



## BOARD OF TRUSTEES

### Meeting Minutes

October 26, 2017

Michelle Zattoni, Pres.  
Tela Anderson  
Hollis Ashby, 1 yr. leave  
Alicia Beach  
Hollie Cummings

Al Kratzer  
Michael Lieberman  
Jana Nieves  
Shae McPherson  
Leigh Miller

Peter Reinke, Developer Rep.  
Joanna Hughes, CEO  
Ken Hudlow, Principal  
Shawn Ferrara, CAO  
Dolly Cary, Secretary  
Thomas Lubben, TLC

#### 1. **Call to Order**

The meeting was called to order at 5:04 p.m. by Ms. Zattoni.

#### **Roll Call**

**Present: Board** – Michelle Zattoni, Hollie Cummings, Jana Nieves, Al Kratzer, Michael Lieberman, Leigh Miller, **Staff** – Joanna Hughes, Shawn Ferrara, Dolly Cary, **Guest** – Tom Lubben

**Absent:** Alicia Beach, Tela Anderson, Shae McPherson, **Staff** – Ken Hudlow

#### 2. **Approval of Minutes**

**Motion:** To approve the corrected minutes of the September 28, 2017, Board of Directors meeting. (Lieberman/Miller), Motion carried.

#### 3. **President's Comments**

The ribbon cutting ceremony is scheduled for November 21, 2017.  
Hollie Cummings has agreed to sit on the Finance Committee.

#### 4. **Administrators' Reports**

##### **Joanna Hughes, CEO**

The 3<sup>rd</sup> grade will perform tonight at the State Theatre. The nominal fee charged to see the performance, will offset the cost of the theatre rental. We have entered into a contract with the Public Market and Farmers Market. They will use the school's parking lot when availability permits. Dr. Susan Bostian has been retained as a mentor to work with staff on curriculum, instruction and assessment. We are entering an agreement with Childcare Day Care Center at 45 N. 4<sup>th</sup> Street. They will use our building in the event of an evacuation.

##### **Ken Hudlow, Principal**

As Mr. Hudlow was unable to attend this meeting, Ms. Hughes presented his report. Classes started at Kids Co-op where our kids participate in one-hour gymnastics lessons. On October 17, the Easton Fire Department visited the Arts Academy where the students listened to a talk by the firemen on fire safety, then toured two different fire trucks. Mr. Hudlow completed training on the PAETEP evaluation program. He, in turn, will train the teachers. This program will be used for teacher evaluations. Our Parent-Teacher Organization has gotten started and their first fund-raiser is the SaveAround Coupon Books. The books sell for \$25 and the school profits 50% of each book sold. Students will participate in Trunk or Treat on October 31.

## **5. Financial Report**

### **Shawn Ferrara, CAO**

The current student count is 348 with 7 additional students being reviewed. We moved to direct billing with Easton. As of October 19, the check register balance is \$303,763.65. The Operating Account is at \$40,004.91. This account is a running record from the start of the school's operation. The Transportation Account, with a balance of \$2,539.11, is a self-sustaining account with payments from the parents of the students attending our school. The Development Account is set up for the larger events and has a balance of \$13,521.08. Food Service has a balance of \$4,379.48 and Petty Cash balance is \$28.25.

**Motion:** To approve the Financial Report as presented. (Lieberman/Nieves) Motion carried.

## **6. Committee Report**

Governance Committee – Leigh Miller stated no report at this time.

## **7. Tom Lubben, TLC**

Dr. Lubben stressed the importance of the Board and the need to strengthen the Board function. Three committees are needed: Executive Committee, Finance Committee, and a Governance Committee. Dr. Lubben is working with our attorney, Brian Leinhauser, on a Governance Policy to be submitted for first reading and approval at November's meeting.

## **8. Old Business**

## **9. Public Comment on Agenda Items**

## **10. Personnel**

### New Staff Appointments

- Jeffrey Moises, Laura Plasner, Rebecca Schone, & Jamie Petro, Substitute Teachers, \$110/day
- Adam Conti, Music Teacher, \$36,000, start 10/16/17
- Giovanni Perna, Substitute Custodian, \$110/day

### Resignations

- Alexandra Straulina, termed date 10/13/17

**Motion:** To amend Laura Plasner's title as a per diem teacher at \$110/day to a long-term substitute teacher at \$40,000 prorated. (Miller/Nieves) Motion carried.

**Motion:** To approve the staff appointments and resignations listed under Section 10, Personnel. (Miller/Lieberman) Motion carried.

**11. New Business**

The Board reviewed the master agreement between the Arts Academy and the State Theatre. Subsequent agreements will be geared to each individual event. The cost for each event will remain the same.

Motion: To approve the master agreement between the Arts Academy and the State Theatre. (Miller/Cummings), Motion carried.

**12. Adjournment**

**Motion:** To adjourn the meeting of the Board of Trustees at 5:45 p.m. (Miller/Nieves), Motion Carried.

*Eleanore M. Cary*

Board Secretary

**Please Note:** The next meeting is scheduled for November 30, 2017, at 5:30 p.m.