****1

BOARD OF DIRECTORS

MEETING MINUTES

**June 27, 2019**

|  |  |  |
| --- | --- | --- |
| Michelle Zattoni, President | Belinda Austin |  |
| Leigh Miller, Vice President | Sharon Jermany | Joanna Hughes, CEO |
| Frank Pologruto, Treasurer | Michael Lieberman |  |
| Dolly 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 5:40 p.m. by President Zattoni. The Pledge of Allegiance was recited.

***Roll Call***

**Board: Present –** Michelle Zattoni, Frank Pologruto, Sharon Jermany, Michael Lieberman,

Leigh Miller, Jana Nieves

**Absent –** Belinda Austin

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

**Guests:** Brian Lieberman, The MacMain Law Group, Teleconference; Ryan Schumm, Charter Choices

1. **Ryan Schumm, Charter Choices *(Motion for Approval)***

The 2019-2020 draft Budget was reviewed. Total revenues are $5,632,362.96 vs. total expenditures of $5,607,176.96 leaving a net change of $25,186.00 in the fund balance.

**Motion:** To accept the draft Budget for the 2019-2020 school year. (Miller/Pologruto), Motion carried.

The Business Agreement with Charter Choices was presented to the Board. This Agreement is effective as of 7/1/2019 and will expire on 6/30/2022. It will provide a full scope of business services, and educational administration services as it relates to finances and reimbursements. The total cost is $75,000 for the first year. This rate shall be adjusted upwards based on the greater of 2% each year thereafter, or the Consumer Price Index (CPI%).

**Motion:** To approve the Business Agreement with Charter Choices and Easton Arts Academy Elementary Charter School. (Nieves/Miller), Motion carried.

1. **Financial Report *(Motion for Approval)***

The Financial Report, under a new format, shows comparative balance sheets at 6/30/2018 and 5/31/2019. The P & L sheets show actual vs. projected 7/1/2018 to 5/31/2019. The transition into an accrual base vs. the current cash basis is more accurate. District payments during July through the end of August present a cash flow slump.

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

1. **Executive Session**

The Board convened into executive session at 6:10 p.m. to discuss personnel matters. Members reconvened to regular session at 8:24 p.m.

1. **Approval of Minutes of May 23, 2019 and June 13, 2019**

Motion: To approve the minutes of May 23, 2019 and June 13, 2019. (Lieberman/Miller), Motion carried.

1. **President’s Comments**

Ms. Zattoni thanked all those in attendance for their time and investment in their students.

1. **Administrators’ Report**

**Ms. Joanna Hughes, CEO**

The appeal went through for a summer lunch program. The program will run from July 8 to August 9, 2019. The Department of Community eligibility provision stated that all our students will be provided a free breakfast and lunch. RFPs to solicit food service management companies for a food service contract have gone out. Bids will be awarded on August 1, 2019.The Comprehensive Plan has been approved. We will now start working on a new plan for the 2019/2020 school year. We will be purchasing bus cameras for our Pocono bus.

A picnic for the students will be held at Heil Park on Friday, August 23. We will participate in special education monitoring. The dates and times to be determined. The 501(c) (3) is getting closer to completion and will be submitted soon.

1. **Committee Reports**

**Finance Committee, Frank Pologruto**

No meeting was held this month.

**Governance Committee, Mike Lieberman**

Mr. Lieberman shared the information from the ACT 55 Webinar on Charter School Board responsibilities. Charter School Board Members appointed as of 7/1/2018 are required to complete the initial 4-hour training program during their first year in office. Two recommended additional committees are Academic and Personnel.

A board member’s manual is created and updated as necessary to meet state requirements. The Pennsylvania Department of Education recommends new board member training in the form of an orientation session and review of this Board manual. Mr. Lieberman created an agreement that should be reviewed and signed annually by all board members. A board retreat should also be scheduled upon completion of each academic year. A board retreat for 2018-2019 will be scheduled in July 2019. Date TBD.

ACTION: Place Board Agreement on the July 25 Board meeting agenda for discussion and vote.

**CPTO Board Liaison**

**Sharon Jermany**

The CPTO ran the Book Fair and it was a huge success. They volunteered at the student’s field day and provided ice pops and water. They provided snacks and balloons for the 5th grade moving up ceremony and the Kindergarten graduation. They also ran a T-shirt sportswear sale as a fund raiser.

1. **Old Business**

• Summer Custodial Help to-date

* Troy Kocher, Brandon Kitz, Greg Proko, $10/hr. started 6/17/2019
* Mason Hamilton $10/hr. started 6/24/2019

In the interest of full disclosure of new staff hired Troy Kocher is a friend of Brandon Kitz. Brandon is Dolly Cary’s grandson. Greg Proko is the son of Joe Proko and Mason Hamilton is the son of teacher Julie Hamilton. All recommended Community Groups were contacted regarding open custodial summer help. To-date there has been no response.

ACTION: Check into activating the FOB for the part time summer custodial help.

**Motion:** To approve the current hires (summer help) as presented. (Jermany/Pologruto), Motion carried.

**Motion:** To approve the purchase of a burnisher for approximately $1,000. (Lieberman/Pologruto), Motion carried.

As a follow up to a tabled item from the June 13th Special Meeting, on the addition of another Professional Development Day on August 12, Ms. Zattoni asked if there was a motion; Mr. Pologruto motioned. Ms. Jermany counter motioned with the approval of one additional day contingent upon the length of a teacher day returning to the original time of 8:15 a.m. to 3.45 p.m. After much discussion, Ms. Nieves and Ms. Miller agreed with Ms. Jermany. Mr. Pologruto and Mr. Lieberman opposed. Ms. Zattoni did not vote. The vote was 3-2 in favor of returning to the original time of 8:15 a.m. to 3.45 p.m.

