



**Minutes from the Regular Meeting of the  
Board of Trustees  
August 11, 2014  
5:30 p.m.  
York Academy Regional Charter School**

**I. Call to Order**

*The meeting was called to order at 5:32 p.m. by Nancy Ahalt.*

**II. Roll Call**

*Board members in attendance: Ellen Johnson, Robert Lambert, William Dannehl, Sue Krebs, Nancy Ahalt, Patrick Ball, and Edward Bird.*

*Staff attending: James Pastore, Monik Johnson, and Tina Ziegler*

*Others present: Christa Raught, Mark Raught, and Jennifer Kirk*

**III. Approval of the Minutes from the Regular Meeting of July 14, 2014 and the Finance and Facilities Meeting of July 28, 2014.**

*Motion to approve the minutes was unanimous.*

**IV. Public Comment on Agenda Items**

None

**V. Monthly Instructional Report**

None

**VI. Reports from Committee**

**A. Finance and Facilities**

*William Dannehl*

1. Report – Block Business Renewal Agreement

***BE IT RESOLVED, by the Board of Trustees, that the agreement with Block Business System be approved for a period of thirty-six months. The cost for services and supplies is \$1,182.0 and the per copy charge is \$.009.***

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

**B. Academic Assessment and Curriculum**

*Ellen Johnson*

*No Report*

**C. Personnel**

*Sue Krebs*

1. Report – Approval of Revised Job Description

***BE IT RESOLVED, by the Board of Trustees, that the job description for the position of Assistant Business Manager be approved. The salary for this position will be determined.***

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

2. Report – Approval of Mentors

***BE IT RESOLVED, by the Board of Trustees, that the following individuals be approved as mentors for the 2014-2015 academy year. The pay for each mentor will be \$1,300.***

- a. Kelley Waninger***
- b. Keri Schmid***
- c. Jane Schaeffer***
- d. Megan Simmons***
- e. Brooke Thoman***
- f. Caitlyn Michael***
- g. David Goodwin***

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

3. Report – Acceptance of Resignations

A report was made that the following letters of resignation be accepted:

- a. Ella Alsentzer, Instructional Assistant, effective July 25, 2014***
- b. Sue Raab, Instructional Assistant, effective July 25, 2014***
- c. Lisa Gongaware, Instructional Assistant, effective August 5, 2014***
- d. Lori Yerger, Instructional Assistant, effective August 11, 2014***

4. Report – Appointment of Classified Staff

***BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed to Classified positions:***

- a. Matthew Jansen***  
***Instructional Assistant***  
***Salary: \$10.36 per hour***  
***Effective: July 1, 2014 through June 30, 2015***
  
- b. Maria Geary***  
***Instructional Assistant***  
***Salary: \$10.36 per hour***  
***Effective: July 1, 2014 through June 30, 2015***
  
- c. Samantha Kreuer***  
***Instructional Assistant***  
***Salary: \$10.36 per hour***  
***Effective: July 1, 2014 through June 30, 2015***
  
- d. Margaret Staley***  
***Instructional Assistant***  
***Salary: \$10.36 per hour***  
***Effective: July 1, 2014 through June 30, 2015***
  
- e. Dionne Arrington***  
***Instructional Assistant***  
***Salary: \$10.36 per hour***  
***Effective: July 1, 2014 through June 30, 2015***
  
- f. Kellie Gibson***  
***Part-time Evening Custodian***  
***Salary: \$10.00 per hour***  
***Effective: To be determined***
  
- g. Alicia Snook***

*Instructional Assistant*  
*Salary: \$10.36 per hour*  
*Effective: July 1, 2014 through June 30, 2015*

*h. Laura Fuller*  
*Instructional Assistant*  
*Salary: \$10.36 per hour*  
*Effective: July 1, 2014 through June 30, 2015*

*i. Rebecca Frederick*  
*Instructional Assistant*  
*Salary: \$10.36 per hour*  
*Effective: July 1, 2014 through June 30, 2015*

*j. Jennifer Boyce*  
*Instructional Assistant*  
*Salary: \$10.36 per hour*  
*Effective: July 1, 2014 through June 30, 2015*

*k. Wendy Sharpe*  
*Instructional Assistant*  
*Salary: \$10.36 per hour*  
*Effective: July 1, 2014 through June 30, 2015*

*l. Carla Brown*  
*Part-time Cook/Cashier*  
*Salary: \$9.00 per hour*  
*Effective: July 1, 2014 through June 30, 2015*

*Motion to approve offered by Sue Krebs; seconded by Robert Lambert. The vote was unanimous.*

**E. Marketing** **Stephen Tansey**  
**No Report**

**F. Administrative Services** **Ellen Johnson**

1. Report – Revision of Dress Code Policy  
***BE IT RESOLVED, by the Board of Trustees, that the revision to the York Academy Dress Code Policy be approved. Effective August 2014, York Academy students may wear either a white shirt or a light blue shirt. All other requirements of the policy remain in effect.***
2. Report – Approval of Revised Policy  
***BE IT RESOLVED, by the Board of Trustees, that the revision of Policy 105.1, Review of Instructional Materials by parents and Students be approved and implemented.***

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

**G. Audit** **Patrick Ball**  
*Ms. Johnson reported that the results of the recently conducted audit should be available within the next week or two.*

