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BOARD OF DIRECTORS

MEETING MINUTES

**August 22, 2019**

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| Michelle Zattoni, President | Belinda Austin |  |
| Leigh Miller, Vice President | Sharon Jermany | Joanna Hughes, CEO |
| Frank Pologruto, Treasurer | Michael Lieberman | William Wright, Principal |
| 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 6:35 p.m. by President Zattoni. The Pledge of Allegiance was recited.

***Roll Call***

**Board: Present –** Michelle Zattoni, Frank Pologruto, Mike Lieberman, Jana Nieves

**Absent: -** Belinda Austin, Sharon Jermany, Leigh Miller

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

1. ***Approval of Minutes of July 25, 2019***

**Motion:** To approve the minutes of the July 25, 2019 Board of Directors meeting. (Lieberman/Nieves), Motion carried.

1. ***President’s Comments***

An executive session was held today at 5:30 p.m. No votes were taken. The Board members attended an informational retreat presented by Brian Leinhauser, Esq. on 8/17/19. Board Professional Development topics included governance, and a school safety tool, Safe2Say Something; a youth violence prevention program.

1. ***Financial Report***

**Ryan Schumm, Charter Choices**

The July report is light due to no school payments received during July and August. As of 7/31/19, the cash-on-hand was below 20 days. By the end of August cash-on-hand should be closer to 60 days. Our audit process has begun. We should receive the final draft by October/November.

**Action:** Professional Development for the Board Members to be provided by Mr. Schumm. This can be 30-60 minutes over the course of 3-4 months.

**Motion:** To accept the Financial Report as presented, (Pologruto/Nieves). Motion carried. (Report filed with minutes).

1. ***Administrators’ Report***

**Joanna Hughes, CEO**

Thank you to the custodians for the cleaning, moving classrooms and offices, and maintenance projects that took place over the summer in preparation for the new school year. Thank you to the office staff for making the front office a welcome place for all who enter. Thank you to the teachers for making their classrooms and doors colorful and inviting for the students. Thank you also to James our Safety and Security person for working on emergency preparedness.

Our teachers have undergone 7 days of Professional Development practices including mandated reporting, fire drills, response to intervention, and team building activities. Director Lieberman sat in on our solicitor, Brian Leinhauser’s presentation on Mandated Reporting to the staff. Mr. Lieberman toured the school afterward and stated how every room and hallway looked clean and fresh.

Our parents have put together totes for the teachers, worked on painting hopscotch on the upper parking lot for the kids. Field trips to the Phantom games, Iron Pigs games, plays, and singing at various venues during the year are already planned for the students.

Our student count is currently at 376. A Response to Intervention teacher has been hired. We are still in the process of looking for a teacher to fill an ESL/Title I position.

1. ***Committee Reports***
* Governance Committee – The board member agreement was signed by those members present. We are currently seeking new members.
* Finance Committee – Information was covered by Charter Choices financial report.
1. **Old Business**

**Motion:** To terminate the contract with TLC Arts and to ratify the agreement. (Zattoni, Pologruto), Motion carried.

1. ***Public Comment on Agenda Items*** – None
2. ***Public Comments***
3. ***New Business***
4. Personnel – ***(Motion for Approval)***
	* 1. New Staff Appointments
* Janet Castrignano, 3rd Grade Teacher, $38,000 – start 8/13/19
* Steven Paszkowski, Music Teacher, $38,000 – start 8/13/19
* Adriane Orcutt-Fraser, Dance Teacher, $38,000 – start 8/12/19
* Robert Lawrence, Music Teacher, $38,000 – start 8/14/19
* Stephanie Baltz Luzzetti, 4th Grade Teacher, $38,000 – 8/20/19
* Foretta Byles, 4th Grade Teacher, $38,000 – start 8/26/19

2) Resignations/Terminations

* Amy Moyer, 8/11/19
* Adam Conti, 7/30/19
* Alyssa Telepo, 7/26/19
* Megan Winkler, 8/14/19
* Shanice Edwards, 8/11/19
* Anniely Gutierrez, 8/20/19
* Shannon Crowe, 8/20/19
* Joseph Hall accepted Music Teacher position and was Board approved 7/25/19. Several days later he declined the job offer.

**Motion:** To approve the appointments of Janet Castrignano, Steven Paszkowski, Adriane Orcutt-Fraser, Robert Lawrence, Stephanie Baltz Luzzetti, Foretta Byles as recorded above under Section 10, New Business (A-1), and the acceptance of the resignations of Amy Moyer, Adam Conti, Alyssa Telepo, Megan Winkler, Shanice Edwards, Anniely Gutierrez, and Shannon Crowe as recorded above under Section 10, New Business (A-2), (Pologruto/Nieves), Motion carried.

1. Charter Choices – PIMS Proposal - ***(Motion for Approval)***

**Motion:** To approve the Agreement between Charter Choices and Easton Arts Academy that Charter Choices will assume responsibility for generating, uploading, and successfully submitting all required PIMS collections and Accuracy Certification Statements (ACS’s) for the 2019/2020 Elementary/Secondary Data Collection Calendar. (Lieberman/Pologruto), Motion carried.

1. Linton Food Services – ***(Motion for Approval)***

**Motion:** To approve the Agreement between Linton Food Services and Easton Charter Arts for the 2019/2020 School Year. (Pologruto/Nieves), Motion carried.

1. Employee Handbook and Parent/Student Handbook – ***(Motion for Approval)***

**Motion:** To approve the Employee Handbook and Parent/Student Handbook. (Lieberman/Pologruto), Motion carried.

1. **Motion:** To establish an Academic Committee and a Communications Committee each to be led by one Board Member. (Zattoni/Pologruto), Motion carried.
2. ***Adjournment – (Motion for Approval)***

**Motion:** To adjourn the meeting of the Board of Directors at 7:06 p.m. (Lieberman/Pologruto), Motion carried.

Eleanore M. Cary

Board Secretary