

EASTON ARTS ACADEMY ELEMENTARY
CHARTER SCHOOL
30 N. 4TH ST.
EASTON, PA 18042

BOARD OF TRUSTEES MEETING

LOCATION:
ZOOM CONFERENCE CALL DUE TO STAY AT HOME ORDER

DATE & TIME:
MAY 28, 2020
6:30PM

Minutes

SECTION I: CALL TO ORDER

Opening Colloquy

This meeting of the Easton Arts Academy Elementary Charter School Board of Trustees is hereby called to Order. The time is 6:35 p.m. My name is Dean Krebs of Sand & Saidel, P.C., which serves as General Counsel to this Board of Trustees. I will facilitate this meeting.

As we know, Governor Wolf of the Commonwealth of Pennsylvania has declared a state of emergency in response to the global Coronavirus pandemic. In order to protect the health, welfare, and safety of the school community, this meeting is being held via teleconference. This is a public meeting that was properly advertised pursuant to the Pennsylvania Sunshine Act in The Express Times and/or The Morning Call. This public notice included instructions for how the public could participate in tonight's meeting.

All members of the public are welcome, to sit and listen to the board of trustees conduct its business tonight. Members of the public who have registered with the Administrative office to participate in public comment by 5 p.m. on the day before this scheduled meeting may participate in public comment. At this time, I would ask that executive administration submit the list of commenters. Comments will be limited to three minutes unless the Board decides to grant additional time.

At this time, I will ask for roll call.

A. ROLL CALL

Board Members Present:	By Invitation: Non-Board Members:
Leigh Miller, Vice-President ["LM"] Sharon Jermany ["SJ"] Michael Lieberman ["ML"] Trisha Beegle ["TB"] Board Members Absent:	William Wright, Principal Dean Krebs, Esq.

B. DISCLOSURE: EXECUTIVE SESSION

I would like to state, for purposes of the Minutes of this meeting that, on May 28, 2020, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:

(x) Certain Employee Issues. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, provided, however, that the individual employees or appointees whose rights could be adversely affected may request, in writing, that the matter or matters be discussed at an open meeting. The agency's decision to discuss such matters in executive session shall not serve to adversely affect the due process rights granted by law, including those granted by Title 2 (relating to administrative law and procedure).

(x) Consultation with Professional Advisor or Attorney. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.

(x) Discuss Confidential Matters. To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

C. APPROVAL OF AGENDA

MOTION
LM

R200528.01 Approval of the May 28, 2020 Agenda

SECOND
TB

RESOLVED, that the Board of Trustees of Easton Arts Academy Elementary Charter School hereby approves the May 28, 2020 Agenda.

VOTE:

[X] PASS

Notes of Discussion / Advance Regulatory and Financial Comment:

[] FAIL

Who	What
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<i>Board</i>	<i>General discussion</i>
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D. APPROVAL OF MINUTES

MOTION
LM

SECOND
TB

VOTE:

[X] PASS

[] FAIL

R200528.02 Minutes of the April 30, 2020 Meeting

RESOLVED, that the Board of Trustees of Easton Arts Academy Elementary Charter School hereby approves the Minutes of the April 30, 2020 meeting of the Board of Trustees of Easton Arts Academy Elementary Charter School.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>S. Jermany</i>	<i>Expressed that financials from last meeting had not yet been reviewed with Charter Choices.</i>

SECTION II: REPORTS

A. COMMUNITY COMMENT

Community Comment Colloquy (General Counsel)

Good Evening, my name is David Annecharico with Sand & Saidel, PC, General Counsel to the Easton Arts Academy Elementary Charter School Board of Trustees. Will you please state your name for our records?

You will have three minutes to address the Board of Trustees. Any documents or communications that you might supplement your comment with should be submitted to me. I will keep the time and notify the board when three minutes have elapsed.

This Board may choose not to comment, question or respond in any way to your public comment. I will begin the time now.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>H. Staples</i>	<i>Parent of EAAECS student.</i> <i>Expressed her appreciation to the school and all the teachers who were working diligently to teach EAAECS students during the current shutdown. She commented that she had heard other schools had not been as capable of continuing to educate students. Encouraged the school to continue working hard during the current shutdown.</i>

B. BOARD VICE-PRESIDENT, LEIGH MILLER

- a. *Ms. Leigh Miller—Vice President of Easton Arts Academy Elementary Charter School*
 - i. *Expressed her appreciate to Ms. Staples for her comments.*
- b. *Mr. William Wright—Interim Chief Executive Officer / Principal*
 - i. *Reviewed and discussed with the Board the May 2020 CEO report, previously disseminated to the Board;*
 - ii. *Advised the Board that kindergarten graduation was next week on June 2nd;*
 - iii. *Informed the Board on status of chromebook distribution;*
 - iv. *Informed the Board on status of distributing summer packets to students;*
 - v. *Informed the Board that yearbooks will be delivered at the end of June into early July; and*
 - vi. *Expressed thanks to staff, team, and parents.*

C. BUSINESS CONTROLLER, CHARTER CHOICES

- a. *Mr. Ryan Schumm—Charter Choices, Inc.*
 - i. *Reviewed and discussed with the Board the April 2020 financial report, previously disseminated with the Board.*
 - 1. *Informed the Board that the cash balance had decreased from March 2020;*
 - 2. *Advised that Board that while COVID should not impact finances from the 2020-21, it could impact the 2021-22 school year;*
 - 3. *Provided the Board a summary of the current debt obligations, including two loans: (a) start-up loan and (b) line of credit.*
 - ii. *Reviewed and discussed with the Board the draft 2020-21 school year budget;*
 - 1. *Informed the Board that line item for maintenance/repairs was double as much as prior years, which provides a built-in cushion if positive variance occurs;*
 - 2. *Advised the Board that the current budget does not includes additional debt payments; and*

3. *Informed the Board that the budget would continue to be refined over the next month with minor improvements for approval in June.*

D. SCHOOL SOLICITOR, SAND & SAIDEL, P.C.

a. None

SECTION III: OLD BUSINESS

A. RESOLUTIONS

MOTION
ML

SECOND
SJ

VOTE:

TABLED

R200430.05 Uniform Professional Services Proposals Resolution

RESOLVED, the Professional Services Proposal/s and associated reports listed below are hereby accepted and ratified;

FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contracts based upon these Professional Services Proposal/s;

FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effect this resolution.

