



**Minutes from the Regular Meeting of the
Board of Trustees
December 10, 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 5:32 p.m. by Nancy Ahalt.

II. Roll Call

Board members in attendance: Susan Krebs, Stephen Tansey, Edward Bird, Meagan Given, Anika Jackson, Patrick Ball, and Nancy Ahalt.

Staff attending: Dr. Dennis Baughman, Mr. David Goodwin, Ms. Monik Johnson, Mrs. Kimberly Brenner-Zirkle, Mrs. Kate Daniels, and Ms. Tina Ziegler

Approval of the Minutes of the Regular Meeting of the Board of Trustees of November 12, 2018.

Motion to approve offered by Nancy Ahalt; seconded by Patrick Ball. The vote was unanimous.

III. Public Comment on Agenda Items

None

IV. Petitions and Communications

None

V. Monthly Instructional Report

Mrs. Kate Daniels, Upper School Library, gave a report on the Upper School Media Center activities.

VI. Reports from Committees

Edward Bird

A. Finance and Facilities

1. Report – Use of Facilities Request

It is reported that the following Request for Use of Facilities was approved:

Kate Daniels, Librarian, for use of the Upper School during the week of December 10, 2018, (no charge).

2. Report – Naming Rights

During the Capital Campaign, the York Academy provided for the naming of various locations within the Upper and Lower School. As a result of that effort, the following spaces have been selected for naming:

Upper School:

- a. Blended Learning Room – Joe and Susan Wagman
- b. Digital Lab – Tighe King
- c. Gymnasium – Wagman Construction
- d. Engineering Studio – James and Karen Gleba
- e. Academy Café – D.E.W. Good (Karen Willman)
- f. Center for Creative Expression – Dr. Dennis Baughman

3. Report – Maintenance of Effort

The York Academy received notification that after review, the school has maintained fiscal

effort when comparing the fiscal year ending June 30, 2016 to the fiscal year ending June 30, 2017.

4. Report – E-Rate Consulting Agreement
It is recommended that the agreement between the York Academy and the Lincoln Intermediate Unit for providing E-Rate Services be approved. A document was provided detailing fees for services including internet to the Upper and Lower Schools and reimbursement for eligible equipment through E-Rate.

BE IT RESOLVED, by the Board of Trustees, that the agreement between the York Academy and the Lincoln Intermediate Unit to provide E-Rate Services effective July 1, 2019 through June 30, 2020 be approved.

Motion to approve offered by Edward Bird; seconded by Stephen Tansey. The vote was unanimous.

5. Report – Addition to Paychex Agreement
After implementation of the Paychex system of payroll, it is recommended that the York Academy add additional components that will assist with tracking of employee information. The additional upgrade will include:
 - a. The addition of Flex HR to track employee training records.
 - b. The addition of Flex Time to track daily attendance as well as maintaining employee’s sick leave and personal time.

The annual cost for these additions is \$2,100.

BE IT RESOLVED, by the Board of Trustees, that the addition of Flex HR and Flex Time be approved and added to the current Paychex agreement. The additional cost for the software is \$2,100.

Motion to approve offered by Edward Bird; seconded by Patrick Ball. The vote was unanimous.

6. Report – Updated Cost of Construction
According to the spreadsheet that was distributed, the bond issue designated for the Upper School was \$21,575,369.17. The total cost of the project was \$22,232,074.38. The difference of \$656,705.21 was funded from grants (\$321,000) designated for a specific aspect of the project and from the General Fund (\$335,705.21). This expenditure was used to cover the cost of several expenses not originally included in the bond issue. These included all of the Owner Expenses as listed:

Attorney Fees for the Bond Issue	\$150,000
Attorney Fees – Latsha Davis	\$49,843.50
Supplies and Equipment	\$111,267.08
Other Expenses – Taxes	\$37,552.77

B. Academic Assessment and Curriculum

Anika Jackson

1. Report – Review of Research Question
Elizabeth Gangloff, Instructor, submitted a request to collect data from students at the Academy as a requirement of a Master’s Thesis. After reviewing the request, it is recommended she be permitted to conduct the research. Any data collected within the school will not identify any students by name. In addition, the results of the study will need to be reviewed prior to the submission to the University.
2. Report – Summer School
With our high expectations of student performance within the school, it has become apparent that there may be students who will end the school year with failing grades in one or more

core subjects. To avoid having students repeat the entire grade level, it is proposed that the York Academy offer a summer program for students who have failed no more than two subjects.

