Environmental Charter School
December Board Meeting
December 17, 2019
6:30 pm Eastern Time

Draft Agenda
I. Call in # 412-618-4661. code 1000#
II. Call to Order (Molly Bennett)
III. Pledge of Allegiance (ALL)
IV. Recognition of Guests (Molly Bennett)
V. Public Comment
VI. Consent Agenda

Financial Reports as of October 2019
1. Draft October 2019 Balance Sheet
2. Draft Budget vs. Actual July 1, 2019 - October 31, 2019
3. Draft October 2019 Income Statement
4. Fixed Charge Ratio Covenant - ECS 6.30.19
5. Payments over $500 - October 2019
6. 11.30.19 Cash Flow

Board Meeting Minutes - October/November 2019
FNB Credit Card Application - Credit Increase to $125k
Preventative Maintenance Proposal

Resolution 2019-12-2015: be it resolved by the Board of Trustees of the School, that the Consent Agenda for December 2019 be approved.

VII. Board Education
ECHS Program Presentation
Mission Moment - "Wake Up ECS"
Act 55 Board Training - section 2
Brick "Fundraiser" - Board Member Saturday Installation

VIII. Business (Committee Reports)
Executive (Molly Bennett)
Governance (M. Bernardine Dias)
Finance/Facility - ECHS - 2020 Capital Projects (P/I/M) (Dan Kiefer)
Education (Lisa Elliott)

IX. Other Business
Clearances
1. Clearances for Board
Mandated Reporter Training https://www.pa-fsa.org/Mandated-Reporters/Mandated-Reporters-Training/On-Demand-Online-Training/On-Demand-Online-Training-Registration

X. Executive Session
HR/Staffing Monthly Report (James Doyle)
Collective Bargaining Update

XI. Adjourn
Meeting Minutes:

Meeting commenced at 6:33pm.

Welcomed new guest, Latonia Cherry. New Senior Home Office Manager. No other guests present.

Board Education Update:

- Watched a portion of mission moment: Middle School Wake up ECS. Goal of program is to tie in to something going on in the school during the month and general announcements. Way to get students excited about school and showcase the work that is happening. The presentation was from December 9th.
- ECHS Presentation: Had presentation for parents on Thursday December 12. About 50 folks attended the presentation last week. Goal was to connect to the information for ECHS, and also hearts and minds across the organization. Reason folks jump to school is programming, so wanted to connect on this to build this trust and connection to parents so that they are able to move forward on this journey with us. Balance of presentation: connection to student/child/remembering why we are here. The context of this presentation came first with sitting with every 8th grader prior to their parents (also would like to do 7th and 6th graders). The board was given an update on this presentation from Nikole Schaeffer. Questions from board: Who is doing Career and Tech training? A: We will be developing partnerships now. Student can still go through Boilermaker training, for example. 9th grade academy was not successful in 2010, 2011, 2012 in other districts, what are we doing differently? What does this mean? A local school district, for example, was not successful and did not work. What are we doing to mitigate this? A: Hiring the right people is critical. Often, there are individuals who do not want to work with this age group. Also having the administrator who is dedicated with this group, they are 100% devoted to the students and that staff. If we don't get 9th grade right, 10, 11 and 12 will not go well. Other 9th grade academies were more social, so this could have been the problem. Also challenging as they were in the same building as the 10-12. Our focus on counselor, career and college readiness should provide the skills and training and social emotional to go on. This is an area that is worth the design team to pursue in the future. Other question: what does technology integration look like? Vicki Hsieh is working on the integration and standards. Idea is to have someone in each grade level that can understand all the real world usages of technology. Will we integrate programming languages? This is up to the graduation project. For high school majors, are they locked into these when they start? This is more just a lens to look at graduation program, not locked in but will instead help to create a focus for the project. Any connections to construction/architectural, Dan can be a support. Career day is happening if February, topic is building curiosity and telling your story about what different folks do.

Consent agenda: Anything to pull to discuss? Motion made by Dan to approve. Second by Sarah, all in favor, no opposed. Motion passed.

