



**DEEP ROOTS
CHARTER SCHOOL**

3556 Frankford Avenue, Philadelphia, PA 19144
deeprooots.org
(267) 399-3727
info@deeprooots.org

BOARD OF TRUSTEES MEETING

Date	4/16/2019
Time	6:45pm
In person attendees	Rob Burns Kevin Corcoran Pat Hennessey Ashley McGrath Gwen Bailey Justin Harper Ann McKetta
Phone Participants	Casandra Dominguez Jay Tucker Adonis Bangeas

AGENDA

1. CALL TO ORDER

- a. Welcoming Remarks & Introductions
- b. Deep Roots Charter School Mission & Vision

2. CHANGES TO THE AGENDA

- a. None

3. APPROVAL OF FEBRUARY & MARCH 2019 MINUTES

- a. February 2019 Minutes reviewed by Rob Burns
 - i. Motion to Approve by: Gwen B.
 - ii. Motion Seconded by: Justin H.
 - iii. Vote: Unanimous
- b. March 2019 Minutes reviewed by Rob Burns
 - i. Motion to Approve by: Justin H.
 - ii. Motion Seconded by: Gwen B.
 - iii. Vote: Unanimous

4. REPORTS

a. SCHOOL LEADER REPORT

- i. PSSA testing is underway and will continue through early May.

- ii. Philadelphia School Partnership (PSP) school visit was on April 12. Strength: Curriculum implementation and data collection. Area for Continued Improvement: Building Culture and Student Engagement.
- iii. Focus shifting towards planning for the end of this year while also planning for the start of next year. Will be sharing a strategic plan with staff by the end of April.
- iv. Instructional Staffing: Having conversations with staff members about returning and compensation for next year. Some staff on professional improvement plans prior to making offers. Continuing to engage with candidates to fill new grades and backfill any staff lost to attrition.

b. OPERATIONS REPORT

- i. Enrollment
 - 1. 25 kinder seat offers accepted. Continuing to make way through waitlist and working with families to get all enrollment paperwork in.
 - 2. Paused seat offers for 2018-19 school year. Currently at 247 General Education and 45 Special Education students. SPED will continue to increase.
- ii. Operations Staffing
 - 1. Dissolving Academic focused operations role. Distributing all responsibilities to Leadership Team members.
 - 2. Still looking for a School Operations Manager to provide additional support/capacity for BG.
 - 3. Still looking for Family & Community Liaison to manage front desk, visitors, phone, and family outreach
- iii. Facility
 - 1. Plan in place for summer work location
 - 2. Ongoing engagement with Shift about electrical upgrades and air conditioning.
 - 3. Ongoing conversations about how to accommodate two additional classrooms in building for next school year.
- iv. Summer Planning
 - 1. Beginning to identify summer projects for facility, families, general organization, etc.
 - 2. Inventory and orders in progress.
- v. Budget
 - 1. Have completed everything required to receive title funds. Waiting on them to arrive.
 - 2. Starting to plan for additional State plans required/meetings for us to be in compliance with title funds.
 - 3. First draft of budget to review this evening.

c. FINANCIAL REPORT

- i. On pace to end the school year with a 1-2% deficit. Typical of a first year school.

- ii. Bottom line numbers/actuals spent are very aligned to budget. Revenue is under what was originally planned due to delays finalizing Special Education documentation.
- iii. Monthly payments have stabilized, and are also increasing as Special Education classifications are finalized. Final reconciliation with Charter Schools Office is scheduled for June 2019.
- iv. Vendors have been generally understanding and willing to work towards payment plans. Monthly outstanding payables has steadily decreased.
- v. Will be putting out an RFP for an auditor. Once responses are available, we will share more information with the Board. Primary selection criteria is PA Charter experience.

5. OLD BUSINESS

- a. None

6. NEW BUSINESS

a. For Approval: Updated Child Abuse Policy

Feedback: Clarify process for notifying the CEO and the role of the Social Worker. What is the time frame by which a report to the CEO must be made? What is the process for notifying when/if the CEO is not available? **Approval contingent on including feedback above. AM to update language and share back with Board.**

- i. Motion to Approve by: Ann M.
- ii. Motion Seconded by: Gwen B.
- iii. Vote: Unanimous

b. For Approval: SY19-20 Proposed Board Meeting Schedule and Public Comment Process

Feedback: Transition to 2nd Tuesday of each month. Keep July and December as is. **Approval contingent on including feedback above. AM to update and share back with Board.**

- i. Motion to Approve by: Gwen B.
- ii. Motion Seconded by: Ann M.
- iii. Vote: Unanimous

c. For Approval: Apply Philly Charter MOU

Overview of Key Changes: Application window shifted. Schools required to share lottery results to upload into system. Schools required to give families set amount of time to accept sets.

- i. Motion to Approve by: Gwen B.
- ii. Motion Seconded by: Jason T.
- iii. Vote: Unanimous

d. For Discussion: SY19-20 Draft Budget

Finance committee to convene and come back in advance of May approval.

7. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

- a. None

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

- May 21st 6:30-8:30p.m.
- June 18th 6:30-8:30p.m.

9. ADJOURNMENT

- a. Motion to Adjourn by: Ann M.
- b. Motion Seconded by: Justin H.
- c. Vote: Unanimous