



BOARD OF TRUSTEES

Meeting Minutes

November 30, 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 5:39 p.m. by Board President, Ms. Zattoni.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call

Present: Board – Michelle Zattoni, Hollie Cummings, Michael Lieberman, Leigh Miller,

Teleconference: Al Kratzer, **Staff** – Joanna Hughes, Dolly Cary, Shawn Ferrara, Ken Hudlow,

Guest – Tom Lubben

Absent: Tela Anderson, Alicia Beach, Jana Nieves, Shae McPherson

2. **New Business**

Ms. Zattoni introduced a potential Board member, Frank Pologruto. Mr. Pologruto highlighted some of his experience to the Board.

Motion: To approve the appointment of Frank Pologruto to the Easton Arts Academy Elementary Charter School Board of Trustees. (Lieberman/Zattoni), Motion carried.

Following the motion, Mr. Kratzer left the meeting at 5:55 p.m.

3. **Approval of Minutes**

Motion: To approve the minutes of the October 26, 2017, Board of Directors meeting as presented. (Miller/Pologruto), Motion carried.

4. **President's Comments**

In accordance with the By-Laws of Easton Arts Academy Elementary Charter School, Section 8.2(a) the Board may remove a Trustee for failure to attend two consecutive meetings without reasonable justification. Alicia Beach has failed to attend meetings from August 10, 2017 through November 30, 2017.

Motion: To approve the removal of Alicia Beach from the Easton Arts Academy Elementary Charter School Board of Trustees. (Miller/Cummings) Motion carried.

5. Administrators' Reports

Joanna Hughes, CEO

We celebrated the opening of our school on November 21, with a Ribbon Cutting Ceremony, and dedication of several classroom plaques. Thank you to Mayor Salvatore Panto for his participation in this event and Lou Pektor, President of Ashley Development, for his involvement in this project from its inception.

Our current enrollment is at 348 with three additional students starting on December 4. As we continue with our community outreach, our artwork will be showcased at Palmer Mall for the month of December. The students will host a theatrical presentation, at the Mall, on December 17. We are partnering with Easton Public Market and arrangements are being finalized to showcase our students' work within the Market. Two students from Career Institute of Technology are here working to gain fieldwork experience.

In preparation for a state audit, we enlisted the services of Brian Leinhauser, the MacMain Law Group, LLC to review the school's financial and operational functions. We brought the financial aspect in-house and are focusing on professional development and academic and arts development. We have mentors working with and supporting our teachers.

Ken Hudlow, Principal

Our 1st Grade classes went on a field trip to the Seed Farm in Emmaus where they learned how crops are grown. Parent conferences were held on November 9, 13, and 14. Parent participation was close to 100%. Teachers underwent a day of professional development on November 9. Topics included collecting data and interpreting data to evaluate instruction. school-wide behavior expectations, response to intervention, and mandated reporter.

The PTO is sponsoring a 10% Donation event at a local restaurant tonight and will host a Vendor Show at the school on December 1 from 6:00 to 9:00 p.m. A Holiday Family Movie Night will be held at the school on December 15 from 5:00 to 8:30 p.m. This information is posted on the school's website as well as in a parent newsletter and is emailed to parents every Friday.

Shawn Ferrara, CAO

Since our finances were moved in-house, we now have better control over our finances. We've contracted with Lou Pektor to maintain the floors; polishing will be done weekly and floors will be waxed 3 times a year. We are also looking for some type of washable wainscoting for the hallways.

6. Financial Report

Shawn Ferrara, CAO

All school districts are paid up until the second Week of December. The current balance in our Payroll account is 532,973.60. We are moving to an automated ACH process with PNC Bank that will allow us to be more efficient in moving money within our separate accounts. Our Operations account shows a current balance of \$10,004.04. After shows and our grand opening, our Development account balance is \$7,126.18. Transportation has a balance of \$3,841.71. We turned a profit of \$4,504.73 in our Food Services account. We are currently at a 55.9% free and reduced status. Our reimbursement from the state was \$9,000 this past month. A new area, Section 125 Account shows pretax dollars in the amount of \$4,704.86 for Medical and 403(b) Contributions. Petty Cash has a balance of \$29,84. We continue to have \$100,000 in reserve at Community First.

Motion: To approve the Financial Report as presented. (Pologruto/Miller) Motion carried.

7. Committee Report

Governance Committee – Michelle Zattoni, Leigh Miller and Mike Lieberman have met and are currently working on policies and will bring to the Board, for review and approval, as they are completed.

8. Tom Lubben, TLC

Dr. Lubben presented a summary of TLC services. (Separate report filed in the Board Book with the minutes.)

9. Old Business

10. Public Comment on Agenda Items

11. Personnel

Motion: To approve the resignation of Kristen Vogt. (Miller/Cummings), Motion carried

12. Executive Session

The board went into executive session to discuss a personnel matter. The executive session began at 6:43 p.m. and ended at 6:48 p.m.

13. Adjournment

Motion: To adjourn the meeting of the Board of Trustees at 6:50 p.m. (Lieberman/Miller), Motion Carried.

Eleanore M. Cary

Board Secretary

Please Note: The next meeting is scheduled for December 14, 2017, at 5:30 p.m.