

**EASTON ARTS ACADEMY ELEMENTARY  
CHARTER SCHOOL**

**30 N. 4<sup>TH</sup> ST.  
EASTON, PA 18042**

**BOARD OF TRUSTEES MEETING**

**LOCATION:  
30 N. 4<sup>TH</sup> ST., ROOM 408  
EASTON, PA 18042**

**DATE:  
FEBRUARY 27, 2020**

**MINUTES**

**SECTION I: CALL TO ORDER**

*Opening Colloquy*

*This meeting of the Easton Arts Academy Elementary Charter School Board of Trustees is hereby called to Order. The time is 6:57 p.m. My name is Daniel Saidel of Sand & Saidel, P.C., who serves as General Counsel to this Board of Trustees. I will facilitate this meeting.*

*This is a public meeting that was properly advertised pursuant to the Pennsylvania Sunshine Act in The Express Times and/or The Morning Call.*

*All members of the public are welcome, to sit and listen to the board of trustees conduct its business tonight. At this time, I would ask that executive administration submit the list of commenters. Comments will be limited to three minutes unless the Board decides to grant additional time.*

*At this time, I will ask that we recite the Pledge of Allegiance followed by roll call.*

## A. ROLL CALL

Board Members Present:	By Invitation: Non-Board Members Present:
<i>Michelle Zattoni, President ["MZ"] Leigh Miller, Vice-President ["LM"] Sharon Jermany ["SJ"] Trisha Beegle ["TB"]</i>  <b>Board Members Absent:</b> <i>Michael Lieberman</i>	<i>William Wright, Principal and Interim Chief Executive Officer</i>  <i>Daniel Saidel, Esq. Dean Krebs, Esq.</i>  <i>Ryan Schumm, Charter Choices – Business Controller</i>

## B. DISCLOSURE: EXECUTIVE SESSION

*I would like to state, for purposes of the Minutes of this meeting that, on February 27, 2020, the Board of Trustees met in Executive Session for the following purposes under 65 P.S. § 708:*

*(x) Certain Employee Issues. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, provided, however, that the individual employees or appointees whose rights could be adversely affected may request, in writing, that the matter or matters be discussed at an open meeting. The agency's decision to discuss such matters in executive session shall not serve to adversely affect the due process rights granted by law, including those granted by Title 2 (relating to administrative law and procedure).*

*(x) Consultation with Professional Advisor or Attorney. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.*

*(x) Discuss Confidential Matters. To review and discuss agency business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.*

## C. APPROVAL OF AGENDA

MOTION  
LM  
SECOND  
MZ  
VOTE:  
[X] PASS  
[ ] FAIL

### R200227.01 Approval of the February 27, 2020 Agenda

**RESOLVED**, that the Board of Trustees of Easton Arts Academy Elementary Charter School hereby approves the February 27, 2020 Agenda.

#### *Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
Board	General discussion

## D. APPROVAL OF MINUTES

MOTION  
MZ  
SECOND  
LM  
VOTE:  
[X] PASS  
[ ] FAIL

### R200227.02 Minutes of the January 23, 2020 Meeting

**RESOLVED**, that the Board of Trustees of Easton Arts Academy Elementary Charter School hereby approves the Minutes of the January 23, 2020 meeting of the Board of Trustees of Easton Arts Academy Elementary Charter School.

#### *Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
Board	General discussion

## SECTION II: REPORTS

### A. COMMUNITY COMMENT

*There was no community comment.*

#### *Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
None	None

### B. BOARD PRESIDENT, MICHELLE ZATTONI

- a. Ms. Michelle Zattoni—Board President of Easton Arts Academy Elementary Charter School
  - i. Expressed her appreciation of the school's professional service providers, administrators and staff;

- ii. *Indicated that Easton Arts Academy Elementary Charter School policies and procedures were being reviewed by the Board; and*
- iii. *Indicated that Easton Arts Academy Elementary Charter School Bylaws were being reviewed by the Board.*

