



**Minutes from the Regular Meeting of the
Board of Trustees
November 12, 2018
5:30 p.m.
York Academy Regional Charter School**

I. Call to Order

The reorganization meeting of the Board of Trustees of the York Academy Regional Charter School was called to order at 5:33 p.m. by Nancy Ahalt.

II. Roll Call

Board members in attendance: Ellen Johnson, Susan Krebs, Stephen Tansey, Robert Lambert, Edward Bird, Anika Jackson, Patrick Ball, and Nancy Ahalt.

Staff attending: Dr. Baughman, Mr. Goodwin, Mrs. Cobb, Mrs. Ezzo, Mrs. Kimberly Brenner-Zirkle, and Mrs. Jeannie Linnemans

Approval of the Minutes of the Regular Meeting of the Board of Trustees of October 8, 2018 and the Committee Meeting of the Board of Trustees of October 22, 2018.

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

III. Public Comment on Agenda Items

None

IV. Petitions and Communications

None

V. Monthly Instructional Report

Curriculum and Instruction/IB Information – Mrs. Dawnmarie Ezzo, Curriculum and Instruction/IB Coordinator made a presentation to the Board.

VI. Reports from Committees

Edward Bird

A. Finance and Facilities

1. Report – Agreement for Professional Services (attachment)
BE IT RESOLVED, by the Board of Trustees, that the agreement for professional service between the York Academy and Warehaus be approved. The cost for the professional service is \$34,500. This fee does not include reimbursable fees.

Motion to approve offered by Edward Bird; seconded by Anika Jackson. The vote was unanimous.

2. Report – Approval of Standard Burglar Alarm Sales, Monitoring, Inspection, and Service Agreement (attachment)

BE IT RESOLVED, by the Board of Trustees, that the agreement between Gettle Electric and the York Academy Foundation for monitoring, inspection, and service to the Upper School alarm system be approved.

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

3. Report – Approval of Change Orders

After a review by Wagman Construction and Warehaus, the CEO that the following change orders were approved:

- a. Farfield Electric, #019 Add \$7,121.00
Install media converter for fiber connection, install data cabling for internal connection, install data cable for gym equipment, and relocate door access keypad.
 - b. Schindler Elevator Corporation #001 Add \$5,160.23
Installation of conduit from the elevator to the elevator machine room and provide elevator operator for 33.75 hours.
 - c. Macri Concrete #006 Add \$7,523.00
Provide concrete channel for decorative bricks and install brocks provided by the school.
 - d. Macri Concrete #007 Add \$7,523.00
Add concrete slab in kitchen due to require slope for floor drain, addressing grade changes on Hamilton Avenue, and additional ADA mats and grading adjustments in the North Lot sidewalk.
 - e. Kinsley Construction, Inc. #014 Add \$470.59
Provide street cleaning after completion of project.
 - f. Amthor Steel #005 Add \$5,863.00
Remove and reinstall tube steel at east end of building and cut steel at column line 5.5 which projected into a bathroom.
 - g. Specialty Coatings Painting #005 Deduct \$1,046.00
Remove painting of concrete wall under the billboard.
4. Report – Approval of Change Order
BE IT RESOLVED, by the Board of Trustees, that change order #018, from The Farfield Company for providing wiring for the audio/visual devices located in the gymnasium not included in the contract be approved. Add \$12,634.00.
- Motion to approve offered by Edward Bird; seconded by Robert Lambert. The vote was unanimous.*
5. Report – Renewal of Healthcare Plan
BE IT RESOLVED, by the Board of Trustees, that the Highmark Blue Shield Healthcare Plan provided through the Glatfelter Agency be approved for the 2019 calendar year. The cost to the school for the plan is \$657,917.
- Motion to approve offered by Edward Bird; seconded by Ellen Johnson. The vote was unanimous.*
6. Report – Use of Facilities Request
The following request for the Use of Facilities was approved:
Title I Committee Parental Involvement Health Fair for use of the Upper School Gymnasium and Cafeteria, Saturday, April 6, 2018, 7:00 a.m. to 2:00 p.m. There will be no charge for the use of the facility.
7. Report – Review and Approval of the Annual Financial Report
BE IT RESOLVED, by the Board of Trustees, that the Annual Financial Report for the 2017-18 school year be approved and submitted to the Pennsylvania Department of Education.

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

8. Report – Review and Approval of the Internal Revenue 990 Form
BE IT RESOLVED, by the Board of Trustees, that the Internal Revenue 990 form be approved and submitted to the IRS.

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

B. Academic Assessment and Curriculum

Ellen Johnson

C. Personnel

Sue Krebs

1. Report – Request for Leave of Absence
BE IT RESOLVED, by the Board of Trustees, that the request of Nicole Gottsch, Instructional Assistant, for Leave of Absence from January 18, 2019 through May 10, 2019, for the purpose of student teaching be approved.

