



**Minutes from the Regular Meeting of the
 Board of Trustees
 August 13, 2018
 5:30 p.m.
 York Academy Regional Charter School**

I. Call to Order

The regular meeting of the Board of Trustees of the York Academy Regional Charter School was called to order at 5:36 p.m. by Nancy Ahalt.

II. Roll Call

Board members in attendance: Ellen Johnson, Robert Lambert, Susan Krebs, Stephen Tansey, Meagan Feeser, Anika Jackson, and Nancy Ahalt.

Staff attending: Dr. Baughman, Dr. Lowe, Dr. Ezzo, Mr. Goodwin, Mrs. Cobb, and Tina Ziegler

III. Approval of the Minutes of the Regular Meeting of the Board of Trustees of June 11, 2018 and July 9, 2018 and the Committee Meetings of June 25, 2018 and July 23, 2018.

Motion to approve offered by Ellen Johnson; seconded by Meagan Feeser. The vote was unanimous.

IV. Public Comment on Agenda Items

V. Petitions and Communications

VI. Monthly Instructional Report
None

VII. Reports from Committees

Stephen Tansey

A. Finance and Facilities

1. Report – Approval of Change Orders

After a review of submitted change orders from the Architect of Record and the Construction Manager, the following change orders were approved.

- | | |
|--|-------------------|
| a. The Farfield Company | |
| #017 | |
| Provide power to the school sign, add low voltage switches to doors, change wiring in the coffee shop, and change wiring in the kitchen. | Add \$7,113.00 |
| b. Kinsley Construction | |
| #005 | |
| Mud and snow removal and supplying a stone base | Add \$5,935.19 |
| #009 | |
| Additional river gravel for construction site | Add \$8,807.32 |
| c. Witmer | |
| #001 | |
| Delete sealant at roof coping. | Deduct \$2,988.00 |
| #007 | |
| Rework plumbing at sinks in each science lab. | Add \$4,920.00 |

- d. Easy Does It Drywall
#013
Add electrical strike. Add \$575.00
- 2. Report – Approval of Change Orders
Be It Resolved by the Board of Trustees that the following change orders be approved.
 - a. ***Kinsley Construction***
#006
Modifications necessary at the connection to the sanitary sewer line.
Add \$29,715.26
 - b. ***Kinsley Construction***
#011
Credit for installation of piping for the sanitary sewer line.
Deduct \$15,332.11
 - c. ***Amthor Steel***
#004
Removal and reinstallation of decking.
Add \$34,254.00

Motion to approve offered by Stephen Tansey; seconded by Anika Jackson. The vote was unanimous.

- 3. Report – Approval of Contracts
BE IT RESOLVED, by the Board of Trustees, that the contracts between the York Academy and Republic Services be approved.

Motion to approve offered by Stephen Tansey; seconded by Meagan Feeser. The vote was unanimous.

- 4. Report – Security Services for WareHaus
BE IT RESOLVED, by the Board of Trustees, that the contract between York Academy and Ruppert Detective Agency, LLC be approved.

Motion to approve offered by Stephen Tansey; seconded by Robert Lambert. The vote was unanimous.

- 5. Report – Approval of Treysta Technology Management Agreement
BE IT RESOLVED, by the Board of Trustees, that the contract for IT services with Treysta Technology be approved as presented.

Motion to approve offered by Stephen Tansey; seconded by Anika Jackson. The vote was unanimous.

B. Academic Assessment and Curriculum

Ellen Johnson

- 1. Report – Innovation Grant Proposal
BE IT RESOLVED, by the Board of Trustees, that the innovation grant proposal submitted by Mrs. Kim-Myers in the amount of \$3,500 to purchase an online adaptive learning program for second grade students be approved.

Motion to approve offered by Ellen Johnson; seconded by Robert Lambert. The vote was unanimous.

- 2. Report – Approval of Revised Assessment Policy
BE IT RESOLVED, by the Board of Trustees, that the revised York Academy Middle Years Programme Assessment Policy be approved.

Motion to approve offered by Ellen Johnson; seconded by Stephen Tansey. The vote was

unanimous.

3. Report – ManageBac Software
After returning from Diploma Programme training and discussions with our IB evaluators, it was reported that ManageBac software will be utilized to track formative and summative assessments, unit planning, progress on personal projects, and monitoring the extended essay.

