

September 27th, Board Meeting (Tuesday, September 27, 2022)

Generated by Sarah Birdsall on Thursday, October 20, 2022

Members present

Lowell L Thomas, Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

Meeting called to order at 7:01 PM

1. Preliminary

Procedural: A. Call to Order

Procedural: B. Roll Call

Information: C. Mission and Vision

2. Communications

Procedural: A. Executive Sessions

Procedural: B. General Public Comment

Action, Minutes: C. Approval of the August 2022 Board Minutes

Motion to approve the August Board Minutes

Motion by Michael Adler, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

Action, Minutes: D. Approval of the August 29th Special Board Meeting Minutes

Motion to approve the August 29th Special Board Minutes

Motion by Chris Rossi, second by Katie McGeehan.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

3. Reporting

Discussion: A. CEO Report

-Next Board of Trustees Meeting- October 25th, 2022

-DEI Update

-Community Update

Discussion: B. CAO Report

CAO Report

-State Assessments Measures Report

Discussion: C. Executive Director Report

-Enrollments and Withdrawl Updates

Discussion: D. COO/CFO Report

August Financials

Stipends – adjustment of some amounts from the budget

Employee List, as of September 19, 2022

Investment Options

Divvy Credit Card and Expense Reimbursement Platform
TD Bank Corporate Credit Card Platform
Policies
Bregenser Contract

4. Action Items

Action: A. August Financial Report and Disbursements
Motion to approve the August 2022 financial report and disbursements.

Motion by Edward Knittel, second by Michael Adler.
Final Resolution: Motion Carries
Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

Action: B. Stipends
Motion to approve the adjusted stipends as shared with an effective date of the 2022-2023 school year.

Motion by Chris Rossi, second by Katie McGeehan.
Final Resolution: Motion Carries
Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

Action: C. Employee List, as of September 19, 2022
Motion to approve the Employee List, as of September 19, 2022

Motion by Michael Adler, second by Chris Rossi.
Final Resolution: Motion Carries
Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

Action: D. Investment Options
Motion to approve the Investment Policy Statement, authorize the COO/Interim CFO, Beth Jones, to sign related agreements, and transfer of \$10M from our checking account to a newly created account with Northeast Financial Group for investment in compliance with Act 10 of 2016.

Motion by Edward Knittel, second by Michael Adler.
Final Resolution: Motion Carries
Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

Action: E. Divvy Credit Card and Expense Reimbursement Platform
Motion to approve the Account Application, ACH Authorization Agreement, and Charge Card Agreement, to authorize the COO/interim CFO, Beth Jones, to sign any necessary additional documents related to Divvy.com, to authorize the use of rewards points to pay down the balance or provide cash back to the school, and to authorize the COO/Interim CFO to increase the virtual credit card limit to \$100,000 when needed for business purposes.

Motion by Chris Rossi, second by Edward Knittel.
Final Resolution: Motion Carries
Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

Action: F. TD Bank Credit Card Agreement and limit Increase
Motion to approve the Master Agreement, to authorize the COO/interim CFO, Beth Jones, to sign any necessary additional documents related to this change, to authorize the use of rewards points to pay down the balance or provide cash back to the school, and to authorize the COO/Interim CFO to increase the credit card limit to \$250,000.

Motion by Michael Adler, second by Chris Rossi.
Final Resolution: Motion Carries
Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

Action: G. Job Descriptions

Motion to approve the new Job Descriptions and stipend positions

Motion by Katie McGeehan, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

Action: H. Policies

Motion to approve the updated policies – Residency, Travel and General Expenses, Social Media for Employees, and the group of policies related to Employee Leaves of Absence.

Motion by Chris Rossi, second by Edward Knittel.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

Action: I. Exude Proposal

Motion to approve the Exude Inc., proposal for continued use of the DEI Consultant, which will be an hourly billing, to support the implementation of the DEI Strategic Planning

Motion by Katie McGeehan, second by Michael Adler.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

Action: J. Bregenser Contract

Motion to approve the Bregenser Contract

Motion by Chris Rossi, second by Edward Knittel.

Final Resolution: Motion Carries

Aye: Michael Adler, Chris Rossi, Alice Solomon, Katie McGeehan, Edward Knittel

5. Announcements

Information: A. Next Board Meeting - October 25th, 2022 at 7:00pm

6. Adjournment

Procedural: A. Meeting Adjournment

A handwritten signature in black ink, appearing to read "E. Knittel". The signature is stylized with a large, sweeping initial "E" and a circular flourish at the end.