



**Minutes from the Regular Meeting of the
Board of Trustees
May 11, 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 5:34 p.m. by Nancy Ahalt.

II. Roll Call

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

Staff attending: Tracy Zeiders, Jane Schaeffer, Christa Raught, Margaret Staley, Bomi Kim-Myers, Keri Schmid, Christie Barger, LaTosha Wright, David Goodwin, Lauren Rock, Emily Dubs, Brittany Siegel, Kelley Waninger, Elizabeth Gangloff, Katelyn Schmittle, Monik Johnson, James Pastore, and Tina Ziegler

Others present: Jennifer Kirk, Janet Hale, Dondra Lewis, Meagan Feeser, Dennis Baughman, Sherry Roland, and Paul McNally

III. Approval of the Minutes from the Regular Meeting of April 13, 2015.

IV. Public Comment on Agenda Items

None

V. Petitions and Communications

VI. Monthly Instructional Report

Instructional Reports were given by the First Grade Team consisting of Ms. Dubs, Ms. Siegel, and Ms. Waninger and the Fourth Grade Team consisting of Ms. Gangloff and Ms. Schmittle.

VII. Reports from Committee

A. Finance and Facilities

William Dannehl

1. Report – 2015-2016 Budget

Ms. Johnson presented the 2015-2016 Budget which includes a total revenue of \$6,607,623, total expense of \$6,751,599, and a net loss of \$143,976 for review. Approval will be requested at the June 8 meeting of the Board of Trustees.

2. Report – 2016 Electrical Supplier Recommendation

BE IT RESOLVED, by the Board of Trustees, that the 36-month contract with Direct Energy, effective January 2016 at a rate of .6610 be approved.

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

3. Report – Approval of Amendment No. 5 to Lease Agreement

BE IT RESOLVED, by the Board of Trustees, that Amendment No. 5 to the Lease Agreement between the York Academy Regional Charter School and 32 W. North Street, LLC be approved as presented.

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

B. Academic Assessment and Curriculum
No Report

C. Personnel

Sue Krebs

1. Report – Part-Time Regular Employee Benefits

BE IT RESOLVED, by the Board of Trustees, that the following benefits for regular, part-time employees (employees who work a minimum of 20 hours per week), effective the 2015-2016 school year be approved:

- a. **Five (5) sick days**
- b. **Two (2) personal days**
- c. **Two (2) paid holidays (Thanksgiving and Christmas)**

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

2. Report – Appointment of Administrative Position

BE IT RESOLVED, by the Board of Trustees, that the appointment of the following individual to an Administrative position be approved:

- a. **Dennis Baughman**
Chief Executive Officer
Salary: To be determined
Effective: July 1, 2015

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

3. Report – Termination of Employment

BE IT RESOLVED, by the Board of Trustees, that the termination of the following employee of the York Academy Regional Charter School be approved:

- A. **Laura Fuller**
Instructional Assistant
Effective: May 6, 2015

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

4. Report – Approval of School Improvement Grant Application Preparer

BE IT RESOLVED, by the Board of Trustees that the employment of Dr. Don Burkins, for the purpose of preparing the School Improvement Grant Application at the rate of \$50.00 per hour be approved.

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

D. Nominating

Robert Lambert

1. Report – Appointment to the Board of Trustees of the York Academy

BE IT RESOLVED, by the Board of Trustees, that Meagan Feeser be appointed the York Academy Regional Charter School Board of Trustees for a term to expire August 2016.

Motion to approve offered by Robert Lambert; seconded by Patrick Ball. The vote was unanimous.

E. Marketing

Stephen Tansey

Mr. Tansey reported that the York Academy will be advertised on 10,000 Minnich’s Pharmacy bags.

F. Administrative Services

Ellen Johnson

1. Report – Adoption and Implementation of New and Revised Policies
BE IT RESOLVED, by the Board of Trustees, that the following policies be approved for implementation:
 - a. ***Cross Reference Sheet 600***
 - b. ***Policy 602: Budget Planning (revised)***
 - c. ***Policy 604: Budget Adoption (revised)***
 - d. ***Policy 608: Bank Accounts (revised)***
 - e. ***Policy 609: Investment of Charter School Funds (revised)***
 - f. ***Policy 610: Purchases Subject to Bid/Quotation (revised)***
 - g. ***Policy 611: Purchases Budgeted (revised)***
 - h. ***Policy 612: Purchases Not Budgeted (new)***
 - i. ***Policy 616: Payment of Bills (revised)***
 - j. ***Policy 618: Student Activity Funds (new)***
 - k. ***Policy 619: Audit (revised)***
 - l. ***Policy 622: GASB Statement 34 (revised)***
 - m. ***Policy 626: Federal Fiscal Compliance (revised)***

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

2. Report – Change in Committee Meeting Date

It was reported that the Board of Trustees change the date of the pre-scheduled committee meeting of Monday, May 25, 2015 as it is Memorial Day to Tuesday, May 26, 2015.

