Karen Trawick moved to approve; James Caldwell seconded the motion. Motion carried.

VOTE SUMMARY OF EACH MEMBER			
Larry Griffin	Initiated Motion	Yes	
Karen Trawick	Motion to Approve	Yes	
James Caldwell	2 <sup>nd</sup> Motion	Yes	
Dr. Jayminn DeShields		Yes	

Meeting adjourned at 7:35pm after Executive Session

The next Board Meeting is scheduled for Tuesday, June 20, 2023 @ 6:00pm

Respectfully Submitted

Crystal A. Sharper



**ALLIANCE FOR PROGRESS CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES**

June 20, 2023

This meeting was held via Zoom. Mr. Larry Griffin, Board Chair, called the meeting to order at 6:10p.m. Notice of the meeting had been properly given and a quorum was met.

**ATTENDEES**

**BOARD MEMBERS:**

Mr. Larry Griffin – Board President  
Ms. Felicia Parker-Cox – Board Member  
Mr. James Caldwell – Board Member  
Dr. Valerie Allen – Board Vice President  
Dr. Jayminn DeShields – Board Member  
Ms. Karen Trawick- Board Member

**REGRETS:**

Dr. Mary Floyd – Board Member

**STAFF:**

Ms. Stacey Scott – CEO  
Mr. Brian Cameron – Principal  
Ms. Crystal A. Sharper – MS

**VISITORS:**

Leigh Ann Bonck – OmniVest

**Old Business:**

**Statement of Financial Interest** – The Investigative Division of the State Ethic Commission received the information sent by the school, regarding the alligations that Two Board Members violated provisions of the public office and Emoloyee Ethic Act when failing to file Statement of Financial Interest. It states that, “This matter will not be processed as an investigation,” but rather as a “Civil Citation proceeding pursuant to the provision of the State Ethics Act 93 of 1198. The school will be advised of any further development in this matter.

**New Business:**

None

**Public Comment:**

None

**Approval of the Minutes for May 16, 2023**

Upon motion duly moved, seconded, and carried, the Board approved the minutes of May 16, 2023, with the necessary corrections. Felecia Parker-Cox moved to approve the minutes; Dr. Jayminn Deshields seconded the motion, Larry Griffin abstained. Motion carried.

VOTE SUMMARY OF EACH MEMBER					
Larry Griffin	Initiated Motion	Abstained	James Caldwell	Yes	
Felicia Parker-Cox	Motion to Approve	Yes	Dr. Valerie Allen	Yes	
Dr. Jayminn Deshields	2 <sup>nd</sup> Motion	Yes			
Karen Trawick		Yes			

**Approval of the May 2023 Financial Report**

Upon motion duly moved, seconded, and carried, the Board approved the May 2023 Financial Report. Karen Trawick moved to approve; Felicia Parker-Cox seconded; Motion carried.

VOTE SUMMARY OF EACH MEMBER					
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes	
Karen Trawick	Motion to Approve	Yes	Dr. Valerie Dorsey-Allen	Yes	
Felicia Parker-Cox	2 <sup>nd</sup> Motion	Yes			
Dr. Jayminn DeShields		Yes			

**Audit Proposals**

It is best practice to change Auditors every three to five years. The school has utilized BBD for six or seven years. This year we sent out proposals to other potential Auditors, some firms that OmniVest has worked with, and with other clients. Four Proposals were returned. Leigh Ann will schedule a date and time for the Board of Trustees to meet with Cristopher of Haeefe Flanagan (Audit Firm), to discuss the possibility of partnering with them. A retro vote will be held at the July Board Meeting.

**Principal Report - Mr. Cameron**

The closeout of the 22-23 School Year was successful. Returning staff devices, student devices and breaking down classrooms and setting up for summer school all went well. One hundred and ninety students are signed up for summer school either mandatory academics or attendance. Some students signed up at the parents’ request. Summer School and Enrichment will take place at the Middle School. The morning is focused heavily on academics (literacy and Math), the afternoon is Enrichment. We are waiting for the formal PSSA Data. We are hoping to be able to send that Date over to the Board shortly within the next month or so.

**CEO Report** – Stacey Scott

**Maintenance** – The current team, “Spic & Span,” did a decent job at the beginning of the year, however, like most, they have had difficulty maintaining and keeping staff. Therefore, it was decided to put the bid back out and try to find a team that can be more committed to cleaning the building and maintaining staff to get the job done. The company that is being recommended is “White Cleaning Company.”