### **C. BUSINESS CONTROLLER, CHARTER CHOICES**

- a. *Mr. Ryan Schumm—Charter Choices, Inc.*
  - i. *Reviewed and discussed with the Board the January 2020 financial report prepared by Charter Choices, Inc. which was disseminated to the Board for their review prior to this board meeting;*
  - ii. *Expressed to the Board that there may be future special education tuition cuts in light of proposed Pennsylvania legislative changes and that he anticipated having additional information for the Board on this matter by June 30, 2020.*
  - iii. *In response to the Board's inquiry as to whether the monthly financial reports account for back real estate taxes and legal liabilities, Mr. Schumm advised the Board that the financial reports continue to accurately reflect these items.*

### **D. SCHOOL SOLICITOR, SAND & SAIDEL, P.C.**

- a. *Mr. Daniel Saidel, Esq.*
  - i. *Reviewed with the Board that the Easton Arts Academy Elementary Charter School Employee Handbook was being reviewed by the Board and Sand & Saidel, P.C., and that the Board would continue to annually review the Easton Arts Academy Elementary Charter School Employee Handbook to determine if revisions were necessary.*
  - ii. *Explained the purpose of Easton Arts Academy Elementary Charter School Bylaws and that Easton Arts Academy Elementary Charter School Bylaws were being reviewed by the Board and Sand & Saidel, P.C.*

## **SECTION III: OLD BUSINESS**

### **A. RESOLUTIONS**

NONE

## **SECTION IV: NEW BUSINESS**

### **A. RESOLUTIONS**

MOTION  
MZ  
SECOND  
LM  
VOTE:  
[X] PASS  
[ ] FAIL

## R200227.03 Report of the Business Controller

**RESOLVED**, the Board of Trustees of Easton Arts Academy Elementary Charter School accepts the Financial Report of the Business Controller and all documents submitted thereby, which shall be incorporated into the record of this meeting.

### *Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>
Board	General discussion

MOTION  
LM  
SECOND  
MZ  
VOTE:  
[X] PASS  
[ ] FAIL

## R200227.04 Uniform Human Resources Resolution

**RESOLVED**, the Board of Trustees of Easton Arts Academy Elementary Charter School ratifies the human resources changes, modifications and additions, as presented.

HIRES/POSITION CHANGE		
NAME	TITLE/CHANGE	START DATE
Courtney Renaldi	Long-Term Substitute Kindergarten Teacher	02/02/20
Stephanie Iovanna	Full-Time Kindergarten Teacher	02/24/20
Michelle Wangdak	Long Term Substitute to Full Time ESL	02/10/20

SUSPENSION/RESIGNATION/TERMINATION		
NAME	TITLE	END DATE
Beth Peters-Ferrara (Suspension)	Title 1 and Student Success Coordinator	02/02/20 – 02/27/20
Beth Peters-Ferrara (Resignation)	Title 1 and Student Success Coordinator	02/04/20
Melanie Goncalves (Resignation)	Kindergarten Teacher	02/13/20
Christine Barger (Resignation)	School Nurse	02/28/20

### *Notes of Discussion / Advance Regulatory and Financial Comment:*

<i>Who</i>	<i>What</i>

MOTION  
TB  
SECOND  
MZ  
VOTE:  
[X] PASS  
[ ] FAIL

Board	General discussion
W. Wright	Upon inquiry by the Board, Mr. Wright informed the Board that Courtney Renaldi was hired as a Long-Term Substitute and Stephanie Iovanna was hired for a Full-Time position. These Minutes reflect this clarification in the Title/ Change column above.
Board	Indicated that all new hires were properly and publicly advertised.

## R200227.05 Uniform Professional Services Proposals Resolution

**RESOLVED, the Professional Services Proposal/s and associated reports listed below are hereby accepted and ratified;**

**FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contracts based upon these Professional Services Proposal/s;**

**FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effect this resolution.**

Contractor	Amount	Comment: Terms and Conditions
Fraud Forensic Investigations, LLC	\$2,000 Retainer  On-site Work: \$150 / hr. Off-site Work: \$110 / hr.	Financial forensic services

### ***Notes of Discussion / Advance Regulatory and Financial Comment:***

<b><i>Who</i></b>	<b><i>What</i></b>
Board	General discussion

MOOT

## R200227.06 Uniform Purchases Resolution - MOOT

**RESOLVED, the Purchases and associated reports listed below are hereby accepted and ratified;**

**FURTHER RESOLVED, the CEO, business controller and general counsel are hereby authorized and directed to negotiate the terms and conditions of those contract(s) based upon these Purchases.**

