



**Minutes from the Regular Meeting of the
Board of Trustees
February 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 5:32 p.m. by Dennis Baughman.

II. Roll Call

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

Staff attending: Monik Johnson, James Pastore, Tina Ziegler, Jane Schaeffer, Megan Simmons, and Brooke Thoman

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

III. Approval of the Minutes from the Regular Meeting of January 12, 2015.

Motion to approve the minutes offered by Patrick Ball; seconded by Ellen Johnson. The approval was unanimous.

IV. Public Comment on Agenda Items

None

V. Monthly Instructional Report

Instructional Report regarding kindergarten was given by Jane Schaeffer, Megan Simmons, and Brooke Thoman. Items reported were: the SPCA Project; Guided Reading; Math (centers, hands-on games); Social Studies (Where we are in place and time, How we express ourselves, how we organize ourselves; Interviews of adults and presentations; Science (Who we are – the five senses, science explorations); 100th day of kindergarten.

VI. Reports from Committee

A. Finance and Facilities

Stephen Tansey

1. Report – Healthcare Benefits

It was reported to the Board that the school's Insurance Committee met recently to receive information about various health insurance plans that could assist the school in managing the increasing cost of health insurance premiums. A presentation was made by Tristan Peterman, Glatfelter Insurance that provided the membership with specifics on a variety of healthcare options.

The committee will meet again; however, after the first meeting, the committee elected to further explore a plan that would provide a traditional plan as well as a high deductible plan. These options would allow employees to select a plan that benefit the individual or family.

2. Report – Development of the High School

It was reported to the Board that a meeting was held Wednesday, January 21, 2015, with Tim and Rob Kinsley. The purpose of the meeting was to continue the discussion regarding the placement of the high school building.

3. Report – Natural Gas Supplier

BE IT RESOLVED, by the Board of Trustees, that the renewal of the gas supplier

contract with Shipley Energy, effective February 1, 2015 for a 12-month period, at a fixed rate of \$0.429 be approved.

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

4. Report – Liability Insurance Renewal (attachment)
BE IT RESOLVED, by the Board of Trustees, that the renewal of the following liability insurance policies be approved:
a. Liberty Mutual for Property, Liability, School Leaders Errors and Omissions, Blanket Volunteer Workers, and Public Office Bonds
b. Lackawanna Insurance for Workers' Compensation

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

5. Report - Use of Facility Request
The following request for use of facilities was reported:
a. York Teen Haven for use of the York Academy gymnasium for three months on Thursdays beginning February 12, 2015, from 7:15 p.m. to 10:00 p.m. The fee for this usage will be an hourly custodial fee and utility costs.

B. Academic Assessment and Curriculum

Ellen Johnson

1. Report – Update on Assessment and Student Progress
Mr. Pastore reported on the Pennsylvania Assessment results as reported by grade level and by school districts.
2. Report – Plan for Middle School Structuring for the Future
Mr. Pastore reported on the middle school structuring plan. The first aspect of the plan is in hiring certified teachers in the following subject areas that have some combination of middle school experience and extra skills to form a "grade 6 team": 1 Language Arts Teacher, 1 Math Teacher, 1 Science Teacher, 1 Social Studies Teacher, 1 Spanish Teacher, and 1 Instructional Assistant to work with all five teachers.
3. Report – Update on the Development of a School-wide Discipline Plan
Mr. Pastore reported on the development of a school-wide discipline plan. A timeline has been established to provide to the Board discipline protocol, consistency, professional development, a training calendar, and resources.
4. Report – Update on Strategic Planning
Mr. Pastore provided a brief update to the Board and will provide an additional update in a month.