Contractor	Amount	Comment: Terms and Conditions
Lehigh Valley Technology Company	\$10,354.40	IT Service Provider Remote monitoring
Go Guardian	1 Year Admin: \$2,587.50 2 Year Admin: \$4,916.25	Web filtering service

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>

MOTION
LM

SECOND
SJ

VOTE:

POSTPONE

R200430.08 Approval of Increasing Academic Marking Periods

WHEREAS, Easton Arts Academy Elementary Charter School currently has three (3) academic Marking Periods during the school year.

WHEREAS, Easton Arts Academy Elementary Charter School seeks to increase the academic Marking Periods from three (3) to four (4).

RESOLVED, the Board of Easton Arts Academy Elementary Charter School hereby ratifies and approves increasing the academic marking periods from three (3) to four (4) for the 2020-21 school year and thereafter.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>

MOTION
SJ

R200430.09 Approval of 2020-21 School Calendar

SECOND
LM

RESOLVED, the Board of Trustees of Easton Arts Academy Elementary Charter School ratifies and approves of the Academic Calendar for the 2020-21 School Year of Easton Arts Academy Elementary Charter School, as previously presented.

VOTE:

[X] PASS

[] FAIL

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>

SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION
SJ

R200528.03 Report of the Business Controller

SECOND
ML

RESOLVED, the Board of Trustees of Easton Arts Academy Elementary Charter School accepts the Financial Report of the Business Controller and all documents submitted thereby, which shall be incorporated into the record of this meeting.

VOTE:

[X] PASS

[] FAIL

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>

MOTION
LM

R200528.04 Uniform Human Resources Resolution

SECOND
SJ

RESOLVED, the Board of Trustees of Easton Arts Academy Elementary Charter School ratifies the human resources changes, modifications and additions, as presented.

VOTE:

[X] PASS

[] FAIL

HIRES/POSITION CHANGE		
NAME	TITLE/CHANGE	START DATE

None	None	None
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SUSPENSION/RESIGNATION/TERMINATION		
NAME	TITLE	END DATE
Greg Proko (resigned)	Part-Time Custodian	05.02.20
Constance Eckhart (resigned)	Interim HR Manager	05.18.20

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>

MOOT

R200528.05 Uniform Professional Services Proposals Resolution

RESOLVED, the Professional Services Proposal/s and associated reports listed below are hereby accepted and ratified;

FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contracts based upon these Professional Services Proposal/s;

FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effect this resolution.

Contractor	Amount	Comment: Terms and Conditions
None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>None</i>	<i>None</i>

MOOT

R200528.06 Uniform Purchases Resolution

RESOLVED, the Purchases and associated reports listed below are hereby accepted and ratified;

FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contract(s) based upon these Purchases.

FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effect this resolution.

Contractor	Amount	Comment: Terms and Conditions
None	None	None

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>None</i>	<i>None</i>

MOTION
LM

SECOND
TB

VOTE:

[X] PASS

[] FAIL

R200528.07 Approval of Triennial Assessment of Wellness Policy Waiver Request Form

WHEREAS, as a result of the school closures due to COVID-19, the United States Department of Agriculture issued the Nationwide Waiver of Local School Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast Programs, allowing local education agencies to receive a one-year extension, upon request, to complete the first triennial assessment of the local school wellness policy (the “Waiver”);

RESOLVED, the Board of Trustees of Easton Arts Academy Elementary Charter School ratifies and approves of Easton Arts Academy Elementary Charter School requesting a Waiver.

FURTHER RESOLVED, the CEO is authorized to execute any document necessary to effect this resolution.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>

MOTION
TB

SECOND
LM

VOTE:

[X] PASS

[] FAIL

R200528.08 Approval of 2020-21 Board Meeting Calendar

RESOLVED, the Board of Trustees of Easton Arts Academy Elementary Charter School ratifies and approves of the Academic Calendar for the 2020-21 School Year of Easton Arts Academy Elementary Charter School, as previously presented.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>Board</i>	<i>General discussion</i>

MOTION
LM

SECOND
ML

VOTE:

☒ PASS

☐ FAIL

R200528.09 Resignation Approval of Michelle Zattoni

RESOLVED, the Board of Trustees of Easton Arts Academy Elementary Charter School honors Michelle Zattoni for her years of service as a Trustee of Easton Arts Academy Elementary Charter School;

FURTHER RESOLVED, that Easton Arts Academy Elementary Charter School accepts the resignation of Michelle Zattoni from the Easton Arts Academy Elementary Charter School Board of Trustees, effective May 19, 2020.

Notes of Discussion / Advance Regulatory and Financial Comment:

<i>Who</i>	<i>What</i>
<i>L. Miller</i>	<i>Expressed appreciation for Ms. Zattoni's service to EAAECS</i>
<i>M. Lieberman</i>	<i>Expressed appreciation for Ms. Zattoni's service to EAAECS</i>

B. DISCUSSION AND ANNOUNCEMENTS

NEXT SCHEDULED BOARD MEETING: JUNE 25, 2020

ADJOURNMENT @ 7:12PM

MOTION

LM

SECOND

SJ

VOTE:

☒ PASS

☐ FAIL