C. Personnel

Sue Krebs

1. Report – Approval of Supplemental Pay Rates
BE IT RESOLVED, by the Board of Trustees, that the following rates of pay for supplemental/substitute teaching assignments be approved:
 - a. ***Required Professional Development*** ***Employee’s Hourly Rate***
 - b. ***Curriculum Revision*** ***\$25.00/hour***
 - c. ***Substitute Teacher Rate*** ***\$16.67/hour or \$125.00/day***
 - d. ***Substitute Nurse Rate*** ***\$16.67/hour or \$125.00/day***
 - e. ***Long-Term Substitute Rate (6 months)*** ***\$242.77/day***
 - f. ***Substitute Instructional Assistant*** ***\$13.51/hour***
 - g. ***Substitute Cafeteria Staff*** ***\$10.00/hour***
 - h. ***Substitute Receptionist*** ***\$11.00/hour***
 - i. ***Translator Rate*** ***\$25.00/hour***
 - j. ***Extracurricular Instructor*** ***\$25.00/hour***

Motion to approve offered by Sue Krebs; seconded by Meagan Feeser. The vote was unanimous.

2. Report – Creation of Positions
BE IT RESOLVED, by the Board of Trustees, that the creation of the positions of full-time Art Instructor and full-time Custodian for the 2018-2019 school year be approved.

Motion to approve offered by Sue Krebs; seconded by Robert Lambert. The vote was unanimous.

3. Report – Acceptance of Resignation
It was reported that letters of resignation were received from the following individuals:
 - a. Marissa Kieffer, Instructional Assistant, effective August 2, 2018
 - b. Marc Peterson, Instructional Assistant, effective August 4, 2018

4. Report – Appointment of Professional Staff
BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed to professional positions:

- a. ***Kimberly Brenner-Zirkle***
Marketing/Development Coordinator
Salary: \$52,000 (pro-rated) 260-Day Contract
Effective: July 1, 2018 through June 30, 2019
- b. ***Tracy Cornell***
Elementary Teacher
Salary: \$57,675 (Master’s, Step 4) 200-Day Contract
Effective: July 1, 2018 through June 30, 2019
- c. ***Tanya Winters***
Art Teacher
Salary: \$48,554 (pro-rated) 200-Day Contract
Effective: August 13, 2018 through June 30, 2019

Motion to approve offered by Sue Krebs; seconded by Robert Lambert. The vote was

BE IT RESOLVED, by the Board of Trustees, that the revised school calendar for the 2018-2019 school year be approved.

Motion to approve offered by Robert Lambert; seconded by Ellen Johnson. The vote was unanimous.

3. Report - The enrollment for the York Academy as of Thursday, August 9, 2018 was reported as follows:

Registrations by Grade:

Kindergarten:	100 students
Grade One:	76 (+ 2 pending) students
Grade Two:	77 students
Grade Three:	81 students
Grade Four:	78 students
Grade Five:	78 students
Grade Six:	75 (+3 pending) students
Grade Seven:	78 (+2 pending) students
Grade Eight:	75 students
Grade Nine:	68 (+1 pending) students
TOTAL	786 students

Registrations by District:

Central York:	64 students
Central Dauphin:	2 students
Dallastown	8 students
Dover	12 students
Eastern	7 students
Northeastern	12 students
Red Lion	20 students
Spring Grove	10 students
West York:	44 students
York City:	571 students
York Suburban:	36 students

VIII. Chief Executive Officer's Monthly Report

- A. Report – Chief Executive Officer

Dennis Baughman

Dr. Baughman reported to the Board the result of the first day of school at the York Academy. Mr. Goodwin, Dr. Lowe, Mrs. Cobb, and Dr. Ezzo all commented on their perspective of the first day of school with all good comments to share.

Dr. Baughman thanked the York Academy staff for their assistance in getting the school's accreditation; mentioned to the Board the need to set a date for the dedication of the Upper School which tentatively was set for September 30.

- B. Report – Business Manager

Monik Johnson

2018-2019 Budget Process: The 18-19 Budget was approved at the June 11, 2018 meeting.

Human Resources Department: The Board has selected Paychex payroll vendor for processing payroll and their time tracking system with implementation on July 1, 2018. Management has begun the transition process from CSIU payroll and personnel systems to Paychex payroll system.