**VII. Petitions and Communications**

None

**VIII. Chief Academic Officer's Monthly Report**

**James Pastore**

**A. Report – Chief Academic Officer**

*Mr. Pastore reported on the following:*

- a. Progress of the new wing – the punch list, gymnasium, cafeteria, officers and storage space, indoor exercise/meeting room, security cameras, speaker system, and the Open House planned to follow the 5K.*
- b. IB PYP Update – visitors felt we were very well prepared; priorities – Level 2 training for staff, PYP “Exhibition” training in 2014-2015 for staff; MYP prep “visits” to schools in Florida, Texas, and Virginia.*
- c. Staffing Update – more to interview for IA positions; Dan Saia – IT Facilitator; Erin McIntosh – Speech; new support person in cafeteria; and new support for maintenance and custodial.*
- d. New Website – up and running; laptops have been upgraded; download/upload speed has increased; iPads in Grade 5*

**B. Report – Business Manager**

**Monik Johnson**

**\$207,250 Charter School Implementation Grant:** *M. Johnson continues to meet with J. Pastore to place orders for 5<sup>th</sup> grade. The grant was approved for \$207,250. M. Johnson submitted the first drawdown for the CSP grant \$74,135 in June for expenditures purchased for the implementation for 5<sup>th</sup> grade.*

**Fresh Fruit & Vegetable Program (FFVP):** *York Academy has applied for the FFVP grant for the 14-15 school year. This grant will allow the school to partner with Smart Partners to introduce fruits and vegetables to every student 3 times per week. The grant will fund approximately \$60-\$65 per student (\$27,000 - \$29,250). We are still waiting to hear the outcome on this grant.*

**2013-2014 Financial Audit:** *The annual financial audit fieldwork was completed. M. Johnson is scheduled to meet with the auditors to review the audit draft. A meeting will be scheduled with the Finance Committee to review the draft. This is the third and final year with Kochneour, Earnest and Smyser and Burg Accounting firm. The Board will seek bids for a 3-year contract starting with the 2014-2015 fiscal year.*

**Other Items for discussion:**

**Cash on Hand:**

|  |                               |
|--|-------------------------------|
| <i>Unrestricted cash balance of (7/31/2014):</i> | <i>\$785,962 (liquid)</i>     |
| <i>Current receivables of (7/31/2014):</i>       | <i>\$95,654</i>               |
| <i>Term loan available balance:</i>              | <i><u>\$200,000</u></i>       |
| <b>Total:</b>                                    | <b><i>\$1,081,616</i></b>     |
| <i>Average expenses:</i>                         | <b><i>\$400,000/month</i></b> |

**Cash/Cash Equivalents on hand:** *York Academy currently has available 2.70 months or 83 days of cash on hand as of 7/31/14.*

### YARCS Accounts Receivable Report: July 31, 2014

| School District             | June             | Total Due         | Notes |
|-----------------------------|------------------|-------------------|-------|
| Central                     | 3,294.79         | <b>3,294.79</b>   |       |
| Dallastown                  | 4675.35-Paid     | -                 |       |
| Dover                       | 3,888.51         | <b>3,888.51</b>   |       |
| Eastern                     | 890.04-Paid      | -                 |       |
| Northeastern                | 3520.89-Paid     | -                 |       |
| Red Lion                    | 3,790.70         | <b>3,790.70</b>   |       |
| Spring Grove                | 11.87-Paid       | -                 |       |
| West York                   | 3985.98-Paid     | -                 |       |
| York City                   | 13,137.19        | <b>13,137.19</b>  |       |
| York Suburban               | 15715.60-Paid    | -                 |       |
| National School Lunch Prog. | 11308.03-Paid    | -                 |       |
| G5 - Dept. of Education     | 74,134.56        | <b>74,134.56</b>  |       |
| Other invoices              | (2,591.38)       | <b>(2,591.38)</b> |       |
| <b>Total Due:</b>           | <b>95,654.37</b> | <b>95,654.37</b>  | -     |
|                             | <b>95,654.37</b> | <b>95,654.37</b>  | -     |

#### IX. Treasurer's Report

*Patrick Ball*

- A. Report – Approval of York Academy Financial Statements  
***BE IT RESOLVED, by the Board of Trustees that the York Academy Regional Charter School Financial Statements as of July 31, 2014 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 William Dannehl. The vote was unanimous.*

#### X. Old Business

*None*

**XI. New Business**

*None*

**XII. Comments from the Public**

*Discussion was held regarding the following:*

- ♦*Why there are no lockers in the new classrooms.*
- ♦*There is no secure, hidden areas in the new classrooms for lockdowns.*
- ♦*Security cameras have been installed at all exterior doors.*
- ♦*Parents feel that there continues to be lack of communication – Mr. Pastore disagreed as there is now the new website up and running, a weekly newsletter sent home from the CAO, teacher newsletters, etc.*
- ♦*Drop-off procedures will remain the same – a new plan will eventually be implemented.*

**XIII. Meeting/Activity Dates**

1. August 11-15 – Staff Development
2. August 18 – First Day for Students
3. August 27 – Back to School Night, 6:00 p.m.

**XIV. Items for Distribution**

**XV. Adjournment**

*Motion to adjourn offered by William Dannehl, seconded by Edward Bird. Meeting adjourned at 6:31 p.m.*