The Administrative Guideline presented was created after discussions with other charter schools offering the IB Programme. Students would be offered the opportunity to attend the summer program. If the student opts into the summer program, they would be required to complete all of the assessments assigned during the year, and submit those to an instructor of record. The expectation of achieving a score of 4 would continue as a passing score for summer course work.

For those students who have failed more than three subjects, repeating the grade level would be required.

3. Report – Documentation for Reauthorization of the Primary Years Programme
(distributed)

The York Academy staff, under the direction of Dr. Ezzo, finalized documents for the Self-Study that must precede the Reauthorization visit. Attached are several of the documents prepared by the team to address the requirements of the International Baccalaureate Organization. These documents have been delivered to the International Baccalaureate Organization.

C. *Personnel*

Sue Krebs

1. Report – Approval of Request to Attend Training

It is recommended that a request from Katie Catalano, Lower School Librarian, to attend International Baccalaureate Training for Librarians be approved. Ms. Catalano will attend training May 5-8, 2019, St. Petersburg, Florida. The total cost for training will be approximately \$2,000.

BE IT RESOLVED, by the Board of Trustees, that Katie Catalano be approved to attend International Baccalaureate Training, May 5-8, 2019, in St. Petersburg, Florida.

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

2. Report – Request for Extension of Leave

It is reported that Angela Tsoukalos-Lewis submitted a request to extend maternity leave to January 2, 2019. This request does not exceed the twelve weeks of Family Medical Leave provided to employees.

BE IT RESOLVED, by the Board of Trustees, that the request of Angela Tsoukalos-Lewis, Instructor, for an extension of Family Medical Leave to January 2, 2019 be approved.

Motion to approve offered by Sue Krebs; seconded by Patrick Ball. The vote was unanimous.

3. Report – Appointment to Extracurricular Position

It is recommended that the following individual be appointed to an Extracurricular position:

- a. Lori Woods
Envirothon Coordinator
Salary: \$1,000
Effective: 2018-2019 school year

BE IT RESOLVED, by the Board of Trustees, that the following individual be appointed to an Extracurricular position:

- a. *Lori Woods*
Envirothon Coordinator

Salary: \$1,000
Effective: 2018-2019 school year

Motion to approve offered by Sue Krebs; seconded by Edward Bird.. The vote was unanimous.

4. Report – Appointment of Substitute Positions

It is recommended that the following individuals be appointed to Substitute Positions for the 2018-2019 school year:

- a. Kady Schrann, Instructional Assistant
- b. Danielle Gauldin Instructional Assistant
- c. Carl Sharron Scott, Instructional Assistant
- d. Brianna Smith, Instructional Assistant
- e. Regina Carter, Instructional Assistant and Cafeteria Assistant

BE IT RESOVLED, by the Board of Trustees, that the following individuals be appointed to Substitute Positions for the 2018-2019 school year:

- a. Kady Schrann, Instructional Assistant***
- b. Danielle Gauldin Instructional Assistant***
- c. Carl Sharron Scott, Instructional Assistant***
- d. Brianna Smith, Instructional Assistant***
- e. Regina Carter, Instructional Assistant and Cafeteria Assistant***

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

5. Report – Appointment of Classified Staff

It is recommended that the following individual be appointed to a Classified position:

- a. Janice Johnson (attachment)
Cook/Cashier (5.5 hours/day)
Salary: \$10.25 per hour
Effective: December 3, 2018 through June 30, 2019

BE IT RESOLVED, by the Board of Trustees, that the following individual be appointed to a Classified position:

- a. Janice Johnson***
Cook/Cashier (5.5 hours)
Salary: \$10.25 per hour
Effective: December 3, 2018

Motion to approve offered by Sue Krebs; seconded by Anika Jackson. The vote was unanimous.

