



**Minutes from the Regular Meeting of the
Board of Trustees
March 14, 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 5:32 p.m. by Nancy Ahalt. The Board dismissed for an executive session at 5:32 p.m. with the regular Board meeting reconvening at 5:35 p.m.

II. Roll Call

Board members in attendance: Ellen Johnson, Robert Lambert, William Dannehl, Susan Krebs, Stephen Tansey, Patrick Ball, Edward Bird, Meagan Feeser, and Nancy Ahalt.

Staff attending: Michael Lowe, Tina Ziegler, Amy Kerstetter, Caitlyn Michael, Sarah Mingle, and Valerie Myers

Others present: Christa Raught, Dondra Lewis, and Jennifer Kirk

III. Approval of the Minutes of the Regular Meeting of the Board of Trustees of February 15, 2016.

Motion to approve offered by Nancy Ahalt. The vote to approve the minutes was unanimous.

IV. Public Comment on Agenda Items

None

V. Petitions and Communications

None

VI. Monthly Instructional Report

A. Co-Teaching: *The third grade team reported on how they implement co-teachings in the learning environment and strategies used where needed for additional support.*

B. Marketing: *Valerie Myers reported on the new York Academy Marketing Plan which includes social media – Google, Facebook, Twitter, Youtube, Instagram, Macaroni Kid, and the new website.*

VII. Reports from Committee

A. Finance and Facilities

William Dannehl

1. Report – Proposal for Library Services for the 2016-17 School Year

BE IT RESOLVED, by the Board of Trustees, that the proposal for library services at a total cost of \$109,373 for the 2016-2017 school year be approved.

Motion to approve offered by William Dannehl; seconded by Stephen Tansey. The vote was unanimous with the exception of one abstention from Robert Lambert.

2. Report – Proposal to Operate Cafeteria Food Services

BE IT RESOLVED, by the Board of Trustees, that the proposal for a self-operating cafeteria service at the York Academy be approved.

Motion to approve offered by William Dannehl; seconded by Patrick Ball. The vote was unanimous with the exception of one abstention from Robert Lambert.

3. Report – A-la Carte Menu
BE IT RESOLVED, by the Board of Trustees, that the a-la carte menu for 5th and 6th grade students, beginning March 2016, be approved.

Motion to approve offered by William Dannehl; seconded by Meagan Feeser. The vote was unanimous.

4. Report – PSERS vs. 403(B) Alternative
BE IT RESOLVED, by the Board of Trustees, that PennService be approved to provide an alternative retirement plan for employees, effective July 1, 2016.

Motion to approve offered by William Dannehl; seconded by Patrick Ball. The vote was unanimous.

5. Report - Approval of Lincoln Learning Network Agreement (attachment)
BE IT RESOLVED, by the Board of Trustees, that the agreement between the Lincoln Learning Network (LLN) Regional Wide Area Network (LLN RWAN) and the York Academy Regional Charter School be approved effective April 1, 2016.

Motion to approve offered by William Dannehl; seconded by Ellen Johnson. The vote was unanimous.

B. Academic Assessment and Curriculum
No Report

Allison Yinger

C. Personnel

Sue Krebs

1. Report – Re-Appointment to the York Academy Foundation Board
BE IT RESOLVED, by the Board of Trustees, that the reappointment of the following individuals to the York Academy York Foundation Board of Trustees, for a three-year term, be approved:
 - a. **Patrick Brubaker, term ending June 30, 2017**
 - b. **John Brenner, term ending June 30, 2018**

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

D. Nominating
No Report

Robert Lambert

E. Marketing
No Report

Meagan Feeser

F. Administrative Services

Edward Bird

1. Report – Revision/addition of Policies
BE IT RESOLVED, by the Board of Trustees, that the additions and changes to the listed policies be approved for implementation:

Policy 100: Comprehensive Planning – revised

Policy 102: Academy Standards – revised (attachment)

Policy 103: Non-Discrimination in School and Classroom Practices – revised

Policy 103.1: Non-Discrimination-Qualified Students with Disabilities – new

Policy 105.1: Review of Instructional Materials by Parents and Students – revised

Policy 201: Admission and Enrollment of Students – revised
Policy 203: Immunizations and Communicable Diseases – revised
Policy 204: Attendance – revised
Policy 207: Confidential Communications of Students – revised
Policy 209: Health Services – revised
Attachment 210.1: Medication Administration Consent and Licensed Prescriber Order – revised
Policy 219: Student Complaint Process – revised
Policy 226: Searches – new
Policy 231: Social Events and Class Trips – revised
Policy 232: Student Involvement in Decision-Making – revised (attachment)
Policy 233: Suspension and Expulsion – revised
Policy 235: Student Rights and Responsibilities – revised
Policy 235.1: Surveys – new
Policy 317: Conduct/Disciplinary Procedures – revised
Policy 328: Compensation/Salary Determination – new (attachment)
Policy 608: Bank Accounts – revised
Policy 702: Gifts, Grants, Donations – new
Policy 806: Child Abuse – revised
Policy 824: Maintaining Professional Adult/Student Boundaries – new
Policy 916: Volunteers - revised

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

2. Report – Revision of Dress Code
BE IT RESOLVED, by the Board of Trustees, that the revisions to the dress code be approved and implemented, effective the 2016-2017 school year.