1. **Public Comment on Agenda Items**

None

1. **Public Comments**

Amy Moyer – is happy the hours have been switched back. The Induction Program is being worked out.

Irma Rodriguez – Speaking as a parent of a child in Easton Arts Academy, Irma stated that on 6/19/2019 students on the Pocono bus were exposed to sexual activity. A complaint was made to administration and nothing has been done.

Amy Margeson – Stated that other students touched her daughter during lunch. Her daughter has celiac disease. She said parents were never notified that there was a lice check. Her daughter has an IEP and missed out on 3 months of special education instruction. The student was pulled out of school and now attends Wilson.

Stephanie Caraballo – stated her daughter was bullied. Her other daughter was sexually abused.

Where was the mandatory reporter?

Nadia (Stephanie Caraballo daughter) – A diabetic student who stated that Laura Plasner lied.

Calista – a student, has bad memories of a boy kicking and punching her when standing in line at school. She said kids were touching her food at lunch time. She was in the nurse’s office being checked for lice with the door open so everyone can see. She stated a boy stripped on the bus in front of everyone.

Jennifer Snyder – Had a conversation with Ms. Hughes regarding the extended teacher hours per day in hopes that administration would reconsider. She said Ms. Murray and Ms. Atkinson do not support the extended teacher hours as well.

John Andreadis - Thanked Ms. Jermany for the reversal of hours. He said that this is not a way to add Professional Development hours. He asks that Ms. Hughes consider asking back all the teachers whose contracts were not renewed.

Tom Lubben – Congratulated administration on their 2nd school year. He scheduled a board retreat last summer to review a school audit that he performed earlier in the year. His offer was declined. He, again, is offering his help to provide a comprehensive school audit to help the school move forward in such areas as board operations, school leadership and finances. He stated that TLC is prepared to step in wherever needed.

1. ***New Business***
2. Reorganization of Board of Directors

Nomination of Michelle Zattoni as Board President to the Easton Arts Academy Elementary Charter School Board of Directors.

**Motion:** To approve the appointment of Michelle Zattoni as President of the Board of Directors of the Easton Arts Academy Elementary Charter School. (Pologruto/Miller), The motion passed with 5 votes in favor, and 1 abstention of Ms. Zattoni.

Nomination of Leigh Miller as Board Vice President to the Easton Arts Academy Elementary Charter School Board of Directors. The motion passed with 5 votes in favor, and 1 abstention of Ms. Miller.

**Motion:** To approve the appointment of Lee Miller as Vice President of the Board of Directors of the Easton Arts Academy Elementary Charter School. (Lieberman/Nieves). The motion passed with 5 votes in favor, and 1 abstention of Ms. Miller.

Nomination of Frank Pologruto as Board Treasurer to the Easton Arts Academy Elementary Charter School Board of Directors.

**Motion:** To approve the appointment of Frank Pologruto as Board Treasurer to the Easton Arts Academy Elementary Charter School Board of Directors. (Zattoni/Lieberman). The motion passed with 5 votes in favor, and 1 abstention of Mr. Pologruto.

1. Personnel

* Beth Peters, Title I work, 30 hrs./week, 8 weeks during summer at $25/hr. $6,000.

**Motion:** To approve the Title I work, 30 hrs./week, 8 weeks summer employment at $25/hr. $6,000 of Beth Peters. (Miller/Pologruto). The motion passed with 5 votes in favor, and 1 opposition.

* Staff Salaries

**Motion:** To approve the total of $2,561,940. for salaries for the 2019/2020 academic year. (Pologruto/Jermany), Motion carried.

* Open Positions

**Motion:** To approve the filling of the vacant positions for the 2019/2010 school year. (Miller/Lieberman), Motion carried.

Resignations

* Rachel Cimera, 6/17/2019
* Kirsten Caiazzo, 6/23/2019
* Megan Krzyzewski, 6/24/2019
* Tracie Springer, (Board Member) 5/29/2019

**Motion:** To accept the resignations of Rachel Cimera, Kirsten Caiazzo, Megan Krzyzewski and Board member Tracie Springer. (Jermany/Nieves), Motion carried.

1. Connective Services Agreement

**Motion:** To approve the Agreement with Connective Intervention Services, LLC, Macungie, PA to provide therapy services to the students on an as-needed basis. (Miller/Nieves), Motion carried.

1. Innovative Captive Strategies Agreement and Signed Operating Agreement

**Motion:** To approve the Innovative Captive Strategies Agreement and Signed Operating Agreement. (Miller/Jermany), Motion carried.

1. Safety and Security Report

**Motion:** To approve the Safety and Security Report to be submitted to the School Safety and Security Committee at the Pennsylvania Commission on Crime and Delinquency in compliance with the requirements of Act 44 of 2018. (Lieberman/Pologruto), Motion carried.

1. E-Signature Resolution

The E-signature resolution needs to be approved and signed by the Board for Ms. Hughes to electronically sign any of the school’s E-grants applications and forms for Pennsylvania Department of Education.

**Motion:** To approve the E-Signature Resolution for Ms. Hughes to electronically sign any of the school’s E-grants applications and forms for Pennsylvania Department of Education. (Miller/Lieberman), Motion carried.

1. **Adjournment**

**Motion:** To adjourn the meeting of the Board of Directors at 9:44 p.m. (Miller/Jermany), Motion carried.

Eleanore M. Cary

Board Secretary