6. Report – Approval of Job Descriptions

It is recommended that the following job descriptions be approved. The position of Instructional Assistant for Interventions is a new position created to address the academic needs of students entering the Upper School with significant deficiencies in math and language skills.

- a. Café Manager
- b. Instructional Assistant for Interventions

BE IT RESOLVED, by the Board of Trustees, that the following job descriptions be approved:

- a. Café Manager***
- b. Instructional Assistant for Interventions***

Motion to approve offered by Sue Krebs; seconded by Stephen Tansey. The vote was unanimous.

7. Report – Approval of Requested Leaves of Absence
It is recommended that the following requests for leaves of absence be approved:
- Sara Kerns, Special Education Teacher, for Child-Bearing Leave beginning March 25, 2019 through June 10, 2019 (approximate).
 - Kelly Bloss, Cook/Cashier, for Family Medical Leave, November 30, 2018 through January 11, 2019.

BE IT RESOLVED, by the Board of Trustees, that the following requests for leaves of absence be approved:

- Sara Kerns, Special Education Teacher, for Child-Bearing Leave beginning March 25, 2019 through June 10, 2019 (approximate).***
- Kelly Bloss, Cook/Cashier, for Family Medical Leave, November 30, 2018 through January 11, 2019.***

Motion to approve offered by Sue Krebs; seconded by Patrick Ball.. The vote was unanimous.

D. Nominating
No report

Robert Lambert

E. Marketing

Meagan Given

Kimberly Brenner-Zirkle reported on the following: Give Local York will be May 3, 2019; pledge reminders and EITC letters are currently being sent out.

F. Administrative Services

Stephen Tansey

1. Report – Approval of Revisions to Policy 246 – School Wellness
It is recommended that the revisions to Policy 246 – School Wellness, be approved. This policy was in existence; however, due to requirements, the policy is being presented as a revision.

BE IT RESOLVED, by the Board of Trustees, that the revisions to Policy 246, School Wellness, be approved.

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

2. Report – Administrative Guideline: Suicide Awareness and Prevention Guideline
In response to a change in requirements for Suicide Prevention, the attached Administrative Guideline was revised and will be disseminated to all staff.
3. Report - The enrollment for the York Academy as of Thursday, December 6, 2018 is as follows:
Registrations by Grade:
- | | |
|---------------|--------------------------|
| Kindergarten: | 99 students |
| Grade One: | 77 students (2 off-site) |
| Grade Two: | 80 students (2 off-site) |
| Grade Three: | 79 students (2 off-site) |
| Grade Four: | 78 students |
| Grade Five: | 79 students (1 off-site) |
| Grade Six: | 78 students (3 off-site) |
| Grade Seven: | 79 students (1 off-site) |
| Grade Eight: | 78 students (2 off-site) |
| Grade Nine: | 68 students (1 off-site) |
| TOTAL | 795 students |

Registrations by District:

Central York:	64 students
Central Dauphin:	2 students
Dallastown	9 students
Dover	14 students
Eastern	5 students
Northeastern	14 students
Red Lion	20 students
Spring Grove	10 students
West York:	52 students
York City:	565 students
York Suburban	40 students

VII. Chief Executive Officer's Monthly Report

A. Report – Chief Executive Officer

Dennis Baughman

Dr. Baughman reported on the following: the Tim Warfield Concert on December 19, 2018; York Academy students did a display at the Wellspan building for First Friday; the dates for the upcoming Informational Meetings were shared; CEO interviews have been scheduled; Dr. Baughman and Mr. Goodwin attended the Safe 2 Say Training offered through the Attorney General's office which will begin January 14; a print of the Upper School was shared with the Board that was given to the York Academy from Joe Wagman.

