



BOARD MEETING

401 Penn Street (Board Room)

Reading, PA 19601

MINUTES

Wednesday, April 27, 2016

IN ATTENDANCE

Board members present: Joseph Amprey (via telephone); Robert Jefferson; Robert S. Natalini

Executive Committee members present: Angel Figueroa (CEO); Barbara Wilkinson-Sykes (CFO)

Also present: Aurora Miller; David Castro

Meeting was convened at 5:11 PM.

1. Opening Items

Dr. Natalini noted that a quorum was present.

Dr. Natalini noted that public notices were posted as required; Board is in compliance with the Sunshine Law.

There were no changes to the agenda.

2. Public Comment

2.01 Action to approve the following change to the policy on Public Comment.

Delete: "Public comment during Board meetings shall not exceed two minutes per individual speaker." Add: "Persons desiring to speak during Public Comment at a Board meeting must sign up with the Board Secretary prior to the start of the meeting. Each person shall have up to three minutes to speak."

MOTION by Mr. Jefferson to adopt Resolution 2.01; seconded by Dr. Amprey. Passed unanimously by roll call vote of all members present.

2.02 There were no visitors from the public.

3. Approval of Minutes

3.01 Minutes of March 23, 2016, Open Meeting -- MOTION by Dr. Amprey to approve the minutes; seconded by Mr. Jefferson; passed unanimously by roll call vote of all members present.

3.02 Minutes of March 23, 2016, Executive Session. The following adjustment was made to the minutes of the March 23, 2016, Executive Session: the starting and concluding times were added. MOTION by Dr. Amprey to approve the minutes; seconded by Mr. Jefferson; passed unanimously by roll call vote of all members present.

4. Financial Report -- Barbara Wilkinson-Sykes

Ms. Wilkinson-Sykes presented the financial report. The following documents were reviewed and discussed.

Unaudited Statement of Financial Position for period ending March 31, 2016

Unaudited Statement of Activities for period ending March 31, 2016

Check and debit registers for period ending March 31, 2016.

Cash Management Policy and Procedure

The Board then took the following action.

MOTION by Dr Amprey to adopt resolutions 4.01.01 through 4.01.05 as follows; seconded by Mr. Jefferson:

4.01.01 To accept the Financial Report.

4.01.02 To approve the attached unaudited Statement of Financial Position for the period ending March 31, 2016.

4.01.03 To approve the attached unaudited Statement of Activities for the period ending March 31, 2016.

4.01.04 To approve the payments set forth in the attached Check and Debit Registers.

4.01.05 To approve the attached Cash Management Policy and Procedure.

Motion passed unanimously by roll call vote of all members present.

5-12. Reports

Mr. Figueroa reported, and discussion took place, regarding the following.

- A. Administrative and Operations. The Executive Committee is considering changes regarding an attendance monitor position and an opening for a full time data analysis position. The 2016-2017 school year calendar is being prepared for Executive Committee approval by May, to be presented to the Board at its May 24 meeting.
- B. Student activities. The commencement ceremony is June 6, 2016. Currently anticipate 90 graduating in June and 30 in August. Discussed student services, regarding possible internship along with survey for Berks Community Foundation. The Downtown Improvement District would like to continue meeting with students, which will be allowed with staff supervision.
- C. Technology. We currently have two interns from Berks Technical Institute. A new computer lab is under construction on the second floor.
- D. Miscellaneous. Summer Session and a potential new program--Empowerment Camp: plan to discuss at subsequent Board Meeting.

The Board then considered the following resolution.

6.01.01 To approve the attached Travel Policy and Procedure.

The resolution was tabled.

13. Open Dialogue and New Business

The Board took action on the following resolution.

11.01. Action to ratify the attached Agreement, dated December 15, 2014, between I-LEAD, Inc., and Community First Fund.

MOTION by Dr. Amprey to adopt the resolution; seconded by Mr. Jefferson; passed unanimously by roll call vote of all members present.

14. Adjournment

14.01 Action to adjourn the meeting.

MOTION by Dr. Amprey to adjourn the meeting; seconded by Dr. Natalini; passed unanimously by voice vote of all members present.

Meeting was adjourned at 5:42 PM.

Respectfully submitted,

Dr. Joseph Amprey, Secretary