C. Personnel

Sue Krebs

1. Report – Acceptance of Resignation
A report was made to the Board that the following letter of resignation be accepted:
a. Paula Little, Instructional Assistant, effective February 3, 2015
2. Report – Appointment to Classified Positions
Be It Resolved by the Board of Trustees that the appointment of the following individuals to classified positions be approved:
a. Julie Geare
Instructional Assistant
Salary: \$10.36 per hour
Effective: February 23, 2015 – June 30, 2015

b. Patrick McVeigh
Instructional Assistant
Salary: \$10.36 per hour
Effective: To be determined – June 30, 2015

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

D. Nominating **Robert Lambert**
No Report

E. Marketing **Stephen Tansey**
No Report

F. Administrative Services **Nancy Ahalt**

1. Report – Review of Policies

PSBA provided revisions to the 300 section of the policy manual. Copies of those policies are attached. The Board will begin reviewing these policies and be prepared to discuss at the next committee meeting any issues that may be evident in the content.

The Board was asked to read the Cross Reference section as this details the changes or additions made to the current section of the policy manual. Noted were that the 300, 400, and 500 section policies have been consolidated into the 300 section. This change was recommended by PSBA as the policy differences between administrative, professional, and classified employee policies are nonexistent.

2. Report – Grant Opportunity – Partnership with Dover Area School District

Mr. Pastore updated the Board regarding the grant application that was submitted by the York Academy Regional Charter School and Dover Area School District. After reviewing the contents of this grant application, it will be necessary for the board to approve the submission of this grant.

3. Report – Fee Structure for Use of Facilities

The Board of Trustees previously adopted a policy to guide the usage of the facility; ***BE IT RESOLVED, by the Board of Trustees, that the revised rental fee structure with the addition of the gymnasium rental fee of \$250 per hour for use of facilities be approved.***

Motion to approve offered by Nancy Ahalt; seconded by Patrick Ball. The vote was unanimous.

4. Report – Update on the Progress of Teacher Evaluations

Mr. Pastore will provided an update on the progress of teacher evaluations. Beginning next week, three evaluations per week will be conducted. The observations, the write-ups, and the conferences with the teachers will be complete by May 2015.

5. Report – Performance Incentive Update

The Performance Incentive Committee provided an update on their continuing discussions. Part of their discussion included the survey results, framework on excellence in education, provide additional support to teachers as coaches/staff development individuals, etc.

6. Report – Open House Planning

The Board of Trustees will need to begin planning for the Open House event. There was a brief discussion regarding the possibility of hiring a “party planner.” Board members provided possible suggestions as to who might possibly be able to fulfill this position. Discussion will continue.

7. Report - Enrollment Report

The enrollment for the York Academy as of Thursday, February 5, 2015 is as follows:

Registrations by Grade:

Kindergarten:	75 students	
Grade One:	75 students	
Grade Two:	75 students	
Grade Three:	75 students	
Grade Four:	75 students	
Grade Five:	75 Students	
	TOTAL	450 students

Registrations by District:

Central York:	26 students
Dallastown	6 students
Dover	10 students
Eastern	3 students
Northeastern	10 students
Red Lion	11 students
Spring Grove	10 students
West Shore	1 students
West York:	26 students
York City:	315 students
York Suburban	32 students

G. *Audit*
No Report

Patrick Ball

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: Instructional Reports; Reading Scores, Middle School Curriculum Update; Procedures Update regarding Discipline; Dover School District Partnership; Text Blades

B. Report – Business Manager

Monik Johnson

\$207,250 Charter School Implementation Grant: M. Johnson continues to meet with J. Pastore to review the status of the grant. The grant was approved for \$207,250 and \$192,201 or 93% has been utilized. The new grant term ends September 30, 2015.

Student Improvement Grant (SIG): York Academy has been designated a Focus School by PDE and therefore allocated \$69,699 in SIG funds for the 2014-2015 school year. These funds will be used for literacy materials in the areas of Social Studies, SPED/GIEP, Speech and Library instruction; professional development for mentor training/certification for the CAO and interactive equipment (projectors/whiteboards) for labs and classrooms. To date, we have utilized \$23,704 or 34% of the grant.

Ready to Learn (RTL) Block Grants: York Academy has been granted \$19,466 to be used for strategies to attain or maintain academic performance targets. To date, we have

utilized \$6,011 or 31% of the grant.

