



**Minutes from the Regular Meeting of the
Board of Trustees
February 8, 2016
5:30 p.m.
York Academy Regional Charter School**

I. Call to Order

The regular meeting of the Board of Trustees was called to order at 5:51 p.m. by Nancy Ahalt following an Executive Session of the Board of Trustees.

II. Roll Call

Board members in attendance: Allison Yinger, Robert Lambert, William Dannehl, Susan Krebs, Patrick Ball, Edward Bird, Meagan Feeser, and Nancy Ahalt.

Staff attending: Monik Johnson, Michael Lowe, Tina Ziegler, and Amy Dove

Others present: Jennifer Klimchock, Beth McNally

III. Approval of the Minutes of the Regular Meeting of the Board of Trustees of January 11, 2016.

Motion to approve offered by Patrick Ball, seconded by Stephen Tansey. The vote to approve the minutes was unanimous.

IV. Public Comment on Agenda Items

None

V. Petitions and Communications

VI. Monthly Instructional Report

Special Education Update – Ms. Amy Dove gave a report regarding Special Education.

VII. Reports from Committee

A. Finance and Facilities

William Dannehl

1. Report – Use of Facility Request

The following use of facility was reported to the Board of Trustees: The York Academy PTO for use of the York Academy Gymnasium, Cafeteria, Exercise Room, and first and second floor classrooms for the Global Adventure activity scheduled for Saturday, April 2, 2016, 2:00 to 4:00 p.m. There will be no charge for the use of the facility.

2. Report – Extracurricular Activities for 2016-2017

Previously, the Board of Trustees approved the creation of a boys' and girls' basketball teams for the 2015-2016 school year. The coaching positions for these two activities were approved by the Board of Trustees with a stipend of \$500 for each.

The York Academy was able to offer an Envirothon program for fifth and sixth grade students at no cost to the school. Ms. Jennifer Klimchock and Ms. Lori Woods volunteered to coach this team. Please be advised that that there are over thirty students prepared to participate in the Envirothon program.

In preparation for the 2016-2017 school year, the administration is recommending the following stipends be paid for Extracurricular Activities:

Boys' Basketball Coach	\$1,000
Girls' Basketball Coach	\$1,000
Envirothon Coach	\$750
Envirothon Assistant Coach	\$500

In addition, please be advised that there have been other inquiries regarding other extracurricular activities for students. These include volleyball and cross country. It is recommended the Board of Trustees begin the discussion of extracurricular activities for the York Academy and identify any additional opportunities that might be offered to students.

From the perspective of the administrative staff, it would appear that either volleyball or cross country could be of interest at the York Academy. Both would be sports that would include boys and girls. However, please be advised that with only seventh grade in the school, opportunities for completion will be extremely limited as many middle schools do not have these activities for middle school students.

3. Report – Purchase of Insurance

Be It Resolved, by the Board of Trustees, that the following insurance coverage for the 2016-2017 school year be approved:

<i>Wright Specialty/Caitlyn Indemnity</i>	<i>\$23,450</i>
<i>Property, Liability, School Leaders E & O, and Blanket Volunteer</i>	
<i>Data Compromise Endorsement</i>	<i>\$756</i>
<i>UPMC</i>	<i>\$15,011</i>
<i>Workers' Compensation</i>	
<i>The Glatfelter Insurance Agency</i>	<i>\$200</i>
<i>Public Official Bond</i>	
<i>Total</i>	<i>\$39,417</i>

Motion to approve offered by William Dannehl; seconded by Stephen Tansey. The vote was unanimous.

B. Academic Assessment and Curriculum

Allison Yinger

1. Report – Report – Library Circulation Report

The report indicating the usage of the York Academy Library was provided for review.

2. Report – Extended Programs of Academic Excellence at York Academy

Be It Resolved, by the Board of Trustees, that the Extended Programs of Academic Excellence at York Academy be approved.

Motion to approve offered by Allison Yinger; seconded by Meagan Feeser. The vote was unanimous.

C. Personnel

Sue Krebs

1. Report – Request for Training

Be It Resolved, by the Board of Trustees, that the request of Monik Johnson to attend the SHRM Annual Conference and Exposition, June 19-22, 2016, Washington, D.C. be approved.

