



401 Penn Street (Board Room)
Reading, PA 19601

BOARD MEETING MINUTES

Monday, August 26, 2019
4:00 pm

Board Members Present: Anthony Montemurro, Robert Jefferson, Joseph Amprey (via telephone)

Officers Present: Angel Figueroa (CEO/COO), Angelo Romaniello (CAO/Principal)

Other Staff Present: Brian Gerber, Barbara Wilkinson-Sykes (via telephone), Josephine Torres-Boykins

Meeting was convened at 4:00 pm

1. Opening Items

- 1.01 Mr. Montemurro noted that a quorum was present.
- 1.02 Mr. Montemurro noted that public notices were posted as required on the website. The Board is in compliance with the Sunshine Law.
- 1.03 There were no changes to the agenda.

2. Public Comment

- 2.01 No members of the public were present.

3. Approval of Minutes

- 3.01 Action to approve minutes of June 24, 2019, open meeting – MOTION by Mr. Jefferson to approve the minutes; seconded by Dr. Amprey; passed unanimously by roll call vote of all members present.
- 3.02 Action to approve minutes of June 24, 2019, executive session – MOTION by Mr. Jefferson to approve the minutes; seconded by Dr. Amprey; passed unanimously by roll call vote of all members present.

Mr. Figueroa made a request to move to 7.01.01 before going into the financial statement, specifically with the hiring Bryan Gerber - Director of Finance - \$70,000.

The Board then took the following action:

MOTION by Mr. Jefferson to approve the hiring of Bryan Gerber as Director of Finance for an annual salary of \$70,000; seconded by Dr. Amprey.

Motion passed unanimously by roll call vote of all members present.

4. Financial Report

Ms. Barbara Wilkinson-Sykes allowed Mr. Bryan Gerber to present the financial report. The following items were reviewed and discussed.

4.01.01 Financial Report.

4.01.02 Unaudited Statement of Financial Position as of June 30, 2019, with Comparison to May 31, 2019.

Discussion: Mr. Gerber informed the Board that payment was made to INC. Other accounts receivables were received and payments were increased. Mr. Montemurra asked about the VIST card payment. Ms. Barbara Wilkinson-Sykes responded since Mr. Gerber was not employed at the time. The VIST card was used because the other Amex card was cancelled that the prior Director of Finance was a signer on. Shutterfly was a big payment, which is for the yearbook, but we get the money back.

4.01.03 Unaudited Statement of Activities, June 2019 with Comparison to May 2019.

Discussion: Mr. Gerber explained to the Board that the difference is that there are fewer billable days. Expense is high because of one-time expense amount in the -460,000. Barbara mentioned that June is always a different month.

4.01.04 Unaudited Statement of Activities, YTD June 2019 Compared to YTD June 2018 and Budget YTD 2019.

Discussion: Mr. Gerber reported to the Board that 17-18 Year to 18-19 Year were in the red because student enrollment decreased significantly. We had a decrease in operating revenue but had expenditures due to building improvement costs as well as legal expense related to the building,

130,000 17-18 compared to 300,000 for 18-19. Total expenditures for year are less because other expenses decreased.

- 4.01.05 Payments set forth in the attached Check and Debit Registers for the period ending June 30, 2019.

Discussion: Mr. Jefferson questioned the amount paid to the same person. Ms. Barbara Wilkinson-Sykes clarified that Mr. White was an independent contractor and is now an employee. Mr. Gerber reported that our ratio is excellent. Benchmark anything above 2 is healthy and we have that and had a discussion with the Board about the budget and the revenues expected from the Districts. Mr. Gerber mentioned that we may have to nip at the number wherever we can. Ms. Barbara addressed her concerns that if by August the numbers did not increase, cuts would have to be made in September.

Mr. Montemurro asked about enrollment. As of today we are at 354 and Mr. Figueroa will address this in his report. Mr. Montemurro mentioned that this could be due to beginning of the year. Mr. Montemurro commented that if can't see a considerable improvement in enrollment, we will need to make changes. Mr. Figueroa mentioned that he is aware and he has been meeting with Dr. Romanielly daily.

Mr. Gerber continued with the budget and mentioned that the rate paid by the State has increased to 9,150 from 8,775 for regular ed students and this will make a difference in the budget. Mr. Gerber is not aware of the rate for special education students but will check into it. Federal Revenue expected is 835,000 – title grants.

