



**Commonwealth Charter Academy (CCA)
MINUTES OF THE BOARD OF TRUSTEES MEETING**

August 12, 2020 at 8:30 AM

Held at the following location:

Virtually and Via Telephone

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.

II. Roll Call

Board Members Present: Lil Jackson, Lori Renne, Ralph Dyer, Chris Choi, Jeffrey Piccola, Marcie Mulligan, Rob Barr (Via video).

Guests Via Video: Tom Longenecker, President and CEO; Roberto Datorre, Christine Hakes, Tim Eller, Natasha Shane, Christy Sink, Jennifer Clarke, Bryon Klingel, Adam Fraser, Jim Skinner, Sharon Pallotta, School Staff; Phil Murren, Katherine Fitz-Patrick, Board Counsel.

III. Executive Session

Executive Session was held to discuss Special Education matters, potential litigation, personnel matters, and proprietary matters.

The following Action Items resulted from Executive Session:

Action Item e. Approval of Roberto Datorre's contract.

Action Item f. Approval of Christine Hakes' contract.

Action Item g. Approval to authorize President and CEO and Board Counsel to take legal action to recover payments due to CCA for the 2019-20 school year

Action Item h. Approval of settlement for Special Education matter as discussed during Executive Session

Executive Session Ended at 9:30 a.m.

The Board entered into Public Session at 9:35 a.m.

IV. Approval of Agenda – R. Dyer

Mr. Dyer informed the Board of the re-wording of Action Item b. to: Approval of Board Resolution to implement a rolling admission for the 2020-21 school year. He also informed the Board that Action Items e. Approval of Roberto Datorre's contract, Action Item f. Approval of Christine Hakes' contract, Action Item g. Approval to authorize President and CEO and Board Counsel to take legal action to recover payments due to CCA for the 2019-20 school year and Action Item h. Approval of settlement for Special Education matter as discussed during Executive Session to be added to 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 Mr. Piccola and seconded by Ms. Jackson as follows:

RESOLVED, that the Agenda for the August 12, 2020 meeting of the Commonwealth Charter Academy Board of Trustees as amended is hereby approved.

The motion passed unanimously.

V. Approval of Consent Items – R. Dyer

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 Ms. Jackson and seconded by Ms. Renne as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from June 10, 2020 Board Meeting
- b. Approval of Board Payables
- c. Approval of Staffing Report.
- d. Approval of contracts and agreements in the attached schedule
- e. Approval of Board Policy (First Reading) in the attached schedule
- f. Approval of Board Policies (Second Reading) in the attached schedule
- g. Approval of Board Policy (Single Reading) in the attached schedule
- h. Approval of rescission of Board Policies in the attached schedule

The motion passed unanimously.

VI. Approval of Action Items

- a. Approval of 2020-21 Preliminary School Reopening Health & Safety Plan

Mr. Longenecker informed the Board that the Pennsylvania Department of Education (PDE) required CCA to produce a personalized preliminary school reopening Health & Safety Plan for the 2020-21 school year. Mr. Datorre informed the Board that a draft Health & Safety Plan was sent from the PDE to school districts and CCA personalized the plan for its school. Mr. Longenecker

informed the Board that CCA plans to reopen the school remotely and staff will work from home due to COVID-19. There being no further discussion, a motion was made by Ms. Renne and seconded by Mr. Piccola as follows:

RESOLVED, the approval of the 2020-21 Preliminary School Reopening Health & Safety Plan is hereby approved.

The motion passed unanimously.

b. Approval of Board Resolution to Implement a Rolling Admissions for the 2020-21 School Year

Mr. Dyer reminded the Board of the amendment of action item b. to remove the word "waitlist." There being no further discussion, a motion was made by Mr. Barr and seconded by Ms. Jackson as follows:

RESOLVED, the Board Resolution to implement a rolling admissions for the 2020-21 school year is hereby approved.

