

LINDLEY ACADEMY CHARTER SCHOOL AT BIRNEY
900 W. Lindley Avenue
Philadelphia, PA 19141
BOARD OF TRUSTEES MEETING
NOVEMBER 20, 2018
6:00 PM

MINUTES

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 6:14 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.

A. 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
Dr. Margery Covello, APS Chief of Staff
Katie Santilli, APS Chief Business Officer
Ralph Lovelidge, Assistant Principal
Nancy White, Assistant Principal
Elaine Latimer, Director of Special
Education

Sean Murphy, Director of Climate
Ester Roche, Family Support Liaison
Aubrey White, Springboard Collaborative
Diane Mancinelli, Springboard Collaborative

Board Members Absent

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

MOTION
BLS
SECOND
JM
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:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>Reviewed the November 20, 2018 agenda</i>

D. Approval of Minutes

MOTION
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ACM
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:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>Reviewed the October 16, 2018 minutes</i>

SECTION II: Reports

A. Community Comment

Community Comment Colloquy (General Counsel)

Good Evening, my name is David Hussey with Sand & Sidel, 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.

<i>Who</i>	<i>What</i>
<i>None</i>	<i>None</i>

B. Lindley Academy Charter School at Birney CEO

Dr. Capolupo introduced Aubrey White and Diane Mancinelli to present an overview of the Springboard Collaborative program.

Dr. Capolupo additionally presented the monthly written report of the CEO, a copy of which is incorporated by reference herein, highlighting:

- + STAR testing and PVAAS data presented by N. White and R. Lovelidge;*
- + Special education program report of E. Latimer;*
- + Student and staff absence report of N. White;*
- + School climate report of S. Murphy;*
- + Athletic program report of E. Roche; and*
- + School culture report, presented by N. White.*

C. American Paradigm Schools

Dr. Covello presented the written monthly report of American Paradigm Schools, a copy of which is incorporated by reference herein.

D. Business Controller

1. Monthly Financial Report

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

- + Student enrollment and subsidy payments;*
- + School district student subsidy rates;*
- + Expenditures are in line with budgetary projections;*

P. Costa and the Board discussed funding for afterschool and summer programming.

2. Draft 2017-18 Audit

P. Costa reviewed the draft audit report, highlighting that the auditor gave an unmodified opinion indicating compliance in all areas of review.

SECTION III: UNFINISHED BUSINESS — NONE

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

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VOTE:
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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:

<i>Who</i>	<i>What</i>
<i>Board; J. Capolupo</i>	<i>Reviewed the monthly CEO report</i>

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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:

<i>Who</i>	<i>What</i>
<i>Board; M. Covello; K. Santilli</i>	<i>Reviewed the monthly APS report</i>

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VOTE:
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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:

<i>Who</i>	<i>What</i>
<i>Board; P. Costa</i>	<i>Reviewed the monthly report of the business controller</i>

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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

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		DATE
Melanie Ludy	Science Teacher (7 th /8 th Grade)	10/29/18
Elizabeth Norris	Teacher (3 rd Grade)	10/9/18
Caroline Lembo	Reading Specialist (5 th -8 th Grade)	10/9/18
Barbara McGlone	Reading Specialist (K-4 th 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:

<i>Who</i>	<i>What</i>
<i>Board; J. Capolupo</i>	<i>Reviewed the proposed staffing changes, including a review of existing vacancies</i>

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:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>Discussed and reviewed the proposed services</i>

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

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full time staff and \$150 to part time staff.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board; J. Capolupo</i>	<i>Reviewed the proposed bonuses</i>

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:

<i>Who</i>	<i>What</i>
<i>Board; P. Costa; K. Santilli</i>	<i>Reviewed the cost of the passenger vans and the impact on the budget</i>
<i>Board</i>	<i>Discussed the need for vans</i>

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:

<i>Who</i>	<i>What</i>
<i>Board; M. Covello</i>	<i>Discussed the development of the employee handbook</i>

Resolution 18112011 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.

By Roll Call Vote:

Lisa Johnson — *aye*
Jane McAndrew — *aye*
Ana Christina Melhor — *aye*
Barbara Saunders — *aye*
Monique Parker — *aye*

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board; P. Costa</i>	<i>Reviewed and discussed the draft audit report</i>

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SECTION V: ANNOUNCEMENTS AND CEO CLOSING REMARKS

J. Capolupo discussed the importance of regular financial reports and his appreciation for the families of Lindley Academy.

Adjournment @ 7:49 PM

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