**Lindley Academy Charter School at Birney**

**900 W. Lindley Avenue**

**Philadelphia, PA 19141**

**Board of Trustees Meeting**

**September 18, 2018**

**6:00 PM**

**MINUTES**

**Section I: Call to Order**

*Opening Colloquy*

This September 18, 2018 Board of Trustees meeting of the Lindley Academy Charter School at Birney Board of Trustees is hereby called to Order. The time is 6:05 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**

Lisa Johnson — President

Jane McAndrew — Treasurer

Ana Christina Melhor — Secretary

Barbara Saunders — Vice President

Monique Parker — Member

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| **Board Members Present:**  Lisa Johnson  Barbara Saunders  Monique Parker | **By Invitation: Non-Board Members:**  Dr. James Capolupo, CEO  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  Tanya Northrup, Assistant to the CEO  Scott Kramer, APS Chief Talent Officer  Ester Roche, Family Support Liaison  Elaine Latimer, SPED Coordinator  Ralph Lovelidge, Assistant Principal |
| **Board Members Absent**  Jane McAndrew  Ana Christina Melhor |  |

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

**Lisa Johnson** — *I would like to state, for purposes of the Minutes of this meeting that the Board of Trustees will not meet in Executive Session during this meeting.*

**C. Approval of Agenda**

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| Motion  BLS  Second  MP  Vote:  [x] pass  [ ] fail | **Resolution 18091801**  **Approval of the Agenda**  RESOLVED, that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the **September 18, 2018** Agenda.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board*** | ***Reviewed the September 18, 2018 agenda*** | |

**D. Approval of Minutes**

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| Motion  MP  Second  BLS  Vote:  [x] pass  [ ] fail | **Resolution 18091802**  **Approval of the August 21, 2018 Board Meeting Minutes**  RESOLVED, that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the Minutes of the **August 21, 2018** meeting of the Board of Trustees of Lindley Academy Charter School at Birney.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board*** | ***Reviewed the August 21, 2018 minutes*** | |

**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.

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| ***Who*** | ***What*** |
| ***None*** | ***None*** |

1. Lindley Academy Charter School at Birney CEO

*Dr. Capolupo presented the written monthly report of the CEO, a copy of which was distributed in advance and is incorporated by reference herein, highlighting:*

*+ Enrollment trends and data;*

*+ Special education enrollment and caseloads;*

*+ New hires and staffing vacancies;*

*+ School discipline data; and*

*+ Upcoming visit from Mayor Kenney.*

1. American Paradigm Schools

*Dr. Covello and R. Scallon presented the written monthly report of APS, a copy of which was distributed in advance and is incorporated by reference herein, highlighting:*

*+ Recruitment of staff, including upcoming job fairs;*

*+ Reporting and compliance; and*

*+ Review and analysis of data.*

1. Business Controller

*P. Costa presented the written monthly report of the business controller, a copy of which was distributed in advance and is incorporated by reference herein, highlighting:*

*+ Status of the 2017-18 audit of financial statements; and*

*+ Review and potential revision to the 2018-19 budget.*

**Section III: Unfinished Business** — NONE

**Section IV: New Business**

A. Resolutions

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| Motion  BLS  Second  MP  Vote:  [x] pass  [ ] fail | **Resolution 18091803 Report of Dr. James Capolupo, Chief Executive Officer of Lindley Academy Charter School at Birney**  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*** | | ***Board; J. Capolupo*** | ***Reviewed and discussed the CEO report*** | |

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| Motion  MP  Second  BLS  Vote:  [x] pass  [ ] fail | **Resolution 18091804 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*** | | ***Board; M. Covello; R. Scallon; S. Kramer*** | ***Reviewed and discussed the report of APS*** | |

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| Motion  BLS  Second  MP  Vote:  [x] pass  [ ] fail | **Resolution 18091805 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*** | | ***Board; P. Costa*** | ***Reviewed and discussed the report of the business controller*** | |
| Motion  BLS  Second  MP  Vote:  [ x pass  [ ] fail | **Resolution 18091806 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.   |  |  |  | | --- | --- | --- | | **New Hires** | **Position** | **Start Date** | |  |  |  | | Wesley Ewing | 7th/8th Grade Teacher | 9/5/18 | | Ralph Lovelidge | 5-8 Assistant Principal | 9/11/18 | | Keith Johnson | 5-8 Dean of Scholars | 9/5/18 | | Maryam Saber | 1st Grade Instructional Assistant | 9/13/18 | | Eliza Gresh | SPED Long-term Substitute | 9/10/18 | | **Resignation/Termination** | **Position** | **End Date** | | Darian Donachie | 3rd Grade Teacher | 9/8/18 |   ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board; J. Capolupo*** | ***Reviewed the proposed personnel changes*** | | ***Board; J. Capolupo*** | ***Discussed the assistant principal positions*** | |
| Motion  BLS  Second  MP  Vote:  [x] pass  [ ] fail | **Resolution 18091807 ESL Policy**  RESOLVED that the Board of Trustees of Lindley Academy Charter School at Birney approves the ESL Policy, as presented.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board; D. Hussey*** | ***Reviewed the proposed changes to the existing ESL policy*** | |
| Motion  MP  Second  BLS  Vote:  [x] pass  [ ] fail | **Resolution 18091808 Business Services Contract**  RESOLVED that the Board of Trustees of Lindley Academy Charter School at Birney approves the business services consulting agreement of Santilli & Thomson, as presented.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board*** | ***Reviewed the proposed contract and discussed the term of the agreement*** | |
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**Section V: Announcements and CEO Closing Remarks**

*The Board welcomed new staff and families to the Lindley community. Dr. Capolupo introduced Tanya Northrup and Ralph Lovelidge to the Board.*

**Adjournment @ 6:43 PM**

Motion

BLS

Second

MP

Vote:

[x] pass

[ ] fail