The motion passed unanimously.

c. Approval of President and CEO to authorize revised and additional resources required to address increased enrollment activities for the 2020-21 school year.

Mr. Longenecker informed the Board that CCA must move quickly on certain items, such as, offering to reconcile monthly with Phillips Managed Support Services during the time of increased enrollment. There being no further discussion, a motion was made by Mr. Barr and seconded by Ms. Jackson as follows:

RESOLVED, the approval of President and CEO to authorize revised and additional resources required to address increased enrollment activities for the 2020-21 school year is hereby approved.

The motion passed unanimously.

d. Approval of contracts and agreements in the attached schedule

Mr. Longenecker discussed the agreements in the attached schedule with the Board. Mr. Longenecker specifically mentioned the McSherrystown Constables Office Memorandum of Understanding (MOU). He informed the Board that CCA reached this agreement with the McSherrystown Constables Office to provide statewide constable support, such as, visits to CCA families when parents do not respond to communications from CCA for truancy, wellness checks, etc.

Mr. Datorre informed the Board that CCA will enter into an agreement with LearningMate to finish the remainder of CCA's course development. He also informed the Board that the Boston Dynamics Spot Robots will be purchased with Title I grant funds for TechWorks. There being no further discussion, a motion was made by Ms. Jackson and seconded by Mr. Piccola as follows:

RESOLVED, the approval of the contracts and agreements in the attached schedule are hereby approved.

The motion passed unanimously.

e. Approval of Roberto Datorre's Employment Agreement as discussed in Executive Session

There being no further discussion, a motion was made by Ms. Jackson and seconded by Mr. Barr as follows:

RESOLVED, Roberto Datorre's Employment Agreement as discussed in Executive Session is hereby approved.

The motion passed unanimously.

f. Approval of Christine Hakes' Employment Agreement as discussed in Executive Session

There being no further discussion, a motion was made by Ms. Jackson and seconded by Mr. Piccola as follows:

RESOLVED, Christine Hakes' Employment Agreement as discussed in Executive Session is hereby approved.

The motion passed unanimously.

g. Approval to authorize President and CEO and Board Counsel to take legal action to recover payments due to CCA for the 2019-20 school year.

There being no further discussion, a motion was made by Ms. Renne and seconded by Mr. Piccola as follows:

RESOLVED, the approval to authorize President and CEO and Board Counsel to take legal action to recover payments due to CCA for the 2019-20 school year is hereby approved.

The motion passed unanimously.

h. Approval of settlement for Special Education matter as discussed during Executive Session.

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

RESOLVED, the approval of the settlement for Special Education matter as discussed during Executive Session is hereby approved.

The motion passed unanimously.

VII. Oral Reports

a. President and CEO Report

Mr. Longenecker informed the Board that Secretary Pedro Rivera will step down as the Secretary of Education for the Pennsylvania Department of Education (PDE) on October 1, 2020. He further informed the Board that the Deputy Secretary will serve in Secretary Pedro Rivera's place for the remainder of Governor Wolf's term.

Mr. Longenecker informed the Board that the September Board retreat will take place at the CCA Capital Campus and via Zoom.

Mr. Longenecker informed the Board that the CCA Back to School meeting will be held virtually with a large focus on training due to the increased amount of new teachers.

Mr. Longenecker informed the Board that CCA is in the process of transitioning to an online system of public/private folders for Board members to access contracts and agreements.

b. Operations Update

Enrollment

Ms. Clarke informed the Board that CCA's current enrollment is 11,736 with 19,700 students in the application stage. She informed the Board that families whose documents were completed prior to August 1, 2020 will be enrolled first. She further informed the Board that CCA is enrolling approximately 200 students per day. Mr. Choi inquired if Ms. Clarke could send the enrollment numbers to the Board. Ms. Clarke agreed to send the enrollment numbers to Ms. Pallotta to send to the Board. Mr. Dyer thanked CCA's enrollment team for everything they are doing for CCA.