3. Report - Enrollment Report

The enrollment for the York Academy as of Thursday, May 7, 2015 is as follows:

Registrations by Grade:

Kindergarten:	75 students
Grade One:	74 students
Grade Two:	74 students
Grade Three:	75 students
Grade Four:	73 students
Grade Five:	74 Students
TOTAL	445 students

Registrations by District:

Central York:	26 students
Dallastown	5 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:	311 students

G. Audit
No Report

Patrick Ball

VIII. Petitions and Communications

None

IX. Chief Academic Officer's Monthly Report

James Pastore

A. Report – Chief Academic Officer
No Report

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 \$202,067 or 97% 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 \$34,910 or 50% of the grant.

Ready to Learn (RTL) Block Grants: York Academy has been granted \$18,960 to be used for strategies to attain or maintain academic performance targets. To date, we have utilized \$9,522 or 49% 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 at least one month compared to the prior limit of \$200,000.

2015-2016 Budget: M. Johnson has presented the 2015-2016 budget draft to the Finance Committee for review and approval. The Finance Committee will implement revisions and plan to approve the budget and present it to the board at the May Board meeting.

Health Insurance Adhoc Committee: The Committee has held three meetings 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 has gathered information on volunteer benefits for employees. (Short term and Long term disability). This information will be presented for Committee review at the next meeting.

EITC Contributions: York Academy has submitted a grant request to the York Academy Foundation for \$29,000. The grant request will offset the Inspire Music Program cost.

AUDIT RFP: An RFP for the annual audit process went out to seven accounting firms. The Finance Committee approved Kochenour, Earnest, Smyser, and Burg to perform the audit services for the fiscal years 2014-2015, 2015-2016, 2016-2017.

Federal Programs Review: York Academy had the first Federal Programs Review of the school's Title I & II programs. The review went very well and thanks to our Reading Specialist for coordinating the program review preparation. This review occurs every three years.

CPR Instructor Certification: York Academy's School Nurse has been trained and certified as an instructor for CPR, First Aid and AED certification. She will be able to train the staff and save the

school the cost associated with this type of training.

Other Items for discussion:

Cash on Hand:

Unrestricted cash balance of (3/31/2015):	\$1,100,236 (liquid)
Current receivables of (3/31/2015):	\$627,723
Term loan available balance:	\$600,000
Total:	\$2,327,959
Average expenses:	\$450,000/month

Cash/Cash Equivalents on hand: *York Academy currently has available 5.17 months or 155 days of cash on hand as of 3/31/15.*

YARCS Accounts Receivable Report: March 31, 2015

School District	June	February	March	Total Due
Central	1,627.87	22811.4-Paid	22,908.57	24,536.44
Dallastown	-	10317-Paid	21,276.15	21,276.15
Dover	-	-	21,228.41	21,228.41
Eastern	-	1879.48-Paid	3,421.81	3,421.81
Northeastern	-	13881.78-Paid	14,983.81	14,983.81
Red Lion	-	14,352.57	16,704.33	31,056.90
Spring Grove	-	9875.82-Paid	9,891.76	9,891.76
West Shore	-	772.25-Paid	1,042.46	1,042.46
West York	-	28390.56-Paid	32,108.13	32,108.13
York City	-	326674.95-Paid	453,762.21	453,762.21
York Suburban	-	43853.33-Paid	13,783.54	13,783.54
National School Lunch Prog.	-	18013.64-Paid		-
G5 - Dept. of Education	-	-		-
Other invoices	-	140.4-Paid	632.00	632.00
Total Due:	1,627.87	14,352.57	611,743.18	627,723.62

X. 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 April 30, 2015 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.

XI. Old Business
None

- XII. New Business**
Mr. Dannehl reported that letters of intent to staff of the York Academy who will be returning for the 2015-2016 school year will be sent out this week.

XIII. Comments from the Public
None

- XIV. Meeting/Activity Dates**
1. Friday, May 22, 2015 – Early Dismissal at 12:15 p.m.
 2. Monday, May 25, 2015 – No School (Holiday)
 3. Monday, June 1, 2015 – Field Day at the Revs Stadium
 4. Friday, June 5, 2015 – Open House

XV. Items for Distribution
None

- XVI. Adjournment**
Motion was made to adjourn the meeting by Robert Lambert, seconded by Stephen Tansey. The meeting adjourned, by unanimous vote, at 6:50 p.m..