

Regular Board Meeting (Monday, December 17, 2018)

Generated by Beth Jones on Monday, December 17, 2018

Members present

Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone, Chris Rossi (after approval)

Meeting called to order at 5:06 PM

1. Preliminary

Procedural: A. Call the Meeting to Order - 7:06pm

Procedural: B. Roll Call

In Attendance: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone

Action: C. Board of Trustees Appointment - Christopher Rossi

Motion to approve the appointment of Christopher Rossi to the Board of Trustees

Motion by Michael Adler, second by Lowell L Thomas.

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone

Procedural: D. Swearing-in of Board Members

All Board members present including Chris Rossi (new member), were sworn in by Pat Hennessy (attorney).

Action: E. Approve Agenda

Motion to approve the agenda as presented

Motion by Michael Adler, second by Aviva Moore.

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone, Chris Rossi

2. Communications

Procedural: A. Executive Session - none.

Procedural: B. General Public Comment - none.

Action, Minutes: C. Approval of Board Minutes from October 15, 2018

Motion to approve October 15, 2018 Board meeting minutes.

Motion by Michael Adler, second by Chris Rossi.

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone, Chris Rossi

3. Reporting

A. CEO Report

B. Executive Director Report

a. Student Family Events

b. Enrollment Update

c. STAR 360 K-8 Benchmark

d. USA Test Prep 9-11 Benchmark

e. Students First Check In/Family Pulse Check

C. CFO Report

1. October and November 2018 Financial Reports and Disbursements

2. Benefits Broker, Payroll/HRIS Service Provider, and 2019 Benefits Selection and Costs

3. Unemployment Insurance Reserve and Stop Loss Insurance

4. 2017-2018 Audit Report

5. Bonus Funds Reallocation

4. Action Items

Action: A. October and November 2018 Financials

Motion to approve the October and November 2018 Financial Reports and Disbursements

Motion by Michael Adler, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone, Chris Rossi

Action: B. Employee List

Motion to approve the Employee List as presented

Motion by Michael Adler, second by Michele McKeone.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone, Chris Rossi

Action: C. Employee Benefits Broker, Payroll/HRIS Provider, 2019 Benefits Selection, and Employee Contribution Rates
Motion to approve:

- End co-employer PEO relationship with Paychex as of the end of the day, December 31, 2018,
 - BeneServ to serve as ISPA benefits broker,
 - Proxus to serve as ISPA payroll and HRIS provider, and
 - 2019 Benefits Selection and Employee Contribution Rates as provided in the Board's Executive Summary.
- Motion by Michael Adler, second by Aviva Moore.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone, Chris Rossi

Action: D. 2017-2018 Audit Report

Motion to approve the 2017-2018 Audited Financials.

Motion by Michael Adler, second by Aviva Moore.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone, Chris Rossi

Action: E. Unemployment - Tax Paying Employer to Claims Reimbursable Employer

Motion to approve service arrangement with First Nonprofit and Interstate Tax Services (TPA) effective January 1, 2019.

Motion by Michael Adler, second by Michele McKeone.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone, Chris Rossi

Action: F. Conflict Of Interest Policy

Motion to approve the Conflict of Interest Policy

Motion by Michael Adler, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone, Chris Rossi

Action: G. Elimination of Employee Bonus Plan

Motion to reallocate the 5% (of salary) bonus line item of the 2018-2019 budget as follows:

- Approximately 45% of the budgeted bonus amount would be used for an approximate 2% salary increase for ISPA employees and the 702 category of K12 employees, effective for the 2019-2020 school year.
- Approximately 45% of the budgeted bonus amount would be used to increase the tuition reimbursement benefit amount available for ISPA employees, effective January 2019.
- The remaining 10% would be set aside to help pay for the PSERS employer contributions related to the increase in salaries.

Motion by Michael Adler, second by Aviva Moore.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone, Chris Rossi

5. Announcements

Information: A. Winter Break

6. Adjournment

Action, Procedural: A. Meeting Adjournment

Motion to adjourn the meeting

Motion by Lowell L Thomas, second by Chris Rossi.

Final Resolution: Motion Carries

Aye: Aviva Moore, Lowell L Thomas, Michael Adler, Michele McKeone, Chris Rossi