



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

JUNE 16, 2016

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:10PM on June 16, 2016 at the Executive Education Academy Charter School located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

Trustees Attending:

Barry Dobil
Elissa Graner
Kristen Kirschner - not in attendance
Tye Reed
Jim Rivera - not in attendance

Invited Attendees:

Robert Lysek, CEO
William H. Platt II, General Counsel
Peter Costa, Business Manager

ITEM ONE - CALL TO ORDER

Board President Barry Dobil called the meeting to order at 6:15pm. EEACS Board Meetings dates were posted for public announcement in the Sunday September 13, 2015 addition of The Morning Call in accordance with the Pennsylvania's Sunshine Act. The meeting was opened with the Pledge of Allegiance.

ITEM TWO - APPROVAL OF JUNE 16, 2016 AGENDA ITEMS

The Board was provided with a copy of the Agenda on Monday June 13, 2016. Mr. Dobil moved to approve the Agenda and asked if there were any changes. Ms. Graner motioned to remove item "a" under New Business, "Approval of the Amendment to By Laws". Mr. Dobil moved to remove item "a" from the Agenda. Mr. Reed approved the motion. Mr. Dobil seconded the removal of item "a" from the evening's Agenda. Mr. Dobil moved to approve the Agenda as corrected. Mr. Reed motioned to approve and Ms. Graner seconded the motion. The Agenda with the correction was passed unanimously.

ITEM THREE - APPROVAL OF MAY 25, 2016 BOARD MEETING MINUTES

The Board was provided with a draft of the May 25, 2016 board minutes on Monday June 13, 2016. Ms. Graner motioned to approve the Minutes as written. Mr. Reed seconded the motion and May's minutes were approved 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:** The 12 month personal action forms are being approved this evening. It is important to accomplish this in preparing for the new school year which starts July 1st. Bruce Johnson is continuously working on the policies and procedures, job descriptions and employee agreements for the upcoming year. EEACS is currently interviewing positions on campus for next year. Open positions are; Human Resources Director, Master Teachers, Special Education Case Manager, Team Leader, which were all posted and emailed to all staff.
 - o **Food:** EEACS is working with Lehigh Valley Academy Charter School next year and continuing with Lincoln Leadership Charter School. Lehigh Valley Coca-Cola, Linton's, and EEACS will join as partners next year.



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- Transportation: We ended the year with 21 field trips. All trips were free due to the excellent relationship with First Student. We're currently addressing Summer School transportation and the need for a van.
 - Building: EEACS is current on rent, Forbearance agreement, all requirements met and paid in full. Build-out options are being discuss and will be finalized within the next couple of days. Construction will start in preparation for the September 6th opening. When the state budget is passed for 2016/2017, we will discuss buying the building. There are new signs on the building and the landlords have started the landscaping.
 - Operations: The state budget crisis is no longer a crisis until the June 30th deadline is not met. Line of credit update; we're on good standings with QNB. EEACS is recruiting heavily for next year and at 970 students enrolled, but still short. We have Lanta Bus signage, we're knocking on doors and going to festivals to constantly recruit students.
 - Student/Staff Attendance: Students - 783/ 95%. Staff attendance - 96%.
 - Tours/JL Mann update: Tours were given to Ron Jerdon who owns Ron Jerdon Construction and Bernie Story from Lehigh Valley Community Foundation.
 - Education Quality: Kindergarten assessments have started. We had a full orientation on Tuesday of approximately 100 Kindergarten students for next year. Summer School schedule is in place. The Team is processing the schedule for 16/17 school year. Teacher evaluations are done. The new application for Title 1 is currently in motion.
 - Related Services: 117/786 - 100% compliant.
 - Share Resource Minutes - Moving up and graduation ceremonies are going well. We already completed two and the 8th grade moving up ceremony is tomorrow.
 - Miscellaneous: EEACS made contact with Mr. Bolgary from across the street and we're trying to establish a partnership.
- b. **Financial Report** – Peter Costa, Business Manager from Santilli & Thomson present the financial report to the Board on Monday, June 13, 2016. Mr. Costa attended the meeting via phone. There were no additions to the financial report and it was submitted to record with no contentions. This report will be placed on file for audit.
- c. **Student Presentation** – was given to the Board by Mr. George from Team I. Mr. George presented Team I's learning experience for the school year in a slide presentation which viewed pictures of; a field trip to the De Vinci Center through a grant established by the 1st grade teacher Mrs. Abida, awards ceremonies, costume celebrations of events, participation in Project Keep Warm, business volunteers from the community who read books to the students, students who are members of Girl Scout troop 6615, cleanup efforts of the play area outback, science days with other grades, Dr. Seuss Day, Pie in the Face day, painting of the sidewalk for Memorial Day, Iron Pigs field trip and the student who was selected to throughout the ceremonies first pitch, and field day at Wayne Grube Park.



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ITEM FIVE – NEW BUSINESS

- a. Approval of the Bid Policy: Mr. Dobil moved to approve the Bid Policy as written. Ms. Graner motioned to approve. Mr. Reed second the motion. and the approval passed unanimously.
- b. Approval of EEACS 2016-2017 Board Meeting dates and Sunshine Act 65 publication: It was resolved that the Board of Trustees of EEACS approve the schedule for Board Meeting dates to occur on the 3rd Thursday of every month from September 2016 through August 2017. Mr. Dobil moved to accept the dates and publication. Mr. Reed motioned to approve. Mr. Dobil second the motion and approval passed unanimously.
- c. Approval of EEACS 2016/2017 Wellness Policy: It was resolved that the Board of Trustees of EEACS adopt the 2016/2017 Wellness Policy as presented. Mr. Dobil motioned to pass it. Mr. Reed second the motion and the approval passed unanimously.
- d. Approval of 2016/2017 Personal Action Forms (PAF) for 12 month employees, qualifying salaries, and titles: It was resolved that the Board of Trustees of EEACS approve the Personal Action Forms as presented. Mr. Dobil moved to approve. Ms. Graner motioned to approve. Mr. Reed seconded the motion and it passed unanimously.
- e. Approval of the application for reimbursement of a charter school lease for 2015/2016: Mr. Dobil moved to approve the application as written. Mr. Reed motioned to approve. Ms. Graner second the motion and approval passed unanimously.
- f. Approval of Board Meeting schedule change for July: Mr. Dobil made a motion to change the date of the next Board Meeting from July 21st to July 28th. Mr. Reed approved the motion. Ms. Graner second the motion and the approval passed unanimously.

ITEMS SEVEN - ADJOURNMENT

In closing Mr. Dobil congratulated Mr. Lysek on another successful school year. Mr. Lysek express gratitude to the Board for their support and commitment. On behalf of the Board, Mr. Dobil thanked Mr. George for the Team I presentations. It was announced that the next Board Meeting will be held on Thursday, July 28, 2016 at 6:00PM in the cafeteria of EEACS. At 6:38PM, Ms. Reed motioned to adjourn the meeting. Mr. Dobil seconded the motion and the meeting was adjourned.