



**Minutes from the Regular Meeting of the
Board of Trustees
November 14, 2016
5:30 p.m.
York Academy Regional Charter School**

I. Call to Order

The regular meeting of the Board of Trustees of the York Academy Regional Charter School, the regular meeting was called to order at 5:32 p.m. by Nancy Ahalt.

II. Roll Call

Board members in attendance: Ellen Johnson, William Dannehl, Susan Krebs, Stephen Tansey, Meagan Feeser, and Nancy Ahalt

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

Others in attendance: Lyndsay Hoke, Keri Schmid, and Anika Jackson

III. Approval of the Minutes from the Regular Meeting of October 10, 2016.

Motion to approve offered by Meagan Feeser; seconded by Ellen Johnson. The vote was unanimous.

IV. Appointment of Board Member

BE IT RESOLVED, by the Board of Trustees, that the appointment of Anika Jackson as a member of the York Academy Regional Charter School Board of Trustees, for a term ending August 31, 2019, be approved.

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

V. Public Comment on Agenda Items

None

VI. Petitions and Communications

None

VII. Monthly Instructional Reports

A. Art Presentation, Ms. Lyndsay Hoke – Ms. Lyndsay Hoke made a presentation to the Board of Trustees regarding the pedagogy of art.

B. PBIS Presentation, Ms. Keri Schmid – Ms. Schmid provided an update regarding PBIS.

VIII. Reports from Committees

A. Finance and Facilities

William Dannehl

1. Report – York Academy's 990 Tax Return

BE IT RESOLVED, by the Board of Trustees, that the York Academy 990 tax return for 2016 be approved and submitted to the IRS.

Motion to approve offered by William Dannehl; seconded by Edward Bird. The vote was unanimous.

2. Report – Submission of Annual Financial Report

BE IT RESOLVED, by the Board of Trustees, that the Annual Financial Report for fiscal year ending June 30, 2016 be approved for submission to the Department of Education.

Motion to approve offered by William Dannehl; seconded by Stephen Tansey. The vote was unanimous.

3. Report – Approval of York Academy Financial Statements for Year Ending June 30, 2016
BE IT RESOLVED, by the Board of Trustees, that the Audit Report for Year ending June 30, 2016 be approved.

Motion to approve offered by William Dannehl; seconded by Edward Bird. The vote was unanimous.

4. Report – Medical Access Billing Agreement Report
BE IT RESOLVED, by the Board of Trustees, that the agreement between the York Academy Regional Charter School and Linda M. Woodin, MSN, CRNP, BC to provide services for the purpose of Medical ACCESS billing at a rate of \$64.00 per hour (\$8.00 per Medical Authorization), effective November 2016 through November 2017, be approved.

Motion to approve offered by William Dannehl; seconded by Meagan Feeser. The vote was unanimous.

5. Report – Use of Facility Request
The following use of facility request was reported to the Board of Trustees:
 - a. York Teen Haven for use of the gymnasium January 30, February 27, March 27, April 24, and April 27, 2017, from 8:00 – 10:00 p.m. The fee for this usage will be billed at \$37.50 per hour.
6. Report – Memorial Health Fund Grant
It was reported to the Board of Trustees that the York Academy Regional Charter School was not awarded the Memorial Health Fund Grant. Representatives from the three partnering organizations will convene to determine if other sources of revenue are available to fund a portion of the grant.

B. Academic Assessment and Curriculum
None

Ellen Johnson

C. Personnel

Sue Krebs

1. Report – Increase Hours for the Instructor for Gifted and Talented
BE IT RESOLVED, by the Board of Trustees, that the hours for the Instructor for Gifted and Talented be increased to two days per week (7.5 hours/day).

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

2. Report – Appointment to Extracurricular Positions
BE IT RESOLVED, by the Board of Trustees, that the following individuals be appointed to Extracurricular positions:

- a. ***Matthew Bricker***
Basketball Coach
Salary: \$1,000
Effective: November 14, 2016

- b. ***Peter Shuey***
Basketball Coach
Salary: \$1,000
Effective: November 14, 2016

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

3. Report – Appointment to a Professional Position
BE IT RESOLVED, by the Board of Trustees, that the appointment of the following individual to a Professional position be approved:
 - a. **Derik Bartrom (attachment)**
Spanish Teacher
Salary: \$43,000 (pro-rated)
Effective: October 31, 2016

Motion to approve offered by Sue Krebs; seconded by Stephen Tansey. 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 2016-2017 school year:
 - a. **Rebecca Chester, Substitute Art Teacher**
 - b. **Meghan Yorke, Substitute Instructional Assistant**

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

5. Report - Approval of Leave of Absence
BE IT RESOLVED, by the Board of Trustees, that the request of Lyndsay Hoke, Art Teacher, for child-bearing leave from, approximately, December 7, 2016 through January 18, 2017 be approved.

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

6. Report – Acceptance of Resignation
It was reported to the Board of Trustees that the following resignation was accepted:
 - a. Margie Staley, Instructional Assistant, effective November 11, 2016.

D. Nominating **Robert Lambert**
Appointment of Anika Jackson was made at the beginning of the meeting.

E. Marketing **Meagan Feeser**
Ms. Feeser reported that Rabiya Khan has been working on recruitment of students for next school year. Informational meetings have been scheduled and she has been advertising this information.

