

DEEP ROOTS CHARTER SCHOOL - BOARD OF TRUSTEES MEETING

7/10/18 – 6:30 PM – 2770 Pratt Street, Philadelphia, PA 19137

Attending Board: RB, GW, JT, (Phone)Kim, Anne, SH

DRCS: Logan, Leadership team

Guest: Kevin Corcoran from Charter Choices

1. CALL TO ORDER

- a. Welcoming Remarks and Introductions – Rob Burns
 - i. Deep Roots Charter School Mission and Vision
 - ii. CHARTER IS EXECUTED!!!!!!!
 - iii. 7-10-18 First payment received from state (313K based on projected enrollment)
 - iv. SRC is dissolved and new board is in place. Unknown when first contact will be

2. CHANGES TO THE AGENDA

- a. Additions and Deletions- RB

3. APPROVAL OF MINUTES -(LB took these because JAT was in transit)

- a. Review of minutes from 3/28/18 meeting – Jason Tucker
- b. Motion: JAT , 2nd: GB; Unanimous Vote

4. REPORTS

- a. School Leader Report – Logan Blyler
- b. Start of Wk 3 with Leadership team (Full aside from one outside operations person)
 - i. Strong team building and alignment on mission, vision and gravity of work
 - ii. Ed-tech pulled out as back of office support provider; LB vetted 5 alternative providers focusing on capacity for new clients and experience within Philadelphia Charter schools
 1. LB recommending Charter Choices whos rep is present at meeting tonight
 - iii. Finance-2018-19 Budget presented for review with updates related to per-pupil funding and hard contract numbers
 1. Conservative and maintains fund balance
 - iv. Enrollment- 481 Applications, fully enrolled at 300, over enrolled to 315
 1. Avg 31 New applications/wk (On target for 650-700 applications by that date which meets 2X target for application;enrollment)
 2. 129 fully completed enrollment paperwork and 185 working on paperwork for full acceptance.
 - v. Hiring- 87% hired, 5 positions still vacant (3 teachers, 1 SW, 1 Operations)
 1. One teacher is martial arts (down to 2); other teachers have multiple interviews scheduled. Goal to fill all roles before start of teacher training
 2. Brett has been doing initial vetting

- vi. Facility- Start of construction
- vii. Procurement is complete and materials have started to be delivered. On target for all deliveries to arrive before the first day of school. All furniture should be in second week of August
- c. Kevin Corcoran from Charter Choices
 - i. 24 people on staff (Accountants, staff, and folks serving in CFO roles for schools)
 - ii. Payroll team available, fed and state funding group focusing on funding compliance, and billing team if school has students from multiple districts
 - iii. Process integrity, data accountability, and transparency to ensure compliance
 - iv. VOTE to approve contract GW Motion, 2nd RB, Unanimous

5. OLD BUSINESS

- a. SRC Charter Execution

6. NEW BUSINESS

- a. 2018-19 SCHOOL YEAR CALENDAR REVIEW AND VOTE- Approved at Emergency meeting on June 29, 2018 and submitted to CSO.
- b. 2018-19 BUDGET REVIEW AND VOTE
 - i. Per Pupil amounts approx. 10% above what was previously budgeted (300K year over year fund balance difference)
 - ii. 50K in fundraising built into budget; no longer required for break even, no just target
 - iii. Now budget reflects real rent #, real procurement #, charter choices contract number
 - iv. 5% enrollment hedge built in although likely not going to be needed
 - v. Speciale Edu hedge 17% is likely thigh, dropped to 14%
 - vi. COO/CFO role? Are we going to in-house work external, communications with partners, communications with district, development, talent recruitment, operational requirement
 - 1. LB wants to hire someone for that role- Board agrees and very urgent to find right candidate and fast
 - 2. WHat is the plan for these responsibilities?
 - a. LB will do most, delegate some, contracted services for others and LB to provide plan at August meeting
 - vii. VOTE to approve SY 2018-19 budget SH Motion, 2nd JAT, APPROVED Unanimous (Subject to August Adjustments if necessary)
- c. FRANKFORD AVE BUILDING UPDATE, LEASE REVIEW, AND VOTE
 - i. July 16 is the possession
 - ii. VOTE to approve Lease and JAT as proxy to execute on behalf of lease related docs: Gwen Motion, 2nd RB, UNANIMOUS
- d. SCHOOL LEADER ANNUAL REVIEW REPORT
 - i. School leader budget number increased up to 130 from 120

1. 130 is recommended for quality replacement attraction and is market rate for District school leaders
- ii. KIM What are progress benchmarks for year 1 and moving forward?
 1. Need to look to other models to find representative examples of criteria
 2. Ventia Birchmoor- Instructional coach (Emergency internal promotion recommendation if LB dies)
- iii. REVIEW IS COMPLETE

7. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

- a. AUGUST 3RD 6PM FULL STAFF BBQ AT LOGAN'S HOUSE!!!

8. REVIEW OF 2018-19 SCHOOL YEAR BOARD MEETING DATES

August 21, 6:30-8:30PM
September 18, 6:30-8:30PM
October 16, 6:30-8:30PM
November 20, 6:30-8:30PM
December 18, 6:30-8:30PM
January 15, 6:30-8:30PM
February 19, 6:30-8:30PM
March 19, 6:30-8:30PM
April 16, 6:30-8:30PM
May 21, 6:30-8:30PM
June 18, 6:30-8:30PM

9. ADJOURNMENT