



**Minutes from the Regular Meeting of the
Board of Trustees
May 9, 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 5:37 p.m. by Nancy Ahalt.

II. Roll Call

Board members in attendance: Robert Lambert, William Dannehl, Sue Krebs, Edward Bird, Meagan Feeser, and Nancy Ahalt

Staff attending: Dr. Michael Lowe, Monik Johnson, Tina Ziegler, Carol Alvarnaz, Brenden McGirr, Jane Schaeffer, Megan Simmons, and Brooke Thoman

Others present: Liz Morales and Jamiel Alexander

III. Approval of the Minutes of the Regular Meeting of the Board of Trustees of April 11, 2016 and the Committee Meeting of April 25, 2016

Motion to approve offered by Edward Bird, seconded by Meagan Feeser. The vote to approve the minutes was unanimous.

IV. Public Comment on Agenda Items

None

V. Petitions and Communications

None

VI. Monthly Instructional Report

1. *Students of the sixth grade class, Mia Johnson, Keziah Boyce, and Juziah Morales, and sixth grade teachers, Carol Alvarnaz and Brenden McGirr, presented to the Board of Trustees the new school mascot and school colors for the Lower School of the York Academy. The mascot is a Knight and the school colors are teal and ivory.*

2. *Ms. Schaeffer, Mrs. Simmons, and Mrs. Thoman made a presentation to the Board of Trustees regarding Action Based Learning.*

VII. Reports from Committee

A. Personnel

Sue Krebs

1. Report – Resignation of Board Member

The resignation of Mr. Patrick Ball as Member of the Board of Trustees was reported, effective April 27, 2016.

B. Finance and Facilities

William Dannehl

1. **BE IT RESOLVED**, by the Board of Trustees, that the contract for communication services provided by Frontier Communications be approved for a 36-month period.

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

2. Report – Opening of Money Market Account

BE IT RESOLVED, by the Board of Trustees, that the creation of a money market account through People's Bank be approved.

Motion to approve offered by William Dannehl; seconded by Edward Bird. The vote was unanimous.

3. Report – Preliminary Approval of the 2016-2017 General Fund Budget
BE IT RESOLVED, by the Board of Trustees, that the 2016-2017 Preliminary General Fund Budget be approved.

Motion to approve offered by William Dannehl; seconded by Edward Bird. The vote was unanimous.

4. Report – Approval of the York Academy Regional Charter School 403(b) Plan
BE IT RESOLVED, by the Board of Trustees, that the York Academy Regional Charter School 403(b) Plan Alternative Investment Policy Statement, with a fee structure not to exceed 90 basis points plus a \$40 annual fee per employee, be approved.

Motion to approve offered by William Dannehl; seconded by Robert Lambert. The vote was unanimous.

5. Report – Phase I Environmental Site Assessment Proposal
BE IT RESOLVED, by the Board of Trustees, that the proposal submitted by Thomas Warman, LLC for completion of the Phase I Environmental Site Assessment Proposal be approved at a cost of \$2,500.

Motion to approve offered by William Dannehl; seconded by Edward Bird. The vote was unanimous.

6. Report – Sales Agreement
It was reported that a draft of the sales agreement was provided by Mark Morford, submitted to Kevin Hodge at Rock Real Estate, and will be presented to the owner of the property.

7. Report – Approval of CTY Consulting Group, LLC
BE IT RESOLVED, by the Board of Trustees, that CTY Consulting Group, LLC be approved to conduct a feasibility study at a fee of \$5,000.

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

8. Report – Renewal of Instructional Media Services Agreement
BE IT RESOLVED, by the Board of Trustees, that the agreement between the York Academy and the Lincoln Intermediate Unit No. 12 for Instructional Media Services be approved for the 2016-2017 school year.

Motion to approve offered by William Dannehl; seconded by Robert Lambert. The vote was unanimous.

9. Report – Approval of Note Through People's Bank
It was reported to the Board of Trustees that the note in the amount of \$695,000 through People's Bank was approved. The purpose of this note is to finance the purchase of the commercial property located at 370-372 N. George Street, York. Should the Board proceed with the purchase of the property, official action will need to be taken to secure the note.

