



BOARD OF DIRECTORS  
MEETING MINUTES

May 24, 2018

Michelle Zattoni, President  
Al Kratzer  
Michael Lieberman

Jana Nieves  
Leigh Miller, Vice President  
Frank Pologruto, Treasurer  
Sharon Jermany

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

**1. Call to Order**

The meeting was called to order at 5:30 p.m. by President, Michelle Zattoni. The Pledge of Allegiance was recited.

**Roll Call**

**Board Present:** – Michelle Zattoni, Leigh Miller, Al Kratzer, Jana Nieves, Frank Pologruto

**Absent:** – Michael Lieberman

**Staff Present:** – Joanna Hughes, Shawn Ferrara, Dolly Cary, Susan Bostian

**Guests:** - Thomas Lubben, TLC, Todd Linn, Manager, Group Benefits Division, HMK

**2. Approval of Minutes**

**Motion:** To approve the minutes of the April 26, 2018, Board of Directors meeting as presented. (Nieves/Pologruto), Motion carried.

**Agenda Item 12- New Business was moved to position 3**

**3. New Business**

**Potential Board Candidate**

Ms. Zattoni introduced a potential Board member, Sharon Jermany. Ms. Jermany shared her background and experience with the Board. She indicated she would like to serve on the Board.

**Motion:** To approve the appointment of Sharon Jermany as a member of the Board of Directors to the Easton Arts Academy Elementary Charter School. (Pologruto/Miller), Motion carried.

**HMK Insurance Presentation**

Todd Lynn, Benefits Manager explained the new benefits package offered to time staff. The package, which is tailored to staff needs, is not age banded but rather a blended rate instead. The medical renewal premiums through Cigna is significantly less than Capital Blue. The money saved on Medical coverage has been added to increase coverage on our Dental and Vision plans. Also added this year is a Flexible Spending Account.

**Motion:** - To approve the change of benefits to a different carrier providing a cost savings to full-time staff. (Pologruto/Kratzer), Motion carried.

## Curriculum

Curriculum samples from various companies (Attachment A) were assessed by administration and teachers.

**Motion:** - To approve the curriculum for the 2018/2019 school year as presented in Attachment A. (Miller/Nieves), Motion carried.

## Personnel

- New Staff Appointments
  - Laura Whipple, Administrative Assistant, \$15.00/hr., start date 4/23/2018

**Motion:** To approve the staff appointment of Laura Whipple as listed under Section 10, Personnel. (Miller/Nieves), Motion carried.

### ***Agenda Item 8- Tom Lubben, TLC was moved to position 4***

#### **4. Tom Lubben, TLC**

Dr. Lubben will perform an audit of the school. He would like to hold a Board workshop regarding the audit results on a designated Saturday morning (To be determined).

#### **5. President's Comments**

None

#### **6. Administrators' Reports**

Joanna Hughes, CEO

Student enrollment is at 350 with 317 regular education and 33 special education. Enrollment for the 2018/2019 school year is currently at 420.

The 3<sup>rd</sup> and 4<sup>th</sup> grades are scheduled to perform this evening, May 24, at Dryland Church, Newburg Road, Nazareth, PA. Three presentations are already scheduled for next year at the Easton High School. Dryland Church will also host our Kindergarten Graduation Ceremonies on June 8, at 9:00 a.m. and 12:00 p.m.

The Arts Walk is canceled due to the rain. This event will be rescheduled. On June 5, Barnes and Noble, Bethlehem, will hold a kickoff to summer from 6:00 p.m. to 8:00 p.m. Our students will have the opportunity to name a drink for the Café for this evening's event. The students will enjoy a Pizza Party on June 11, their last day of school.

Susan Bostian, Principal

All staff evaluations have been completed. Act 48 hours, accrued by staff, will be submitted to the state. The school calendar has been planned out for the next school year. Schedules to-date have included the PSSA's, Star Assessments, Professional Development, the Arts Performance Schedules, and Parent/Teacher Conferences. Our goal is to post this information on the school's website as soon as possible.

#### **7. Financial Report**

Shawn Ferrara, CAO

We will be switching our power company from Met Ed to Hudson Energy Services and becoming part of a consortium, and dividing costs among participating members. This move will generate a savings of \$13,000 for the school.

**Motion:** To approve the change of power company from Med Ed to Hudson Energy Services as part of a consortium. This move will generate a savings of \$13,000. (Pologruto/Kratzer), Motion carried. As we are adding a 5<sup>th</sup> grade for next year, additional furniture and computers are needed for students and staff. We have compared pricing quotes from Corporate Environment, Kay-Twelve, and Staples and have chosen the products based on the best pricing among each company for a total of \$27,790.39.

**Motion:** To approve the recommendations for expenditures and purchase of classroom furniture from Corporate Environment, Kay-Twelve, and Staples for \$27,790.39. (Miller/Nieves), Motion carried.

An updated 2018/2019 budget was presented to the Board. Adjustments were made to the budget as additional staff were added.

**Motion:** To approve the recommended changes to the 2018/2019 Budget and additional staffing. (Pologruto/Miller), Motion carried.

**8. Committee Reports**

Governance Committee – No report currently.

Finance Committee – All information was covered in the Financial Report.

**9. Old Business - None**

**10. Public Comment on Agenda Items - None**

**11. Adjournment**

**Motion:** To adjourn the meeting of the Board of Directors at 6:48 p.m. (Nieves/Miller), Motion carried.

**Executive Session**

The Board went into executive session upon adjournment of the meeting to discuss a personnel matter.

Eleanore M. Cary

Board Secretary