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BOARD OF DIRECTORS

MEETING MINUTES

**August 23, 2018**

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| Michelle Zattoni, President | Sharon Jermany | Peter Reinke, Developer Rep. |
| Leigh Miller, Vice President | Al Kratzer | Joanna Hughes, CEO |
| Frank Pologruto, Treasurer | Michael Lieberman | Shawn Ferrara, CAO |
| Dolly Cary, Secretary | Jana Nieves | Joey Schubert, Principal |
| Belinda Austin | Tracie Springer | Thomas Lubben, TLC |

1. ***Call to Order***

The meeting was called to order at 5:43 p.m. by Vice President, Leigh Miller. The Pledge of Allegiance was recited.

***Roll Call***

**Board: Present –** Leigh Miller, Al Kratzer, Mike Lieberman, Sharon Jermany, Belinda Austin,

Frank Pologruto

**Absent –** Michelle Zattoni, Jana Nieves, Tracie Springer

**Staff: Present –** Joanna Hughes, Shawn Ferrara, Dolly Cary, Joey Schubert

**Guests:** Tom Lubben, TLC, Rich Houck, TLC

1. ***Approval of Minutes***

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

1. ***President’s Comments***

There were no comments due to the President’s absence.

1. ***Administrators’ Reports***

**Joanna Hughes, CEO**

Today marks the 6th and final day of Professional Development. Some topics covered were suicide awareness, health/safety regulations, curriculum and discipline policies and procedures. Our own in-house staff provided training on special education, and Title I. The school’s handbook and code of conduct was reviewed, realigned and updated. The PA Department of Education will offer free training for Board members. Date TBA. The student count is at 426 with 389 regular education students and 37 special education students.

Our welcome picnic for all students and parents is scheduled tomorrow, August 24, at Heil Park, Easton. Over 600 attendees are expected. The day starts with a school tour from 10:00 a.m. to 12:00 noon. To accommodate the large turnout, the picnic times are split from 12-2, and 2-4. All Board members are welcome.

**Joey Schubert, Principal**

There is tremendous participation in Professional Development and teacher learning. This ultimately contributes to our student’s successes.

TJ Bostian, our IT Tech will be available to set up Board member computers to enable access to the network’s shared drive. Any member wishing to have access can email TJ at [tbostian@eaaecs.com](mailto:tbostian@eaaecs.com).

1. ***Financial Report***

**Shawn Ferrara, CAO**

Mr. Ferrara reviewed the Directors and Officers Liability insurance coverage. This document will be included in our audit. We received the following grants:

* Food Service Grant totaling $5,000
* Title I, II, and III totaling $73,000
* Individuals with Disabilities Education Act-Part B (IDEA) allocation in the amount of $21,140.88
* School Health Annual Reimbursement Request System (SHARRS) $10,000 reimbursement expense

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

1. ***Committee Reports***

Governance Committee – No report currently.

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

1. ***Tom Lubben, TLC***

Dr. Lubben introduced Rich Houck, TLC. He reported he currently has 12 staff that make up TLC.

He has identified a Board retreat date of 9/8/2018 at 10:30 a.m. The retreat venue will be at the YMCA in Easton.

1. ***Old Business***

The Special Education Policies were presented for a final reading and approval.

**Motion:** To approve the Special Education Policies. (Pologruto/Kratzer), Motion carried

1. ***Public Comment on Agenda Items*** - None
2. ***New Business***
3. Appointment of School Safety and Security Coordinator

According to Act 44, the Chief School Administrator of a school entity shall appoint a school administrator as the School Safety and Security Coordinator for the school entity. The appointment shall be made no later than August 31, 2018.

**Motion:** To approve the appointment of Shawn Ferrara, CAO as School Safety and Security Coordinator for the Easton Arts Academy Elementary Charter School. (Lieberman, Pologruto), Motion carried.

1. Code of Conduct – located in the Parent/Student Handbook

The Code of Conduct provides rules and regulations to govern student behavior during school, en route to and from school and at school related events.

**Motion:** To approve the Student Code of Conduct for the Easton Arts Academy Elementary Charter School. (Kratzer/Pologruto), Motion carried.

1. Job Descriptions – New/Revised
2. Confidential Operations and Administrative Support Specialist
3. Emotional Support Counselor
4. School Operations Manager
5. School Intervention Coordinator
6. Coordinator
7. Operations Specialist
8. School Safety Officer Job Description

**Motion:** To approve the 7 Job Descriptions (C), listed under Section 11 New Business, (Lieberman/Pologruto), Motion carried.

1. Fiscal Policies and Procedures Handbook Review

**Motion:** To approve the Fiscal Policies and Procedures Handbook for the Easton Arts Academy Elementary Charter School.

1. Additions to the Agenda
2. New Staff Appointments

* Pamela Kremer, Food Service Operations Specialist, $30,000
* Dave Kremer, Custodian, $30,000

1. Rehire

* Noah Dennis, IT Tech, $15/hr not to exceed 30 hr/week

**Motion:** To approve the new staff appointments of Pamela Kremer, Dave Kremer, and the rehire of Noah Dennis under Section 11, New Business (E.1-2) Additions to the Agenda, (Pologruto/Jermany), Motion carried.

1. ***Executive Session***

The Board convened into Executive Session at 6:56 p.m.to discuss personnel matters. Members reconvened to regular session at 8:04 p.m.

1. ***Adjournment***

**Motion:** To adjourn the meeting of the Board of Directors at 8:05 p.m. (Lieberman/Pologruto), Motion carried.

Eleanore M. Cary

Board Secretary