



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

JULY 28, 2016

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:00PM on July 28, 2016 at the Executive Education Academy Charter School located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

Trustees Attending:
Barry Dobil
Kristen Kirschner
Tye Reed
Jim Rivera

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 6:02pm. EEACS Board Meetings dates were posted for public announcement in the Saturday, July 16, 2016 addition of The Morning Call in accordance with the Pennsylvania's Sunshine Act. The meeting was opened with the Pledge of Allegiance.

Mr. Dobil started the Board Meeting with the announcement that Board Member, Ms. Lisa Graner resigned as of July 15, 2016. He also noted she was a huge asset and her contributions were greatly appreciated.

ITEM TWO - APPROVAL OF JULY 28, 2016 AGENDA ITEMS

The Board was provided with a copy of the Agenda on Monday July 25, 2016. Mr. Dobil motion to remove item "a" under New Business, "Approval of Amended By Laws" and to table it until the next month. Ms. Kirschner second the motion and it passed unanimously. Mr. Rivera motioned to approve the Agenda with the change and Mr. Dobil seconded. The corrected Agenda passed unanimously.

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

The Board was provided with a draft of the June 16, 2016 board minutes on Monday July 25, 2016. Mr. Reed motioned to approve the Minutes as written. Mr. Dobil seconded the motion and June'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:** EEACS had several staff resign, but nothing negative. Exit interviews were done. All of them are to relocate for various reasons. We're hiring interviews everyday to fill positions, promoting from within and then external.
 - o **Food Services:** Lehigh Valley Academy Charter School and Lincoln Leadership Academy Charter School will be receiving their food service from our location. Linton's Manage Services will be preparing the food on site and transporting it to their locations. We have new equipment coming with the build out.
 - o **Transportation:** Still working and communicating with the bus companies for students who come here. It's all positive and we're providing them with the date to insure an uneventful first day for our students.



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- Building: EEACS is on exceptional terms with the landlord. We spoke to them recently about the construction projects and possibly buying the build. Bringing the financials in-house has helped.
 - Operations: Summer School ended today. We're putting trainings together.
 - Student/Staff Attendance: Students - 964/ 95% but ever moving. It's challenging at times, but we have strategies such as the Puerto Rican parade, and Mr. Bolgardy's is having a 4 day Buick this weekend. Also, a Bethlehem Southside grill festival event which we will be attending to promote the school. We will be attending the 10 day event at the Musikfest with access to 1,000 people.
 - Tours/JL Mann update: The NJ Department of Education is coming on September 20th. Superintendants from South Jersey want to see the school.
 - Education Quality: We're wrapping up the curriculum and computer orders. The book room and curriculum room are being moved to a designated room on the second floor. Waiting on the results from the PSSA and SPP scores from PDE.
 - Related Services: 117/770 - 100% compliant. Some of the 12 month employees are currently on vacation.
 - Miscellaneous: EEACS submitted the annual report today. Last year was a bit of a challenge due to it being our first report.
- b. **Financial Report** – Peter Costa, Business Manager from Santilli & Thomson supplied the Board with financial report on Monday, July 16, 2016. 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.

ITEM FIVE – NEW BUSINESS

- a. Approval of the Volunteer Clearances Instructions: Mr. Dobil made the motion to approve the Volunteer Clearances Instructions, the approval of Policy 101 Background Clearances, and the approval of Volunteer Disclosure Statement. Mr. River second the motion and the approval passed unanimously without discussion
- b. Resolution to Rescind All Santilli & Thomson Authority: Mr. Dobil asked for a motion to rescind all Santilli & Thomson's authority. Ms. Kirschner motioned to approve. Mr. Rivera second the motion and the resolution passed unanimously without discussion.
- c. Resolution to Amend QNB Bank Authorized Signatures: It was been resolved that the Board of Trustees of EEACS approve the QNB Bank authorized signatures changes as presented. Ms. Kirchner motioned. Mr. Dobil second the motion and the resolution passed unanimously.
- d. Resolution to rescind the 2015/2016 Haeefe Flanagan Audit Proposal: It was resolved that the Board of Trustees of EEACS to rescind the 2015/2016 Haeefe Flanagan audit proposal as previously approved at the May 23rd Board Meeting . Mr. Reed motioned to approve. Mr. Rivera seconded the motion and it passed unanimously.



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- e. Approval Resolution to accept the 2015/2016 Gorman & Associates financial supporting services: Ms. Kirschner motioned to approve. Mr. Rivera second the motion and approval passed unanimously without discussion.
- f. Approval of the Revised Paid Time-Off Policy: Mr. Reed made a motion to approve. Mr. Dobil second the motion and the approval passed unanimously.

DISCUSSIONS AND ANNOUNCEMENTS

Mr. Rivera made a comment that he appreciate all the Board Member and new staff coming out and they replied with thanks.

ITEMS SEVEN - ADJOURNMENT

In closing Mr. Dobil extended his gratitude to Bruce Johnson, COS and Selma Abi-Daher, Contoller in having them on board and looks forward to working with them in the future. Mr. Dobil announced that the next Board Meeting will be held on Thursday, August 18, 2016 at 6:00PM in the cafeteria of EEACS. Mr. Dobil asked for a motion to adjourn the meeting. Mr. Reed motioned. Mr. Rivera seconded the motion and the meeting was adjourned at 6:16pm.