**Lindley Academy Charter School at Birney**

**900 W. Lindley Avenue**

**Philadelphia, PA 19141**

**Board of Trustees Meeting**

**November 20, 2018**

**6:00 PM**

**AGENDA**

**Section I: Call to Order**

*Opening Colloquy*

This November 20, 2018 Board of Trustees meeting of the Lindley Academy Charter School at Birney Board of Trustees is hereby called to Order. The time is 6:00 pm. My name is Lisa Johnson. I am the President of this Board of Trustees and I will facilitate this meeting.

This is a public meeting of the Board of Trustees of the Lindley Academy Charter School at Birney that was properly advertised pursuant to the Pennsylvania Sunshine Act. The public meeting schedule is posted at the school and on the website in the monthly calendar.

All members of the public are welcome, to sit and listen to the Board of Trustees conduct its business tonight. Members of the public who have registered with the Administrative office to participate in public comment by 5 pm on the day before this scheduled meeting may participate in public comment. At this time, I would ask that executive administration submit the list of commenters to our legal counsel. Comments will be limited to three minutes unless the Board decides to grant additional time.

At this time, I will ask that Roll Call be taken.

1. **Roll Call**

|  |  |
| --- | --- |
| **Board Members Present:**    Lisa Johnson — President  Jane McAndrew — Treasurer  Ana Christina Melhor — Secretary  Barbara Saunders — Vice President  Monique Parker — Member | **By Invitation: Non-Board Members:**  Dr. James Capolupo, CEO  Nancy White, Assistant Principal  David Hussey, Esq.  Peter Costa, Santilli and Thomson  Michael Thomson, Santilli and Thomson  Dr. Margery Covello, APS Chief of Staff  Ryan Scallon, APS Chief Academic Officer  Ralph Lovelidge, Assistant Principal  Nancy White, Assistant Principal  Elaine Latimer, Director of Special Education  Andrea Brock, Director of Operations |
| **Board Members Absent** |  |

**B. Chairperson's Disclosure: Executive Session**

*1. I would like to state, for purposes of the Minutes of this meeting that the Board of Trustees did not meet in Executive Session prior to this meeting.*

***OR***

*2. I would like to state, for purposes of the Minutes of this meeting that on \_\_\_\_\_\_\_, 2018, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:*

( ) Certain Employee Issues. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, provided, however, that the individual employees or appointees whose rights could be adversely affected may request, in writing, that the matter or matters be discussed at an open meeting. The agency's decision to discuss such matters in executive session shall not serve to adversely affect the due process rights granted by law, including those granted by Title 2 (relating to administrative law and procedure).

( ) Labor Relations. To hold information, strategy and negotiation sessions related to labor relations and/or arbitration.

( ) Purchase or Lease of Real Property. To consider the purchase or lease of real property up to the time an option to purchase or lease the real property is obtained or up to the time an agreement to purchase or lease such property is obtained if the agreement is obtained directly without an option.

( ) Consultation with Professional Advisor or Attorney. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.

( ) Discuss Confidential Matters. To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

**C. Approval of Agenda**

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| --- | --- | --- | --- | --- | --- |
| Motion  Second  Vote:  [ ] pass  [ ] fail | **Resolution 18112001 Approval of the November 20, 2018 Agenda**  RESOLVED, that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the **November 20, 2018** Agenda.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | |  |  | |

**D. Approval of Minutes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Motion  Second  Vote:  [ ] pass  [ ] fail | **Resolution 18112002 Approval of the October 16, 2018 Minutes**  RESOLVED, that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the Minutes of the **October 16, 2018** meeting of the Board of Trustees of Lindley Academy Charter School at Birney.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | |  |  | |

**Section II: Reports**

1. Community Comment

*Community Comment Colloquy (General Counsel)*

Good Evening, my name is David Hussey with Sand & Saidel, P.C., General Counsel to the Lindley Academy Charter School at Birney Board of Trustees. Will you please state your name for our records?

You will have three minutes to address the Board of Trustees. Any documents or communications that you might supplement your comment with should be submitted to me. I will keep the time and notify the board when three minutes have elapsed.