Motion to approve offered by Sue Krebs; seconded by Ellen Johnson. The vote was unanimous.

2. Report – Requests for Child Bearing Leave
BE IT RESOLVED, by the Board of Trustees, that the following requests for Child Bearing Leave be approved:
 - a. ***Emily Chevalier, ESL Instructor, for a period of six to eight weeks, effective March 7, 2019 (approximate).***
 - b. ***Kayla Meyers, Instructional Assistant, January 2, 2019 through April 1, 2019 (approximate).***

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

3. Report – Request for Family Medical Leave
BE IT RESOLVED, by the Board of Trustees, that the request of Alan Neff, MYP Teacher, for Family Medical Leave, effective November 6 through November 14, 2018 (approximate), be approved.

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

4. Report - Approval of Substitutes
BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed as substitutes for the 2018-19 school year:
 - a. ***John Stearn, Custodian***
 - b. ***Lonna Wilderson, Cafeteria Worker/Cafeteria Assistant***
 - c. ***Jamie Trump, Secretary/Receptionist***
 - d. ***Dominique Cabbell, Cafeteria Worker/Cafeteria Assistant***
 - e. ***Robert Boyers, Cook/Cashier***
 - f. ***Vanessa Scott, Cafeteria Worker/Cafeteria Assistant***

Motion to approve offered by Sue Krebs; seconded by Ellen Johnson.. The vote was unanimous.

5. Report – Termination of Employment
BE IT RESOLVED, by the Board of Trustees, that the following employee be terminated for failing to report for work:
Saria Ankers, Upper School Cafeteria Worker, Effective: October 25, 2018

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

6. Report – Approval of Substitutes for Professional Positions
It is recommended that the following individuals be appointed to substitute professional positions:
BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed to substitute professional positions:
- a. ***Diane Rittle***
Substitute Teacher (Tsoukalos-Lewis)
Salary: \$125.00 per day
Effective: October 31, 2018 through December 10, 2018 or upon the return of the teacher from leave
 - b. ***S. Louise Betterman***
Substitute School Nurse
Effective: November 12, 2018

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

7. Report – Appointment of Extracurricular Position
BE IT RESOLVED, by the Board of Trustees, that the following individual be appointed to an extracurricular position:
- a. ***Christopher Garcia***
5th and 6th Grade Boys' Basketball Coach
Salary: \$1,000 for the 2018-19 season
Effective: November 12, 2018

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

8. Report – Acceptance of Resignation
It was reported that a Letter of Resignation was received from Eileen Druck, Instructional Assistant, effective November 12, 2018.

9. Report – Appointment of Classified Positions
BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed to a Classified position pending receipt of all required clearance documents:

- a. ***Robert Boyer***
Cook/Cashier
Salary: \$10.25 per hour
Effective: November 12, 2018
- b. ***Jennifer LaBonte***
Instructional Assistant
Salary: \$13.51 per hour
Effective: November 12, 2018
- c. ***Heather Smith***
Café Manager
Salary: \$25,000

Effective: January 1, 2019 through June 30, 2019

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

**D. Nominating
No report**

Robert Lambert

E. Marketing

Meagan Given

Kimberly Brenner-Zirkle reported the following: an update on the Marketing & Development Plan; a holiday appeal letter is going to be mailed in early December to parents and prospects who were not contacted during the Capital Campaign; updates to the website have been made to make it easier to navigate and add important content; Dr. Baughman and Kimberly are partnering with Rebecca Hanlon of Our York Media on four feature articles; Kimberly has been attending many activities and events and has been highlighting them on social media; will be continuing to work to expand social media so that platforms can serve as a positive representations of the Academy for families and prospective students.

F. Administrative Services

Stephen Tansey

1. Report – Approval of Consolidated Application

It was reported that the York Academy received confirmation of the Consolidation Application for the Title I funding in the amount of \$519,578.

2. Report – Keystone Alliance Public Charter Schools

The Chief Executive Officer reported that the Keystone Alliance of Public Charter Schools will dissolve December 31, 2018. The organization will cover costs of operation through December, however, after that date, the organization will no longer exist.

The Pennsylvania Coalition of Public Charter Schools organization will be collected to review the philosophy of the organization to determine if the York Academy will pursue membership in the future.

3. Report – Chief Executive Officer’s Goals for 2018-19

The Chief Executive Officer identified several goals that will be the focus of activity during the 2018-19 school year. These goals were being distributed to the Board of Trustees for review and discussion.

