



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

November 11, 2020 at 8:30 AM

Held at the following location:

Virtually and Via Telephone

I. Call to Order

Mr. Dyer, Board Chairman, called the meeting to order at 8:38 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, Rob Barr, Marcie Mulligan (via video).

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

III. Executive Session

Executive Session was held to discuss potential litigation, potential property acquisition, Special Education matters, and contractual language.

Executive Session Ended at 9:05 a.m.

The Board entered into Public Session at 9:10 a.m.

IV. Approval of Agenda – R. Dyer

Mr. Dyer, Board Chairman, informed the Board that the wording in paragraph 3 of the QSP agreement, in Action Item a. will be amended during the approval of the Action Items. 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 Ms. Jackson and seconded by Mr. Piccola as follows:

RESOLVED, that the Agenda for the November 11, 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 October 14, 2020 Board Meeting
- b. Approval of Board Payables
- c. Approval of Staffing Report
- d. Approval of proposals, contracts and agreements in the attached schedule

Mr. Barr abstained from voting on the November 11, 2020 staffing report.

The motion passed unanimously for Consent Items a, b and d.

The motion passed with 6 affirmative votes and 1 abstention for Consent Item c.

VI. Approval of Action Item

- a. Approval of proposals, contracts and agreements in the attached schedule

Mr. Murren amended the language of paragraph 3 in the QSP agreement to read, "QSP understands and agrees that it is CCA's intention, in addition to making courses available to its own students, to sell or license to other schools or individuals for educational purposes, any online courses, lessons, or course materials built from the previously licensed QSP content listed in Paragraph 1."

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

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

The motion passed unanimously.

VII. Oral Reports

a. President and CEO Report

Mr. Longenecker discussed the affiliation agreements between Drexel University and Lebanon Valley College. Mr. Choi asked if CCA is limited to a certain number of student teachers. Mr. Fraser responded that CCA is only limited by the number of teachers that qualify for student teaching. Mr. Fraser reported that CCA hired four staff members from last year's student teachers.

Mr. Longenecker reported on the Focus Performance Objectives:

FPO #1 - Mr. Longenecker informed the Board that Mr. Fraser and Mr. Datorre are working on iReady data and plan to hold a board briefing on curriculum development.

FPO #2 - Mr. Longenecker informed the Board that Amanda Lachaik, CCA's Regional Vice President and Debbie Reynolds, CCA's Director of TechWorks, have made many connections in the communities and chambers in the western part of the state while Ms. Meyers is making Latino connections.

FPO #3 - Mr. Longenecker reported that Andrew Kalahanis, CCA's Director of Innovative Programs, is continuing to work on targeting job opportunities and internships for juniors and seniors with special needs.

FPO #4 – Mr. Longenecker reported that Mr. Datorre and Mr. Fraser are working on an organizational chart which they plan to present to the Board.

FPO #5 - Mr. Longenecker reported that CCA will hold a meeting with LearningMate to update agreements and update contracts where necessary.

Mr. Longenecker informed the board that the board briefings will continue but each meeting will focus on specific subjects and board members will be informed of the subject prior to each meeting.

Mr. Longenecker informed the board that the level of COVID-19 cases in most counties are increasing and schools are being encouraged to revert back to full-time online instruction. He reported that CCA is preparing for another wave of enrollment. Mr. Klingel added that CCA has the capacity to expand if needed.

b. Operations Update

Enrollment

Ms. Clarke added that CCA just received another 1500 curriculum kits and orders are being placed for next year's enrollment numbers. Ms. Clarke informed the Board that CCA's current enrollment is 17,692 and 48% of students are new to CCA this year. Mr. Choi inquired if CCA has made any progress in contacting the hard to reach students. Mr. Longenecker informed Mr.

Choi that CCA is working on the production of mass mailers and yard signs to reach out to families.

Legislative

Mr. Eller reported that CCA has re-entered the market and is preparing for next year's messaging. He reported on legislative activity.

Technology Update

Mr. Klingel informed the board that the edio Q5 release had several performance issues but edio is now stable and synchronizing with PowerSchool. Mr. Klingel informed the board of plans to hire more staff for the I.T. Department

Special Education

Mr. Datorre informed the board that the State Department found several deficiencies for CCA during the 2017-18 Cyclical Monitoring but the deficiencies were closed out last week. He further informed the Board that the State Department found four deficiencies for CCA during the 2019-20 Cyclical Monitoring. Two of those deficiencies have been closed out and two deficiencies remain and the Deputy Secretary is assigned to these two items.

c. Finance and Administration Report

Human Resources

Ms. Sink reviewed the staffing numbers and the student/teacher ratios. Ms. Sink informed the board that CCA recently updated the teacher referral program for all content areas and activity has since increased.

Ms. Sink informed the board that CCA is considering virtual job fairs and is developing onboarding sessions.

Mr. Dyer inquired if CCA is experiencing teacher shortages in Science and Math. Mr. Fraser informed Mr. Dyer that the shortage is less than it was previously.

Facilities

Mr. Skinner informed the board that he will have the Norristown lease extension for approval at the January board meeting.

Financial Report

Ms. Hakes reviewed the financial reports and charts with the Board. She reported CCA currently employees 936 staff members. Ms. Hakes informed the board of plans to hire back-up staff to Accounts Payable and Medical Access Reimbursement. Ms. Hakes informed the board

that the 2021-22 budget will be presented to the full board on December 18, 2020 during the Board Briefing. Ms. Pallotta will send a Zoom invitation to the board members.

VIII. Information Items

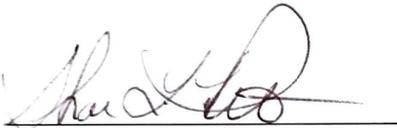
Mr. Dyer reported there is no board meeting in December. Mr. Dyer informed the board that the November 20 Board Briefing will focus on Family Services.

IX. Board Trustee Comments

Ms. Jackson inquired about the Salvation Army tree trimming. Ms. Pallotta added that board members are welcome to come to the Salvation Army on November 13 to decorate the tree.

X. Adjournment and Next Meeting Date January 13, 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 January 13, 2020 starting with an Executive Session. The Board being at the end of its agenda, the meeting adjourned at 10:35 AM.



Sharon Pallotta, Assistant Secretary