Barb – 50,000 expenses came in after budget was approved and 5,000 was for training and 45,000 for contract which will be discussed. Barb stated that considering what we went through, Dr. Romaniello and Mr. Figueroa managed the 2018-2019 year expenses well. Dr. Amprey asked about inconvenience of late arrival funds and whether it was ratified. Barb mentioned that at one point RSD would not pay and we billed the State with no problems. The end of year was paid by RSD. This, Barb mentioned, has not hurt us

The Board then took the following action:

MOTION by Mr. Jefferson to adopt resolution 4.01.01 thru 4.01.05; seconded by Dr. Amprey. Motion passed unanimously by roll call vote of all members present.

5. CEO/COO and CAO/Principal's Report -- Angel Figueroa and Angelo Romaniello

Mr. Figueroa commended Barbara for her expertise and conservative approach that we have been able to get through. Mr. Figueroa reported that when budget was proposed, we were understanding that changes would be made. We are at our last space in defense with RSD – real survival mode. We are aware, if we have to pivot again so that deficit does not improve, we will make sure that we have the Learning Facilitators we need to support 300+ learners, this also includes administration. We are doing what we need to do with recruitment, attendance and understanding that recruitment doesn't stop. We are typically behind RSD but this year we are 3 weeks behind and it does affect attendance. We anticipate a spike in enrollment come the 5th of September. We have to also aggressively go out and recruit. We will be going door to door and inform parents that school did start at ILCS. School will strive regardless if we have to make cuts or even if I have to take a temp pay cut, I will. ESL Dept is short 2 1/2 LF so we need an ESL department. Mr. Figueroa assured the Board that this is in front of us and we are at a place that we have not experienced before.

Discussion: Mr. Montemurro asked how informed are the Learning Facilitators in reference to enrollment. Mr. Figueroa mentioned that we are dealing with a real situation. Union Leadership was informed that if numbers don't increase that we will make drastic changes. Dr. Romaniello is prepared to adjust and it's not easy when 4 senior teachers decide to quit at the last minute.

Dr. Romaniello thanked the Finance Department, Barbara and Bryan. Dr. Romaniello welcomed the Board to the 2019-2020 School Year. Dr. Romaniello informed the Board that we had an outstanding 1st week, message is we have to be awesome and have ownership to what we do. As of June, we lost 9 key employees. Working now on borrowed time, 5 employees gave only days notice.

Dr. Romaniello reported that the start of school year was the best. Students are happier, eager and wearing uniforms top to bottom. Numbers are lower but quality of instruction are top notch. This tells us that Reading does want to learn. 42 learners have not shown up taking it to 342.

We are sitting at 310-320. This is 100 short of where we need to be. Has confidence that recruitment will bring in what we need. There's 30 pending files for this week. Process is timely because we have to make sure all required documents have been received. Most students are 9th & 10th grade learners. These learners tend to stay if treated well. We currently have 183 EL and 89 IEP's. Our 2 ESL teachers have resigned but will stay 60 days. IEP teachers also resigned but gave 60 days. All went to Muhlenberg and they are willing to work with us

Tomorrow is our Bonanza, welcome back, Hot Dogs & hamburgers, recruitment team will be on site to enroll. Tues & Wed students will be off and staff will making home visits and calls. 9/5 is the official 10th day and learners who have not showed up will be dropped as NO SHOW. 3Rd & 4th will be PD days and making calls. Mr. Montemurro asked if this is the 1st year making home visits. Dr. Romaniello mentioned he got the idea from Mr. Figueroa as this was done many years ago. Following are dates of events:

- On Sept 5, the no shows will be called and visited again and we will have a true count on 9/6.
- 9/14 Spanish Heritage Month – big festivities.
- 9/18 back to school night 5 to 7 parents will get schedules and meet teachers

Barb mentioned that Board needs to approve the revised calendar. Move to make revision 2019-2020 school calendar to reflect the 2 days 9/3 & 9/4 as non student days.

The Board then took the following action.

MOTION was made by Mr. Jefferson to approve the revision of the 2019-2020 school calendar to reflect the 2 days 9/3 & 9/4 as non student days; seconded by Dr. Amprey Motion passed unanimously by roll call vote of all members present.

Executive Session – nothing for executive session.

6. Administrative/Operations/Legal

6.01 Action to approve items listed.

6.01.01 Approve the attached 2019-2020 Course Catalog.

Discussion: Dr. Romaniello informed the Board that honors courses were added to the catalog.

The Board then took the following action.

