**Lindley Academy Charter School at Birney**

**900 W. Lindley Avenue**

**Philadelphia, PA 19141**

**Board of Trustees Meeting**

**August 21, 2018**

**6:00 PM**

**MINUTES**

**Section I: Call to Order**

*Opening Colloquy*

This August 21, 2018 Board of Trustees meeting of the Lindley Academy Charter School at Birney Board of Trustees is hereby called to Order. The time is 6:03 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  Ana Christina Melhor | **By Invitation: Non-Board Members:**  Dr. James Capolupo, CEO  Nancy White, Assistant Principal  David Hussey, Esq.  Peter Costa, Santilli and Thomson  Michael Thomson, Santilli & Thomson  Dr. Margery Covello, APS Chief of Staff  Ryan Scallon, APS Chief Academic Officer  Kristine Magargee, APS Director of Pupil Services  Elaine Lattimer, Special Education Coordinator  Brandie Hill, Teacher |
| **Board Members Absent:**  Jane McAndrew  Monique Parker |  |

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

**Lisa Johnson** — *The Board of Trustees met in executive session prior to the meeting to discuss:*

(x) 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).

**C. Approval of Agenda**

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| Motion  BLS  Second  ACM  Vote:  [x] pass  [ ] fail | **Resolution 18082101**  **Approval of the Agenda**  RESOLVED, that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the **August 21, 2018** Agenda.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board*** | ***Reviewed the August 21, 2018 agenda*** | |

**D. Approval of Minutes**

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| --- | --- | --- | --- | --- | --- |
| Motion  BLS  Second  ACM  Vote:  [x] pass  [ ] fail | **Resolution 18082102**  **Approval of the June 19, 2018 Board Meeting Minutes**  RESOLVED, that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the Minutes of the **June 19, 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 June 19, 2018 minutes*** | |
| Motion  ACM  Second  BLS  Vote:  [x] pass  [ ] fail | **Resolution 18082103**  **Approval of the June 26, 2018 Board Meeting Minutes**  RESOLVED, that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the Minutes of the **June 26, 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 June 26, 2018 minutes*** | |
| Motion  BLS  Second  ACM  Vote:  [x] pass  [ ] fail | **Resolution 18082104**  **Approval of the August 7, 2018 Board Meeting Minutes**  RESOLVED, that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the Minutes of the **August 7, 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 7, 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, N. White, and E. Lattimer presented the written monthly report of the CEO, a copy of which was distributed in advance and incorporated by reference herein, highlighting:*

*+ STAR testing and PSSA scores;*

*+ Springboard Collaborative summer program;*

*+ Facilities work;*

*+ Staffing; and*

*+ Increases to special education enrollment and staffing.*

1. American Paradigm Schools

*Dr. Covello, R. Scallon, and K. Magargee presented the written monthly report of American Paradigm Schools, a copy of which was distributed in advance and incorporated by reference herein.*

1. Business Controller

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

*+ Revenue surpluses from the 2017-18 school year;*

*+ Current cash on hand; and*

*+ June disbursements.*

**Section III: Unfinished Business** — NONE

**Section IV: New Business**

A. Resolutions

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| Motion  ACM  Second  BLS  Vote:  [ x] pass  [ ] fail | **Resolution 18082105 Report of Dr. James Capolopu, 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; N. White; J. Capolupo; E. Lattimer*** | ***Reviewed the monthly CEO report*** | |

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| Motion  ACM  Second  BLS  Vote:  [ x] pass  [ ] fail | **Resolution 18082106 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; R. Scallon; M. Covello*** | ***Reviewed the monthly report of American Paradigm Schools*** | |

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| Motion  ACM  Second  BLS  Vote:  [ x] pass  [ ] fail | **Resolution 18082107 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 monthly report of the business controller*** | |
| Motion  ACM  Second  BLS  Vote:  [x] pass  [ ] fail | **Resolution 18082108 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** | |  |  |  | | Yoshika Agee | SPED Teacher | 8/7/18 | | Andrea Brock | Director of Operations | 8/7/18 | | Danielle Greenberg | Guidance Counselor | 8/7/18 | | Reginald Hallman | School Janitor | 8/7/18 | | Clara McGrath | Teacher (7th/8th Grade Social Studies) | 8/7/18 | | Emily Nowalinski | SPED Teacher | 8/7/18 | | Brittni Perez | Teacher (2nd Grade) | 8/7/18 | | Meghan Shousky | Teacher (6th Grade Math) | 8/7/18 | | Matthew Simmons | Teacher (8th Grade ELA) | 8/7/18 | | Melissa Monck | Teacher (K) | 8/7/18 | | Theresa O’Driscoll | Teacher (5th Grade) | 8/7/18 | | Darian Donachie | Teacher (3rd Grade) | 8/7/18 | | Amanda Carrion | Teacher (7th Grade ELA) | 8/7/18 | | Tychina Stanfield | Cafeteria Aide | 8/7/18 |   ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board; N. White*** | ***Reviewed the process for recommending new hires*** | |
| Motion  BLS  Second  ACM  Vote:  [x] pass  [ ] fail | **Resolution 18082109 2018-19 Family Guidebook**  RESOLVED that the Board of Trustees of Lindley Academy Charter School at Birney approves the 2018-19 Family Guidebook, as presented.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board; M. Covello*** | ***Reviewed the process for review and revision of the Family Guidebook*** | | ***Board; J. Capolupo; M. Covello*** | ***Reviewed various proposed revisions to the Family Guidebook*** | |
| Motion  ACM  Second  BLS  Vote:  [x] pass  [ ] fail | **Resolution 18082110 Professional Services Proposals**    RESOLVED, the Professional Services Proposal/s 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 Proposal/s;    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** | | Brett DiNovi & Associates, LLC | $52.50/hr for clinical associates; $115/hr for behavior consultant | Behavior consulting services, as-needed | | Humanus Corporation | Variable rates for professionals as specified in the proposal, as presented | Staffing services, as-needed | | PTS, Inc. | Speech therapy: $73.50/hr  Occupational therapy: $73.50/hr  Physical therapy: $84.99/hr  Psychology: $79.99/hr | Therapy services, as-needed | | Educators On Call, LLC | $195.00/day for regular ed substitutes and short-term SPED coverage; $210.00/day for long-term SPED coverage | Substitute teacher staffing, as-needed |   ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board; D. Hussey; N. White; K. Magargee*** | ***Reviewed and discussed the process for review of the proposed services*** | |
| Motion  ACM  Second  BLS  Vote:  [x] pass  [ ] fail | **Resolution 18082111 CEO Employment Contract**  RESOLVED that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the CEO employment contract of Dr. James Capolupo, as presented.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board*** | ***Reviewed the proposed CEO employment contract*** | |
| Motion  BLS  Second  ACM  Vote:  [x] pass  [ ] fail | **Resolution 18082112 2018-19 Board Meeting Calendar**  RESOLVED that the Board of Trustees of Lindley Academy Charter School at Birney hereby approves the 2018-19 Board meeting calendar, as presented.  ***Notes of Discussion / Advance Regulatory and Financial Comment:***   |  |  | | --- | --- | | ***Who*** | ***What*** | | ***Board*** | ***Reviewed the proposed board meeting calendar*** | |
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**Section VII: Discussion and Announcements**

*Dr. Capolupo thanked the Board for the opportunity to join the Lindley Academy community and thanked the staff for their efforts.*

**Adjournment @ 6:47 pm**

Motion

BLS

Second

ACM

Vote:

[x] pass

[ ] fail