Upon motion duly moved, seconded, and carried, the Board approved “White Cleaning Company” for AFPCS Maintenance Team.

Dr. Jayminn DeShields moved to approve; Dr. Valerie seconded the motion, Motion carried.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	James Caldwell	Yes
Dr. Jayminn DeShields	Motion to Approve	Yes	Felicia Parker-Cox	Yes
Dr. Valerie Allen	2 <sup>nd</sup> Motion	Yes		
Karen Trawick		Yes		

**Safety Plan**

The state is requiring our school to complete a Safety Plan to include whoever is our Safety Coordinator. We are updating the plan that we had and submitted in 2017 and 2018. The updated plan will be submitted to the Board 6.21.23, and it has to be submitted to the State in July along with completing a survey that is due July 13.2023.

**Grant**

We wrote a grant around collection of data, store housing the data for analysis and purchasing a system that will help us analyze our data more quickly and efficiently. We were approved and awarded a two-year grant by Elevate 215, formerly known as The Philadelphia School Partnership. It includes a Data Lead Position; we can purchase Mastery Connect which is the data warehouse, along with Mastery leadership training. We have been awarded money to do Staff Analysis Conferences, Money is put in place for curriculum training which will be for Eureka Math and Wit and Wisdom as well as Leader coaching.

**OmniVest Renewal Proposal**

Upon motion duly moved, seconded, and carried, the Board approved the OmniVest Renewal Proposal for accounting services for the next five years. Felicia Parker-Cox moved to approve; James Caldwell seconded the motion, Motion carried.

VOTE SUMMARY OF EACH MEMBER				
Larry Griffin	Initiated Motion	Yes	Dr. Jayminn DeShields	Yes
Felicia Parker-Cox	Motion to Approve	Yes	Karen Trawick	Yes
James Caldwell	2 <sup>nd</sup> Motion	Yes		

Dr. Valerie Allen	Yes		
-------------------	-----	--	--

**Executive Session**

**23-24 BUDGET/Fiscal Template**

Upon motion duly moved, seconded, and carried, the Board approved the 23-24 SY Budget and Fiscal Template. Dr. Jayminn DeShields moved to approve the 23-24 Budget and Fiscal Template; Karen Trawick seconded the motion,  
 Dr.Valerie Allen abstained. Motion carried.

VOTE SUMMARY OF EACH MEMBER			
Larry Griffin	Initiated Motion	Yes	James Caldwell Yes
Dr. Jayminn DeShields	Motion to Approve	Yes	Felicia Parker-Cox Yes
Karen Trawick	2 <sup>nd</sup> Motion	Yes	
Dr. Valerie Allen	Abstained		

**Settlements 294-22 and 318-22**

Upon motion duly moved, seconded, and carried, the Board approved Legal Settlement 294-22. Felicia Parker-Cox moved to  
 Approve settlement 294-22; James Caldwell seconded the motion, motion carried.

VOTE SUMMARY OF EACH MEMBER			
Larry Griffin	Initiated Motion	Yes	Karen Trawick Yes
Felicia Parker-Cox	Motion to Approve	Yes	Jayminn DeShields Yes
James Caldwell	2 <sup>nd</sup> Motion	Yes	
Dr. Valerie Allen		Yes	

Upon motion duly moved, seconded, and carried, the Board approved Legal Settlement 318-22. Felicia Parker-Cox moved to  
 approve Settlement 318-22: James Caldwell seconded the motion, motion carried.

VOTE SUMMARY OF EACH MEMBER			
Larry Griffin	Initiated Motion	Yes	Dr. Jayminn DeShields Yes
Felicia Parker-Cox	Motion to Approve	Yes	Karen Trawick Yes
James Caldwell	2 <sup>nd</sup> Motion	Yes	
Dr. Valerie Allen		Yes	

**Executive Session**

- a. Student Special Education Matters
- b. LGB Case Matter/Meeting with Parent
- c. School Safety Plan Report

The next Board Meeting is scheduled for Tuesday, July 18, 2023 @ 6:00pm

Meeting adjourned at 9:45pm

Respectfully Submitted

Crystal A. Sharper

