



**Minutes from the Regular Meeting of the  
Board of Trustees  
September 14, 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 5:30 p.m. by Nancy Ahalt.*

**II. Roll Call**

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

*Staff attending: Monik Johnson, Dennis Baughman, Michael Lowe, LaTosha Wright, and Tina Ziegler*

*Others present: Dondra Lewis*

**III. Item of Initial Concern**

**A. Appointment of Chairpersons to Committees**

***BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed as chairperson:***

- 1. Ellen Johnson: Academic Assessment and Curriculum***
- 2. Edward Bird: Administrative Services***
- 3. Patrick Ball: Audit***
- 4. William Dannehl: Finance and Facilities***
- 5. Meagan Feeser: Marketing***
- 6. Robert Lambert: Nominating***
- 7. Sue Krebs: Personnel***

*Motion to approve offered by Nancy Ahalt; seconded by Allison Yinger. The vote was unanimous.*

**IV. Approval of the Minutes of the Reorganization Meeting of August 10, 2015.**

*Motion to approve offered by Nancy Ahalt; seconded by Meagan Feeser. The vote was unanimous.*

**V. Public Comment on Agenda Items**

*None*

**VI. Petitions and Communications**

*None*

**VII. Monthly Instructional Report**

*Mrs. LaTosha Wright presented a report on the MYP School-Wide Program.*

**VIII. Reports from Committee**

**A. Finance and Facilities**

***Patrick Ball***

- 1. Report – Requests for Use of Facilities**

**The following requests for use of facilities is reported:**

- a. Cub Scout Pack 822 for use of the Cafeteria and/or the Library, Wednesdays, September 16, 2015 through June 8, 2016 from 6:00-7:30 p.m. `Fees will be waived for this usage.**

- b. Cultural Alliance of York County for use of the York Academy gymnasium, cafeteria, and outdoor space (weather permitting), Saturday, October 10, 2015 from 10:00 a.m. – 2:00 p.m. for the purpose of a Community Cardboard Build Event. The fee for this event will be a custodial fee of \$37.50 per hour.

2. Report – Approval of Audit Report

**BE IT RESOLVED, by the Board of Trustees, that the Audit Report for the 2014-2015 school year and accompanying financial statements be approved.**

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

3. Report – Approval of Amendment No. 6 to the Lease Agreement

**BE IT RESOLVED, by the Board of Trustees, that Amendment No. 6 which includes the purchase and installation of lockers in the fifth and sixth grade hall at a total cost of \$26,612.00 be approved.**

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

4. Report – Approval of E-Rate Electronic Signature Resolution

**BE IT RESOLVED, by the Board of Trustees, that the attached resolution to grant Dr. Dennis Baughman authority to sign any and all contracts, agreements, grants and/or licenses with the Department of Education and provides Dr. Baughman's consent to utilize his electronic signature be approved.**

*Motion to approve offered by Patrick Ball; seconded by Ellen Johnson. The vote was unanimous.*

**B. Academic Assessment and Curriculum**

**Ellen Johnson**

1. Report – Approval to Pilot Writing Program

**BE IT RESOLVED, by the Board of Trustees, that the “Collins Writing Program: Improving Performance Through Writing and Critical Thinking Across the Curriculum,” a pilot program to be utilized by fifth grade, be approved.**

*Motion to approve offered by Ellen Johnson; seconded by Allison Yinger. The vote was unanimous.*

**C. Personnel**

**Sue Krebs**

1. Report – Appointment of Substitutes

**BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed as substitutes for the 2015-2016 school year:**

- a. Louise Bettermann, Nurse
- b. Judith Richard, Nurse
- c. Jonathan Linnemans, Cafeteria
- d. Nicole Brown, Instructional Assistant

*Motion to approve offered by Sue Krebs; seconded by Meagan Feeser. The vote was unanimous.*

2. Report – Approval of Goals for the 2015-2016 School Year

**BE IT RESOLVED, by the Board of Trustees, that the goals presented by the Chief Executive Officer and Supervisor of Instructional Development for the 2015-2016 school year be approved.**

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

3. Report – Approval of Salary Adjustment  
***BE IT RESOLVED, by the Board of Trustees, that the salary adjustment of Ms. Kimberly Nieves to \$37,595.00 be approved.***

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

4. Report – Acceptance of Resignation  
It is reported that the resignation of the following individual was accepted:
- a. Samantha Kreuer  
Instructional Assistant  
Effective: August 31, 2015

**D. Nominating**  
*None*

***Robert Lambert***

**E. Marketing**  
*None*

***Stephen Tansey***

**F. Administrative Services**

***Edward Bird***

1. Report - Enrollment Report

The enrollment for the York Academy as of Friday, September 11, 2015 is as follows:

Registrations by Grade:

Kindergarten:	75 students
Grade One:	75 students
Grade Two:	75 students
Grade Three:	74 students
Grade Four:	73 students
Grade Five:	75 Students
Grade Six:	78 Students
<b>TOTAL</b>	<b>525 students</b>

Registrations by District:

Central York:	28 students
Dallastown	7 students
Dover	18 students
Eastern	3 students
Northeastern	12 students
Red Lion	17 students
Spring Grove	8 students
West Shore	2 students
West York:	35 students
York City:	370 students
York Suburban:	25 students

