**Lindley Academy Charter School at Birney**

**900 W. Lindley Avenue**

**Philadelphia, PA 19141**

**Board of Trustees Meeting**

**October 16, 2018**

**6:00 PM**

**MINUTES**

**Section I: Call to Order**

*Opening Colloquy*

This October 16, 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**

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  Ana Christina Melhor  Barbara Saunders | **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  Sean Murphy, Director of Climate  Shavar Simmons, Director of Culture and School Initiatives  Ester Roche, Family Support Liaison |
| **Board Members Absent**  Jane McAndrew  Monique Parker |  |

**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 did not meet in Executive Session prior to this meeting.*

**C. Approval of Agenda**

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| Motion  BLS  Second  ACM  Vote:  [x] pass  [ ] fail | **Resolution 18101601**  **Approval of the Agenda**  RESOLVED, that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the **October 16, 2018** Agenda.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board*** | ***Reviewed the October 16 agenda*** | |

**D. Approval of Minutes**

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| Motion  BLS  Second  ACM  Vote:  [x] pass  [ ] fail | **Resolution 18101602**  **Approval of the September 18, 2018 Board Meeting Minutes**  RESOLVED, that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the Minutes of the **September 18, 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 September 18, 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 monthly written report of the CEO, a copy of which is incorporated by reference herein, highlighting:*

*+ Classroom sizes, including plans to add an additional 6th grade classroom;*

*+ Operations report of Andrea Brock;*

*+ Special education report of Elaine Latimer, including staffing capacity and the MTSS program;*

*+ STAR testing results for the first quarter of the 2018-19 school year, as presented by Ralph Lovelidge and Nancy White, including targeted efforts to promote student academic success in reading and math;*

*+ Culture report of Shavar Simmons;*

*+ School climate report of Sean Murphy, including suspension and detention data; and*

*+ Athletic program report of Ester Roche*

1. American Paradigm Schools

*Dr. Covello and R. Scallon presented the written monthly report of American Paradigm Schools, a copy of which is incorporated by reference herein, highlighting compliance and staffing matters, instructional data, the Caring School Community model, and board training.*

1. Business Controller

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

*+ A draft audit and IRS Form 990 filing will be presented in the upcoming months;*

*+ Overview of the budget review process; and*

*+ Outstanding vendor invoices that have not been received.*

**Section III: Unfinished Business** — NONE

**Section IV: New Business**

A. Resolutions

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| Motion  MP  Second  ACM  Vote:  [x] pass  [ ] fail | **Resolution 18101603 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; Dr. Capolupo*** | ***Reviewed the report of the CEO*** | |

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| Motion  MP  Second  ACM  Vote:  [x] pass  [ ] fail | **Resolution 18101604 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*** | ***Reviewed the report of American Paradigm Schools*** | |

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| Motion  MP  Second  ACM  Vote:  [x] pass  [ ] fail | **Resolution 18101605 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 the report of the business controller*** | |
| Motion  ACM  Second  BLS  Vote:  [x] pass  [ ] fail | **Resolution 18101606 Substitute Teacher Services**  RESOLVED that the Board of Trustees of Lindley Academy Charter School at Birney ratifies and approves the substitute teacher services of Delta-T Group, Inc., for an amount not to exceed $75,000.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board; Dr. Capolupo*** | ***Reviewed and discussed the proposed substitute teacher services of Delta-T Group, Inc.*** | |
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**Section V: Announcements and CEO Closing Remarks**

*L. Johnson applauded the reports of School Administration regarding academic data. Dr. Capolupo discussed the importance of teamwork to promote the best interests of Lindley’s scholars.*

**Adjournment @ 7:10 pm**

Motion

BLS

Second

ACM

Vote:

[x] pass

[ ] fail