Act 55 Board Training

- Kevin has transferred knowledge to Jon and Jon will now be a state trainer for ECS on Act 55. We will begin having items on our agenda each month around Act 55 to learn more about these topics, better format for the content. Jon has uploaded the .pdf of the training on Act 55. Board members are asked to flip through document and Jon will reach out and ask some questions around the content after the board has had the chance to review. Hours will be recorded and via sign in sheet that Dwight has. No questions.

Brick Fundraiser: Will be working on capital budget plan (Jon and Dan) and as part of this we also will start embedding the bricks that we have from a past fundraiser into a concrete park. Jon will work with facilities folks to find out a Saturday when we can do this. These bricks will fulfill the wishes of our parents.

Committee Reports:
Executive Committee:

Met last week. Meetings will now have a regular agenda and in them discusses the important items that have come up over the past month. Build the agenda for this meeting, and also focuses on a topic the executive committee works on. Right now it is succession planning and board recruitment. This is the underlying foundation for board recruitment, particularly officer positions. This should continue in January. Skills needed: HR, banking, finance, labor union, and legal for board recruitment.

Mid year review of CEO will commence in January. Then moving into risk management work around policies and risks to the organization. Will have all committee agendas in board bookit including minutes Questions for Executive Committee: none

Governance Committee:

Technology review for board, members encouraged to go in and look at more closely. Governance committee has been looking at technology over the past 6 months. Went through presentation on technology. Discussed current use, short term plans, and long term goals. The technology assessment was split by how we use each tool and what we still need. Also have been working on distribution lists for board and various committees. For roles and responsibilities, much troubleshooting and knowledge are with specific board members, need to ensure that this moves with succession through all members. Discussed progress and challenges to the technology needs and then had a detailed review of each tool and how we should be using it. Discussed plan and goals for short term and long term goals. Will continue to use boardbookit for calendars, committee meetings and agendas. Board members are asked to review the presentation (populated in the December 2019 Board Book). Reminder: also need all bios and photos from board members for the ECS website. Also discussed technology policy for the board (also ties into risk management) and what this can look like moving forward. Also, is there a roll-off process for board members. This will be an ongoing conversation.

Finance/Facilities:

Readying next steps around new budget. Capital budget is included here. Crawford Ellenbogen working through 5 year proforma. Have been looking at risk assessment work as part of onboarding. Took larger look at systems through this. Finance committee reviewed financials for the month. There is an increase in the reimbursement from PPS, which helps to balance some of the anticipated expenses with new school development. Also looking at systems that support credit card usage (Sarah and Ben on this). $125K limit increase in minutes. For Rogers, also still working through reconciliation. Nikole leading the work in reconciliation in partnership with primary contractor. Working with FNB to manage debt services, and Sarah is assisting with looking at the deeper financial analytics like cash flow and proforma. Lots of expertise from the board on finance, fortunate to have this additional support along with Ben’s leadership. Dan has contacts at FNB as well.

Education:

Education committee met and will be shared when Lisa returns.

Other Business:

Clearances for board: all board members will need to update clearances. Clearances can be sent directly to Dwight from Board members. Note that if you have lived in PA for 10 years (consecutive), there is a waiver and affidavit as opposed to FBI clearance. Board members are also asked to do the mandated reporting for child abuse. This is now an expectation for board members. Mandy found a different training that is significantly more streamlined than the Pitt training that staff complete. There is a $30 charge for the new mandated reporter training. This is covered through ECS. Charlie described a board-specific virtual credit card that we will set through FNB. This account will be closed
once all members register. Once board members complete the training a certificate will be provided. This can be sent directly to Dwight, along with clearances. Any questions, can e-mail Dwight as well. Clearances for volunteers are good for 5 years, as long as board members have clearances within 5 years they are still valid.

Karen motion to conclude. Dan second. All voted in favor of moving to Executive Session at 7:42

Executive Session commenced immediately after.

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<th>Attended</th>
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<td>Michael Aronson</td>
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<td>Molly Bennett</td>
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Signed By                                                                                                                                                          Date