



**Minutes from the Regular Meeting of the
Board of Trustees
November 10, 2014
5:30 p.m.
York Academy Regional Charter School**

I. Call to Order

Following an executive session of the Board of Trustees, the regular meeting was called to order at 5:33 p.m. by Dennis Baughman.

II. Roll Call

Board members in attendance: Ellen Johnson, William Dannehl, Susan Krebs, Stephen Tansey, Nancy Ahalt, Patrick Ball, Edward Bird, and Dennis Baughman.

Staff attending: Amy Dove, Leanne Kohler, James Pastore, Monik Johnson, and Tina Ziegler

Others present: Jennifer Kirk and Mark and Christa Raught

III. Approval of the Minutes from the Regular Meeting of October 13, 2014.

Motion to approve the minutes was unanimous.

IV. Public Comment on Agenda Items

None

V. Monthly Instructional Report

Ms. Amy Dove and Ms. Leanne Kohler provided a report to the Board of Trustees regarding the Special Needs and Gifted Services; Technology; Cyclical Monitoring; and speech therapy.

VI. Reports from Committee

A. Finance and Facilities

William Dannehl

1. Report – Use of Facility Request

It was reported to the Board that the Girl Scouts will be utilizing the multi-purpose room and three classrooms on Wednesdays, October 1, 2014 through May 27, 2015 from 6:00-7:30 p.m. The facility usage fee for this request is waived.

B. Academic Assessment and Curriculum

Ellen Johnson

1. Report – Mandated Health Services

BE IT RESOLVED, by the Board of Trustees, that the contract for Mandated Health Services between the York Academy Regional Charter School and Family First Health be approved. Costs for services are included in the contract.

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

C. Personnel

Sue Krebs

1. Report – Request for Leave of Absence

BE IT RESOLVED, by the Board of Trustees, that the request for a Leave of Absence, submitted by Paula Little, be approved. The Leave of Absence begins October 22, 2014 through December 15, 2014.

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

2. Report – Appointment of School Nurse

BE IT RESOLVED, by the Board of Trustees, Cynthia Rose be appointed the Certified School Nurse of Record for the 2014-2015 school year. The salary for this position is \$300.00

Motion to approve offered by Sue Krebs; seconded by Nancy Ahalt. The vote was unanimous.

3. Report – Appointment of Substitute
BE IT RESOLVED, by the Board of Trustees, that the appointment of the following substitute for the 2014-2015 school year be approved:
a. Marla Urey, School Nurse

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

4. Report – Approval of Personnel Handbook
BE IT RESOLVED, by the Board of Trustees, that the revised York Academy Regional Charter School Personnel Handbook be approved.

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

5. 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 2014-2015 school year:

- a. Caitlyn Michael (3rd Grade Teacher)
Homebound Instructor
Salary: \$25.00 per hour
Effective: July 1, 2014 – June 30, 2015***

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

6. Report – Approval of Conference Request
BE IT RESOLVED, by the Board of Trustees, that the following individuals be approved to attend the NAGC 61st Annual Convention and Exhibition, Baltimore, MD, November 13-16, 2014:

- a. Amy Dove, Special Education Teacher
b. Beth Tyson, Librarian
c. Melissa Cook, 4th Grade Teacher
d. Katelyn Schmittle, 4th Grade Teacher***

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

***D. Nominating Allison Yinger
No Report***

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

F. Administrative Services Nancy Ahalt

1. Report – Approval of Policy
BE IT RESOLVED by the Board of Trustees that Policy 246: Student Wellness, be approved for implementation.

Motion to approve offered by Nancy Ahalt; seconded by Edward Bird. The vote was unanimous.

2. Report – Approval of Survey Instrument for Professional and Classified Staff
BE IT RESOLVED by the Board of Trustees that the document entitled “Measuring the Strength of the York Academy Regional Charter School Workplace” be approved and utilized to assess the culture of the school.

Motion to approve offered by Nancy Ahalt; seconded by Stephen Tansey. The vote was unanimous.

3. Report – Approval of Assessment Document
BE IT RESOLVED by the Board of Trustees that the document entitled “Evidence of Professional Leadership in the Classroom: Walk Through Essentials” be adopted and used to gather information during informal classroom observations.

Motion to approve offered by Nancy Ahalt; seconded by Ellen Johnson. The vote was unanimous.

4. Report – Innovation Grants
BE IT RESOLVED by the Board of Trustees that Innovation Grants be made available to the staff at the York Academy Regional Charter School for the 2014-2015 school year. A total of \$5,000 would be made available for funding creative, innovative, or experimental instructional proposals.

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

5. 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:	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	11 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**
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:

a. Student-Led Conferences and the appointment process; Attendance Compliance Meeting; IB PYP Networking; Parent Literacy Guides and Classroom Libraries; upcoming events

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 \$189,996 or 91% has been utilized. The new grant term ends September 30, 2015. The annual financial report (AFR) was due and submitted on Friday, October 17, 2014.*

2013-2014 Financial Audit/990 for the York Academy Foundation: *The Foundation Committee members reviewed and approved the audited financial statements and the 990 tax return. The EITC status renewal for the Foundation has been approved for the 2014-2015 school year.*

2013-2014 Annual Financial Report: *York Academy's annual financial report (AFR) for the 2013-2014 fiscal year was submitted to PDE on Wednesday, October 29, 2014.*

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 \$9,248 or 14% 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 \$2,437 or 13% 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.*

Other Items for discussion:

Cash on Hand:

<i>Unrestricted cash balance of (10/31/2014):</i>	<i>\$504,294 (liquid)</i>
<i>Current receivables of (10/31/2014):</i>	<i>\$63,111</i>
<i>Term loan available balance:</i>	<i><u>\$200,000</u></i>

Total: **\$767,405**

Average expenses: **\$500,000/month**

Cash/Cash Equivalents on hand: *York Academy currently has available 1.53 months or 47 days of cash on hand as of 10/31/14.*

YARCS Accounts Receivable Report: October 31, 2014

School District	June	August	September	October	Total Due
Central	1,627.87	-	-	25,186.14	26,814.01
Dallastown	-	-	9,061.50	9,061.50	18,123.00
Dover	761.49	-	-	-	761.49
Eastern	-	-	-	-	-
Northeastern	-	-	-	-	-
Red Lion	-	-	12,091.38	-	12,091.38
Spring Grove	-	-	-	-	-
West York	-	-	-	-	-
York City	-	-	-	-	-
York Suburban	-	-	-	-	-
National School Lunch Prog.	-	-	-	-	-
G5 - Dept. of Education	-	-	-	-	-
Other invoices	-	-	5,321.44	-	5,321.44
Total Due:	2,389.36	-	26,474.32	34,247.64	63,111.32
	2,389.36	-	26,474.32	34,247.64	63,111.32

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 October 31, 2014 be approved as presented, subject to audit.

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

X. Old Business

Dr. Baughman reported the following:

- A. *There will be no changes to the Committee structure of the Board of Trustees.*
- B. *The York Academy Foundation met and discussed the construction of a new high school. Also, the York Academy Foundation is in need of new Board members and asked for recommendations for the Foundation from the Board.*

XI. New Business

None

XII. Comments from the Public

None

XIII. Meeting/Activity Dates

- 1. *Saturday, November 15, 2014 – PTO Craft and Vendor Show, 10:00 a.m. – 3:00 p.m.*
- 2. *Thursday, November 20 and Friday, November 21, 2014 – Student-Led Conferences*

XIV. Items for Distribution

XV. Adjournment

The public meeting concluded at 6:45 p.m. and reconvened in executive session.