



**Minutes from the Regular Meeting of the
Board of Trustees
September 8, 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 Dennis Baughman.

II. Roll Call

Board members in attendance: Allison Yinger, Robert Lambert, William Dannehl, Susan Krebs, Nancy Ahalt, Patrick Ball, Edward Bird, and Dennis Baughman.

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

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

III. Approval of the Minutes from the Regular Meeting of August 11, 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
(attachment)

1. Report – Approval of Adult Meal Prices

BE IT RESOLVED, by the Board of Trustees, that the attached listing of adult meal prices be approved for the 2014-2015 school year.

Motion to approve offered by William Dannehl; seconded by Allison Yinger. The vote was unanimous.

B. Academic Assessment and Curriculum

Ellen Johnson

No Report

C. Personnel

Sue Krebs

1. Report - Appointment of Classified Staff

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

a. Paula Little

Instructional Assistant

Salary: \$10.36 per hour

Effective: July 1, 2014 through June 30, 2015

b. Belinda Ray

Instructional Assistant

Salary: \$10.36 per hour

Effective: July 1, 2014 through June 30, 2015

- c. **Ashley Sipe**
Instructional Assistant
Salary: \$10.36 per hour
Effective: July 1, 2014 through June 30, 2015

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

2. Report – Approval 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. **Amy Kerstetter (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 Nancy Ahalt. The vote was unanimous.

3. Report – Approval of Salary and Incentive for CAO
BE IT RESOLVED, by the Board of Trustees, that the salary of the Chief Academic Officer and Performance Incentive, as designated in the attachment, be approved for the 2014-2015 school year and that the salary be paid retroactively from July 1, 2014.

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

4. Report – Appointment of Substitutes
BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed as substitutes for the 2014-2015 school year:
a. **Bernadette Rodgers – Cafeteria**
b. **Carla Brown – Instructional Assistant, Cafeteria**
c. **Charles Shandry – Custodian**

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

5. Report – Approval of Leave of Absence Request
BE IT RESOLVED, by the Board of Trustees, that the following request for leave of absence be approved:
a. **Ashley Sipe, Instructional Assistant, requesting Maternity Leave, tentatively effective September 8, 2014 through December 2, 2014, utilizing three accumulated sick days during this time. Employee participates in York Academy's health insurance plan; therefore, employee contributions will continue to be deducted per pay at the same rate.**

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

6. Report – Acceptance of Resignation
REPORT WAS MADE, to the Board of Trustees, that the following letter of resignation was accepted:
a. **Kymerly Helwig, Teacher (4th Grade), effective September 27, 2014**

E. Marketing
No Report

Stephen Tansey

F. Administrative Services

Ellen Johnson

The enrollment for the York Academy as of Thursday, September 4, 2014 is as follows:

Registrations by Grade:

Kindergarten:	75 students
Grade One:	75 students
Grade Two:	75 students
Grade Three:	74 students
Grade Four:	75 students
Grade Five:	75 students
TOTAL	449 students

Registrations by District:

Central York:	23 students
Dallastown	4 students
Dover	10 students
Eastern	4 students
Northeastern	10 students
Red Lion	9 students
Spring Grove	9 students
West York:	24 students
York City:	324 students
York Suburban:	32 students

G. Audit
No Report

Patrick Ball

VII. Petitions and Communications

- A. *Letter from Mr. Schriver, Block Business Systems*
- B. *Letter from Mrs. Tyson, Librarian*

VIII. Chief Academic Officer's Monthly Report

James Pastore

A. Report – Chief Academic Officer

Mr. Pastore reported on the following:

- a. *PSSA test results were mailed home on Monday, September 8, 2014*
- b. *Instructional Reports to the Board will begin October and continue through May.*
- c. *IB PYP Dates – The IB team visit is October 16 and 17, 2014. Mrs. Wright is preparing the staff for this visit on the early dismissal days of September 19, October 9, and the Staff Development Day on October 10.*
- d. *Staffing Update – Mr. Pastore is currently recruiting for Instructional Assistants and one elementary teacher.*

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 \$162,352 (78%) has been utilized. The remaining balance will need to be spent by September 30, 2014.*

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). York Academy was denied the grant and received the following explanation: York Academy Regional CS was not selected as a participant in the FFVP for 2014-2015. The only reason was that PDE is mandated to give priority to the highest-need schools (highest free/reduced %) in Pennsylvania. York ARCS just missed the funding cutoff, but your application will remain on file in the event additional funding becomes available.

2013-2014 Financial Audit: The annual financial audit fieldwork was completed. M. Johnson met with the auditor to review the audit draft. The 990 tax return is being put together this week. A meeting will be scheduled at the end of September with the Finance Committee meeting to review the audit and 990 tax return. 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.

Student Improvement Grant (SIG): York Academy has been designated a Focus School by PDE and therefore was allocated \$69,699 in SIG funds for the 14-15 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.

Ready to Learn (RTL) Block Grants: York Academy has been allocated at a minimum \$18,960 to be used for strategies to attain or maintain academic performance targets. M. Johnson will be working with J. Pastore to create a budget for items to purchase with these funds. Deadline to apply is September 30, 2014.

Business Manager's Assistant: The deadline for resumes was Friday, September 5th. M. Johnson received a total of 6 resumes and will be interviewing three candidates. We would like for the person to start by October 1, 2014.

Other Items for discussion:

Cash on Hand:

Unrestricted cash balance of (8/31/2014):	\$534,280 (liquid)
Current receivables of (8/31/2014):	\$42,970
Term loan available balance:	<u>\$200,000</u>
Total:	\$777,250
Average expenses:	\$400,000/month

Cash/Cash Equivalents on hand: York Academy currently has available 1.94 months or 60 days of cash on hand as of 8/31/14.

YARCS Accounts Receivable Report: August 31, 2014

School District	June	Total Due	Notes
Central	3,294.79	3,294.79	
Dallastown	4675.35-Paid	-	
Dover	3,888.51	3,888.51	
Eastern	890.04-Paid	-	
Northeastern	3520.89-Paid	-	
Red Lion	3,790.70	3,790.70	
Spring Grove	11.87-Paid	-	
West York	3985.98-Paid	-	
York City	13,137.19	13,137.19	
York Suburban	15715.60-Paid	-	
National School Lunch Prog.	11,308.03	11,308.03	
G5 - Dept. of Education	74134.56-Paid	-	
Other invoices	7,550.80	7,550.80	
Total Due:	42,970.02	42,970.02	-
	42,970.02	42,970.02	-

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 August 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

Dr. Baughman reported that a meeting was held with Kinsley to move on the high school project. Issues discussed were the estimated square footage that will be needed and the parking issue.

Also discussed: plans for an upcoming Open House (who to invite – those involved in the playground project, those involved in the development of the school, the public, EITC participants and potential EITC participants); a brochure; students doing a program; official presentation and tours; student greeters; a presentation describing the IB Program; donations; and a wish list.

XII. Comments from the Public

A question from a parent was presented regarding not being allowed to bring treats to a classroom for birthdays. Mr. Pastore was going to look into this.

XIII. Meeting/Activity Dates

1. September 9, 2014 – Dickinson Visit
2. September 19, 2014 – Early Dismissal for Students
3. September 22, 2014 – Committee Meetings

XIV. Items for Distribution

XV. Adjournment

Motion to adjourn offered by Stephen Tansey, seconded by Robert Lambert. Meeting adjourned at 6:38 p.m.