B. Report – Business Manager

Monik Johnson

***Human Resources Department:** The Board has selected Paychex (payroll vendor) for processing payroll and their time tracking system with implementation on July 1, 2018. Staff are utilizing the clock in and out system through their computer or their mobile device. There are some issues that need to be addressed, but overall the transition process is getting better with time. Management has transitioned to the eCentral onboarding process for employees. This service allows employees to process HR paperwork online and fill out health insurance applications and make changes online as well.*

***RACP Grant Process (\$5m):** Management met with a RACP administrator on September 12th to discuss the final phase of the RACP grant process. M. Johnson is working with the Project Manager to finalize documents on the list of materials for the RACP reimbursement submission. The first reimbursement was submitted for \$4,200,000.*

***Title I, II & IV Federal Program (\$519,578):** The Title I & IV programs are managed internally by the Reading Specialist and the Title II program is managed internally by the Head of Upper School. 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 10/1/18-9/30/19. To date, York Academy has utilized \$107,000 (21%) of the grant.*

***Student Intervention Grant (SIG) (\$77,665):** York Academy has been allocated \$77,665. These funds will be used to provide two long-term positions for academic intervention to support student achievement at the Upper School as well as provide summer school staff for the Upper School students. The grant ends September, 30, 2019.*

***Ready To Learn Grant (RTL) (\$18,960):** York Academy has been allocated \$18,960. These funds will be used to provide Literacy and Math Coaching during the 18-19 school year.*

***Federal Charter School Expansion Grant (\$998,250):** York Academy has been awarded a 5-year Charter School Expansion Grant through the Federal government. \$247,850 has been budgeted for Year #1 of the grant cycle. Management will purchase instructional content materials, technology, furniture and supplies for school expansion needs for the 19-20 school year.*

Other Items for discussion:

Cash on Hand:

Unrestricted cash balance of (11/30/2018):	\$988,022(liquid)
Current receivables of (11/30/2018):	\$1,389,000
Term loan available balance:	<u>\$320,000</u>
Total:	\$2,697,000

Average expenses: \$865,000/month

Cash/Cash Equivalents on hand: York Academy currently has available 3.12 months or 97 days of cash/cash reserves on hand as of 11/30/18.

YARCS Accounts Receivable Report: November 30, 2018			
School District	October	November	Total Due
Central	88317.39-Paid	73,591.45	73,591.45
Central Dauphin	3803.52-Paid	3,441.28	3,441.28
Dallastown	12,910.59	12,974.53	25,885.12
Dover	20490.12-Paid	18,538.68	18,538.68
Eastern	6245.4-Paid	5,650.60	5,650.60
Northeastern	16965.69-Paid	16,919.71	16,919.71
Red Lion	25474.51-Paid	22,764.85	22,764.85
Spring Grove	13160.7-Paid	11,907.30	11,907.30
West York	74511.04-Paid	58,588.91	58,588.91
York City	839128.98-Paid	759,185.07	759,185.07
York Suburban	72,906.12	64,461.87	137,367.99
Other invoices		21,599.43	21,599.43
Total Tuition/Other Rec. Due:	85,816.71	1,069,623.68	1,155,440.39
National School Lunch Prog.	-	42,104.47	42,104.47
Total Tuition & Cafeteria Rec. Due:	85,816.71	1,111,728.15	1,197,544.86
Federal Receivables/Interfund Receivables	-	191,100.85	191,100.85
Subtotal:	85,816.71	1,302,829.00	1,388,645.71
Grand Total Rec. Due:	85,816.71	1,302,829.00	1,388,645.71

VIII. Treasurer's Report

Edward Bird

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 November 30, 2018 subject to audit, be approved as presented.

Motion to approve offered by Edward Bird; seconded by Stephan Tansey. The vote was unanimous.

B. Report – Approval of Bills

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

Motion to approve offered by Edward Bird; seconded by Patrick Ball. The vote was unanimous.

IX. Old Business

None

X. New Business

None

XI. Comments from the Public

None

XII. Meeting/Activity Dates

XIII. Items for Distribution

None

XIV. Adjournment

The meeting of the Board of Trustees was adjourned by a unanimous vote at 6:43 p.m. and was followed by an Executive Session of the Board.