This Board may choose not to comment, question or respond in any way to your public comment. I will begin the time now.

|  |  |
| --- | --- |
| ***Who*** | ***What*** |
|  |  |

1. Lindley Academy Charter School at Birney CEO
2. American Paradigm Schools
3. Business Controller
   1. Monthly Financial Report
   2. Draft 2017-18 Audit

**Section III: Unfinished Business**

**Section IV: New Business**

A. Resolutions

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| --- | --- | --- | --- | --- | --- |
| Motion  Second  Vote:  [ ] pass  [ ] fail | **Resolution 18112003 Report of Dr. James Capolupo, CEO**  RESOLVED that the Board of Trustees of Lindley Academy Charter School at Birney hereby accepts the report of Dr. James Capolupo, Chief Executive Officer of Lindley Academy Charter School at Birney and hereby incorporates into these minutes by reference the written report and the documents presented by Dr. James Capolupo, CEO and Nancy White, Assistant Principal to the board.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | |  |  | |

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| --- | --- | --- | --- | --- | --- |
| Motion  Second  Vote:  [ ] pass  [ ] fail | **Resolution 18112004 Report of American Paradigm Schools**  RESOLVED that the Board of Trustees of Lindley Academy Charter School at Birney hereby accepts the report of American Paradigm Schools and hereby incorporates into these minutes by reference the written report and the documents presented by American Paradigm Schools.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | |  |  | |

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| --- | --- | --- | --- | --- | --- |
| Motion  Second  Vote:  [ ] pass  [ ] fail | **Resolution 18112005 Report of Peter Costa, Business Controller**  RESOLVED that the Board of Trustees of Lindley Academy Charter School at Birney hereby reviews and accepts the Financial Report of Peter Costa and hereby incorporates into these minutes by reference the Treasurer’s Report and the documents presented by Peter Costa to the board.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | |  |  | |
| Motion  Second  Vote:  [ ] pass  [ ] fail | **Resolution 18112006 Human Resources**  RESOLVED, the Board of Trustees of Lindley Academy Charter School at Birney accepts the human resources changes, modifications and additions as presented below.   |  |  |  | | --- | --- | --- | | **HIRES** | | | | **NAME** | **TITLE** | **START DATE** | | Melanie Ludy | Science Teacher (7th/8th Grade) | 10/29/18 | | Elizabeth Norris | Teacher (3rd Grade) | 10/9/18 | | Caroline Lembo | Reading Specialist (5th-8th Grade) | 10/9/18 | | Barbara McGlone | Reading Specialist (K-4th Grade) | 10/17/18 | | Lawrence Mckalski | Maintenance Support | 11/15/18 | | Simone Knight | Building Substitute | 11/26/18 | | Kelsey Meisenbacher | Special Education Teacher (K, 1 & 3) | 11/26/18 |   ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | |  |  | |
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| Motion  Second  Vote:  [ ] pass  [ ] fail | **Resolution 18112007 Business Services Contract**  RESOLVED, the Business Services Proposals and associated reports listed below are hereby accepted and ratified;    FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contract based upon these Professional Services Proposals;    FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effect this resolution.   |  |  |  | | --- | --- | --- | | **Contractor** | **Amount** | **Comment: Terms and Conditions** | | Lor-Mar Mechanical | $27,960 | HVAC Service (3-year term) | | Bustleton Services | Various Rates | Snow Removal | | RS Sales & Services | $1,425 | Refrigeration Inspections  Every 3 Months | | Insight Workforce Solutions LLC | $100/day | Permanent Substitute Staffing | | US Medical Staffing, Inc. | $39.00/hr;  $19.80/hr | Licensed Practical Nursing and Personal Care Assistant Services |   ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | |  |  | |
| Motion  Second  Vote:  [ ] pass  [ ] fail | **Resolution 18112008 Holiday Bonus for LACS Staff**  RESOLVED, the Board of Trustees Lindley Academy Charter School at Birney offers a Holiday Bonus in the amount of $250 to full time staff and $150 to part time staff.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | |  |  | |
| Motion  Second  Vote:  [ ] pass  [ ] fail | **Resolution 18112009 Van Purchase**  RESOLVED, the Board of Trustees Lindley Academy Charter School at Birney approves the purchase of two passenger vans from Wolfington Body Company, Inc., as presented.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | |  |  | |
| Motion  Second  Vote:  [ ] pass  [ ] fail | **Resolution 18112010 Employee Handbook**  RESOLVED that the Board of Trustees of Lindley Academy Charter School at Birney approves the Employee Handbook, as presented.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | |  |  | |
| Motion  Second  Vote:  [ ] pass  [ ] fail | **Resolution 18112010 2017-18 Draft Audit Financial Statements**  RESOLVED, the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the 2017-18 Draft Audit Financial Statements as presented, for Lindley Academy Charter School at Birney.  *Notes of Discussion / Advance Regulatory and Financial Comment:*   |  |  | | --- | --- | | ***Who*** | ***What*** | |  |  | |

**Section V: Announcements and CEO Closing Remarks**

**Adjournment**

Motion

Second

Vote:

[ ] pass

[ ] fail