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

2. Report – Life Insurance Benefit for the Chief Executive Officer

Be It Resolved, by the Board of Trustees, that the additional life insurance policy for the Chief Executive Officer be approved.

Motion to approve offered by Sue Krebs; seconded by Allison Yinger. The vote was

unanimous.

3. Report – Rotary Club of York Membership
Be It Resolved, by the Board of Trustees, that the membership to the Rotary Club of York for the Chief Executive Officer be approved.

Motion to approve offered by Sue Krebs; seconded by William Dannehl. The vote was unanimous.

4. Report – Homebound Instructor
Be It Resolved, by the Board of Trustees, that the following individual be appointed as Homebound Instructor for the 2015-2016 school year:
 - a. ***Belinda Ray, Instructional Assistant***
Homebound Instructor
Salary: \$25.00 per hour
Effective: 2015-2016 school year

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

5. Report – Request for Leave of Absence
Be It Resolved, by the Board of Trustees that the following request for Maternity Leave be approved:
 - a. ***Karissa Wilson, Instructional Assistant***
March 7, 2016 through April 22, 2016 (tentative)

Motion to approve offered by Sue Krebs; seconded by Allison Yinger. The vote was unanimous.

6. Report – Approval of Substitutes
Be It Resolved, by the Board of Trustees, that the following individuals be approved as substitutes for the 2015-2016 school year:
 - a. ***Kristen Clineburg – Teacher/Instructional Assistant***
 - b. ***Heather Welsh – Instructional Assistant***

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

7. Report – Change in Leave of Absence Dates
It was reported to the Board of Trustees that the maternity leave of Leanne Kohler has been extended by three days, with a return date of February 25, 2016 as a result of the three snow days, January 25, 26, and 27, 2016.

D. Nominating
None

Robert Lambert

E. Marketing

Meagan Feeser

Ms. Feeser reported that Mrs. Valerie Myers has created a Facebook page for the York Academy.

F. Administrative Services

Edward Bird

1. Report – Professional Development Needs Assessment
It was reported to the Board of Trustees that members of the York Academy staff were provided a Professional Development Needs Assessment designed to provide the administrative staff with information that can be used to create a program for developing staff that is meaningful and further develops the skills of our teaching staff.

Dr. Lowe, creator of the assessment, will use the results to design the professional development program for 2016-17.

2. Report – Strategic Planning Initiatives
The Board of Trustees developed and approved a Strategic Plan that was to guide the school through 2016. The report is a status report on that strategic plan. It is recommended that the Board of Trustees no longer develop an additional strategic plan and move to utilizing the state required Comprehensive Planning process. The York Academy must submit a revised Comprehensive Plan to the Commonwealth by June 30, 2017.
3. Report – Review of School Calendar 2016-2017
The school calendar for 2016-2017 is being presented for review and approval. After making any necessary changes to the calendar, the Board will proceed with the adoption of the calendar.

Be It Resolved, by the Board of Trustees, that the calendar for the 2016-2017 school year be approved.

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

5. Report - Enrollment Report
The enrollment for the York Academy as of Thursday, February 4, 2016 is as follows:

Registrations by Grade:

Kindergarten:	75 students
Grade One:	75 students
Grade Two:	75 students
Grade Three:	75 students
Grade Four:	71 students
Grade Five:	75 Students
Grade Six:	75 Students
TOTAL	521 students

Registrations by District:

Central York:	30 students
Dallastown	7 students
Dover	18 students
Northeastern	13 students
Red Lion	17 students
Spring Grove	9 students
West Shore	3 students
West York:	33 students
York City:	366 students
York Suburban:	25 students

G. Audit
No report

Patrick Ball

VIII. Petitions and Communications
None

IX. Chief Executive Officer’s Monthly Report

Dennis Baughman

A. Report – Chief Executive Officer

Dr. Baughman gave an update on MAPS and F & P assessment – received great feedback from the students- a lot had reached their goals. The 6th grade team gave certificates to recognize those students who exceeded their goal for MAPS testing. Kindergarten had the 100th day celebration with a parade. Dr. Baughman reminded Board members to return their Ethics Commission Financial Statement if they had not already done so. Have not heard anything from any of the three districts regarding the charter renewal.