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

3. Report - Enrollment Report
 The enrollment for the York Academy as of Thursday, March 10, 2016 is as follows:

Registrations by Grade:

Kindergarten:	75 students
Grade One:	75 students
Grade Two:	74 students
Grade Three:	75 students
Grade Four:	72 students
Grade Five:	74 Students
Grade Six:	74 Students
TOTAL	519 students

Registrations by District:

Central York:	29 students
Dallastown	6 students
Dover	19 students
Northeastern	12 students
Red Lion	17 students
Spring Grove	9 students
West Shore	3 students
West York:	34 students
York City:	365 students
York Suburban:	25 students

G. **Audit**
No Report

Patrick Ball

VIII. **Petitions and Communications**
None

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

Michael Lowe

A. Report – Supervisor of Instructional Development

Dr. Lowe reported on the pop-up visit from administrators of the School District of the City of York; recognized student, Zhanea Freeland, who was awarded 2nd place by Martin Library for her poetry reading; recognized student, Sam Brenner, as the inventor of the Wobbly-Bot; and gave an update on the data wall and the progress being made in assessments.,

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 \$14,569 (19%) 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 has prepared a draft of the 16-17 budget to be reviewed by the Finance Committee on March 18, 2016. After changes are implemented from that meeting and approval from the Finance Committee, a budget presentation will occur at the March 28th Board Committee meeting.*

***Food Service Program:** M. Johnson and the cafeteria staff submitted a proposal to bring the school's food service program in house for the 16-17 school year. The board has approved the proposal and staff continues to meet to set up the necessary processes to implement this change by July 1.*

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:

<i>Unrestricted cash balance of (2/29/2016):</i>	<i>\$914,047(liquid)</i>
<i>Current receivables of (2/29/2016):</i>	<i>\$561,967</i>
<i>Term loan available balance:</i>	<i><u>\$600,000</u></i>
Total:	<i>\$2,076,014</i>

Average expenses: \$521,167/month

Cash/Cash Equivalents on hand: *York Academy currently has available 3.98 months or 123 days of cash on hand as of 2/29/16.*

YARCS Accounts Receivable Report: February 29, 2016

School District	January	February	Total Due
Central	28178.44-Paid	33,098.32	33,098.32
Dallastown	7131.52-Paid	8,169.74	8,169.74
Dover	20125.6-Paid	25,157.00	25,157.00
Eastern	889.12-Paid	1,111.40	1,111.40
Northeastern	12804.8-Paid	10,014.35	10,014.35
Red Lion	15913.12-Paid	19,891.40	19,891.40
Spring Grove	8793.44-Paid	10,991.80	10,991.80
West Shore	2207.29-Paid	2,207.29	2,207.29
West York	31605.60-Paid	39,507.00	39,507.00
York City	375360.2-Paid	343,579.92	343,579.92
York Suburban	34491.23-Paid	43,790.00	43,790.00
Other invoices	74.99	-	74.99
Total Tuition/Other Rec. Due:	74.99	537,518.22	537,593.21
National School Lunch Prog.	18086.32-Paid	22,541.87	22,541.87
Total Tuition & Cafeteria Rec. Due:	-		560,135.08
Federal Receivables	1,831.99		1,831.99
Grand Total Rec. Due:	1,831.99		561,967.07

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 February 29, 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 Stephen Tansey. The vote was unanimous.

XI. Old Business

None

XII. New Business

None

XIII. Comments from the Public

None

XIV. Meeting/Activity Dates

- A. March 16, 2016 – Faculty Meeting, 3:50 p.m.
- B. March 23, 2016 – Literacy Night, 6-7:30 p.m.
- C. March 25, 2016 – No School (Holiday)
- D. March 28, 2016 – Snow Make-Up Day
- E. March 28, 2016 – Board of Trustees’ Committee Meetings, 5:30 p.m.
- F. April 2, 2016 – PTO Global Adventure, 2-4:00 p.m.
- G. April 4, 2016– Lottery for 2016-2017 Enrollment, 6:00 p.m.

XV. Items for Distribution

XVI. Adjournment

Motion was made to adjourn the meeting by Patrick Ball, seconded by Ellen Johnson. The meeting adjourned, by unanimous vote, at 6:37 p.m.