

PA Leadership Charter School Board Meeting Executive Session:

I. PERSONNEL:

PREVIOUSLY HIRED:

HIRING AT THIS BOARD MEETING:

David Mercado – Maintenance Assistant at \$18.00/hour with appropriate benefits (new position)

Alison Malkasian – HS Sp Ed Life Skill Teacher at \$48,452.78 with appropriate benefits (new position)

Brianna Burrell – USP Office Coordinator at \$18.00/hour with appropriate benefits (replacement)

NOTE: LTS – Long Term Substitute
USP – University Scholars Program
Sp Ed – Special Education
HS – High School
MS – Middle School
PT – Part Time

POSITION AND RATE CHANGES:

Jennifer Hughes – From Student Services Receptionist at \$14.28/hour to Child Accounting Associate at \$16.50/hour while continuing existing benefits

II. LEGAL:

III REAL ESTATE:

**PA Leadership Charter School Board Meeting
Minutes
March 16, 2018 – 1:00 PM
1332 Enterprise Drive, West Chester, PA 19380**

**Start time: 1:41 PM
Ending time: 4:14 PM**

Opening activities:

1. Call to order – Chairman of the Board of Directors
2. Public Notice: Public notice was given for this meeting in accordance with Act 93 of 1998, Section 1.
3. The Board met this afternoon in Executive Session to discuss personnel, legal and real estate matters.

Note: All meetings are on the **third Friday of the month**. Agenda will be posted on www.palcs.org website. Locate “Organization” in the toolbar and click “School Board Meetings and Board Members.”

Future meetings:

- May 18, 2018

Roll call:

- Tom Curyto present not present
- Bill Middleton present not present
- Dr. Brian Shuffler present not present
- Carolyn Welsh present not present (via phone)

Also present regularly:

Mark Allen, Eileen Bowers, Heidi Gough, Jim Hanak, Seth Heiland, Andrew Lehr, Roger Masch, Mark Murray, Gabby Patterson, Debby Weisbach

4. Pledge of Allegiance
5. Additions, deletions or modifications to the Agenda
6. Additions, deletions or modifications to the Minutes
7. Comments from the Public will be heard after Department Reports

1. **Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve the minutes of the Board of Directors meeting from January 19, 2017.

First: Tom Curyto
Second: Carolyn Welsh
Vote: Unanimous

- 2. Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve the minutes of the Reorganization meeting from January 19, 2018.

First: Tom Curyto
 Second: Carolyn Welsh
 Vote: Unanimous

Fiscal Management:

- 3. Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall accept the financial report submitted by Dr. James Hanak and Roger Masch and direct the CEO to pay the bills (as the money becomes available).

First: Tom Curyto
 Second: Brian Shuffler
 Vote: Unanimous
 (Carolyn Welsh disconnected from the meeting)

- 4. Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve the Resolution Authorizing the Settlement of Litigation (see Attachment N), which authorizes PALCS to make payment in the amount not to exceed forty-two thousand dollars (\$42,000) in order to settle employment litigation for a full release on which the Board was full briefed in executive session.

First: Brian Shuffler
 Second: Tom Curyto
 Vote: Unanimous

- 5. Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve the settlement agreement with EntireTech Group (ETG) to resolve litigation in the Chester County Court of Common Pleas concerning PALCS's computer hardware vendor relationship with ETG.

First: Tom Curyto
 Second: Brian Shuffler
 Vote: Unanimous

- 6. Motion:** Be it resolved that the PA Leadership Charter School Board of Directors shall approve the *Cash Management, Allowability of Cost, Conflict of Interest, Accounts Payable* and *Procurement Policies* to be updated in advance of the Federal Programs Audit in April (See Attachment A).

First: Tom Curyto
 Second: Brian Shuffler
 Vote: Unanimous

Note: These policies must be reviewed and passed by the board annually in advance of the federal program audit even if no changes to the policies have been made.

7. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall approve the updated *Travel/Meal Reimbursement Policy* (See Attachment B).

First: Tom Curyto
Second: Brian Shuffler
Vote: Unanimous

Note: This policy must be reviewed and passed by the board annually in advance of the federal program audit. Changes have been made to this policy to align with the same policy in the employee manual that was updated at the January board meeting.

Personnel:

8. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall approve the hiring of the following personnel:

- David Mercado – Maintenance Assistant at \$18.00/hour with appropriate benefits (new position)
- Alison Malkasian – HS Sp Ed Life Skill Teacher at \$48,452.78 with appropriate benefits (new position)
- Brianna Burrell – USP Office Coordinator at \$18.00/hour with appropriate benefits (replacement)

First: Tom Curyto
Second: Brian Shuffler
Vote: Unanimous

Policy Issues:

9. Motion: Be it resolved that the PA Leadership Charter School Board of Directors shall accept the 2018 Comprehensive Guidance Plan (copy available).

First: Tom Curyto
Second: Brian Shuffler
Vote: Unanimous

10. Motion: Be it resolved that PA Leadership Charter School Board of Directors shall accept the addendums to the *Parent and Family Engagement Policy* highlighted in yellow, blue and with strikethroughs (See Attachment C).

First: Tom Curyto
Second: Brian Shuffler
Vote: Unanimous

Note: This policy must be reviewed and passed by the board annually in advance of the federal programs audit in April.

- 11. Motion:** Be it resolved that PA Leadership Charter School Board of Directors shall accept the *Parent-School Compact* (See Attachment D).

