



**Minutes from the Regular Meeting of the  
Board of Trustees  
October 8, 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: Ellen Johnson, Susan Krebs, Edward Bird, Meagan Given, Anika Jackson, and Nancy Ahalt.*

*Staff attending: Dr. Baughman, Dr. Lowe, Mr. Goodwin, Mrs. Cobb, Monik Johnson, Kimberly Zirkle-Brenner, Brent Gregory, Adam Michael, Jeannie Linnemans, and Tina Ziegler*

*Others in attendance: Keith Linnemans*

**III. Approval of the Minutes of the Regular Meetings of the Board of Trustees of September 10, 2018.**

*Motion to approve offered by Patrick Ball; seconded by Ellen Johnson. The vote was unanimous.*

**IV. Public Comment on Agenda Items**

*None*

**V. Petitions and Communications**

*None*

**VI. Monthly Instructional Report**

York Academy Music – Mr. Brent Gregory and Mr. Adam Michael gave a report to the Board regarding the York Academy’s music program.

**VII. Reports from Committees**

*Edward Bird*

**A. Finance and Facilities**

1. Report – Approval of Contract for Use of Pass-Through Funds for 2018-19 IDEA  
***BE IT RESOLVED, by the Board of Trustees, that the contract between the York Academy and the Lincoln Intermediate Unit for use of Pass-Through Funds for 2018-19 IDEA be approved.***

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

2. Report – Approval of Contract  
***BE IT RESOLVED, by the Board of Trustees, that the contract between the York Academy and Clark Fire Equipment for Upper School Fire Suppression System and portable fire extinguisher inspections be approved.***

*Motion to approve offered by Edward Bird; seconded by Meagan Given. The vote was unanimous.*

3. Report – Contract for Electric Rates  
***BE IT RESOLVED, by the Board of Trustees, that the contract for the electric provider for***

*the Lower and Upper Schools be approved as follows:*

*a. Electric Provider for Lower School*

*IGS (Interstate Gas Supply Company) at a fixed rate of \$.048 for 35 months*

*b. Electric Provider for the Upper School*

*IGS (Interstate Gas Supply Company) at a fixed rate of \$.045 for eight months*

*Motion to approve offered by Edward Bird; seconded by Ellen Johnson. The vote was unanimous.*

4. Report – Application to the U.S. Department of Education Non-Construction Fund  
***BE IT RESOLVED, by the Board of Trustees, that the acceptance of the U.S. Department of Education Non-Construction Grant totaling \$998,250 be approved.***

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

***B. Academic Assessment and Curriculum***

***Ellen Johnson***

1. Report – Student Performance Report

Mr. David Goodwin shared several reports indicating the progress students achieved during the last and current school years. Measure of Academic Progress and Fountas & Pinnell results were also shared.

***C. Personnel***

***Sue Krebs***

1. Report – Change of Salary Recommendation

***BE IT RESOLVED, by the Board of Trustees, that the rate of pay for an Instructional Assistant assigned to a teaching position for twelve weeks or more of \$242.77 per day be approved.***

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

2. 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. Adrienne Talbert, Instructional Assistant*
- b. Ashley Morris, Instructional Assistant*
- c. Erendira DelaRosa, Instructional Assistant*
- d. Bernice Edmonds, Cafeteria Worker/Assistant*

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

3. Report – Request to Attend Conference

***BE IT RESOLVED, by the Board of Trustees, that the following request to attend a conference be approved:***

- a. Krystal Reese, School Counselor*  
*Pennsylvania School Counselors Association Conference*  
*November 29-30, 2018, Hershey, Pennsylvania*  
*Approximate Cost: \$457.00*

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

4. Report – Requests for Leaves of Absence

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

- a. *Tina Ziegler, Administrative Assistant, for Medical Leave beginning October 25, 2018 through December 7, 2018 (approximate).*
- b. *Ivette Nelson, Upper School Receptionist, for Child Bearing Leave beginning December 6, 2018 through February 28, 2019 (approximate).*

*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**

*Mrs. Kimberly Brenner-Zirkle reported that she is working on the following: updating the website; adding bios of board members and would like to get pictures at the next board meeting and will do so at 5:15 on Nov. 12; attending events of school; taking lots of pictures and using them on social media; attended the PTO meeting, literacy night, dodgeball party, and the car wash; updating social media and advertising positions; has taken over Dr. Baughman's newsletter; working with Rebecca Hanlon on four feature articles; looking at advertising options for student recruitment; working on marketing and development plans; assisting Hispanic heritage month celebration with the Pep Squad and Mrs. Daniels at the US; meeting with the Foundation for the first time on 10/15; keeping track of the capital campaign pledges – sending reminders and tracking donations.*

**F. Administrative Services**

**Edward Bird**

1. Report – Presentation of Policy 123, Interscholastic Athletics  
***BE IT RESOLVED, by the Board of Trustees, that Policy 123, Interscholastic Athletics, be adopted by the Board of Trustees.***

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

2. Report – Compliance with IDEA  
The Chief Executive Officer reported that a letter was received from the Pennsylvania Department of Education. This letter indicates that the York Academy meets the requirements of Part B of IDEA.
3. Report - Diploma Programme Application  
The Chief Executive Officer reported that Dr. Overlander successfully submitted the initial application for the Diploma Programme. In addition, it is reported that the full application was submitted to the IB Organization September 20, 2018.
4. Report – Elite Staffing Agreement  
***BE IT RESOLVED, by the Board of Trustees, that the agreement between Elite Staffing Services and the York Academy for substitute nursing services be approved.***

