



BOARD MEETING
401 Penn Street
Reading, PA 19601
MINUTES
Tuesday, September 27, 2016

IN ATTENDANCE

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

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

Other staff present: Aurora Miller, Vivian Santos

Also present were parents and other family members of learners.

Meeting was convened at 5:08 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

Several visitors from the public, who are family members of various learners, presented comment.

3. Approval of Minutes

3.01 Minutes of August 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 August 23, 2016, executive session -- MOTION by Mr. Montemurro to approve the minutes; seconded by Mr. Jefferson; passed unanimously by roll call vote of all members present.

4. Financial

Ms. Wilkinson-Sykes presented the financial report. The following documents were reviewed and discussed. Ms. Wilkinson-Sykes explained with respect to the Statement of Financial Position and Statement of Activities that as has been past practice, such documents for the period ending August 31, 2016, were not presented because with school not in session during most of July and August there are virtually no revenue days during those months, as a result of which such documents would not meaningfully reflect the subject matters.

Unaudited Statement of Financial Position for the period ending June 30, 2016.

Unaudited Statement of Activities for the period ending June 30, 2016.

Check and debit registers for the period ending June 30, 2016.

The Board then took the following action.

MOTION by Dr. Amprey to adopt resolutions 4.01.01 through 4.01.04 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 June 30, 2016.

4.01.03 To approve the attached unaudited Statement of Activities for the period ending June 30, 2016.

4.01.04 To approve the payments set forth in the attached check and debit registers.

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

5. Report of the ILCS Executive Committee

Mr. Figueroa presented the reported of the Executive Committee. He began by expressing thanks to the parents present for their commitment to the school, including attending the meeting. The members of the Board expressed their thanks to the parents. Mr. Figueroa continued that the school year has begun well. He discussed with the Board enrollment, focusing on new students and withdrawals. He also reported on the special education, noting that we are in compliance with all applicable guidelines and commending the special education department. Dr. Natalini noted that Mr. Figueroa has also been integral to the department's good performance.

6. Administrative/Operations/Legal

The Board then deliberated regarding ratification of certain contracts with providers of services to the school. Dr. Natalini highlighted that in three cases--the contracts referred to in resolutions 6.01.04, 6.01.07, and 6.01.08--the Board was considering ratifying the renewal for an additional year of contracts initially entered into in prior years, pursuant to terms in those contracts providing that they would be renewed automatically for an additional year unless either party elected to terminate them. The remainder, Dr. Natalini explained, are new contracts.

The Board then took the following action.

MOTION by Mr. Jefferson to adopt resolutions 6.01.01 through 6.01.11 as follows, seconded by Mr. Montemurro:

6.01.01 To ratify the attached memorandum of understanding with RIZE , dated August 22, 2016.

6.01.02 To ratify the attached agreement with PrimePay, LLC, dated September 1, 2016.

6.01.03 To ratify the attached agreement with idesign communications, dated March 25, 2016.

6.01.04 To ratify the renewal of the attached agreement with Kaleidoscope Education Solutions, dated January 12, 2015, pursuant to its terms.

6.01.05 To ratify the attached agreement with Flavors Cafe, dated August 26, 2016.

6.01.06 To ratify the attached confirmation of assignment with General Healthcare Resources, Inc., dated August 22, 2016.

6.01.07 To ratify the renewal of the attached agreement with General Healthcare Resources, Inc., dated September 24, 2012, as amended, pursuant to its terms.

6.01.08 To ratify the renewal of the attached agreement with DELTA-T GROUP, Inc., dated September 4, 2012, pursuant to its terms.

6.01.09 To ratify the attached agreement with Phebe West, dated September 16, 2016.

6.01.10 To ratify the attached agreement with Chavous Consulting, LLC, dated September 14, 2016.

6.01.11 To ratify the attached Benefits Choices for I-LEAD Charter School, with Capital Blue, dated September 7, 2016.

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

The Board then deliberated regarding the attached Non-Discrimination policy. Dr. Natalini highlighted that the practice set forth in the attached policy has been the practice since the school's inception.