First: Brian Shuffler
Second: Tom Curyto
Vote: Unanimous

- 12. Motion:** Be it resolved that PA Leadership Charter School Board of Directors shall accept the addendum made to the *Resignation Policy* indicated in red and strikethroughs (See attachment E).

First: Brian Shuffler
Second: Tom Curyto
Vote: Unanimous

- 13. Motion:** Be it resolved that PA Leadership Charter School Board of Directors shall accept the addendum made to the *Extended Work from Home Policy* as indicated in red (See Attachment F).

First: Brian Shuffler
Second: Tom Curyto
Vote: Unanimous

- 14. Motion:** Be it resolved that PA Leadership Charter School Board of Directors shall accept the *Employee Referral Program* (See Attachment G).

First: Brian Shuffler
Second: Tom Curyto
Vote: Unanimous

- 15. Motion:** Be it resolved that PA Leadership Charter School Board of Directors shall accept the addendums made to the *Attendance Policy* as indicated in red (See Attachment H).

First: Tom Curyto
Second: Brian Shuffler
Vote: Unanimous

- 16. Motion:** Be it resolved that PA Leadership Charter School Board of Directors shall accept the updated *Dating Violence Policy* (See Attachment I).

First: Brian Shuffler
Second: Tom Curyto
Vote: Unanimous

- 17. Motion:** Be it resolved that PA Leadership Charter School Board of Directors shall approve the updated Standardized Testing Policy in the Parent-Student Handbook (See Attachment J).

First: Tom Curyto
 Second: Brian Shuffler
 Vote: Unanimous

Old Business:

- 18. Motion:** Be it resolved that PA Leadership Charter School Board of Directors shall approve the Attached resolution concerning payments for services to school vendor Green Lawnsaping LLC (See Attachment K).

First: Brian Shuffler
 Second: Carolyn Welsh (rejoined meeting)
 Vote: Unanimous

***Bill Middleton left the room before this motion was read. Tom Curyto became acting president for this motion.**

New Business:

- 19. Motion:** Be it resolved that PA Leadership Charter School Board of Directors shall approve the 2018-2019 school year calendar (See Attachment L).

First: Brian Shuffler
 Second: Tom Curyto
 Vote: Unanimous (Carolyn not present)

- 20. Motion:** Be it resolved the PA Leadership Charter School Board of Directors shall approve a lease schedule on a Master Lease Line of Credit with HP Financial Services for the amount of \$520,027.00, term of 3 years, rate of 5.86%, with a monthly payment of \$15,710.02. The purpose of this lease is for student computers and related hardware and also staff computers (See Attachment M).

First: Brian Shuffler
 Second: Tom Curyto
 Vote: Unanimous (Carolyn not present)

- 21.** The PA Leadership Charter School Board of Directors will review and discuss the draft of the 2018-2019 school budget (All four board members present).

Special Reports:

2922 Students enrolled in PALCS as of March 15, 2018 at 12:35PM for the 2017-2018 school year. Up from 2865. (January 18, 2018)

Review:

Finances:

- a. First year of operation – \$4.5 million (included \$234,000 implementation grant from the PA Department of Education)
- b. Second year of operation – \$10.5 million (included \$100,000 implementation grant from the PA Department of Education)
- c. Third year of operation – \$17 million
- d. Fourth year of operation \$19 million
- e. Fifth year of operation – \$21.4 million
- f. Sixth year of operation – \$23.5 million
- g. Seventh year of operation – \$25.2 million
- h. Eight year of operation – \$26.1 million
- i. Ninth year of operation – \$29.1 million
- j. Tenth year of operation – \$29.7 million
- k. Eleventh year of operation – \$30.9 million
- l. Twelfth year of operation – \$30.9 million
- m. Thirteenth year of operation – \$35.2 million

School District Payments:

a. Thus far (2017-18) 261 out of 408 school districts have paid.	
b. Billed through December for the 2017-18 school year	\$ 25,044,931.74
c. Received from districts through 02/28/2018	\$ (17,243,535.01)
Received from UNIPAY through 02/28/2018	<u>\$ (7,746,528.68)</u>
TOTAL of b and c	\$ (24,990,063.69)
d. Due to PALCS for the 2017/18 School Year	\$ (54,868.44)*
e. Due to PALCS for the 2016/17 Reconciliation	\$ 132,584.44
f. Due to PALCS for the 2015/16 Reconciliation	\$ 361.37
g. Due to PALCS for the 2014/15 Reconciliation	\$ —
h. Billed to school districts for March 2018	\$ 3,255,445.62
i. TOTAL DUE	<u>\$ 3,471,538.86</u>

**Negative as the billing is now done near the 10th of the month. Received total includes payments.*

Department Reports:

- Mark Allen – Academics/Performing and Fine Arts
- Eileen Bowers – Director of Office Administration
- Heidi Gough – Marketing
- Seth Heiland – HR
- Mark Murray – IT
- Debby Weisbach – Student Services

Public Comments:

Adjournment:

22. Motion: Be it resolved that the meeting of the PA Leadership Charter School Board of Directors shall adjourn.

First: Bill Middleton
Second: Carolyn Welsh
Vote: Unanimous

Next meeting:

**will be located at
1332 Enterprise Drive
12:00 PM Executive Session
1:00 PM Public Board Meeting
(approximate)**

Ending Time: __4:14__ PM