



**Minutes from the Regular Meeting of the  
Board of Trustees  
November 9, 2015  
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 5:42 p.m. by Nancy Ahalt following an Executive Session of the Board of Trustees.*

**II. Roll Call**

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

*Staff attending: Monik Johnson, Dennis Baughman, Michael Lowe, Tina Ziegler, Carol Alvarnaz, Emily Chevalier, Brendon McGirr, Peter Shuey, and Irma Rivera-Orozco*

*Others present: Dondra Lewis*

**III. Approval of the Minutes of the Regular Meeting of the Board of Trustees of October 12, 2015.**

*Motion to approve offered by Patrick Ball, 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**

*The Grade 6 Teaching Staff made a presentation on Use of Technology in Education.*

**VII. Reports from Committee**

**A. Finance and Facilities**

*Stephen Tansey*

1. Report – Request to Submit Grant Application

***BE IT RESOLVED, by the Board of Trustees, that the submission of the grant application to the Commonwealth of Pennsylvania to receive and install several additional surveillance cameras and a student, staff, and visitor identification system be approved.***

*Motion to approve offered by Stephen Tansey; seconded by Patrick Ball. The vote was unanimous.*

2. Report – Request to Submit Application for Contribution (attachment)

***BE IT RESOLVED, by the Board of Trustees, that the submission of the application for funding to the H.M. Rehmeyer Trust to provide music education through Inspire! Studio of the Arts, LLC, be approved.***

*Motion to approve offered by Stephen Tansey; seconded by Meagan Feeser. The vote was unanimous.*

3. Report – Change in Healthcare Policy (attachment)  
**BE IT RESOLVED, by the Board of Trustees, that the change to the healthcare policy for the year beginning January 1, 2016 through December 31, 2016 be approved. The plan being proposed includes the following:**
- a. **Remain with Highmark PPO with a deductible of \$500 (an increase from the previous amount of \$250)**
  - b. **The employees' contribution to the health plan remains the same. The York Academy will assume an 8.32% increase in the premium.**
  - c. **A spousal carve out will be added to the plan.**

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

4. Report – Use of Facility  
The following use of facility was reported to the Board of Trustees:  
York Academy PTO for use of the cafeteria and gymnasium, of the York Academy Regional Charter School, on November 8, 2015 from 1:00 – 4:00 p.m. for the purpose of Family Game Day. The fee for this usage will be waived.
5. Report – Compensation Adjustment  
**BE IT RESOLVED, by the Board of Trustees, that the annual salary adjustment for the Business Manager of \$88,000 be approved, effective November 9, 2015.**

*Motion to approve offered by Stephen Tansey; seconded Allison Yinger. The vote was unanimous.*

**B. Academic Assessment and Curriculum**  
**None**

**Robert Lambert**

**C. Personnel**

**Sue Krebs**

1. Report – Approval of Conference Requests  
**BE IT RESOLVED, by the Board of Trustees, that the following requests for conferences be approved:**
- a. **Jeannie Linnemans to attend the Food Directors Conference, November 17 and 18, 2015, at Penn State University. The total cost for the conference is approximately \$550.00.**
  - b. **Irma Rivera Orozco to attend the PSMLA Fall Conference, October 17, 2015, Philadelphia, Pennsylvania. The cost for the conference approximately \$380.00.**
  - c. **Peter Shuey to attend the National Science Teachers Association Conference, November 12 and 13, 2015, Philadelphia, Pennsylvania. The approximate cost of the conference is \$300.00.**
  - d. **Dennis Baughman to attend the International Baccalaureate Middle Years Training, December 11-13, 2015, New Orleans, Louisiana. The approximate cost for the training is \$1,700.**

*Motion to approve offered by Sue Krebs; seconded by Stephen Tansey. The vote was unanimous.*

2. Report – Approval of Revised Job Descriptions  
**BE IT RESOLVED, by the Board of Trustees, that the revised job descriptions be approved, effective July 1, 2016.**

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

3. Report – Appointment of Marketing Coordinator  
**BE IT RESOLVED by the Board of Trustees that Ms. Valerie Myers be approved as Marketing Coordinator through the end of the 2015-2016 school year. The fee for this communication and marketing services will be \$5,000.**

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

4. Report – Performance Incentive Distribution (attachment)  
**BE IT RESOLVED, by the Board of Trustees, that a Performance Incentive to be provided to the employees of the York Academy Regional Charter School in December of 2015 be approved.**

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

**D. Nominating** **Robert Lambert**  
None

**E. Marketing** **Meagan Feeser**  
Ms. Feeser reported to the Board that a new recruitment brochure for the York Academy is completed; Downtown York will have an advertisement outlining the informational session dates; communicated with the York Academy PTO to develop partnerships with parents to participate in community events.

**F. Administrative Services** **Edward Bird**

1. Report – School-Based Counseling  
**BE IT RESOLVED, by the Board of Trustees, that the submission of the application for School-Based Counseling services to students of the York Academy, at no cost to the school, be approved.**

Motion to approve offered by Edward Bird; seconded by Allison Yinger. The vote was unanimous.