Student Intervention Grant (SIG) (\$75,630): York Academy is allocated \$75,630 from the 16-17 school year. These funds will be used to purchase eight carts with Chromebooks for grades 2nd – 5th. The grant will also provide upgraded SMART interactive projectors for six classrooms to support

classroom instruction. The grant ends September, 2018. To date, York Academy has utilized \$75,070 (99%) of the grant.

Title I & II Federal Program (\$455,657): The Title I program is managed internally by the Reading Specialist and the Title II program is managed internally by the Supervisor of Instructional Development. York Academy is designated as school wide rather than a targeted school. This designation provides funds for all students rather than a targeted selection of students based on need. The grant term is 10/1/17-9/30/18. This year, York Academy was awarded \$10,110 for Title IV. This grants purpose is to provide student support and academic enrichment. To date, York Academy has utilized \$357,269 (53%) of the grant.

Ready to Learn Grant (\$18,960): The Ready to Learn Grant was approved for the 18-19 school year to support the initiative of expanding Kindergarten. York Academy will add an additional Kindergarten class in the 2018 school year. The Ready to Learn Grant will provide funding for materials, textbooks and supplies for that additional class. To date, York Academy has utilized \$18,960 (100%) of the grant.

High School/Elementary School Bond Process: York Academy Foundation closed on the \$36m bond on April 20, 2018. M. Johnson continues to work with the investment firm and trustee to discuss meeting covenants and periodic reports that are due to the bond investors.

Other Items for discussion:

Cash on Hand:

<i>Unrestricted cash balance of (7/31/2018):</i>	<i>\$1,962,600(liquid)</i>
<i>Current receivables of (7/31/2018):</i>	<i>\$142,073</i>
<i>Term loan available balance:</i>	<i><u>\$320,000</u></i>
<i>Total:</i>	<i>\$2,425,000</i>

Average expenses: \$905,200/month

Cash/Cash Equivalent on hand: York Academy currently has available 2.68 months or 83 days of cash/cash reserves on hand as of 7/31/18.

YARCS Accounts Receivable Report: July 31, 2018			
School District	May	June	Total Due
Central Dauphin	3738.46-Paid	1079.44-Paid	-
Central			-
Dallastown			-
Dover	22,327.08	5,487.52	27,814.60
Eastern			-
Northeastern			-
Red Lion		6,165.15	6,165.15
Spring Grove			-
West Shore			-
West York		34.11	34.11
York City		110.38	110.38
York Suburban		19,173.32	19,173.32
Other invoices		7,624.54	7,624.54
Total Tuition/Other Rec. Due:	22,327.08	38,595.02	60,922.10
National School Lunch Prog.	-	14,093.24	14,093.24
Total Tuition & Cafeteria Rec. Due:	22,327.08	52,688.26	75,015.34
Federal Receivables/Interfund Receivables	-	64,319.30	64,319.30
Subtotal:	22,327.08	117,007.56	139,334.64
Grand Total Rec. Due:	22,327.08	117,007.56	139,334.64

IX. Treasurer's Report

Robert Lambert

A. Report – Approval of York Academy Financial Statements

BE IT RESOLVED by the Board of Trustees that the York Academy Regional Charter School Financial Statements as of June 30, 2018 and July 31, 2018 subject to audit, be approved as presented.

Motion to approve offered by Robert Lambert; seconded by Stephen Tansey. The vote was unanimous.

B. Report – Approval of Bills

(attachment)

BE IT RESOLVED by the Board of Trustees that the listing of bills, as provided, be approved for payment.

Motion to approve offered by Robert Lambert; seconded by Stephen Tansey. The vote was unanimous.

X. Old Business

None

XI. New Business

Meagan Feeser reported to the Board that St. John's Lutheran Church has had a radio station of which they are looking for someone to take it over and asked if there was any interest. The Board asked her to get some more information.

XII. Comments from the Public

XIII. Meeting/Activity Dates

1. August 13, 2018 – First Day for Students
2. August 18, 2018 – PTO 5K Walk/Run, 8:00 a.m.
3. August 22, 2018 – Back To School Night – Lower School, 6:00 p.m.
4. August 27, 2018 – Board Committee Meeting, 5:30 p.m.
5. August 28, 2018 – Back To School Night – Upper School, 6:00 p.m.

XIV. Items for Distribution

XV. Adjournment

By a motion from Robert Lambert, seconded by Stephen Tansey, the vote was unanimous to adjourn the meeting of the Board of Trustees at 6:35 p.m.