Technology

Mr. Klingel updated the Board on the edio and server expansion status. He told the Board that the data center project equipment was ordered and CCA is on schedule to have the new server system ready for the first day of the 2020 school year. Mr. Klingel informed the Board that CCA secured a third internet provider and two load tests will occur on August 19 and 26. He also informed the Board that LearningMate is preparing to focus on support and tickets for the first day of the 2020 school year, while CCA is waiting on deliverables from AndCulture.

Facilities

Mr. Skinner reviewed the facilities report with the Board. He informed the Board that the Dickson City parking lot is 95% complete and the Waterfront office may be ready for occupancy in mid-October.

Mr. Piccola asked if there was any progress on finding a York property. Mr. Skinner assured Mr. Piccola that some areas are becoming available. Mr. Datorre informed the Board that he,

Ms. Hakes, Mr. Longenecker and Dr. Flurie visited the Malvern property and he added that the property was beautiful.

[Mr. Murren joined the Public Session at 10:04 a.m.]

Legislative and Outreach

Mr. Eller informed the Board that the General Assembly introduced several bills to place an enrollment cap on cyber charter schools. Mr. Eller informed the Board that CCA is marketing through social media to attract teachers.

Mr. Eller reported that internal and external communications plans for the beginning of the 2020-21 school year will soon be sent from Mr. Longenecker to CCA staff and families.

Mr. Dyer added that it is very important for CCA to be completely transparent with parents about enrollment. Mr. Choi inquired about robo calling for enrollment purposes. Ms. Clarke informed Mr. Choi that robo calling was finalized on August 9 and will go out to families in the applicant stage on August 13, 2020.

Human Resources

Ms. Sink informed the Board that CCA must focus on staffing for the increased enrollment numbers. She reviewed the staffing needs with the Board and reported that CCA marketing is yielding a steady supply of candidates. Ms. Sink informed the Board that CCA is having training sessions with principals and managers on accountability measures and shifting towards a performance driven culture.

c. Financial Reports

Ms. Hakes informed the Board that CCA will double its teaching staff this school year. Ms. Hakes informed the Board that CCA received a refund check of \$177,000 this year for using its purchasing card. Ms. Hakes informed the Board that the EF Tours that were scheduled for the 2020-21 school year were canceled due to COVID-19 and CCA provided rebates to families or vouchers that can be used towards a future EF Tour.

Ms. Hakes reviewed the financial reports with the Board.

Mr. Piccola asked where to find the unassigned Capital Projects fund on the financial reports. Ms. Hakes informed Mr. Piccola that CCA has currently assigned all of the Capital Projects fund. Mr. Dyer asked Ms. Hakes to explain the Capital Projects funds to the Board. Ms. Hakes informed the Board that these are one-time expenditures in investments such as buildings, laptops, the data center, etc.

Mr. Dyer informed the Board that a new CCA budget will need to be created for the 2020-21 school year due to the increase in enrollment.

VIII. Information Items

Mr. Dyer reminded the Board of the September Board workshop which will be held at the CCA Capital Campus and via Zoom. Mr. Dyer recommended CCA Board Trustees watch the CCA Fun Fests if they have not watched them yet. Mr. Longenecker thanked Natasha Shane, Bryon Klingel, Adam Fraser and their respective departments for their work on the Family Fun Fests as they were a great success. Mr. Dyer reminded the Board of the bi-weekly updates on enrollment and informed the Board Trustees that if needed, the meetings will be changed to weekly meetings.

IX. Board Trustee Comments

There were no Board Trustee Comments

X. Adjournment and Next Meeting Date September 19, 2020 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 September 19, 2020 starting with an Executive Session. The Board Workshop will follow the Public Session. The Board being at the end of its agenda, the meeting adjourned at 10:47 AM.



Sharon Pallotta, Assistant Secretary