

**Russell Byers Charter School  
Board of Trustees Meeting Minutes  
September 20, 2018**

**Call to order**

**The Board Meeting was called to order at 4:00 p. m. by Linda Gamble, at 1926 Arch Street, 3F, Philadelphia, PA 19103**

**Roll Call**

	Present	Absent
Richard Binswanger		X
Rob Craven		X
Mike Eckhardt	X	
Diana Gormley	X	
Linda Gamble	X	
Imani Powell	X	
Lauren Hogan	X	
Louisa Mygatt	X	
Diana Gormley	X	
Leah Katz	X	
Haisheng Yang	X	

Also in attendance were Carol Domb, Kellie Porter, Abby Baker, Melissa Fox, Ashley Umberger and Patty Barker from Russell Byers Charter School. Also Mr. Ryan Schuman from “Charter Choices and Mr. Jay Warner.

**Resolutions**

**Approval of Board Changes:** Mrs. Lauren Hogan has completed her term as parent Rep, Imani Powell will serve as a parent Rep for one more year. Mr. Haisheng Yang has been nominated as a Board member.

**Motion: Diana Gormley**

**Second: Louisa Mygatt**

	YES	NO
Mike Eckhardt	X	
Diana Gormley	X	
Linda Gamble	X	
Imani Powell	X	
Lauren Hogan	X	
Louisa Mygatt	X	
Diana Gormley	X	
Leah Katz	X	

**Haisheng Yang**

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**Confirmed Board Member at this time**

**Approval of Financial Statements:** Mr. Ryan Schuman spoke on the financials and stated that the summer months were easier on the budget. He quoted the schools cash balance and said the institution held stable numbers. Changes in the state capital may occur and possibly alter charter school tuition rates and receive possible press during election season. The state’s financial calculation formula may come into question. A legislative solution is in the immediate future. But the school is budgeted for the worst case scenario. June and Augusts financial statements were approved of.

**Motion: Diana Gormley**  
**Second: Louisa Mygatt**

	YES	NO
Mike Eckhardt	X	
Diana Gormley	X	
Linda Gamble	X	
Imani Powell	X	
Lauren Hogan	X	
Louisa Mygatt	X	
Diana Gormley	X	
Leah Katz	X	
Haisheng Yang	X	

**Approval of Minutes of August 23, 2018**

**Motion: Diana Gormley**  
**Second: Louisa Mygatt**

	YES	NO
Mike Eckhardt	X	
Diana Gormley	X	
Linda Gamble	X	
Imani Powell	X	
Lauren Hogan	X	

Louisa Mygatt	X	
Diana Gormley	X	
Leah Katz	X	
Haisheng Yang	X	

**Approval of Personnel Action:** Ms. Domb addressed the resignations and new hires in grades 5K and 4<sup>th</sup>. The school is currently looking for a new art teacher, not all new hires are replacements for resignations.

**Motion: Diana Gormley**  
**Second: Linda Gamble**

	YES	NO
Mike Eckhardt	X	
Diana Gormley	X	
Linda Gamble	X	
Imani Powell	X	
Lauren Hogan	X	
Louisa Mygatt	X	
Diana Gormley	X	
Leah Katz	X	
Haisheng Yang	X	

**Review of 2018-2019 Board Committees**

Ms. Gamble led the conversation, smaller micro committees have merged into larger more singular groups. The real-estate committee has been disbanded, Ms. Domb and Ms. Gamble will work closely on this. A finance and development committee will be chaired by Mr. Rob Craven. Meetings to be announced via a public board. Minutes to be posted the following day.

**Review of Charter office evaluation framework**

Mr. Yang explained in detail how the growth is measured in the evaluation. School District and state growth are defined through “points of improvement”. Attendance reports help reflect the growth of the school, attendance reports are to be closely monitored, and how lateness is charted is under review as to better adjust the schools numbers. Also a better determination of “Partner Schools” is being implemented.

**EL Conference/ EL PD**

Discussion of Charter office evaluation training which is helpful to new board members, also a two to three hour lesson on EL design likely to take place during the first quarter. As to help with more strategic planning for communication between the board and school.

### **School Update**

**CEO Reports:** Ms. Domb led the conversation with some statistical analysis. She went over some repairs needed to the school. In particular the playground which helped to contribute to the flood in the schools basement. Also additional repairs to the air conditioning units and elevator repairs are to be charted and inspected.

**Principal Reports:** Ms. Porter spoke about safety procedures and the need to support the teachers and administer lessons more easily with the use of more structural support. The support will be based on data collected by the “Structural Leadership” team, the leadership team will allow the revision and redistribution of better lesson plans. A detailed weekly log will be started as to help “teach, model and analyze” for more affective lesson plans.

**Parent Representative Comments:** Ms. Imani Powell gave updates on the Home and School Association, meeting dates and possible events for the future. Ms. Powell also mentioned the positive feedback from Ms. Porters *Chat N Chew* event.

**Teacher Representative Comments:** Ms. Abby Baker talked about her *Grows and Glows* document on the public drive. It allows parents and staff to lend their opinion on what the school shines in and what areas could use more polish.

**Public Comment:** The participant for the public comment was Ms. Ashley Umberger, in which she spoke on the stresses of the teaching staff with class scheduling and insufficient class coverage. Remarks were made about communication and organization and the lack of it within the teaching staff.

**Executive Session:** At this time the board went into Executive Session to discuss personnel issues

**Time of Adjournment: 6:00**