



2109 Bally Drive
Northampton, PA 18067

Minutes
Monday, April 18th, 2016
7:00 PM

Shiloh Church, 403 Pastor Fred Davis St., Easton, PA 18042

Zattoni	Michelle	Present	President
Ashby	Hollis	On leave - 1 year	
Anderson	Tela	Present	
Beach	Alicia	Present	
Cummings	Hollie	Present	
Kratzer	Al	Absent	
Lenzer	Patricia	Proxy	Treasurer
Lieberman	Michael	Proxy	
Nieves	Jana	Present	
Miller	Leigh	Present	
Wiltshire	Stephan	Present	
McPherson	Shae	Present	Potential board member
Reinke	Peter	Absent	Rep. of Developer
Lubben	Thomas	Absent - vacation	TLC Consultant
Hughes	Joanna	Present	Chief Sch. Admin.
Hudlow	Ken	Absent	Principal
Ferrara	Shawn	Absent	Chief Adm. Officer

1. Call to Order:
2. Approval of Minutes: Minutes were approved as submitted.
3. Approval of New Board Members: Shae McPherson.
MM: Stephan Wiltshire SM: Leigh Miller Action: Carried 8-0
4. Nomination and Approval of Vice President: Leigh Miller is the new Vice President.
MM: Hollie Cummings SM: Stephan Wiltshire Action: Carried 8-0
5. Upcoming Event Reminder: Members were reminded to confirm attendance and guest count for "Friends and Founders" Event.

6. Consultant Report: Dr. Lubben was scheduled to be absent however, Ms. Joanna Hughes submitted the consultant report.

- A. **ENROLLMENT Update:** Enrollment continues to be open with approximately 300 prospective students in which half have completed the required paperwork. Kindergarten and first grade are full, second to fourth grades enrollments are rising weekly.
- B. **Parent Interviews:** There will be three (3) opportunities in Allentown and Easton, for parents to speak to administration about the school over the next 2 weeks.
- C. **NAACP Presentation:** Contrary to the media coverage, the presentation was well received by the NAACP. They are open to building a relationship with the school.
- D. **Update on Personnel/ Interviews:** The interviews are going well. See section 6F.
- E. **Technology:** Shawn was unable to attend but Ms. Hughes advised that all wiring, security, and internet, etc. is on schedule and within its respective budget.
- F. **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 personnel list was approved as follows:
MM: Hollie Cummings SM: Jana Nieves Voice Vote: The six (6) voting board members that were present and two (2) proxies.

*The Teacher Contracts and Office Staff Recommendations were tabled until President Zattoni reviews and signs the contracts.

7. Financial Report: Expenses Accrued from 2/22/17 through 3/31/17.

2/22/17	USPS	Stamps	Easton Bd.		98.00
2/24/17	J. Zupko	Sect. Salary (Bi-Week.)	Easton Bd.		612.00
2/27/17	Wix	Website Pay. (Mo.)	Easton Bd.	On-Line	14.00
3/1/17	Face-book	Boost Adv.	Easton Bd.	On-Line	127.00
3/6/17	NJ Media	Advertisement	Easton Bd.	On-Line	600.00
3/16/17	Deb Phillips	Website Mgt. (Mo.)	Easton Bd.	TLC Check	300.00
3/16/17	J. Zupko	Sect. Salary (Bi-Week.)	Easton Bd.	TLC Chec	602.25
3/24/17	Wix.	Website Pay. (Mo.)	Easton Bd.	On-Line	14.00
			Easton Bd.	TLC Credit	\$9.31
3/27/17	Staples	Needed Copies			\$10.03
3/27/17	J. Zupko	Sect. Salary (Bi-Week.)	Easton Bd.	TLC Check	909.85
3/28/17	Forks Town.	Rental for Open House	Easton Bd.	On Line	230.00
3/28/17	USPS	Stamps for Mailing	Easton Bd.	TLC Credit	147
3/31/17	Facebook	Boost Adv.	Easton Bd.	On Line	60.00
Total					\$2831.64

Total to Date	\$31,612.01
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Please note, these expenses are to be reimbursed to TLC within 3 years of the opening of the charter school. No expenditures need to be paid if the charter school fails to open.

In addition to above report, the “development fund” to this date has the following sponsorship commitments:

- A. Main Sponsor: Equinox Insurance \$5,000 (\$2,500 rcd. To date.)
- B. Major Sponsor: Corporate Environment \$2,000 (\$2,000 rcd. To date.)
- C. Major Sponsor: Vonage \$2,500
- D. In-Kind Sponsor: The State Theatre (A reduced rate for the room use.)
- E. Sponsor: TLC Art Schools \$1,000 (\$1,000 rcd. To date.)
- F. Sponsor: The Lieberman Family \$1,000 (\$1,000 rcd. To date.)
- G. Sponsor: ALT Realty \$2,500 **received?**

MM: Leigh Miller SM: Hollie Cummings Carried- 8-0

8. New Business:

A. Special Resolution For Pending Loans:

The six (6) voting board members that were present and two (2) proxies agreed to the special resolution for pending loans. All signed documents were given to Ms. Hughes to pass on to Dr. Thomas Lubben for record keeping and submission to affected parties. Absent parties will be requested to sign at the next meeting.

B. Special Resolution for Reimbursement of Expenses:

The six (6) voting board members that were present and two (2) proxies agreed to the special resolution for reimbursement of expenses. The voice vote was carried 8-0. All signed documents were given to Ms. Hughes to pass on to Dr. Thomas Lubben for record keeping and submission to affected parties. Absent parties will be requested to sign at the next meeting.

C. Approval of Policy for “Conflict of Interest:

The six (6) voting board members that were present and two (2) proxies including President Zattoni agreed to the special resolution for reimbursement of expenses. Signed documents were given to Ms. Hughes to pass on to Dr. Thomas Lubben. Absent parties will be requested to sign at the next meeting.

9. Next Meeting Date- Thursday, May 11th, 2017 at 4:00 PM—Shiloh Church (room TBD)

10. Adjournment: The meeting was adjourned at 4:47 PM:

MM: Leigh Miller SM: Alicia Beach All (6) present said “aye”.

Respectfully submitted,
Michelle Zattoni