



Commonwealth Charter Academy (CCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Wednesday, August 16, 2017 at 8:30 AM

Held at the following location and via teleconference:

One Innovation Way Harrisburg, PA 17110

I. Call to Order

Mr. Dyer called the meeting to order at 8:30 a.m. when all participants were present and able to hear each other. The school was open for the public to attend.

II. Roll Call

Board Members Present: Ralph Dyer, Lil Jackson, Jeffrey Piccola (in person); Marcie Mulligan, Cheryl Lozier, Michelle Ciora (via phone).

Guests in Person: Maurice Flurie, School CEO; Tom Longenecker, COO; Sharon Pallotta, Christine Hakes, Jennifer Clarke, Joyce Good, Paulie Zozos, Sandy Emerich, Jim Skinner, School Staff; Phil Murren, Board Counsel.

[Rob Barr gave his proxy to Ralph Dyer, Board President.]

III. Executive Session

The Board entered into Executive Session at 8:30 a.m. Executive Session was held to discuss Special Education matters and proprietary information.

One Action Item resulted from Executive Session:

Action Item g. Authorize Board Counsel and Board President to File Necessary Paperwork to Incorporate a Foundation and Seek 501c3 Status and to Register it as an Educational Improvement Organization (EIO) for Purposes of Educational Improvement Tax Credit in Pennsylvania.

The Board entered into Public Session at 9:01 AM.

IV. Public Comment

There were no public comments made at this time.

V. Routine Business

a. Approval of Agenda

Mr. Dyer informed the Board of the addition of Action Item g. to the agenda. Mr. Dyer informed the Board that the abbreviation FBO should be changed to FPO on the agenda under the CEO report. Mr. Dyer asked the Board if there were any other changes to be made to the Agenda that had been noticed. There being no further items to discuss, a motion was made by Jeffrey Piccola and seconded by Lil Jackson as follows:

RESOLVED, that the Agenda for the August 16, 2017 meeting of the Commonwealth Charter Academy Board of Directors, as amended, is hereby approved.

The motion passed unanimously.

VI. Approval of Consent Items

Mr. Dyer asked the Board if there were any items from the Consent Items they wanted moved to Action Items for discussion, or tabled. There being no further items to discuss, a motion was made by Lil Jackson and seconded by Michelle Ciora as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from June 14, 2017 Board Meeting
- b. Approval of Board Payables
- c. Approval of Staffing Report
- d. Approval of Extension of Nurse, Dentist and Doctor contracts
- e. Approval of Extension of M.R. Wilson Group Contract
- f. Approval to Officially Change School Main Address to One Innovation Way Harrisburg, PA 17110
- g. Approval of 2017-18 CAIU #15 Title III Consortium Memorandum of Understanding
- h. Approval of Clubs for the 2017-2018 School Year
- i. Approval of 2017-18 Instructional Designer Rating Form
- j. Approval of West Philadelphia Lease Agreement
- k. Approval of Seven Fields Lease Extension

The motion passed unanimously.

VII. Approval of Action Items

- a. Approve Director of Special Education with the Authority to Approve Payment for Special Education Related Service Provider Invoices up to \$100,000. Invoices over \$100,000 will Require CEO or COO Approval

Dr. Flurie informed the Board that the title in this motion is changed from "Senior Director" to "Director" in order to reflect CCA's leadership organizational structure. There being no further discussion, a motion was made by Jeffrey Piccola and seconded by Lil Jackson as follows:

RESOLVED, that the Approval of Director of Special Education with the Authority to Approve Payment for Special Education Related Service Provider Invoices up to \$100,000 with Invoices over \$100,000 Requiring CEO or COO Approval is hereby Approved.

The motion passed unanimously.

- b. Approval of 2017-18 Out of State Field Trips

Dr. Flurie reviewed the memo that was provided in the Board materials on this item. There being no further discussion, a motion was made by Jeffrey Piccola and seconded by Michelle Ciora as follows:

RESOLVED, that the 2017-18 Out of State Field Trips is hereby approved.

The motion passed unanimously.

- c. Approval of LearningMate Solutions Master Services Agreement

Mr. Dyer reminded the Board of the LearningMate Solutions Master Services Agreement discussion during the Executive Session. There being no further discussion, a motion was made by Lil Jackson and seconded by Cheryl Lozier as follows:

RESOLVED, the LearningMate Solutions Master Services Agreement is hereby approved.

The motion passed unanimously.

- d. Approval of Payment in Lieu of Taxes (PILOT) Agreement with the City of Harrisburg

Dr. Flurie informed the Board that by entering into this agreement, CCA will be providing support to the city for costs such as police and fire response. Dr. Flurie shared that CCA

has the option to back out of the agreement at any time. He informed the Board that the agreement renews automatically every year and that CCA intends to enter into similar agreements with other municipalities that support CCA owned Family Service Centers. There being no further discussion, a motion was made by Jeffrey Piccola and seconded by Lil Jackson as follows:

RESOLVED, the Approval of Payment in Lieu of Taxes (PILOT) Agreement with the City of Harrisburg is hereby approved.