**G. Audit**  
*No report*

***Patrick Ball***

**IX. Petitions and Communications**  
*None*

**X. Chief Executive Officer's Monthly Report**

**Dennis Baughman**

**A. Report – Chief Executive Officer**

*Dr. Baughman reported to the Board of Trustees the following: There will be no SPP score for any school - this year's PSSA results will become the benchmark; the charter renewal has been finalized and will be delivered to the chartering districts on Friday; extracurricular activity information was sent home and will begin the week of September 28.*

**B. Report – Business Manager**

**Monik Johnson**

**2014-2015 Audit:** *The 2014-2015 Audit has been completed. The Finance Committee met to review and approve the draft of the audit. The Board will be asked to approve the audit in its current state at the September board meeting. M. Johnson is scheduled to meet with the auditor this week to review the 990 and the York Academy Foundation statements and 990 tax form.*

**YCCF Strategic Community Grant Opportunities:** *M. Johnson and D. Goodwin will submit a grant application for the Strategic Community grant to fund the Artist in Residency partnerships provided by the Cultural Alliance of York County for the 2015-2016 school year.*

**Glatfelter Insurance Group:** *M. Johnson and Dr. Baughman met with our liability insurance representative, Rene D'Ambrosio as well as Scott Rodgers, President of Glatfelter Ins. Group to discuss the school operations and growth. A contact was given for EITC contributions. Dr. Baughman will follow up in three weeks to meet with the contact.*

**\$207,250 Charter School Implementation Grant:** *M. Johnson will be submitting a final expenditure report (FER) for the CSP grant by September 30, 2015. The balance of \$1,119 was utilized and the grant has been fulfilled.*

**Student Intervention Grant (SIG) (\$69,699):** *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. The grant has provided financial support to purchase 36 laptops for K & first grade. To date, we have utilized \$68,438 or 98% of the grant. The remainder will be used for 6<sup>th</sup> grade teachers to purchase literacy materials from Scholastic for their classrooms. The grant is to be fulfilled by September 30, 2015.*

**Ready to Learn (RTL) Block Grants (\$18,960):** *York Academy has been granted \$18,960 to be used for strategies to attain or maintain academic performance targets. To date, we have utilized \$18,960 or 100% of the grant. A final expenditure report (FER) was submitted on June 30, 2015.*

**Title I Reward School Grant:** *York Academy has collaborated with Dover School District to apply for the Title I Reward School Grant. York Academy was awarded \$50,000 to purchase ipads to implement a one to one technology program with sixth grade as well as provide professional development to instructional staff. To date, \$50,000 or 100% of the grant funds have been utilized. The grant term ends September 30, 2015.*

**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.*

**Other Items for discussion:**

*Due to the state budget not being approved, schools and organizations that depend on state funding have been forced to borrow for cash flow needs. School districts have been discussing if they will be able to pay the charter schools the monthly tuition cost since they are not receiving state funding. M. Johnson reached out to the York City School District and was reassured that they would do their best*

to pay the tuition invoiced from York Academy. August receivables equate to \$348,095 with York City's tuition invoice for August totaling \$215,088 (62%). M. Johnson is keeping a close watch on cash flow and will need to draw from the line of credit if we do not receive York City's tuition payment.

**Cash on Hand:**

Unrestricted cash balance of (8/31/2015):	\$478,387 (liquid)
Current receivables of (8/31/2015):	\$53,346.91
Term loan available balance:	<u>\$600,000</u>
<b>Total:</b>	<b>\$1,131,734</b>
Average expenses:	<b>\$431,606/month</b>

**Cash/Cash Equivalents on hand:** York Academy currently has available 2.62 months or 81.28 days of cash on hand as of 8/31/15.

<b>YARCS Accounts Receivable Report: August 31, 2015</b>			
<b>School District</b>	<b>June</b>	<b>July</b>	<b>Total Due</b>
Central	1.93-Paid	-	-
Dallastown	13557.04-Paid	-	-
Dover	4,937.28	-	<b>4,937.28</b>
Eastern	1323.76-Paid	-	-
Northeastern	5088.51-Paid	-	-
Red Lion	20641.32-Paid	-	-
Spring Grove	4,920.88	-	<b>4,920.88</b>
West Shore	1433.83-Paid	-	-
West York	2,010.99	-	<b>2,010.99</b>
York City	142305.87-Paid	-	-
York Suburban	13783.45-Paid	-	-
National School Lunch Prog.	7444.12-Paid	2,455.23	<b>2,455.23</b>
Federal Receivables	-	39,296.00	<b>39,296.00</b>
Other invoices	52.47	674.06	<b>726.53</b>
<b>Total Due:</b>	<b>11,921.62</b>	<b>42,425.29</b>	<b>54,346.91</b>

**XI. Treasurer's Report**

*Patrick Ball*

- A. Report – Approval of York Academy Financial Statements  
***BE IT RESOLVED by the Board of Trustees that the attached York Academy Regional Charter School Financial Statements as of August 31, 2015 be approved as presented, subject to audit.***

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

**XII. Old Business**

*It was reported that at the next committee meeting of the Board of Trustees, marketing the York Academy will be discussed.*

**XIII. New Business**

*None*

**XIV. Comments from the Public**

*None*

**XV. Meeting/Activity Dates**

A. September 16, 2015 – Faculty Meeting, 3:50 p.m.

B. September 28, 2015 – Board of Trustees Committee Meetings, 5:30 p.m.

**XVI. Items for Distribution**

*None*

**XVII. Adjournment**

*Motion was made to adjourn the meeting by Ellen Johnson, seconded by Stephen Tansey. The meeting adjourned, by unanimous vote, at 6:24 p.m.*