MOTION was made by Mr. Jefferson to approve the revision of the 2019-2020 school calendar to reflect the 2 days 9/3 & 9/4 as non student days; seconded by Dr. Amprey

Motion passed unanimously by roll call vote of all members present.

6.01.02 Authorize Bryan Gerber to be a signatory on all I-LEAD Charter School banking accounts, revoke the authorization of Lizette Flowers, approve the attached memorandum pertaining thereto, dated August 26, 2019, and direct the Chair to sign the said memorandum.

Discussion: Mr. Gerber mentioned that the document was not included but will be ratified and Mr. Figueroa will sign.

The Board then took the following action.

MOTION was made by Mr. Jefferson to approve Authorize Bryan Gerber to be a signatory on all I-LEAD Charter School banking accounts, revoke the authorization of Lizette Flowers, approve the attached memorandum pertaining thereto, dated August 26, 2019, and direct the Chair to sign the said memorandum; seconded by Dr. Amprey.
Motion passed unanimously by roll call vote of all members present.

- 6.01.03 Approve the attached schedules of lease payments for the period July 1, 2015, through June 30, 2018, and direct the I-LEAD Charter School individuals designated thereon to complete the designated certifications.

Discussion: Barbara discussed with the Board all of the lease payments.

The Board then took the following action.

MOTION was made by Mr. Jefferson to approve the attached schedules of lease payments for the period July 1, 2015, through June 30, 2018, and direct the I-LEAD Charter School individuals designated thereon to complete the designated certifications; seconded by Dr. Amprey.
Motion passed unanimously by roll call vote of all members present.

- 6.02 To approve the attached revised Budget for the 2019-2020 fiscal year, dated August 26, 2019

Discussion: The Board had previously discussed the revised budget and had no further discussion.

The Board then took the following action.

MOTION was made by Mr. Jefferson to approve the attached revised Budget for the 2019-2020 fiscal year, dated August 26, 2019; seconded by Dr. Amprey.
Motion passed unanimously by roll call vote of all members present.

7. Personnel

The Board then took the following action:

MOTION by Mr. Jefferson to adopt resolution 7.01.01 and 7.01.02 with the exception of

termination of Martha Kase and not resignation as follows; seconded by Dr. Amprey.

7.01.01 To approve hiring the following individuals for the positions indicated at the salaries indicated:

Amy Heinz - Human Resource/Payroll/Executive Assistant - \$38,000

Bryan Gerber - Director of Finance - \$70,000

Ryan Knox - Science Learning Facilitator - \$56,600

Lorenzo White - Non Certified Learning Facilitator - \$37,000

Sara Torres - Empowerment Coach - \$29,347

Brian Welsh - Math Learning Facilitator - \$50,100

7.01.02 To approve the resignations of the following individuals:

Lizette Flowers - Director of Human Resource

Tamica Walsh-Cheney - Learning Facilitator

Iva Moyer - Spec. Ed. Teacher Consultants

Maria Avila - Learning Facilitator

Yasmarie Aponte - Learning Facilitator

Martha Kase - Learning Facilitator

Jassinya Alvarado - Learning Facilitator

Richard Burgon - Learning Facilitator

Luis Rivera - Lunch Aide

Discussion: Mr. Figueroa mentioned it is a termination of Martha Kase not resignation. With the exception of Martha Kase, do we have approval.

The Board then took the following action.

MOTION by Mr. Jefferson to approve the resignations of the individuals listed with the exception of Martha Kase, which is a termination, and seconded by Dr. Amprey.

Motion passed unanimously by roll call vote of all members present

8. New Business – Mr. Montemurro introduced to the board members the idea of being sworn in and taking oath. He has verbage that should be used. Way to approach is if resolution is approved, we can swear in board members at the next board meeting.

Discussion: Mr. Jefferson questioned when this would take place and who would come in to perform the swearing in. Mr. Figueroa will look into getting a local judge attend the meeting and swear in the board members. Barbara Wilkinson-Sykes mentioned that there was a change in the school

calendar.

The Board then took the following action.

MOTION by Mr. Jefferson to approve the resolution introduced of having the Board Members sworn in and take an oath and seconded by Dr. Amprey.
Motion passed unanimously by roll call vote of all members present.

9. Adjournment

MOTION by Mr. Jefferson to adjourn the meeting; seconded by Dr. Amprey; motion passed unanimously by voice vote of all members present.

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,
Dr. Robert S. Natalini, Secretary