The Board then took the following action.

MOTION by Mr. Jefferson to adopt resolution 6.02 as follows, seconded by Mr. Montemurro.

6.02: To adopt the attached Non-Discrimination Policy.

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

7. Curriculum

The Board then deliberated regarding resuming the Dental Assistant Certification program with the same curriculum as previously. Mr. Figueroa explained that resumption of the program was made possible by generous support from a donor. The Board members expressed that they were pleased that an excellent program of great benefit to learners could resume and asked Mr. Figueroa to convey the Board's gratitude to the donor.

The Board then took the following action.

MOTION by Dr. Amprey to adopt resolution 7.01.01 as follows, seconded by Mr. Jefferson:

7.01.01 To approve the resumption of the Dental Assistant Certification Program with the same curriculum as previously.

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

8. Facilities

The Board then deliberated regarding the proposed Strategic Plan for the Use of 401 Penn Street, dated September 27, 2016. Dr. Natalini highlighted how implementation of the Plan will benefit the school and its learners and their families. Dr. Natalini also explained that it is consistent with the state's policy to foster community schools, as it has been expressed by the Secretary of Education. Mr. Jefferson expressed his view that the Plan is an impressive document and commended all who had worked on it; Dr. Amprey and Mr. Montemurro expressed their concurrence.

The Board then took the following action.

MOTION by Mr. Jefferson to adopt resolution 8.01.01 as follows, seconded by Mr. Montemurro:

8.01.01 To adopt the attached Strategic Plan for the Use of 401 Penn Street, dated September 27, 2016.

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

Dr. Amprey left the meeting. Dr. Natalini noted that a quorum of the Board was still present.

At 5:56 p.m. the Board went into Executive Session to discuss matters involving the employment of certain specific prospective public employees and the terms and conditions of employment of certain specific current public employees.

The Executive Session ended at 6:06 p.m.

The open meeting resumed at 6:07 p.m.

9. Personnel

Resolution 9.01.01 was tabled.

The Board then took the following action.

MOTION by Mr. Jefferson to adopt resolution 9.01.02 as follows, seconded by Mr. Montemurro:

9.01.02: To approve the following restructuring of certain employees' paid time off. Paid time off for non-learning facilitator 10-month employees shall be apportioned as follows: four (4) personal days and three (3) sick days.

10. New Business

Dr. Natalini proposed establishing three committees of the Board: Governance; Academic; and Finance and Audit. He explained that the committees' functions would be to consider matters within their respective purviews, including consulting with the Executive Committee with respect thereto as appropriate, and inform and advise the full Board with respect to such matters. The members agreed that having such committees would be useful. Mr. Montemurro suggested that it would also be useful to have formal descriptions of the committees' roles, which Dr. Natalini stated he would draft for consideration at the Board's meeting in October.

The Board then took the following action.

MOTION by Mr. Jefferson to adopt resolutions 10.01.01 through 10.01.04 as follows, seconded by Mr. Montemurro:

10.01.01 To establish the following committees of the Board: Governance Committee; Academic Committee; Finance and Audit Committee.

10.01.02 To appoint Mr. Jefferson chairperson and Dr. Natalini a member of the Governance Committee.

10.01.03 To appoint Dr. Amprey chairperson and Dr. Natalini a member of the Academic Committee.

10.01.04 To appoint Mr. Montemurro chairperson and Dr. Natalini a member of the Finance and Audit Committee.

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

The Board then discussed the scheduling of future regular meetings beyond those currently scheduled, the last of which is the December meeting. Dr. Natalini asked the members to plan to schedule regular meetings for the remainder of the academic year during the November meeting. No action was taken.

11. Adjournment

MOTION by Mr. Jefferson to adjourn the meeting; seconded by Mr. Montemurro; passed unanimously by voice vote of all members present.

The meeting was adjourned at 6:18 p.m.

Respectfully submitted,
Dr. Joseph Amprey, Secretary