



**Minutes from the Regular Meeting of the
Board of Trustees
January 12, 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 5:35 p.m. by Dennis Baughman.

II. Roll Call

Board members in attendance: Allison Yinger, Robert Lambert, Ellen Johnson, William Dannehl, Susan Krebs, Stephen Tansey (5:57 p.m.), Nancy Ahalt, Edward Bird, and Dennis Baughman.

Staff attending: Monik Johnson, James Pastore, Tina Ziegler, Jamie Schraudner, Karen Richardson, Lauren Rock, and Keri Schmid

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

III. Approval of the Minutes from the Regular Meeting of December 12, 2014.

Motion to approve the minutes offered by Nancy Ahalt; seconded by Allison Yinger. The approval was unanimous.

IV. Public Comment on Agenda Items

None

V. Monthly Instructional Report

Instructional Report was given by Mrs. Karen Richardson, School Nurse, and Jamie Schraudner, Guidance Counselor

VI. Reports from Committee

A. Finance and Facilities

William Dannehl

1. Report – People’s Bank – Increased Line of Credit

BE IT RESOLVED, by the Board of Trustees, that an increase in the current line of credit from \$200,000 to \$600,000, through People’s Bank be approved.

Motion to approve offered by William Dannehl; seconded by Nancy Ahalt. The approval was unanimous.

2. Report – Medical Access Billing Agreement

BE IT RESOLVED, by the Board of Trustees, that the Medical Access Billing Agreement be approved as presented. The fee for Dr. Janet Weist Taylor’s service is \$10.00 for each student IEP. The duration of this agreement will be in effect for the duration of the 2014-2015 school year (ending June 30, 2015).

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

3. Report – Use of Facility Requests

The following requests for use of facilities were reported:

1. York Academy Regional Charter School PTO for use of the gymnasium and cafeteria, Friday, February 13, 2015, 4:00-8:00 p.m. for the purpose of the PTO Family Dance Party. The facility usage fee for this event is waived.

2. York Academy Regional Charter School PTO for use of the gymnasium, cafeteria, first floor classrooms, and the exercise room, Saturday, March 28, 2015, 12:00-4:00 p.m. for the purpose of the Global Adventure. The facility usage fee for this event is waived.

B. Academic Assessment and Curriculum

Ellen Johnson

Mrs. Ellen Johnson commended the York Academy staff for achieving the IB World certification and that it was earlier than what everyone had expected. A press release regarding this certification will be prepared by Mrs. Krebs.

C. Personnel

Sue Krebs

1. Report – Completion of Charter Renewal

BE IT RESOLVED, by the Board of Trustees, that the employment of Dr. Don Burkins, for the purpose of preparing the Charter Renewal Application that must be submitted by October 1, 2015 at the rate of \$50.00 per hour, not to exceed \$8,000, be approved.

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

2. Report – Appointment of Classified Staff

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

***a. Rebecca Kuntz
Instructional Assistant
Salary: \$10.36 per hour
Effective: December 18, 2014***

***b. Diane Rittle
Instructional Assistant
Salary: \$10.36 per hour
Effective: January 20, 2015***

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

3. Report – Appointment of Substitutes

BE IT RESOLVED, by the Board of Trustees, that the following individuals be approved as substitutes:

***a. Rebecca Kuntz, Instructional Assistant
b. Bushra Muhammad, Instructional Assistant
c. Jessica Tate, Instructional Assistant***

Motion to approve offered by Sue Krebs; seconded by Allison Yinger. The vote was unanimous.

4. Report – Appointment of Homebound Instructor

BE IT RESOLVED, by the Board of Trustees, that the following individual be approved to provide Homebound Instruction for the 2015-2015 school year:

***a. Jennifer Boyce (Instructional Assistant)
Homebound Instructor
Salary: \$25.00 per hour
Effective: July 5, 2014 – June 30, 2015***

Motion to approve offered by Sue Krebs; seconded by Edward Bird. The vote was unanimous.

D. Nominating **Robert Lambert**
No Report

E. Marketing **Stephen Tansey**
No Report

F. Administrative Services **Nancy Ahalt**

1. . Report - Enrollment Report

The enrollment for the York Academy as of Thursday, November 6, 2014 is as follows:

Registrations by Grade:

Kindergarten:	75 students
Grade One:	75 students
Grade Two:	75 students
Grade Three:	75 students
Grade Four:	74 students
Grade Five:	75 Students
TOTAL	449 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:	314 students
York Suburban:	32 students

G. Audit **Patrick Ball**
No Report

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: Professional Development, IB PYP Authorization Report, Dreamwrights Advertisement, Dover School District's offer to partner for Title I funding, Grade 5 PYP exhibition in May, Little Bits.

