



## BOARD OF DIRECTORS

Meeting Minutes  
July 13, 2017

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

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

Al Kratzer  
Patricia Lenzer, Treasurer  
Michael Lieberman  
Jana Nieves  
Shae McPherson  
Leigh Miller

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

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

The meeting was called to order at 6:00 p.m. by Ms. Zattoni.

#### **Roll Call**

**Present:** Michelle Zattoni, Alicia Beach, Al Kratzer, Michael Lieberman, Leigh Miller, Jana Nieves, Stephan Wiltshire (Teleconference)

**Absent:** Tela Anderson, Shae McPherson, Hollie Cummings, Shawn Ferrara

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

**Motion:** To approve the minutes of the June 8, 2017, Board of Directors meeting. (Lieberman/Beach) Motion carried.

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

A review of the committees showed Pat Lenzer, as Chair, Finance Committee; Tela Anderson, Chair, Curriculum and Personnel; Governance and Policy Committee Chair is Vacant.

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

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

July 1, 2017 officially marked the first day of Easton Arts Academy Elementary Charter School. Our administrative staff is operating at the Allentown Arts Academy Elementary until we are able to move to Easton. Our student enrollment is at 326. We are following up with phone calls on enrollments that still require paperwork. The home school districts have been invoiced for our fully enrolled students. We are waiting for approval of payment from the Easton Board.

A meeting is scheduled July 25 with Superintendent John Reinhart, Easton School District. Danielle Shackelford and Grace Neyra are reaching out to the community to establish partnerships and relationships. Ms. Hughes and Dr. Lubben are planning a meeting with Shelly Brown at the State Theatre for future collaborative efforts.

#### **Shawn Ferrara, CAO**

We have a \$500,000. loan with Community First Fund, Allentown office. To-date a total of \$115,000 was drawn down. As of tomorrow, July 15, we will have our first payroll.

***Ken Hudlow, Principal***

We are currently working on scheduling and text book selection. Staff and student policies must also be created prior to the start of school.

**5. *Consultant Report***

***Dr. Lubben, TLC***

**ACTION:** Recommend that the Board consider a \$500 donation to Shiloh Church, Easton, for allowing Easton Arts Academy Elementary School Board and Administration to hold meetings at the church. The money will be withdrawn from the school's development account.

**Motion:** To present a donation of \$500 to Shiloh Church for use of the church's facilities for meeting purposes. (Miller/Lieberman) Motion carried with Beach Abstaining.

Development – Grace Neyra will be coordinating development. Another Friends and Founders Event will be planned for November or December. A grand opening will be planned to officially open the school with a date to be determined. A database will be prepared and forwarded to Ms. Hughes. We are also thinking ahead for a possible 2018 spring event.

Financial – Dr. Lubben reviewed the expenses. The total amount billed for June was \$3,373.91. This amount added to the balance, brings the total amount to \$41,062.62 to be reimbursed to TLC over a 3-year period.

**Motion:** To approve the total of \$41,062.62 to be reimbursed to TLC over a 3-year period. (Beach/Miller) Motion carried with Lieberman Abstaining. (A copy of the expense sheets is filed with this report).

Peoples Security will be used for our payroll, and benefits accounts. Ms. Hughes and Mr. Ferrara will open a general fund account at another bank.

**ACTION:** Explore direct deposit from the school districts vs. receiving paper checks.

Per Mr. Lieberman, August 10 is the tentative move-in date to the Arts Academy in Easton.

**6. *Personnel***

**New Staff Appointments**

- Jerome Crivellaro, Custodian, \$32,000
- Scott Aber, Custodian, \$28,000
- Jesus Vargas, Custodian, \$28,000
- Ann Marie Krumm, School Nurse, \$50,000
- Amy Moyer, 4<sup>th</sup> Grade Teacher, \$38,000
- Rachael Vermeulen, 1<sup>st</sup> Grade Teacher, \$38,000

**Change of Job Title**

- Beth Peters-Ferrara, Specialist, \$32,000

**Motion:** To approve the new staff appointments, and to approve the Change of Job Title for Beth Peters-Ferrara. (Miller/Beach) Motion carried.

**7. Adjournment**

**Motion:** To adjourn the meeting of the Board of Directors at 6:49 p.m. (Miller/Lieberman)  
Motion carried.

*Eleanore M. Cary*  
Board Secretary

The next meeting is scheduled for August 10, 2017 at 5:30 p.m.  
AT  
Shiloh Church, 403 Pastor Fred Davis St., Easton, PA 18042