



**DEEP ROOTS
CHARTER SCHOOL**

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

BOARD OF TRUSTEES MEETING

Date	10/8/2019
Time	6:30 p.m.
In person attendees	
Phone Participants	Ashley McGrath Rob Burns Ann McKetta Jason Tucker Casandra Dominguez Gwen Bailey Kevin Corcoran Kim Griffith 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 SEPTEMBER 2019 MINUTES

- a. September 2019 Minutes reviewed by Rob Burns
 - i. Motion to Approve by: Jason T.
 - ii. Motion Seconded by: Casandra D.
 - iii. Vote: Unanimous

4. REPORTS

a. OPERATIONS REPORT

- i. Enrollment is priority, especially in Kindergarten. Exits have stabilized, but still working to fill roughly 30 seats.
- ii. Have done a bulk mailing, took ad space in local papers, outreach to current families. Continuing to receive applications via APC, but conversion rate is low and slow.

- iii. To date:
 - 1. 328 enrolled
 - 2. 5 confirmed start dates
 - 3. 13 accepted seats w/enrollment not final
 - 4. Despite empty seats, special education projections are on target.
- iv. Financial/Budget: SDP transitioned from projections to actuals one month earlier this year than last year. As a result, roughly \$115K was reconciled in our October payment. Goal to fill all seats by November; will discuss any possible next steps around Thanksgiving, including cutting expenses. Current loss is offset by increase to funding rates.
- v. Compliance & Reporting: Later this evening we will approve a Comprehensive Improvement Plan. This plan will be submitted to PDE following a 30 day opportunity for public review and feedback. The plans are a requirement for Title funding.

b. FINANCIAL REPORT

- i. Despite enrollment, in an ok place on cash flow.
- ii. Trending positive for the year by a healthy margin. Continuing to monitor closely because of budgeted savings and costs associated with upcoming facility conversations.
- iii. Recommending that School leaders and finance committee meet towards the end of the month to discuss options.
 - 1. Casandra D. requests earlier finance committee meeting.
 - 2. Finance committee to have a proposal in advance of the November Board Meeting.
 - 3. Ashley to send weekly enrollment updates and flag any significant expenses in time between now and November board meeting.

5. OLD BUSINESS

a. Facility

- i. Continuing to work through options at Westmoreland and Allegheny sites. May need to call a special meeting to discuss specifics within the next 2-3 weeks.

6. NEW BUSINESS

- a. **For Approval: Comprehensive Improvement Plan:** Draft/proposed plan approved for submission to PDE following 28 day review period and feedback gathering process.
 - i. Motion to Approve by: Adonis B.
 - ii. Motion Seconded by: Ann M.
 - iii. Vote: Unanimous

7. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

- a. Save the Date for DRCS Harvest Meal on Saturday, November 16

8. REVIEW OF REMAINING 2018-19 SCHOOL YEAR MEETING DATES AND UPCOMING SY19-20 DATES

- Tuesday, November 12, 2019—6:30-8:30 p.m.
- December 2019: No Meeting
- Tuesday, January 14, 2020—6:30-8:30 p.m.
- Tuesday, February 11, 2020—6:30-8:30 p.m.
- Tuesday, March 10, 2020—6:30-8:30 p.m.
- Tuesday, April 14, 2020—6:30-8:30 p.m.
- Tuesday, May 12, 2020—6:30-8:30 p.m.
- Tuesday, June 9, 2020—6:30-8:30 p.m.

9. ADJOURNMENT

- a. Motion to Adjourn by: Gwen B.
- b. Motion Seconded by: Ann M.
- c. Vote: Unanimous