



**BOARD OF DIRECTORS
MEETING MINUTES**

July 26, 2018

Michelle Zattoni, President
Leigh Miller, Vice President
Frank Pologruto, Treasurer
Dolly Cary, Secretary
Belinda Austin

Sharon Jermany
Al Kratzer
Michael Lieberman
Jana Nieves
Tracie Springer

Peter Reinke, Developer Rep.
Joanna Hughes, CEO
Shawn Ferrara, CAO
Joey Schubert, Principal
Thomas Lubben, TLC

1. Call to Order

The meeting was called to order at 5:40 p.m. by President, Michelle Zattoni. The Pledge of Allegiance was recited.

Roll Call

Board Present: Michelle Zattoni, Leigh Miller, Al Kratzer, Jana Nieves, Mike Lieberman, Sharon Jermany, Belinda Austin, Frank Pologruto, Tracie Springer

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

Guest: Tom Lubben, TLC

2. Principal Overview

Ms. Zattoni introduced Joey Schubert, Principal. Ms. Schubert spoke to the Board regarding her vision, educating a holistic child and the importance of student success.

3. Approval of Minutes

Motion: To approve the minutes of the June 28, 2018, Board of Directors meeting as presented. (Nieves/Miller), Motion carried.

4. Board Candidate

Ms. Zattoni introduced potential Board member, Tracie Springer. Ms. Springer highlighted some of her experience. She founded "Dress for Success" in Allentown and currently serves as the organization's Executive Director. Ms. Springer expressed interest in serving on the Board.

Motion: To approve the nomination of Tracie Springer as a member of the Board of Directors to the Easton Arts Academy Elementary Charter School. (Pologruto/Miller), Motion carried.

5. Executive Session

The Board convened into Executive Session at 5:44 p.m. to discuss personnel matters. Members reconvened to regular session at 6:17 p.m.

6. President's Comments

Ms. Zattoni thanked the Board members for their service to the school.

7. Administrators' Reports

Joanna Hughes, CEO

We are ahead of schedule in preparing the building for the new school year. Our curriculum is being reviewed and placed in classrooms. Chrome books, smartboards and projectors have been purchased from another school at an affordable reduced price. To-date the student count is at 412. The number of classes in each grade are as follows:

Kindergarten – 3 classes

1st grade – 5 classes

2nd grade – 4 classes

3rd grade – 3 classes

4th grade – 3 classes

5th grade – 2 classes

Student assessment schedules have been planned. Six dates throughout the year have been identified for Star testing. Professional Development dates are August 14, 15, 16, and 21, 22, and 23. School starts August 27, 2018.

An Open House for parents and students is planned for August 24. Starting with school tours from 10-12:00 p.m. and continuing with a picnic at Heil Park, Easton from 1:00-4:00 p.m. Board members are invited.

8. Financial Report

Shawn Ferrara, CAO

The Financial System is up and running. This program will be made available to the Board members on the shared drive. Our audit is scheduled on-site on August 10, 2018. The balance sheet and budget was reviewed. As the payment structure to charter schools has changed with PDE, the school will not receive payment from the resident home districts until the end of September. We are attempting to secure a \$500,000 line of credit to cover operational costs, if needed.

Motion: To approve a bank application to secure an emergency line of credit in the event any monies are needed to cover operational costs. (Pologruto/Nieves), Motion carried.

Motion: To approve the engagement of legal counsel to petition PDE 363 to request \$530,000 from resident home districts. (Pologruto/Miller), Motion carried.

A discussion was held regarding Dr. Lubben's scope of work as Education Consultant. Adjustments were made to the document and a motion was made by Mike Liberman and seconded by Al Kratzer to accept the revisions as amended. Motion carried.

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

9. Committee Reports

Governance Committee – No report currently.

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

10. Tom Lubben, TLC

Dr. Lubben reviewed his role as consultant. 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.

11. Old Business - None

12. Public Comment on Agenda Items - None

13. New Business

A. Co-Op Gymnastics Agreement

Motion: To rescind the contract with Force Gymnastics, Nazareth, PA and replace with a new contract with Co-Op Gymnastics, Easton, PA. (Miller/Nieves), Motion carried.

B. YMCA Sample Agreement of Before and Aftercare Program

The Board reviewed a sample agreement and agreed to have a new agreement prepared by Mr. Ferrara.

C. The Special Education Policies and Procedures were presented to the Board for a 1st Reading

D. Personnel

New Staff Appointment

Motion: To approve the appointment of Vanessa Ruggiero as Associate Teacher at the salary of \$20,000. (Lieberman/Nieves), Motion carried.

Motion: To approve all staff compensation for the 2018/2019 school year.
(Pologruto/Lieberman), Motion carried.

Resignations

The Board accepted the resignations of Kristen Smith and Heather Thomas.

14. Adjournment

Motion: To adjourn the meeting of the Board of Directors at 7:13 p.m. (Lieberman/Miller), Motion carried.

Eleanore M. Cary

Board Secretary