F. Administrative Services **Edward Bird**

1. Report - Homework Policy and Administrative Guideline
BE IT RESOLVED, by the Board of Trustees, that Policy 130, Homework, and the Homework Administrative Guideline be approved and implemented effective immediately.

Motion to approve offered by Edward Birds; seconded by Ellen Johnson. The vote was unanimous.

2. Report - Enrollment Report
The enrollment for the York Academy as of Thursday, November 9, 2016 is as follows:
Registrations by Grade:
Kindergarten: 77 students
Grade One: 75 students
Grade Two: 76 students
Grade Three: 77 students

Grade Four:	78 students
Grade Five:	77 Students
Grade Six:	78 Students
Grade Seven:	76 Students
TOTAL	612 students

Registrations by District:

Central York:	38 students
Central Dauphin:	2 students
Dallastown	5 students
Dover	16 students
Eastern	3 student
Northeastern	15 students
Red Lion	18 students
Southern:	1 student
Spring Grove	9 students
West Shore	3 students
West York:	39 students
York City:	430 students
York Suburban:	33 students

IX. Chief Executive Officer's Monthly Report

A. Report – Chief Executive Officer

Dennis Baughman

Dr. Baughman reported on: Attorney General Eugene DePasquale's visit to the York Academy; the application for the Rehmyer Fund Grant; and the Capital Campaign having been approved to start a \$3 million campaign in July of 2018.

B. Report – Business Manager

Monik Johnson

***Student Intervention Grant (SIG) (\$74,832):** York Academy is expected to receive \$74,832 for the 15-16 school year which is the third and final allocation of the grant. 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 \$192 (0%) of the total grant allocation.*

***Title I & II Federal Program (\$272,639):** 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. The grant term begins 10/1/16-9/30/17. To date, we have utilized \$19,342 (7%) of Title I funds and \$10,440 (6%) of the Title II funds.*

***2016-2017 Tuition Rates:** York Academy received the new tuition reimbursement rates for the 16-17 school year. The **average** regular tuition rate increased by 3% and the **average** special education tuition rate increased by 6%.*

***High School/Elementary School Bond Process:** York Academy Foundation will soon start the process for Series 2017 Revenue Bonds to finance the High School building along with future purchase of the Elementary School building.*

Other Items for discussion:

Cash on Hand:

Cash Flow is beginning to gradually increase. To date, we have utilized \$150,000 of the line of credit. The repayment of these funds should occur in late November or early December and cash flow should remain positive throughout the school year.

Unrestricted cash balance of (10/31/2016): \$324,000(liquid)
Current receivables of (10/31/2016): \$724,000
Term loan available balance: \$450,000
Total: **\$1,498,000**
Average expenses: **\$572,000/month**

Cash/Cash Equivalents on hand: York Academy currently has available 2.61 months or 81 days of cash/cash reserves on hand as of 10/31/16.

YARCS Accounts Receivable Report: October, 2016

School District	October	Total Due
Central Dauphin	3175.28	3,175.28
Central	41,834.70	41,834.70
Dallastown	6,595.09	6,595.09
Dover	22,312.38	22,312.38
Eastern	3,355.02	3,355.02
Northeastern	20,923.88	20,923.88
Red Lion	18,749.94	18,749.94
Southern	1,139.43	1,139.43
Spring Grove	9,282.08	9,282.08
West Shore	2,306.51	2,306.51
West York	42,388.24	42,388.24
York City	466,233.60	466,233.60
York Suburban	39,922.23	39,922.23
Other invoices	40.14	40.14
Total Tuition/Other Rec. Due:	678,258.52	678,258.52
National School Lunch Prog.	27,155.14	27,155.14
Total Tuition & Cafeteria Rec. Due:	27,155.14	705,413.66
Federal Receivables	18,289.00	18,289.00
Grand Total Rec. Due:	723,702.66	723,702.66

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 October 31, 2016 be approved as presented, subject to audit.

Motion to approve offered by Edward Bird; seconded by William Dannehl. 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.

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

C. Report – Approval of Post-Audit Financials for June, July, August, and September 2016

BE IT RESOLVED, by the Board of Trustees, that the post-audit financials for June, July, August, and September 2016 be approved.

Motion to approve offered by Edward Bird; seconded by William Dannehl. The vote was unanimous.

XI. Old Business

- A. Discussion was held regarding the possible of changing the committee meeting date of the Board of Trustees on Monday, November 28, 2016. It was decided that the meeting would stay as scheduled on November 28, 2016.

XII. New Business

None

XIII. Comments from the Public

None

XIV. Meeting/Activity Dates

- A. November 18, 2016 – PTO Movie Night (grades 5-7), 6:00 p.m.
B. November 28, 2016 – Board of Trustees Committee Meeting, 5:30 p.m.
C. December 7, 2016 – Faculty Meeting, 3:45 p.m.

XV. Items for Distribution

None

The Board of Trustees reconvened following the regular meeting in executive session at 7:48 p.m. The following action took place:

BE IT RESOLVED, by the Board of Trustees, that an Agreement of Sale be approved for the property located at 62 Hamilton Avenue, York, PA, for \$18,000 pending a report from Tom Warman that there are no environmental issues with the property.

Motion to approve offered by William Dannehl; seconded by Meaghan Feeser. The vote was unanimous.

XVI. Adjournment

Motion was made to adjourn the executive meeting. The meeting adjourned, by unanimous vote, at 7:58 p.m.