



**Minutes from the Regular Meeting of the
Board of Trustees
September 10, 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 5:34 p.m. by Nancy Ahalt.

II. Roll Call

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

Staff attending: Dr. Baughman, Dr. Lowe, Mr. Goodwin, Mrs. Cobb, Monik Johnson, Kimberly Zirkle-Brenner, Peter Shuey, and Tina Ziegler

III. Reorganization of the Board of Trustees

Robert Lambert

A. Appointment of Members to the Board of Trustees

BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed to a three-year term to the Board of Trustees ending August 2021:

- 1. Nancy Ahalt***
- 2. Stephen Tansey***
- 3. Patrick Ball***

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

B. Swearing in of New Board Members

The following newly-appointed Board Members were sworn in by Recording Secretary, Tina Ziegler:

- 1. Nancy Ahalt***
- 2. Stephen Tansey***
- 3. Patrick Ball***

C. Roll Call of New Board

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

D. Election of Officers

Robert Lambert

BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed as Officers of the Board of Trustees:

- 1. President: Nancy Ahalt***
- 2. Vice President: Ellen Johnson***
- 3. Treasurer: Edward Bird***
- 4. Secretary: Sue Krebs***

Motion to approve offered by Robert Lambert; seconded by Meagan Given. The vote was unanimous.

E. Approval of Regular Session and Committee Meeting Dates

(attachment)

BE IT RESOLVED, by the Board of Trustees, that the attached schedule of Regular Meeting and Committee Meeting dates of the Board of Trustees for the 2018-2019 school year be approved.

Motion to approve offered by Nancy Ahalt; seconded by Stephen Tansey. The vote was unanimous.

IV. Approval of the Minutes of the Regular Meetings of the Board of Trustees of August 13, 2018 and the Committee Meeting of August 27, 2018.

Motion to approve offered by Nancy Ahalt; seconded by Robert Lambert. The vote was unanimous.

V. Public Comment on Agenda Items

None

VI. Petitions and Communications

None

VII. Monthly Instructional Report

Upper School Design Class – Mr. Peter Shuey provided a report on the Upper School Design class which included the following: the purpose of Design, Assessment of Design, the MYP Design Cycle; and the explanation of the differences between 8th and 9th grade design projects.

VIII. Reports from Committees

Edward Bird

A. Finance and Facilities

1. Report – Treysta Technology Management Agreement

BE IT RESOLVED, by the Board of Trustees, that the revised contract for service with Treysta Technology Management be approved. The new contract requires an expenditure of \$6,444 per month.

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

2. Report – Requests to Attend Conferences

It is recommended that the following individuals be approved to attend conferences:

a. Dawnmarie Ezzo, Curriculum and Instruction/IB Coordinator
MYP Head of School/Coordinator, Category I Conference
September 8-12, 2018, St. Petersburg, Florida
Approximate Cost: \$2,549.00

b. Jeremy Overlander, Assistant Head of Upper School
Diploma Programme Creativity Activity, Service Category 2
December 5-8, 2018, St. Petersburg, Florida
Approximate Cost: \$2,275.00

c. Aislinn Cunningham, School Counselor
Pennsylvania School Counselors Association Conference
November 29-30, 2018, Hershey, Pennsylvania
Approximate Cost: \$457.00

d. Michael Lowe, Head of Upper School
Cultivating Learning Focused IB World Schools Category 3
December 8-10, 2018, Washington, DC
Approximate Cost: \$1475.00

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

***a. Dawnmarie Ezzo, Curriculum and Instruction/IB Coordinator
MYP Head of School/Coordinator, Category I Conference
September 8-12, 2018, St. Petersburg, Florida
Approximate Cost: \$2,549.00***

*b. Jeremy Overlander, Assistant Head of Upper School
Diploma Programme Creativity Activity, Service Category 2
December 5-8, 2018, St. Petersburg, Florida
Approximate Cost: \$2,275.00*

*c. Aislinn Cunningham, School Counselor
Pennsylvania School Counselors Association Conference
November 29-30, 2018, Hershey, Pennsylvania
Approximate Cost: \$457.00*

*d. Michael Lowe, Head of Upper School
Cultivating Learning Focused IB World Schools Category 3
December 8-10, 2018, Washington, DC
Approximate Cost: \$1475.00*

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

B. Academic Assessment and Curriculum **Ellen Johnson**
No report

C. Personnel **Sue Krebs**

1. Report – Acceptance of Letter Indicating the Intent to Retire
It is reported that a letter was received from the following individual:
 - a. Dr. Dennis Baughman, Chief Executive Officer, effective July 1, 2019
2. Report – Substitute Appointments
BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed to substitute positions for the 2018-19 school year:
 - a. ***Kayla Mullins, Custodian and Cafeteria***
 - b. ***Todd Montouth, Custodian***
 - c. ***Donna James, Instructional Assistant***
 - d. ***Patricia Weedon, Instructional Assistant, Custodian, and Cafeteria***

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

D. Nominating **Robert Lambert**
No report

E. Marketing **Meagan Given**
Mrs. Given introduced Mrs. Kimberly Brenner-Zirkle, York Academy's Marketing and Development Coordinator, to the Board of Trustees

F. Administrative Services **Edward Bird**

1. Report – Approval of Letter of Agreement for the Student Assistance Program
BE IT RESOLVED, by the Board of Trustees, that the Letter of Agreement for the Student Assistance Program Drug and Alcohol/Prevention Problem Identification and Mental Health Assessment and Referral be approved.