B. Report – Business Manager

Monik Johnson

Student Intervention Grant (SIG) (\$76,653): *York Academy is in its third year of being designated as a focus school. Due to this designation, York Academy is allocated \$76,653 in SIG funds for the 2015-2016 school year. These funds will be used for literacy materials in the areas of Social Studies, SPED/GIEP, Speech and Library instruction; professional development and interactive equipment (projectors/whiteboards) for the Music room and gym/cafeteria. To date, we have utilized \$11,386 (15%) of the total grant allocation.*

Safe Schools Initiative Targeted Grants – Equipment (\$16,845): *D. Baughman and M. Johnson have submitted a grant application for security equipment that includes a Visitor Identification system and additional surveillance equipment for the school.*

2016-2017 Budget Process: *M. Johnson will have the first review of the 2016-2017 Budget with Dr. Baughman on Wednesday, February 10th. After changes are implemented from that meeting, a final review by the CEO will occur. The next step is to hold a Finance Committee meeting to review the budget draft in detail.*

Bank RFP Process: *The Finance Committee has reviewed the RFP’s from Peoples Bank, M & T Bank and Fulton Bank. Due to the long-term relationship with Peoples Bank and future financing needs, it was recommended to remain at Peoples Bank for the three-year term. At that time, M. Johnson will perform another bank RFP for banking services.*

Liability Insurance: *M. Johnson has reviewed the renewal quotes with Glatfelter Insurance Group and has made the following recommendation for the school’s liability insurance:*

- *Switch to Wright Specialty/Casualty Indemnity for the 2016-2017 term for the Package (Property, Liability, School Leaders E&O, and Blanket Volunteer Workers) for an annual premium of \$40,796 effective February 1, 2016.*
- *Switch to UPMC for the 2016-2017 term for the workers compensation coverage with a premium of \$15,011 effective February 1, 2016.*
- *Renew with The Glatfelter Insurance Group for the 2016-2017 term for the Public Official Bond coverage with a premium of \$200.00 total effective February 1, 2016.*
- *This recommendation provides a total savings of (\$49,852 - \$39,417) = \$10,435*

Other Items for discussion:

Staff and Board members are researching financing opportunities for the High School building. The deadline for a decision on a location is in April. Currently, short-term, long-term and bond financing options are being reviewed for the purchase and renovation project of the high school.

Cash on Hand:

Unrestricted cash balance of (1/31/2016):	\$801,954 (liquid)
Current receivables of (1/31/2016):	\$595,379
Term loan available balance:	<u>\$600,000</u>
Total:	\$1,997,333
Average expenses:	\$511,270/month

Cash/Cash Equivalents on hand: *York Academy currently has available 3.9 months or 121 days*

of cash on hand as of 1/31/16.

YARCS Accounts Receivable Report: January 31, 2016

School District	January	Total Due
Central	28,178.44	28,178.44
Dallastown	7,131.52	7,131.52
Dover	20,125.60	20,125.60
Eastern	889.12	889.12
Northeastern	12,804.80	12,804.80
Red Lion	15,913.12	15,913.12
Spring Grove	8,793.44	8,793.44
West Shore	2,207.29	2,207.29
West York	68,841.25	68,841.25
York City	375,360.20	375,360.20
York Suburban	34,491.23	34,491.23
Other invoices	724.99	724.99
Total Tuition/Other Rec. Due:	575,461.00	575,461.00
National School Lunch Prog.	18,086.32	18,086.32
Total Tuition & Cafeteria Rec. Due:	593,547.32	593,547.32
Federal Receivables	1,831.99	1,831.99
Grand Total Rec. Due:	595,379.31	595,379.31

X. Treasurer's Report

Patrick Ball

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 January 31, 2016 be approved as presented, subject to audit.

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

B. Report – Approval of Bills

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

Motion to approve offered by Patrick Ball; seconded by Robert Lambert. The vote was unanimous.

XI. Old Business

None

XII. New Business

None

XIII. Comments from the Public

None

XIV. Meeting/Activity Dates

A. February 15, 2016 – Snow Make-Up Day

B. February 22, 2016 – Board Committee Meetings, 5:30 p.m.

C. March 3 and 4, 2016 – Student-Led Conferences

XV. Items for Distribution

XVI. Adjournment

Motion was made to adjourn the meeting by William Dannehl, seconded by Meagan Feeser. The meeting adjourned, by unanimous vote, at 6:37 p.m.