Mr. Pastore had Ms. Schmid report on the Artist in Residency through the Cultural Alliance dance performances performed by the second grade classrooms.

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 \$191,114 or 92% 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 \$21,777 or 31% 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 \$5,903 or 30% of the grant.

Peoples Bank Line of Credit: M. Johnson has begun the process to increase the \$200,000 line of credit to \$600,000. This amount would fund our expenses for one month compared to the prior limit. The LOC account was assigned to a new agent, who is getting updated on the account and reviewing the 13-14 audit. Board approval for this increase will be handled at the January, 2015 board meeting.

2015-2016 Budget: M. Johnson has started the process of developing the 2015-2016 budget. The month of January and February will be used to research information and 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 first meeting for the Health Insurance Adhoc Committee is scheduled for Thursday, January 15, 2015 @ 1:00 p.m. This group is combined of staff member representation for different categories along with the Board President and Finance Chair. The goal of this group is to recommend health insurance options for the 2015-2016 fiscal year.

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. M. Johnson is projection a 5-10% increase in premiums, however we are waiting for final numbers on the coverage.

Pass The Trash Webinar: M. Johnson and staff participated in the Pass the Trash Webinar which discusses Act 168 which refers to the process of doing prior employer background checks on potential employees. The act was signed into law on October 22, 2014 and went into effect on December 22, 2014. Therefore, all new hires after that date will undergo the Act 168 employer reference check process.

Shiple Energy Natural Gas: M. Johnson will be reviewing natural gas suppliers to compare with Shiple Energy renewal rate. Once the research is complete, the board will be presented with best rate recommendation for natural gas.

Other Items for discussion:

Cash on Hand:

Unrestricted cash balance of (12/31/2014):	\$798,960 (liquid)
Current receivables of (12/31/2014):	\$431,728
Term loan available balance:	<u>\$200,000</u>

Total: **\$1,430,688**
Average expenses: **\$500,000/month**

Cash/Cash Equivalents on hand: *York Academy currently has available 2.86 months or 88 days of cash on hand as of 12/31/14.*

YARCS Accounts Receivable Report: December 31, 2014				
School District	June	November	December	Total Due
Central	1,627.87	21588.12-Paid	20,817.36	22,445.23
Dallastown	-	7,767.00	8,471.50	16,238.50
Dover	-	11207.88-Paid	14,060.46	14,060.46
Eastern	-	2670.84-Paid	2,670.84	2,670.84
Northeastern	-	12242.16 -Paid	10,073.92	10,073.92
Red Lion	-	10364.04-Paid	9,960.48	9,960.48
Spring Grove	-	11,277.35	8,316.48	19,593.83
West York	-	25957.42-Paid	22,840.64	22,840.64
West Shore	-	864.36-Paid	864.36-Paid	-
York City	-	309718.95-Paid	276,768.57	276,768.57
York Suburban	-	41545.26-Paid	36,929.12	36,929.12
National School Lunch Prog.	-	-	-	-
G5 - Dept. of Education	-	-	-	-
Other invoices	-	146.40	-	146.40
Total Due:	1,627.87	19,190.75	410,909.37	431,727.99

IX. Treasurer's Report

Edward Bird

- 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 December 31, 2014 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 Nancy Ahalt. The vote was unanimous.

X. Old Business

Dr. Baughman reported that there will be a meeting on January 21 to discuss options for a high school location.

XI. New Business

None

XII. Comments from the Public

None

XIII. Meeting/Activity Dates

1. January 15, 2015 – Informational Meeting, 4:00 p.m.
2. January 16, 2015 – Early Dismissal for Students
3. January 19, 2015 – No School
4. January 24, 2015 – Informational Meeting, 11:00 a.m.
5. February 6, 2015 – PTO Family Dance Party, 6-8:00 p.m.

XIV. Items for Distribution

- A. Kentha Hanson Letter
- B. Blanda Nace Letter

XV. Adjournment

The public meeting concluded at 6:35 p.m. and reconvened in executive session. Motion for adjournment at 6:50 p.m. of the executive session was offered by Nancy Ahalt; seconded by William Dannehl. The vote was unanimous.