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BOARD OF DIRECTORS

MEETING MINUTES

**July 25, 2019**

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| Michelle Zattoni, President | Belinda Austin |  |
| Leigh Miller, Vice President | Sharon Jermany | Joanna Hughes, CEO |
| Frank Pologruto, Treasurer | Michael Lieberman |  |
| Eleanore Cary, Secretary | Jana Nieves |  |

***Our Mission Statement***

*It is our mission to provide a rich & comprehensive educational program for students in grades K-5. We do this by employing an intensive artistic immersion program. The rigorous & traditional academic program will be enhanced with rich, varied, weekly experiences in dance, instrumental music, visual art, vocal music, theatre & gymnastics. Each student will be provided with a broad introduction to the arts, in order to enhance their future academic success.*

1. ***Call to Order***

The meeting was called to order at 5:32 p.m. by President Zattoni. The Pledge of Allegiance was recited.

***Roll Call***

**Board: Present –** Michelle Zattoni, Frank Pologruto, Michael Lieberman, Leigh Miller,

**Absent –** Belinda Austin, Jana Nieves, Sharon Jermany

**Staff: Present –** Joanna Hughes, Dolly Cary

**Guests:** Teleconference – Ryan Schumm, Charter Choices, William Wright, Principal Candidate

1. ***Executive Session***

The Board convened into Executive Session at 5:34 p.m. to discuss personnel matters. Members reconvened to regular session at 6:40 p.m.

1. **Approval of Minutes of June 27, 2019**

**Motion:** To approve the minutes of June 27, 2019. (Lieberman/Miller), Motion carried.

1. **President’s Comments**
2. **Financial Report - Ryan Schumm, Charter Choices**

Balance sheet – As of 6/30/19 the current ratio is 1.3. Days cash on hand is 34.9. Mr. Schumm stated that the 1.3 ratio is a good place to be for a 2nd year school. Profit & Loss pages along with day-to-day operations were reviewed. The Audit kick-off is scheduled 8/19/2019. (Report filed with minutes)

**Motion:** To accept the Financial Report as presented. (Pologruto/Lieberman), Motion carried.

1. **Administrator’s Report – Ms. Joanna Hughes, CEO**

The tentative 7-Day Professional Development schedule was distributed to the Board. Ms. Hughes thanked the Custodial staff and the summer staff for an amazing job in preparing the school for the new year. The back-parking lot was cleaned, and the overgrowth was cut back 10 ft. Parents are planning to paint playground games, such as hopscotch, on the upper parking lot.

Window blinds are being installed on the office/classroom windows receiving full sun, as well as the ground level windows for privacy. Window shades will be ordered to cover all door windows to be used in the event of a school lockdown.

Signage was installed on the front and rear doors of the school to more easily identify the building. We have purchased cameras to be installed on the school bus. Go-guardian was purchased to accompany the chrome books. One feature of this program allows the teacher to monitor, on their computer, what site every student in their class is on and view their work in real time. An email invitation was sent out to all parents if they would like more information about the Title 1 program. A Title 1 informational meeting is scheduled at the school on Tuesday, August 6 from 12:00-1:00 p.m. and again from 5:00-6:00 p.m.

**Committee Reports**

* Finance Committee – Mr. Pologruto met with Ryan Schumm prior to this meeting and information discussed was presented in the Financial Report by Mr. Schumm, Charter Choices.
* Governance Committee—Mr. Lieberman discussed the importance of the board agreement, emphasizing the board member’s commitment to the school and an understanding of the general board responsibilities.
* CPTO Board Liaison – It being summer, there isn’t any report.

1. **Old Business**

**Motion:** To approve the Board Agreement for all new members. (Lieberman/Pologruto), Motion carried.

1. **New Business**
2. Personnel
3. New Staff Appointments

* Amy Daggett, Kindergarten, $38,000
* Emily Luca, Dance, $38,000
* Coriane Zvolanek, School Counselor, $38,000
* Morgan Barr, Grade 4, $38,000
* Kristina Lybik, Response to Intervention, $38,000
* Joseph Hall, Music, $38,000
* Melanie Simoes, Kindergarten, $38,000
* Jennifer Prichette, Art, $38,000
* Michael Reitz, Grade 5, $38,000
* Greg Proko, P/T Custodian, $15/hr.5 hrs./day

1. Job Status Change

* Julie Hamilton from Grade 1 to Grade 2
* Ferize Katzarova from Grade 4 to Grade 2
* Gail Murphy to Response Intervention, previous Kindergarten
* Laura Plasner from F/T Manager to P/T Coordinator, $22.12/hr. three 6-hour workdays

1. Resignations/Terminations

* Joe Proko, Custodian, 7/11/19
* Abbey Inglis, Grade 1, 7/2/19
* Lindsay Fetterhoff, Grade 2, 7/15/19

As an add-on to new business, the Board of Directors have suggested to hold their Executive Sessions at 5:30 p.m. and move back the public meeting start time to 6:30 p.m. This move is a courtesy to ensure the public does not have to wait for an extended period for the actual Board meeting to start.

**Motion:** To approve the Board holding Executive Sessions at 5:30 p.m. prior to each monthly meeting, or prior to adjournment of a meeting. (Zattoni/Miller), Motion carried.

**Motion:** To approve the hiring of William Wright as Principal of Easton Arts Academy at a salary of $90,000. (Miller/Pologruto), Motion carried.

1. ***Public Comments***

Dr. Tom Lubben, TLC – stated that he had three items to review but will call the attorney for his answers.

1. ***Adjournment***

**Motion:** To adjourn the meeting of the Board of Directors at 7:20 p.m. (Miller/Pologruto), Motion carried.

Eleanore M. Cary

Board Secretary