C. Academic Assessment and Curriculum

Ellen Johnson

No Report

D. Nominating

Robert Lambert

No Report

E. Marketing

Meagan Feeser

No Report

F. Administrative Services

Edward Bird

1. Report - Enrollment Report

The enrollment for the York Academy as of Thursday, May 5, 2016 is as follows:

Registrations by Grade:

Kindergarten:	74 students
Grade One:	75 students
Grade Two:	73 students
Grade Three:	76 students
Grade Four:	72 students
Grade Five:	73 Students
Grade Six:	75 Students
TOTAL	518 students

Registrations by District:

Central York:	28 students
Dallastown	6 students
Dover	19 students
Eastern	2 student
Northeastern	13 students
Red Lion	17 students
Spring Grove	9 students
West Shore	3 students
West York:	34 students
York City:	361 students
York Suburban:	26 students

G. Audit

Patrick Ball

No Report

VIII. Petitions and Communications

None

IX. Chief Executive Officer's Monthly Report

Michael Lowe

A. Report –Chief Executive Officer

Dr. Lowe reported on Grandparents Day; Teacher Appreciation Week, title One Conference; PBIS Conference, Spring Arts/Music Festival; and the Fifth Grade Exhibition.

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 chrome books. To date, we have utilized \$31,615 (41%) of the total grant allocation.

Title I & II Federal Program (\$249,094): 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 that the funds may be used for all students rather than a targeted selection of students based on need. To date, we have utilized \$93,529 (39%) of Title I funds and \$10,440 (100%) of the Title II funds.

2016-2017 Budget Process: M. Johnson has revised the draft of the 16-17 budget and presented the breakeven budget to the Finance Committee on Thursday, May 4th. The Finance Committee approved the 16-17 budget in its current form. The budget was placed on the Board agenda for Monday, May 9th and will be asked for a preliminary approval of the budget at that meeting. Formal approval of the budget will occur at the June board meeting.

Food Service Program: Staff are working with vendors to secure pricing and specs on a 9x12 walk-in freezer for the food service program for the 16-17 school year.

Other Items for discussion:

Staff and Board members are researching financing opportunities for the High School building. Administration and the Board has selected a location for the High School. 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 (4/30/2016):	\$1,064,417(liquid)
Current receivables of (4/30/2016):	\$843,068
Term loan available balance:	<u>\$600,000</u>
Total:	\$2,507,485
Average expenses:	\$536,580/month

Cash/Cash Equivalents on hand: York Academy currently has available 4.67 months or 140 days of cash on hand as of 4/30/16.

YARCS Accounts Receivable Report: April 30, 2016				
School District	February	March	April	Total Due
Central	33098.32-Paid	35487.04-Paid	30,838.57	30,838.57
Dallastown	8169.74-Paid	8,635.66	8,907.58	17,543.24
Dover	25,157.00	27,672.70	25,230.03	78,059.73
Eastern	1111.4-Paid	1,222.54	1,158.36	2,380.90
Northeastern	10014.35-Paid	16267.9-Paid	16,983.72	16,983.72
Red Lion	19891.4-Paid	21,880.54	21,708.33	43,588.87
Spring Grove	10991.8-Paid	12090.98-Paid	8,966.58	8,966.58
West Shore	2207.29-Paid	2207.3-Paid	1,512.83	1,512.83
West York	39507-Paid	44606.32-Paid	38,319.05	38,319.05
York City	343579.92-Paid	432287.1-Paid	412,342.29	412,342.29
York Suburban	43790-Paid	49446.1-Paid	29,918.00	29,918.00
Other invoices	22.52	504.00	-	526.52
Total Tuition/Other Rec. Due:	25,179.52	59,915.44	595,885.34	680,980.30
National School Lunch Prog.	22541.87-Paid	22965.01-Paid	-	-
Total Tuition & Cafeteria Rec. Due:	-	-	-	680,980.30
Federal Receivables		1,831.99	1,831.99	1,831.99
Grand Total Rec. Due:	25,179.52	61,747.43	597,717.33	682,812.29

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 April 30,, 2016 be approved as presented, subject to audit.

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

XI. Old Business

None

XII. New Business

It was reported by Sue Krebs that in US News, the top 30 high schools in the country were listed - five of which were charter schools, one being Lehigh Valley.

XIII. Comments from the Public

None

XIV. Meeting/Activity Dates

- A. May 13, 2016 - Spring Arts/Music Festival, 5:30-7:30 p.m.
- B. May 19, 2016 – Fifth Grade Exhibition
- C. May 23, 2016 – Board Committee Meetings, 5:30 p.m.
- D. June 6, 2016 – Field Day at the Revs Stadium
- E. June 8, 2016 – Last Day for Students and Early Dismissal

XV. Items for Distribution

- A. Letter to Chartering Districts

XVI. Adjournment

Motion was made to adjourn the meeting by Nancy Ahalt, seconded by Robert Lambert. The meeting adjourned, by unanimous vote, at 6:37 p.m.