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

2. Report – License Agreement
BE IT RESOLVED, by the Board of Trustees, that the License Agreement between the York Academy and the Redevelopment Authority to continue allowing usage of the gravel

parking lot for student pick-up and drop-off be approved.

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

3. Report – Appointment of School Safety and Security
BE IT RESOLVED, by the Board of Trustees, that the appointment of Mr. David Goodwin as the York Academy’s School Safety and Security Coordinator be approved.

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

4. Report - The enrollment for the York Academy as of Thursday, September 6, 2018 is as follows:

Registrations by Grade:

Kindergarten:	99 students
Grade One:	74 students
Grade Two:	78 students
Grade Three:	78 students
Grade Four:	78 students
Grade Five:	77 students
Grade Six:	74 students
Grade Seven:	78 students
Grade Eight:	72 students
Grade Nine:	77 students
Off-Site:	14 students
TOTAL	799 students

Registrations by District:

Central York:	66 students
Central Dauphin:	2 students
Dallastown	8 students
Dover	14 students
Eastern	7 students
Northeastern	13 students
Red Lion	20 students
Spring Grove	10 students
West York:	47 students
York City:	572 students
York Suburban:	40 students

IX. Chief Executive Officer’s Monthly Report

- A. Report – Chief Executive Officer

Dennis Baughman

Dr. Baughman reported the following: September 25 and 26 are the MYP meeting dates for parents to attend to get an explanation of the Assessment Policy and how to interpret the grading system and rubrics; the punch list for the Upper School has not yet been completed; October 21 at 1:00 is the Upper School Dedication Ceremony; seeking a replacement for the position of the Academy Café Manager.

- 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 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 \$75,308 (99.6%) 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 \$382,907 (75%) 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.*

Management has filed and won the property tax appeal for the Lower and Upper school buildings. The property tax exemption takes effect January 1, 2019.

Management will meet with a representative from the state on September 12th to discuss the final phase of the RACP grant process. M. Johnson is projecting that we should be able to get the \$5m reimbursement by the end of October, 2018.

Other Items for discussion:

Cash on Hand:

<i>Unrestricted cash balance of (8/31/2018):</i>	<i>\$1,431,600(liquid)</i>
<i>Current receivables of (8/31/2018):</i>	<i>\$898,000</i>
<i>Term loan available balance:</i>	<i><u>\$320,000</u></i>
<i>Total:</i>	<i><u>\$2,650,000</u></i>

Average expenses: ***\$898,000/month***

Cash/Cash Equivalents on hand: *York Academy currently has available 2.95 months or 91 days of cash/cash reserves on hand as of 8/31/18.*

YARCS Accounts Receivable Report: August 31, 2018			
School District	June	August	Total Due
Central Dauphin	-	2,716.80	2,716.80
Central	-	62,674.56	62,674.56
Dallastown	-	8,819.85	8,819.85
Dover	5,487.52	15,430.32	20,917.84
Eastern	-	-	-
Northeastern	-	13,024.03	13,024.03
Red Lion	12,852.09	18,247.80	31,099.89
Spring Grove	-	9,651.18	9,651.18
West York	16,616.19	52,329.75	68,945.94
York City	-	558,225.81	558,225.81
York Suburban	-	44,305.23	44,305.23
Other invoices	-	9,746.16	9,746.16
Total Tuition/Other Rec. Due:	34,955.80	795,171.49	830,127.29
National School Lunch Prog.	-	-	-
Total Tuition & Cafeteria Rec. Due:	34,955.80	795,171.49	830,127.29
Federal Receivables/Interfund Receivables	-	67,821.68	67,821.68
Subtotal:	34,955.80	862,993.17	897,948.97
Grand Total Rec. Due:	34,955.80	862,993.17	897,948.97

X. 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 August 31, 2018 subject to audit, be approved as presented.

B. Report – Approval of Bills

(attachment)

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

XI. Old Business

None

XII. New Business

None

XIII. Comments from the Public

XIV. Meeting/Activity Dates

- September 14 and 17, 2018 – Early Dismissal for Students
- September 24, 2018 – Board of Trustees Committee Meeting, 5:30 p.m.
- September 27, 2018 – Literacy Night, 6:00 p.m.

XV. Items for Distribution

XVI. Adjournment

By a motion from Ellen Johnson, seconded by Anika Jackson, the vote was unanimous to adjourn the meeting of the Board of Trustees at 6:21 p.m.