



**BOARD MEETING**  
401 Penn Street  
Reading, PA 19601  
**MINUTES**  
**Monday, March 27, 2017**

**IN ATTENDANCE**

Board members present: Robert Jefferson; Joseph Amprey; Anthony Montemurro; Robert S. Natalini

Officers present: Angel Figueroa (CEO) (via telephone); Barbara Wilkinson-Sykes (CFO) (via telephone)

Other staff present: Aurora Miller

Also present: William J. Fisher, of PenServ Plan Services, Inc.

Meeting was convened at 5:00 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.

The following change to the agenda occurred: one item of new business was addressed.

**2. Public Comment; Presentation**

William J. Fisher, of PenServ Plan Services, Inc., delivered a presentation to the Board and addressed Board members' questions regarding his firm and employee retirement savings plan options. Mr. Fisher then departed. No other member of the public was present, and there was no public comment.

### **3. Approval of Minutes**

3.01 Minutes of February 27, 2017, 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 February 27, 2017, executive session -- MOTION by Dr. Amprey 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.

Unaudited Statement of Financial Position for the period ending February 28, 2017.

Unaudited Statement of Activities for the period ending February 28, 2017.

Check and debit registers for the period ending February 28, 2017.

The Board then deliberated regarding establishing a checking account with a financial institution, on which the Chief Financial Officer and Chief Executive Officer would be authorized signers, the balance of which would not exceed \$5,000.00, to provide an efficient means for paying travel and other business expenses.

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. Montemurro:

4.01.01 To accept the Financial Report.

4.01.02 To approve the attached unaudited Statement of Financial Position for the period ending February 28, 2017.

4.01.03 To approve the attached unaudited Statement of Activities for the period ending February 28, 2017.

4.01.04 To approve the payments set forth in the attached check and debit registers for the period ending February 28, 2017.

4.01.05 To authorize the Chief Financial Officer to establish for the school a checking account with a financial institution, on which the Chief Financial Officer and Chief Executive Officer shall be authorized signers, the balance of which shall not exceed \$5,000.00.

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

## **5. Report of the Chief Executive Officer**

Mr. Figueroa reported on maintaining high morale among teachers, staff, and learners through the end of the school year; recruitment and enrollment; and efforts to ensure that we finish the remainder of the school year strongly. Mr. Figueroa then left the meeting.

## **6. Administrative/Operations/Legal**

The Board deliberated regarding proposed agreements with providers of the following services: financial and information systems, public and government relations, and employee retirement plan administration. The Board also reviewed and deliberated a proposed revised school calendar for the current academic year, the purpose of the revisions being to provide for certainty in meeting the goal for instruction days in light of recent weather-related school closures.

The Board then took the following action.

Resolution 6.01.01 was tabled.

MOTION by Dr. Amprey to adopt resolutions 6.01.02 through 6.01.04 as follows; seconded by Mr. Jefferson:

6.01.02 To authorize the Chief Executive Officer to execute the attached Contract Renewal with Chavous Consulting Services, LLC, dated March 13, 2017.

6.01.03 To authorize the Chief Financial Officer to execute the attached Letter of Intent with PenServ Plan Services, Inc., effective July 11, 2017.

6.01.04 To approve the attached 2016-2017 School Year Calendar, revised March 25, 2017.

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

## **7. Personnel**

The Board deliberated regarding changing the titles of the positions of the Chief Executive Officer and Chief Financial Officer to more accurately reflect the duties they had theretofore performed and would continue to perform, without change to the terms and conditions of their employment.

The Board then took the following action.

MOTION by Mr. Montemurro to adopt resolutions 7.01.01 and 7.01.02 as follows; seconded by Dr. Amprey:

7.01.01 To change the title of the position Chief Executive Officer to Chief Executive/Operating Officer.

7.01.02 To change the title of the position Chief Financial Officer to Chief Financial/Administrative Officer.

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

## **8. New Business**

Dr. Natalini informed the Board that, as previously endorsed by the Board, he had inquired of a potential new member--Ms. Tania Dobronsky--regarding her willingness to serve. He reported that Ms. Dobronsky had stated that she is willing and that he would place action to elect her to the Board on the agenda for the March 27, 2017, meeting.

## **9. Adjournment**

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

The meeting was adjourned at 6:16 p.m.

Respectfully submitted,  
Dr. Joseph Amprey, Secretary