



**Commonwealth Charter Academy (CCA)**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Wednesday, February 14, 2018 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, Rob Barr (in person); Marcie Mulligan, Michelle Ciora (via phone).

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

[Cheryl Lozier gave her proxy to Marcie Mulligan]

**III. Executive Session**

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

The Amendment of Action Item d. resulted from Executive Session:

Action Item d. Approval of 2018-19 marketing Plan and Budget not to exceed \$5.6 million.

Executive Session Ended at 10:20 a.m.

The Board entered into Public Session at 10:25 a.m.

#### **IV. Public Comment**

There were no public comments made at this time.

#### **V. Approval of Agenda**

Mr. Dyer informed the Board of the amendment of Action Item d. on the agenda. 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 Rob Barr as follows:

RESOLVED, that the Agenda as amended for the February 14, 2018 meeting of the Commonwealth Charter Academy Board of Directors, 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 Rob Barr and seconded by Jeffrey Piccola as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from January 17, 2018 Board Meeting
- b. Approval of Board Payables
- c. Approval of Staffing Report
- d. Approval of Board Policy 620 (first reading) – Fund Balance

The motion passed unanimously.

#### **VII. Approval of Action Items**

- a. Approval of CCA 2018-19 Course List

The Board discussed the CCA 2018-19 course list. There being no further discussion, a motion was made by Jeffrey Piccola and seconded by Rob Barr as follows:

RESOLVED, that the Approval of the CCA 2018-19 Course List is hereby approved.

The motion passed unanimously.

b. Approval of Phillips Managed Support Services, Service Level Agreement Renewal

Mr. Dyer reminded the Board of the Phillips Managed Support Services, Service Level Agreement Renewal discussion during the Executive Session.

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

RESOLVED, that the Approval of the Phillips Managed Support Services, Service Level Agreement Renewal is hereby approved.

The motion passed unanimously.

c. Approval of Zoom Video Communications Master Subscription Agreement

Mr. Longenecker informed the Board that Zoom Video Communications will become the new video conferencing format to replace Adobe.

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

RESOLVED, the Approval of Zoom Video Communications Master Subscription Agreement Is hereby approved.

The motion passed unanimously.

d. Approval of 2018-19 Marketing Plan and Budget Not to Exceed \$5.6 million

Mr. Dyer reminded the Board of the 2018-19 marketing plan and budget discussion During Executive Session. There being no further discussion, a motion was made by Lil Jackson and seconded by Rob Barr as follows:

RESOLVED, the Approval of the 2018-19 Marketing Plan and Budget Not to Exceed \$5.6 Million is hereby approved.

The motion passed unanimously.

e. Approval of CCA Volunteer Guidelines

Mr. Longenecker informed the Board of the request for volunteers to help at the West Philadelphia Family Service Center. The Volunteer Guidelines will be implemented to screen the Learning Coach volunteers. Mr. Longenecker informed the Board that Sandy Emerich worked on the Volunteer Guidelines and Mr. Murren reviewed them to ensure they meet current safety standards.

## VIII. Oral Reports

### a. No Board Counsel Report

### b. CEO Report

#### i. Student Academic Achievement (FPO #1)

Dr. Flurie informed the Board that he submitted FPO #1 status to the Board as part of his mid-year review.

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

Dr. Flurie informed the Board that he submitted FPO #2 status to the Board as part of his mid-year review.

#### iii. Commonwealth Charter Brand (FPO #3)

Dr. Flurie informed the Board that he submitted FPO #3 status to the Board as part of his mid-year.

Dr. Flurie informed the Board that legislative contacts are few since Charter Schools are not currently priority for legislators.

### c. COO Report

#### i. Facilities Update

Mr. Longenecker reviewed the facilities report with the Board. Mr. Longenecker informed the Board that the grant for the solar array at the Capital Campus was submitted. CCA anticipates a decision in mid-March.

Mr. Longenecker reminded the Board of the genetics lab proposal from Intag and that the lab will be added as an addendum to the Intag contract. Michelle Ciora questioned if the genetics lab will be owned by CCA. Mr. Longenecker informed the Board that CCA will own all of the labs and the main system at Capital Campus.

Mr. Longenecker informed the Board that PDE notified Jennifer Clarke of changes to recording student attendance. Students must now log-in 5 out of 7 days.

ii. Capital Campus Update

Jim Skinner reviewed the building renovation progress for the Capital Campus with the Board. He informed the Board that CCA received its occupancy permits for the third floor and data hook-up has begun.

Jim Skinner informed the Board that the HVAC for the Aquaponics system has begun.

Mr. Longenecker informed the Board of the proposals for renovation of the HACC side of the building, demolition and the parking lot upgrade. Mr. Longenecker will keep the Board informed as information becomes available.

iii. LMS Update

Dr. Flurie reminded the Board of the LMS discussion during Executive Session.

d. Financial Reports

Christine Hakes updated the Board on business office activities.

**IX. Information Items**

Mr. Dyer informed the Board of the National Charter School and iNACOL conferences and recommended Sharon Pallotta send the dates of these conferences to the Board members.

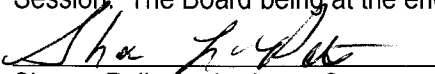
Mr. Dyer reminded the Board there will be no Board meeting in March.

**X. Board Member Comments**

There were no other Board member comments.

**XI. Adjournment and Next Meeting Date April 11, 2018 at 8:30 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 April 11, 2018 starting with an Executive Session. The Board being at the end of its agenda, the meeting was adjourned at 10:55 AM.

  
Sharon Pallotta, Assistant Secretary