4. Report – Requests to Attend Conference

BE IT RESOLVED, by the Board of Trustees, that the following requests to attend conferences be approved:

***a. Tracy Zeiders, Federal Programs Coordinator
1029 National ESEA Conference, Kansas City, Missouri
January 30 through February 2, 2019
Approximate Cost: \$2,109.00***

***b. Stephanie Ferrell, TAG Instructor
2018 PAGE Annual Conference, Pittsburgh, Pennsylvania
November 29 & 30, 2018
Approximate Cost: \$750.00***

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

5. Report – Approval of Policy 251: Homeless Students

BE IT RESOLVED, by the Board of Trustees, that Policy 251: Homeless Students, be approved and placed with the Board Policies on the school website.

Motion to approve offered by Stephen Tansey; seconded by Patrick Ball. The vote was unanimous.

2. Report - The enrollment for the York Academy as of Thursday, November 8, 2018 was reported as follows:

Registrations by Grade:

Kindergarten:	100 students
Grade One:	77 students (2 off-site)
Grade Two:	79 students (2 off-site)
Grade Three:	80 students (2 off-site)
Grade Four:	78 students
Grade Five:	79 students (1 off-site)
Grade Six:	79 students (3 off-site)
Grade Seven:	79 students (1 off-site)
Grade Eight:	79 students (2 off-site)
Grade Nine:	74 students (1 off-site)
TOTAL	804 students

Registrations by District:

Central York:	67 students
Central Dauphin:	2 students
Dallastown	8 students
Dover	14 students
Eastern	5 students
Northeastern	12 students
Red Lion	20 students
Spring Grove	10 students
West York:	52 students
York City:	573 students
York Suburban:	41 students

VII. Chief Executive Officer's Monthly Report

- A. Report – Chief Executive Officer

Dennis Baughman

Dr. Baughman reported on the following: the United Way Campaign; status of the RACP Grant application.

- B. Report – Business Manager

Monik Johnson

Human Resources Department: *The Board has selected Paychex (payroll vendor) for processing payroll and 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 will allow employee 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 \$41,000 (8%) 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.

Other Items for discussion:

Cash on Hand:

Unrestricted cash balance of (10/31/2018): \$1,009,000(liquid)

Current receivables of (10/31/2018): \$1,394,000

Term loan available balance: \$320,000

Total: **\$2,723,000**

Average expenses: **\$754,801/month**

Cash/Cash Equivalents on hand: York Academy currently has available 3.61 months or 112 days of cash/cash reserves on hand as of 10/31/18.

YARCS Accounts Receivable Report: October 31, 2018

School District	September	October	Total Due
Central Dauphin	3441.28-Paid	88,317.39	88,317.39
Central	7906.21-Paid	3,803.52	3,803.52
Dallastown	11681.01-Paid	12,910.59	12,910.59
Dover	18703.92-Paid	20,490.12	20,490.12
Eastern	5650.60-Paid	6,245.40	6,245.40
Northeastern	16134.72-Paid	16,965.69	16,965.69
Red Lion	23,113.88	25,474.51	48,588.39
Spring Grove	11907.30-Paid	13,160.70	13,160.70
West York	67339.66-Paid	74,511.04	74,511.04
York City	742475.99-Paid	839,128.98	839,128.98
York Suburban	66989.55-Paid	72,906.12	72,906.12
Other invoices	-	835.09	835.09
Total Tuition/Other Rec. Due:	23,113.88	1,174,749.15	1,197,863.03
National School Lunch Prog.	-	-	-
Total Tuition & Cafeteria Rec. Due:	23,113.88	1,174,749.15	1,197,863.03

Federal Receivables/Interfund Receivables	-	191,100.85	191,100.85
Subtotal:	23,113.88	1,365,850.00	1,388,963.88
Grand Total Rec. Due:	23,113.88	1,365,850.00	1,388,963.88

VIII. Treasurer's Report

Edward Bird

A. Report – Approval of York Academy Financial Statements

BE IT RESOLVED by the Board of Trustees that the attached York Academy Regional Charter School Financial Statements as of October 31, 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

(attachment)

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

Motion to approve offered by Edward Bird; seconded by Robert Lambert. The vote was unanimous.

IX. Old Business

None

X. New Business

None

XI. Comments from the Public

None

XII. Meeting/Activity Dates

A. November 15 and 16, 2018 – Student-Led Conferences

B. November 21, 2018 – Early Dismissal

C. November 22-26, 2018 – Thanksgiving Break

D. November 26, 2018 – Board Committee Meeting, 5:30 p.m.

E. December 5, 2018 – Lower School Games and Bingo Night, 6:00 p.m.

F. December 7, 2018 – Upper School Cupcake Wars (grades 6-9), 4:00 p.m.

G. December 10, 2018 – Regular Board Meeting, 5:30 p.m.

XIII. Items for Distribution

None

XIV. Adjournment

The meeting of the Board of Trustees was adjourned by a unanimous vote at 6:50 p.m. and was followed by an Executive Session of the Board.