Peoples Bank Line of Credit: The line of credit has been increased to \$600,000. This amount would fund our expenses for one month compared to the prior limit.

2015-2016 Budget: M. Johnson continues to work on the development of the 2015-2016 budget. The month of February will be used to confirm preliminary budget items meet with staff for input. M. Johnson would like to have a rough draft available for review by the CAO in March and a final rough draft to the Finance Committee by end of March for input and review.

Health Insurance Adhoc Committee: The Committee has met twice to continue discussion regarding healthcare plan options for the December, 2015 renewal. The group is narrowing down the plan options and looking into the framework of those plans. M. Johnson is meeting with a representative from AFLAC to discuss the program and will share this information with this group.

Liability Insurance Renewal: M. Johnson has met with Renee D' Ambrosio from Glatfelter Insurance Group to discuss the school's liability renewal process. The plans renew February 1, 2015.

Shiple Energy Natural Gas: M. Johnson has reviewed natural gas suppliers to compare with Shiple Energy renewal rate. Once the research is complete, the board was presented with the recommendation to renew with Shiple Energy for a fixed rate of **\$0.429** for 12 months.

EITC Contributions: The York Academy Foundation has received a total of \$14,000 in EITC contributions with a \$15,000 gift expected this week. These funds are available to fund the approved programs such as YorkArts, Cultural Alliance Residency Program and the Inspire Music Program.

eRate Program: York Academy has submitted and certified the 470 application for the 2015-2016 eRate program. The 470 application includes reimbursement for telephone services. We will be submitting a request for reimbursement for two Cisco 2960-S POE Switch @ roughly \$2500 and two racks @ roughly \$2,000. The eRate reimbursement rate is based on the school's free and reduced lunch percentage along with other calculations. The 2014-2015 eRate was 80% reimbursement.

Other Items for discussion:

Cash on Hand:

Unrestricted cash balance of (1/31/2015):	\$574,925 (liquid)
Current receivables of (1/31/2015):	\$800,564
Term loan available balance:	<u>\$600,000</u>
Total:	\$1,975,489
Average expenses:	\$500,000/month

Cash/Cash Equivalents on hand: *York Academy currently has available 3.95 months or 122 days of cash on hand as of 1/31/15.*

YARCS Accounts Receivable Report: January 31, 2015

School District	June	December	January	Total Due
Central	1,627.87	20817.36-Paid	22,811.40	24,439.27
Dallastown	-	8,688.00	10,317.00	19,005.00
Dover	-	14,060.46	12,735.89	26,796.35
Eastern	-	2670.84-Paid	1,879.48	1,879.48
Northeastern	-	10073.92-Paid	13,780.78	13,780.78
Red Lion	-	9960.48-Paid	11,828.07	11,828.07
Spring Grove	-	8316.48-Paid	9,875.82	9,875.82
West York	-	22840.64-Paid	28,390.56	28,390.56
West Shore	-	864.36-Paid	772.25	772.25
York City	-	276,768.57	327,469.53	604,238.10
York Suburban	-	36929.12-Paid	43,853.33	43,853.33
National School Lunch Prog.	-	-	15,551.35	15,551.35
G5 - Dept. of Education	-	-	-	-
Other invoices	-	-	153.60	153.60
Total Due:	1,627.87	299,517.03	499,419.06	800,563.96

IX. Treasurer's Report

Edward Bord

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 January 31, 2015 be approved as presented, subject to audit.

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

X. Old Business

None

XI. New Business

Dr. Baughman reported that the Board of Trustees will continue in executive session.

XII. Comments from the Public

None

XIII. Meeting/Activity Dates

- A. February 12, 2015 – Informational Meeting, 6:00 p.m.
- B. February 13, 2015 – Early Dismissal for Students
- C. February 16, 2015 – No School (Holiday)

XIV. Items for Distribution

None

XV. Adjournment

The public meeting concluded at 7:25 p.m. and reconvened in executive session. Motion for adjournment at 9:10 p.m. of the executive session was offered by Stephen Tansey; seconded by Patrick Ball. The vote was unanimous.