**FURTHER RESOLVED, the President is authorized to execute any document or delegate any task necessary to effect this resolution.**

Contractor	Amount	Comment: Terms and Conditions
None	None	None

***Notes of Discussion / Advance Regulatory and Financial Comment:***

<i>Who</i>	<i>What</i>
None	None

MOTION  
MZ  
SECOND  
SJ  
VOTE:  
[X] PASS  
[ ] FAIL

**R200227.07 Settlement Agreement for Kathleen Keyes**

***RESOLVED, the Board of Trustees of Easton Arts Academy Elementary Charter School ratifies and accepts the Confidential Settlement Agreement and General Release for Kathleen Keyes, as presented.***

***Notes of Discussion / Advance Regulatory and Financial Comment:***

<i>Who</i>	<i>What</i>
Board	General discussion

MOTION  
MZ  
SECOND  
LM  
VOTE:  
[X] PASS  
[ ] FAIL

**R200227.08 Authority: Incident Reports**

***RESOLVED, the Board of Trustees of Easton Arts Academy Elementary Charter School hereby designates Ms. Sharon Jermany as its liaison between Easton Arts Academy Elementary Charter School and law enforcement authorities;***

***FURTHER RESOLVED, Ms. Sharon Jermany is authorized to represent the Board of Trustees of Easton Arts Academy Elementary Charter School with respect to any and all incident reports made to law enforcement authorities.***

***Notes of Discussion / Advance Regulatory and Financial Comment:***

<i>Who</i>	<i>What</i>
Board	General discussion

**B. DISCUSSION AND ANNOUNCEMENTS**

*Mr. William Wright—Principal and Interim CEO of Easton Arts Academy Elementary Charter School*

- a. Reviewed and discussed with the Board his February 2020 CEO report, disseminated to the Board prior to this board meeting for their review;
- b. Explained to the Board that asset management was being handled by the Easton Arts Academy Elementary Charter School's IT Department to conduct an inventory of all furniture and computer equipment;
- c. Indicated to the Board that a recent meeting with Edwards Business Systems occurred to maintain the current contract with a minimal price increase;
- d. Informed the Board of a recent meeting with S.O.S. Group, Inc. to discuss Easton Arts Academy Elementary Charter School IT issues and to apply for E-rate reimbursement. The deadline for E-rate filing was met;
- e. Informed the Board that PenTeleData was recently contacted regarding the services they provide Easton Arts Academy Elementary Charter School;
- f. Informed the Board of a recent meeting with two IT companies, Lehigh Valley Technology and Infradapt, the former of which was chosen to assist Easton Arts Academy Elementary Charter School and was currently drafting a proposal of their services;
- g. Informed the Board that mirrors were recently donated and installed in the dance room by Dance Design Studio, and Mr. Wright expressed his appreciation to Ms. Emily Luca for her role in this;
- h. Informed the Board that Easton Arts Academy Elementary Charter School was in the process of setting up a school library with the assistance of parents and volunteers, with an anticipated opening in March 2020;
- i. Informed the Board of two events sponsored by the CPTO: Grades K-2 Arts and Crafts Fair that occurred on February 21, 2020 and Grades 3-5 Neon/Glow Dance on February 28, 2020;
- j. Informed the Board of the upcoming book fair in the first week of March and that Easton Arts Academy Elementary Charter School was seeking volunteers;
- k. Informed the Board that Easton Arts Academy Elementary Charter School's Select Ensemble will be singing the National Anthem at a Phantoms Game on March 21, 2020;
- l. Indicated that training was provided by staff for the upcoming PSSA;
- m. Indicated that, per the Board's request, an e-mail address was created for staff to contact for time-off requests and tardiness notifications;
- n. Informed the Board that Easton Arts Academy Elementary Charter School was in the process of soliciting applications for an IT manager, HR manager, and school nurse.

**NEXT SCHEDULED BOARD MEETING: MARCH 26, 2020**

### **ADJOURNMENT @ 7:20PM**

**MOTION**

**MZ**

**SECOND**

**LM**

**VOTE:**

**[X] PASS**

**[ ] FAIL**