*Motion to approve offered by Edward Bird; seconded by Meagan Given. The vote was unanimous.*

5. Report – Submission of the School Health Annual Reimbursement Request  
The Chief Executive Officer reported that the School Health Annual Reimbursement Request was submitted to the Pennsylvania Department of Health.
6. Report - The enrollment for the York Academy as of Thursday, October 4, 2018 is as follows:

Registrations by Grade:

Kindergarten:	99 students
Grade One:	76 students (2 off-site)
Grade Two:	80 students (2 off-site)
Grade Three:	80 students (3 off-site)
Grade Four:	78 students
Grade Five:	79 students (1 off-site)
Grade Six:	78 students (3 off-site)
Grade Seven:	78 students (1 off-site)
Grade Eight:	77 students (2 off-site)
Grade Nine:	78 students (1 off-site)
<b>TOTAL</b>	<b>803 students</b>

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	19 students
Spring Grove	10 students
West York:	53 students
York City:	572 students
York Suburban:	41 students

**VIII. Chief Executive Officer's Monthly Report**

A. Report – Chief Executive Officer

**Dennis Baughman**

*Dr. Baughman reported the following: the Board was asked approval to appoint a substitute math teacher for the US for enrolled students who are very deficient in math, utilizing Title I money; 8<sup>th</sup> & 9<sup>th</sup> Grades went to the Renaissance Faire and the theater club came back with 1<sup>st</sup> place; Literacy Night was a huge turn-out with close to 300 people; York Academy will submit school safety grant application by the next day; and he had opportunity to attend the kindergarten fashion show.*

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. Management has begun the transition process from CSIU payroll and personnel systems to Paychex payroll system. Management will start meetings with Glatfelter Insurance Group to set up the eCentral onboarding process for employees. This service will allow for employees to process hr paperwork online and fill out health insurance applications online.*

**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 2<sup>nd</sup> – 5<sup>th</sup>. 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 \$75,630 (100%) of the grant.*

**Title I, II & IV Federal Program (\$507,425):** *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 \$507,425 (100%) of the grant.

**RACP Grant Process (\$5m):** Management met with a RACP administrator on September 12<sup>th</sup> to discuss the final phase of the RACP grant process. Due to outstanding construction items, processing a reimbursement may not occur until December. Management is working with the project manager to complete the punch list of outstanding items.

**Other Items for discussion:**

**Cash on Hand:**

<b>Unrestricted</b> cash balance of (9/30/2018):	\$446,000(liquid)
Current receivables of (9/30/2018):	\$1,841,000
Term loan available balance:	<u>\$320,000</u>
<b>Total:</b>	<b>\$2,607,000</b>
Average expenses:	<b>\$874,000/month</b>

**Cash/Cash Equivalents on hand:** York Academy currently has available 2.98 months or 92 days of cash/cash reserves on hand as of 9/30/18.

<b>YARCS Accounts Receivable Report: September 30, 2018</b>			
<b>School District</b>	<b>August</b>	<b>September</b>	<b>Total Due</b>
Central Dauphin	2716.8-Paid	3,441.28	<b>3,441.28</b>
Central	62674.56-Paid	79,906.21	<b>79,906.21</b>
Dallastown	8819.85-Paid	12,082.76	<b>12,082.76</b>
Dover	15430.32-Paid	18,703.92	<b>18,703.92</b>
Eastern	-	5,650.60	<b>5,650.60</b>
Northeastern	13024.03-Paid	16,134.89	<b>16,134.89</b>
Red Lion	18,247.80	23,113.88	<b>41,361.68</b>
Spring Grove	9651.18-Paid	11,907.30	<b>11,907.30</b>
West York	52,505.03	67,339.66	<b>119,844.69</b>
York City	578,464.68	742,475.99	<b>1,320,940.67</b>
York Suburban	53,734.59	66,989.55	<b>120,724.14</b>
Other invoices	-	-	-
<b>Total Tuition/Other Rec. Due:</b>	<b>702,952.10</b>	<b>1,047,746.04</b>	<b>1,750,698.14</b>
National School Lunch Prog.	-	26,205.94	<b>26,205.94</b>
<b>Total Tuition &amp; Cafeteria Rec. Due:</b>	<b>702,952.10</b>	<b>1,073,951.98</b>	<b>1,776,904.08</b>
Federal Receivables/Interfund Receivables	64,319.30	-	<b>64,319.30</b>
<b>Subtotal:</b>	<b>767,271.40</b>	<b>1,073,951.98</b>	<b>1,841,223.38</b>
<b>Grand Total Rec. Due:</b>	<b>767,271.40</b>	<b>1,073,951.98</b>	<b>1,841,223.38</b>

**IX. 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 September 30, 2018 subject to audit, be approved as presented.

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

**B. Report – Approval of Bills**

***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 Ellen Johnson. The vote was unanimous.*

**X. Old Business**

*None*

**XI. New Business**

*None*

**XII. Comments from the Public**

**XIII. Meeting/Activity Dates**

1. Sunday, October 21, 2018 – Upper School Dedication, 1:00 p.m.
2. Monday, October 22, 2018 – Committee Meeting of the Board of Trustees, 5:30 p.m.

**XIV. Items for Distribution**

**XV. Adjournment**

*By a motion from Anika Jackson, seconded by Patrick Ball, the vote was unanimous to adjourn the meeting of the Board of Trustees at 6:56 p.m. followed by an Executive Session of the Board.*