



2109 Bally Drive Northampton, PA 18067

Minutes Thursday, May 11th, 2017 4:00 PM

Meeting Site: Shiloh Church, 403 Pastor Fred Davis St. Easton, PA 18042 *** Note the change in location, we have permission to meet there through June. Room to be decided.

| Last Name | First Name | Term | Telephone | Email Address | Affiliation | Office or Committee |
|-----------|------------|------|-----------|---------------|-------------|---------------------|
| | | | | | | |
| Zattoni | Michelle | | | | | President |
| Ashby | Hollis | | | | | |
| Anderson | Tela | | | | | |
| Beach | Alicia | | | | | |
| Cummings | Hollie | | | | | |
| Kratzer | Al | | | | | |
| Lenzer | Patricia | | | | | Treasurer |
| Lieberman | Michael | | | | | |
| Nieves | Jana | | | | | |
| McPherson | Shae | | | | | |
| Miller | Leigh | | | | | |
| Wiltshire | Stephan | | | | | |
| | | | | | | |
| Ciociola | Mel | | | | | |
| | | | | | | |
| Reinke | Peter | | | | | Rep. of Developer |
| Lubben | Thomas | | | | | TLC Consultant |

| | |
|---------|--------|
| Hughes | Joanna |
| Hudlow | Ken |
| Ferrara | Shawn |

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| Chief Sch. Admin. |
| Principal |
| Chief Adm. Officer |

Kindly update the information above as needed...

1. Call to Order: (6 Required for a Quorum) The meeting commenced at 4:21 with 7 members in attendance. One guest was present and three TLC representatives.
2. Acceptance of the Minutes from:

Motion to Accept Minutes of April 2017: MM: Miller SM: _Lenzer Action: Carried 7-0
3. President's Comments: The President thanked the board for their support at the Friends and Founders event.
4. Consultant Report:
 - A. **ENROLLMENT Update:** As of May 11, 276 students are fully enrolled with 7 full weeks left of major recruitment.
 - B. **Parent Interviews:** We have met with over 180 parents to date. We will continue this Saturday at the Allentown school site. In addition we have scheduled three evening dates at the Palmer Community Center for June.
 - C. **Friends and Founders Summary:** The event brought us a profit of \$8,173.15. This includes \$5,000 in outstanding amounts from sponsors.

| | | | | |
|---------|-------------|----------------|------------|----------|
| 4/4/17 | Metro Fax | Fax On-Line | TLC Credit | \$12.95 |
| 4/9/17 | J. Zupko | Salary | TLC Check | \$945.98 |
| 4/9/17 | D. Phillips | Website | TLC Check | \$267.64 |
| 4/9/17 | The Press | Advertise. | TLC Check | \$500.00 |
| 4/9/17 | PenServe | Pension Set Up | TLC Check | \$500.00 |
| 4/9/17 | Will. Green | Room Rental | TLC Check | \$200.00 |
| 4/9/17 | St. Paul's | Room Rental | TLC Check | \$250.00 |
| 4/9/17 | Will. Green | Room Rental | TLC Check | \$250.00 |
| 4/9/17 | AAECS | Post Cards | TLC Check | \$50.00 |
| 4/12/17 | Wix | Monthly Web. | TLC Credit | \$14.00 |
| 4/25/17 | USPS | Stamps | TLC Credit | \$98.00 |

4/27/17 Zupko Salary TLC Check \$669.72

D. **Financials: (Loan Acquisition)**- Dr. Lubben shared the details of the loan from Community First Fund for \$500,000 along with a \$250,000 line of credit. The appropriate resolution follows. Dr. Lubben explained that this funding is instrumental in getting us through the first few months of the school year when we experience the major lack of cash flow.

- E. **Update on Personnel:** (Joanna Hughes, CEO)- Ms. Hughes is still working to find a Nurse and Custodians.
- F. **Technology:** (Shawn Ferrara, CAO): Mr. Ferrara explained Power School, Leader Services, and the Purchase of Lap Top Computers for Teachers. All wiring is ready to go into place at the school site.
- G. **Personnel:** All Personnel recommendations remain confidential since most all of these candidates currently hold full time positions. These are all subject to the candidates completing all state required clearances.

The attached personnel list must be approved by a voice vote:

Motion to approve the attached personnel list:

MM: Lenzer SM: McPherson Voice Vote: All 7 said yes in a voice vote.

- H. **Vendor Updates:** Dr. Lubben explained the three invoices that will be presented to Community First Fund at the loan closing. These are all within our budget.

5. **Financial Report: These are expenses accrued 4/1/17-4/29-17.**

April Expenses

| | | | | |
|---------|-----------|--------------|------------|----------|
| 4/27/17 | Phillips | Website | TLC Check | \$187.50 |
| 4/28/17 | Kiwanis | Membership | TLC Check | \$150.00 |
| 4/29/17 | Delicioso | Refreshments | TLC Credit | \$69.63 |

Total for April \$4,165.42

Total to
Date \$4,165.42

Approve Expenditures: MM: Lenzer SM: McPherson Action: Carried 7-0

(It is understood that these expenses will be reimbursed within the first three years of the school operation.)

- 6. **Changes to the Lease: (Language to be added)** President Zattoni explained the modifications needed in the lease to accommodate the building owner's loan needs.

MM: Lenzer **SM:** Wiltshire **Action:** 6-0 with Lieberman Abstaining

- 7. **Resolution to approve our Loan: (Language to be added)**- The attached resolution will be signed by the Board President, Acting Secretary, and Treasurer and present, at closing, to Community First Fund.

MM: Miller **SM:** Lieberman **Action:** 7-0 Carried

8. **New Business:** Stephan Wilshire invited Ms. Hughes to join the Easton Multi-Cultural Committee. Ms. Hughes commented on our growing involvement with the local NAACP. Dr. Lubben mentioned that we have also joined the Easton Kiwanis Club
9. **Next Meeting Date-** Thursday, June 8th at 4:00 PM
10. **Motion to Adjourn at 5:14 PM:** MM: Lieberman SM: Cummings Action: 7-0

Respectfully submitted,
Tom Lubben
Acting Board Secretary