2. Report - Enrollment Report  
The enrollment for the York Academy as of Thursday, November 5, 2015 is as follows:

Registrations by Grade:	
Kindergarten:	74 students
Grade One:	74 students
Grade Two:	75 students
Grade Three:	74 students
Grade Four:	74 students
Grade Five:	74 Students
Grade Six:	74 Students
<b>TOTAL</b>	<b>519 students</b>

Registrations by District:	
Central York:	30 students
Dallastown	7 students

Dover	19 students
Eastern	2 students
Northeastern	12 students
Red Lion	17 students
Spring Grove	8 students
West Shore	3 students
West York:	34 students
York City:	364 students
York Suburban:	23 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 reported to the Board of Trustees the following: The York Academy Foundation met and discussed the EITC program; the possibility of pursuing the Morgan Stanley building as our high school; a visit from York City, York Suburban, and Central School Districts; and the follow-up questions that have been posed from the three districts.*

B. Report – Business Manager

**Monik Johnson**

***YCCF Strategic Community Grant Opportunities:** M. Johnson and D. Goodwin submitted a grant application for the Strategic Community grant to fund the Artist in Residency partnerships provided by the Cultural Alliance of York County for the 2015-2016 school year for 6<sup>th</sup> grade in the amount of \$9,950.*

***Student Intervention Grant (SIG) (\$69,699):** 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.*

***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.*

***Health Insurance Adhoc Committee:** The Committee met on Monday, October 19<sup>th</sup> and after reviewing the insurance renewals compared to other insurance quotes, were able to make a recommendation to the Board for approval at the November 9<sup>th</sup> board meeting.*

***Finance Committee Meeting:** The Finance Committee met on Thursday, October 22, 2015 @ 7:30 to discuss a 403(b) alternative option, updates on the purchase of a high school building as well as other financial items. M. Johnson will continue gathering data on these topics in preparation for the January meeting.*

**2016-2017 Budget Process:** The leadership team has begun to discuss the 16-17 budget process. M. Johnson will send out budget request forms next week to the leadership team and teachers.

**Bank RFP Process:** M. Johnson has met with three banks to discuss the bank RFP process. RFP's are due by December 1, 2015. M. Johnson will put together a comparison of bank services for the Finance Committee meeting in January.

**Open Enrollment:** Open enrollment for health insurance is December 1 – December 30<sup>th</sup>. M. Johnson and Glatfelter rep. will be holding two open enrollment sessions for staff on November 16<sup>th</sup>. Health insurance benefits renew December 1<sup>st</sup>.

**Other Items for discussion:**

Due to the state budget not being approved, schools and organizations that depend on state funding have been forced to borrow for cash flow needs. School districts have been discussing if they will be able to pay the charter/cyber schools the monthly tuition cost since they are not receiving state funding. To date, all of our home school districts have been paying the monthly tuition bills in a timely manner. M. Johnson and D. Baughman have meet with Peoples Bank on Friday, October 16<sup>th</sup> to discuss increasing the line of credit to cover three months of cash flow.

**Cash on Hand:**

Unrestricted cash balance of (10/31/2015):	\$442,257 (liquid)
Current receivables of (10/31/2015):	\$658,818
Term loan available balance:	<u>\$600,000</u>
<b>Total:</b>	<b>\$1,701,075</b>
Average expenses:	<b>\$507,005/month</b>

**Cash/Cash Equivalents on hand:** York Academy currently has available 3.35 months or 104 days of cash on hand as of 10/31/15.

**YARCS Accounts Receivable Report: October 31, 2015**

School District	September	October	Total Due
Central	31,547.68-Paid	29,548.00	<b>29,548.00</b>
Dallastown	11,137.81	10,271.76	<b>21,409.57</b>
Dover	25925.94-Paid	24,120.00	<b>24,120.00</b>
Eastern	3,842.79-Paid	3,659.80	<b>3,659.80</b>
Northeastern	14432.25-Paid	13,745.00	<b>13,745.00</b>
Red Lion	21265.34-Paid	18,747.34	<b>18,747.34</b>

Spring Grove	10398.57-Paid	9,903.40	<b>9,903.40</b>
West Shore	2943.04-Paid	1,471.52	<b>1,471.52</b>
West York	43504.30-Paid	40,185.73	<b>40,185.73</b>
York City	86019.39-Paid	402,593.24	<b>402,593.24</b>
York Suburban	41822.34-Paid	39,330.72	<b>39,330.72</b>
Other invoices	327.47	1,944.00	<b>2,271.47</b>
<b>Total Tuition/Other Rec. Due:</b>	<b>11,465.28</b>	<b>595,520.51</b>	<b>606,985.79</b>
National School Lunch Prog.	25148.77-Paid	-	-
<b>Total Cafeteria Rec. Due:</b>		-	-
Federal Receivables	39296-Paid	51,831.99	<b>51,831.99</b>
<b>Grand Total Rec. Due:</b>	<b>11,465.28</b>	<b>647,352.50</b>	<b>658,817.78</b>

**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 October 31, 2015 be approved as presented, subject to audit.

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

**XI. Old Business**

*None*

**XII. New Business**

*None*

**XIII. Comments from the Public**

*None*

**XIV. Meeting/Activity Dates**

- A. November 10, 2015 – PTO Meeting, 6:00 p.m.
- B. November 12 and 13, 2015 – Student-Led Conferences
- C. November 14, 2015 – Craft and Vendor Show, 10:00 a.m. – 3:00 p.m.
- D. November 18, 2015 – Faculty Meeting, 3:50 p.m.

**XV. Items for Distribution**

*None*

**XVI. Adjournment**

*Motion was made to adjourn the meeting by Ellen Johnson, seconded by Meagan Feeser. The meeting adjourned, by unanimous vote, at 6:45 p.m.*