



**Minutes from the Reorganization Meeting of the  
Board of Trustees  
August 8, 2016  
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 5:47 p.m. by Nancy Ahalt.*

**II. Roll Call**

*Board members in attendance: Robert Lambert, Susan Krebs, Stephen Tansey, Edward Bird, Meagan Feeser, and Nancy Ahalt*

*Staff attending: Dr. Lowe, Monik Johnson, and Tina Ziegler*

**III. Reorganization of the Board of Trustees**

**A. Appointment of Members to the Board of Trustees**

***BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed to a three-year term to the Board of Trustees ending August 2019:***

- 1. Ellen Johnson***
- 2. Meagan Feeser***

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

**B. Election of Officers**

***BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed to officer positions for a one-year term:***

- 1. President – Nancy Ahalt***
- 2. Vice President – Ellen Johnson***
- 3. Treasurer – Edward Bird***
- 4. Secretary – Susan Krebs***

*Motion to approve offered by Stephen Tansey; seconded by Meagan Feeser. The vote was unanimous.*

**C. Approval of Regular Session and Committee Meeting Dates**

***BE IT RESOLVED, by the Board of Trustees, that the provided schedule of Regular Meeting and Committee Meeting dates of the Board of Trustees be approved.***

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

**III. Approval of the Minutes from the Regular Meetings of June 13, 2016, July 11, 2016 and the Committee Meeting of the Board of Trustees of June 27, 2016.**

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

**V. Public Comment on Agenda Items**

*None*

**VI. Petitions and Communications**

*A thank you note from Dr. Lowe was distributed.*

**VII. Monthly Instructional Reports**

*None*

**VIII. Reports from Committees**

**A. Finance and Facilities**

*Edward Bird*

1. Report – Interview Schedule

It was reported that the following three firms responded to the preconstruction RFQ. Presentations are scheduled Monday, August 22, 2016 at 5:00 p.m. The schedule for presentations is as follows:

- a. 5:00 p.m. – Stewart and Tate
- b. 5:45 p.m. – Wagman Construction
- c. 6:30 p.m. – Kinsley Construction

2. Report – Approval of Charter Amendment #1

***BE IT RESOLVED, by the Board of Trustees, that the York Academy Board of Trustees approve the Charter Amendment #1, effective August 8, 2016 (with the amendment to include “York” in the West Hamilton Avenue address), and this amendment be forwarded to the three chartering districts for Board action.***

*Motion to approve offered by Edward Bird; seconded by Stephen Tansey. The vote was unanimous.*

**B. Academic Assessment and Curriculum**

*Ellen Johnson*

*None*

**C. Personnel**

*Sue Krebs*

1. Report – Approval of Child-Bearing Leave

***BE IT RESOLVED, by the Board of Trustees, that the request of Mrs. Julie Stefko, Instructional Assistant, for Child-Bearing Leave, July 1, 2016 through September 18, 2016, be approved.***

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

2. Report – Appointment of Substitute

***BE IT RESOLVED, by the Board of Trustees, that the appointment of the following individual as a substitute for the 2016-2017 school year be approved:***

- a. ***Alton Cook, Substitute Custodian/Cafeteria Worker***

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

3. Report – Acceptance of Resignation

It was reported to the Board of Trustees that the resignation of the following individuals were accepted:

- a. Jennifer Seufert, Instructional Assistant, effective August 5, 2016.
- b. Danielle Potter, Instructional Assistant, effective August 15, 2016.

**D. Nominating**

*Robert Lambert reported that he was working on filling the vacant position on the Board of Trustees.*

**E. Marketing**

**F. Administrative Services**

**Stephen Tansey**

1. Report – Contract for Preparing a Grant

**BE IT RESOLVED, by the Board of Trustees, that the appointment of Jessica Brubaker to write the Memorial Health Grant for the school, at a fee of \$2500, be approved.**

*Motion to approve offered by Stephen Tansey; seconded by Meagan Feeser. The vote was unanimous.*

**G. Audit**

*It was reported by Monik Johnson that the audit is 90% finished and the final report will soon be distributed.*

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

**A. Report – Chief Executive Officer**

**Michael Lowe**

*Dr. Lowe reported on the upcoming week's Professional Development activities; the planning and preparation of PBIS; and PROs – Principled, Respectful, and Open-Minded.*