The motion passed unanimously.

- e. Approval of AndCulture Addendum for Analytics Tracking Module Development Software.

Dr. Flurie reminded the Board of the short-term project as described in Executive Session. There being no further discussion, a motion was made by Lil Jackson and seconded by Jeffrey Piccola as follows:

RESOLVED, the Approval of AndCulture Addendum for Analytics Tracking Module Development Software is hereby approved.

The motion passed unanimously.

- f. Approval of 2017-18 CCA Employee Handbook

Sandy Emerich discussed the 2017-18 CCA Employee Handbook with the Board. Sandy informed the Board that the word "students" was changed to "learners" and language was added for twelve month teachers. There being no further discussion, a motion was made by Lil Jackson and seconded by Cheryl Lozier as follows:

RESOLVED, the 2017-18 CCA Employee Handbook is hereby approved.

The motion passed unanimously.

- g. Approval to Authorize Board Counsel and Board President to File Necessary Paperwork to Incorporate a Foundation and Seek 501c3 Status and to Register it as an Educational Improvement Organization (EIO) for Purposes of Educational Improvement Tax Credit in Pennsylvania.

There being no further discussion, a motion was made by Jeffrey Piccola and seconded by Michelle Ciora as follows:

RESOLVED, the Approval to Authorize Board Counsel and Board President to File Necessary Paperwork to Incorporate a Foundation and Seek 501c3 Status and to Register it as an Educational Improvement Organization (EIO) for Purposes of Educational Improvement Tax Credit in Pennsylvania is hereby approved.

The motion passed unanimously.

[Jeffrey Piccola left the meeting at 9:30 AM.]

VIII. Oral Reports

a. No Board Counsel Report

b. CEO Report

i. Student Academic Achievement (FPO #1)

Dr. Flurie informed the Board that the iReady data and summer school data will be discussed at the September 16, 2017 Board workshop.

ii. Curriculum, Courses and Learning Management Systems (FPO #2)

Dr. Flurie informed the Board that the LMS will be discussed at the September 16, 2017 Board workshop.

iii. Commonwealth Charter Brand (FPO #3)

Dr. Flurie informed the Board that he visited eight cities in ten days in July for the CCA Summer Fun Fests. During his travels, Dr. Flurie connected with business entities during the days and met families in the evenings. One thousand people signed up in total and teachers had an opportunity to meet families. Dr. Flurie expressed interest in holding the CCA Summer Fun Fest again next year possibly over a six or eight week period. Dr. Flurie informed the Board that the CCA mascot (Comet) made an appearance at all of the events and was well-received.

Dr. Flurie informed the Board that Greenlee Partners, LLC is keeping him updated on possible changes in charter school legislation.

Dr. Flurie informed the Board that the opening session for all staff is August 23-24 at Spooky Nook Sports Complex.

Dr. Flurie informed the Board that today is New Teacher induction and Family Mentor training.

Dr. Flurie informed the Board that as an Executive Committee member for the Leukemia and Lymphoma Society he sent an email to CCA staff inviting them to participate with the CCA team at the Light the Night walk or contribute to this cause. Dr. Flurie welcomed all CCA employees and families to attend the event and show our support for finding a cure.

Marcie Mulligan discussed the Celtic Cultural Alliance, an educational program preserving Celtic culture. This alliance is open to all CCA students and is another sponsorship opportunity for CCA.

COO Report

i. Facilities Update

Jim Skinner updated the Board with respects to facilities.

Mr. Skinner went into greater detail with the Capital Campus and Williamsport Family Service Center and reported both of the locations are prepared for teachers to return.

Mr. Longenecker informed the Board that negotiations are ongoing with the lease between Midtown and Pinnacle Health.

ii. LMS Update

Joyce Good updated the Board on the LMS progress. She informed the Board that the project is moving ahead and she will have more information at the September 16, 2017 Board workshop.

Jennifer Clarke informed the Board that enrollment is currently at 7697 students.

h. Financial Reports

Christine Hakes updated the Board on business office activities.

Christine Hakes informed the Board that CCA's P-card rebate activity totaled over \$50,000.00 for the 2016-17 fiscal year.

IX. Information Items

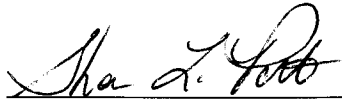
Mr. Dyer informed the Board that the Board workshop is scheduled for September 16, 2017 beginning at 9:00 AM at the Hotel Hershey. Mr. Dyer informed the Board that the public session may be moved later.

X. Board Member Comments

There were no other Board member comments.

XI. Adjournment and Next Meeting Date September 16, 2017 at 9:00 AM

Mr. Dyer inquired if there was any other business or discussion. There being no further business or discussion, he noted that the next Board meeting is scheduled for September 16, 2017 at 100 Hotel Road Hershey, PA 17033 starting with an executive session. The Board being at the end of its agenda, the meeting was adjourned at 9:48 AM.



Sharon Pallotta, Assistant Secretary