



# EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Boulevard | Allentown, PA 18109  
610-841-7044 | fax 610-841-7187 | www.ee-schols.org

## BOARD OF TRUSTEES MEETING

**PUBLIC MEETING**

**MEETING MINUTES**

**MARCH 23, 2017**

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:00PM on March 23, 2017 at the Executive Education Academy Charter School located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

Trustees Attending:

Barry Dobil  
Kristen Kirschner – via phone  
Tye Reed  
Jim Rivera  
Dr. Betsy Swope

Invited Attendees:

Robert Lysek, CEO  
Stephen Flavell, COO  
Selma Abi-Daher, Controller, not in attendance  
William Platt, Esq.  
Bruce Johnson, COS

**ITEM ONE - CALL TO ORDER**

Board President Barry Dobil called the meeting to order at 6:02pm. EEACS Board Meeting dates were posted for public announcement in the Friday, November 4, 2016 edition of The Morning Call in accordance with the Pennsylvania Sunshine Act. The meeting was opened with the Pledge of Allegiance followed by a role call of the Board of Trustee Members.

**ITEM TWO - APPROVAL OF MARCH 23, 2017 AGENDA ITEMS**

The Board was provided with a copy of the Agenda on Monday, March 20, 2017. Mr. Dobil moved to approve the Agenda. Dr. Swope motioned to approve the Agenda and Mr. Rivera seconded. The Agenda passed unanimously.

**ITEM THREE - APPROVAL OF FEBRUARY 23, 2016 BOARD MEETING MINUTES**

The Board was provided with a draft of the Minutes for the February 23, 2017 Board Meeting on Monday, March 20, 2017. Ms. Kirschner motioned to approve the Minutes and Mr. Reed seconded. The Minutes passed unanimously.

**ITEM FOUR - APPROVAL OF PRESENTATIONS/DISCUSSIONS**

a. **CEO's Report** - Robert Lysek presented the CEO's report to the Board.

- o Human Resources & Staff: EEACS has one position open and interviews are being conducted. The 360 evaluations have been received and reviewed. We will be moving forward with the recommendations. Fifty applicants were identified from our participation in the Kutztown job fair.
- o Food Services: An outstanding grade was received from the recent Pennsylvania Department of Food and Nutrition On-Site Review. The dishwasher has been received for the cafeteria.
- o Transportation: Changes are being discussed with the arrival of students. These changes will address the bus drop-off locations for student safety.
- o Building: Rent is current. EEACS Foundation has entered into a sales agreement to purchase the 555 Union Boulevard property. Minor renovations are ongoing in the school.
- o Operations: SchoolMessenger has been an asset in dispersing key information to the EEACS's population concerning weather related issues, upcoming events, and reminders.



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- o Student/Staff Attendance: 989 students are currently enrolled. Average daily attendance is at 96%. The waiting list for this school year is at 627 applicants and 225 for next year. Kindergarten enrollment is full for the Allentown School District with 17 students on the list from the outside districts. This leaves only 13 student openings for a full enrollment in Kindergarten. Currently, there are 104 staff members.
  - o Tours/JL Mann update: Many tours are on the agenda for the near future.
  - o Public Relations Update: CEO Meeting was on Monday and met with the IU20. We will be doing things with their technology department. Everything is moving along smoothly with the State and with the Alliance. Dual enrollment is being reviewed for the higher grades for next year.
- b. **Financial Report** – Ms. Selma Abi-Daher, Controller supplied the Board with the financial report on Monday, March 20, 2017, but was unable to attend today's meeting. Mr. Johnson spoke on her behalf at the Executive Meeting. There were no additions or corrections to the report and it was submitted to record. The financial report will be placed on file for audit.
- c. **Student Representative** - Christian Nonirit, also a nominee for National Youth of the Year, presented the status report of the Student Government. The student rating were reported as; 20 Board Members, 117 Student Government, 84 Pledges, 238 Positives, 198 Neutrals, 20 Concerns. Most of the student population are currently focusing on the PSSA testing.
- d. **Presentation** – Team 1 presented "Learning Begins in Kindergarten". Teachers explained the focus on education in the Kindergarten class rooms.

### ITEM FIVE – PUBLIC COMMENT ON AGENDA RELATED ITEMS

- a. Mr. Dobil opened the floor to the submission of public comments on Agenda items, but none were submitted.

### ITEM SIX – NEW BUSINESS

- a. Resolution to approve the "PSBA Policies Subscription". Mr. Dobil asked for a motion to approve the resolution. Mr. Rivera motioned to approve. Dr. Swope seconded the motion and the resolution passed unanimously.
- b. Resolution to approve the "Cash Fiscal Policy". Mr. Dobil asked for a motion to approve the resolution. Mr. Reed motioned to approve the resolution and Ms. Kirchner seconded the motion. The resolution passed unanimously.
- c. Resolution to approve the "PTO Gifting Policy". Mr. Dobil asked for a motion to approve the resolution. Mr. Rivera motioned to approve the resolution and Dr. Swope seconded the motion. The resolution passed unanimously.

### ITEM SEVEN - DISCUSSION AND ANNOUNCEMENTS

Dr Swope asked Christian Nonirit to explain his encounters as being nominated for National Youth of the Year. Christian explained the events that led up to his current status in the competition and the requirements in achieving the title. Mr. Rivera thanked the Kindergarten Teachers for their dedication and the presentation.



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### ITEM EIGHT – COURTESY OF THE FLOOR TO PUBLIC COMMENT ON NON-AGENDA ITEMS

Mr. Dobil opened the floor to the submission of public comments, but none were submitted.

### ITEM NINE - ADJOURNMENT

Mr. Dobil thanked everyone for their participation in the meeting. The next Board Meeting will be held on Thursday, April 27, 2017 at 6:00PM in the cafeteria of EEACS. Mr. Dobil asked for a motion to adjourn. Mr. Reed motioned. Mr. Rivera seconded the motion and the meeting was adjourned at 6:27pm.