**B. Report – Business Manager**

**Monik Johnson**

*Student Intervention Grant (SIG) (\$76,653): York Academy is in its' third year of being designated as a focus school. Due to this designation, York Academy is allocated \$76,653 in SIG funds for the 2015-2016 school year. These funds will be used for literacy materials in the areas of Social Studies, SPED/GIEP, Speech and Library instruction; professional development and chrome books. To date, we have utilized \$61,780 (81%) of the total grant allocation.*

*Title I & II Federal Program (\$249,094): The Title I program is managed internally by the Reading Specialist and the Title II program is managed internally by the Supervisor of Instructional Development. York Academy is designated as school wide rather than a targeted school. This designation provides that the funds may be used for all students rather than a targeted selection of students based on need. To date, we have utilized \$181,892 (76%) of Title I funds and \$10,440 (100%) of the Title II funds.*

*2015-2016 Audit Process: The fieldwork of the 15-16 audit process is 90% complete. The auditor is waiting for PDE to release the 15-16 audit report for federal grants. M. Johnson is expecting to have a first draft available by mid-September for review.*

*Non-profit Purchasing Program (NP3) – York Academy is a member of the Non-profit Purchasing Program sponsored by Glatfelter Insurance Group. The first meeting for members is August; discussion items include LIU joint purchasing program and IT services provided by the LIU.*

*Other Items for discussion:*

*Staff and Board members are researching financing opportunities for the High School building. Administration and the Board has selected a location for the High School. Currently, short-term, long-term and bond financing options are being reviewed for the purchase and renovation project of the high school.*

*Cash on Hand:*

Unrestricted cash balance of (7/31/2016):	\$641,178(liquid)
Current receivables of (7/31/2016):	\$95,850
Term loan available balance:	<u>\$600,000</u>
Total:	<u>\$1,337,028</u>
Average expenses:	\$455,000/month

Cash/Cash Equivalents on hand: York Academy currently has available 2.93 months or 91 days of cash/cash reserves on hand as of 7/31/16.

<b>YARCS Accounts Receivable Report: July 31, 2016 PRE-</b>		
<b>School District</b>	<b>July</b>	<b>Total Due</b>
Central	-	-
Dallastown	-	-
Dover	-	-
Eastern	-	-
Northeastern	-	-
Red Lion	-	-
Spring Grove	-	-
West Shore	-	-
West York	-	-
York City	-	-
York Suburban	-	-
Other invoices	18,002.14	<b>18,002.14</b>
<b>Total Tuition/Other Rec. Due:</b>	<b>18,002.14</b>	<b>18,002.14</b>
National School Lunch Prog.	10,397.53	<b>10,397.53</b>
<b>Total Tuition &amp; Cafeteria Rec. Due:</b>	<b>10,397.53</b>	<b>28,399.67</b>
Federal Receivables	67,450.43	<b>67,450.43</b>
<b>Grand Total Rec. Due:</b>	<b>67,450.43</b>	<b>95,850.10</b>

**X. Treasurer's Report**

*Edward Bird*

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 July 31, 2016 be approved as presented, subject to audit.***

*Motion to approve offered by Edward Bird; seconded by Stephen Tansey. The vote was unanimous.*

B. Report – Approval of Bills

***BE IT RESOLVED by the Board of Trustees that the attached listing of bills be approved for payment with one revision to the York Academy Cafeteria of \$1209.88 instead of \$120,988.00.***

*Motion to approve offered by Edward Bird; seconded by Meagan Feeser. The vote was*

*unanimous.*

**XI. Old Business**

*An update on enrollment was provided by Tina Ziegler.*

**XII. New Business**

*None*

**XIII. Comments from the Public**

*None*

**XIV. Meeting/Activity Dates**

- A. August 8-12, 2016 – Professional Development Week for Staff
- B. August 13, 2016 – Race Back to School 5K Run at York Academy
- B. August 15, 2016 – First Day for Students (1-7)
- C. August 16, 2016 – First Day for Kindergarten
- D. August 22, 2016 – Preconstruction RFQ Presentations and Committee Meeting, 5:00 p.m.
- E. August 24, 2016 – Back-to-School Night, 6:00 p.m.

**XV. Items for Distribution**

**XVI. Adjournment**

*Motion was made to adjourn the meeting by Stephen Tansey, seconded by Sue Krebs. The meeting adjourned, by unanimous vote, at 6:15 p.m.*