



# 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**

**SEPTEMBER 15, 2016**

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:00PM on September 15, 2016 at the Executive Education Academy Charter School located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

Trustees Attending:

Barry Dobil  
Kristen Kirschner – not in attendance  
Tye Reed  
Jim Rivera

Invited Attendees:

Robert Lysek, CEO  
Selma Abi-Daher, Controller – not in attendance  
Bruce Johnson, COS

**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 Saturday, July 16, 2016 edition 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 SEPTEMBER 15, 2016 AGENDA ITEMS**

The Board was provided with a copy of the Agenda on Monday September 12, 2016. Mr. Dobil moved to approve the Agenda. Mr. Reed motioned to approve the Agenda and Mr. Rivera seconded. The Agenda passed unanimously.

**ITEM THREE - APPROVAL OF AUGUST 18, 2016 BOARD MEETING MINUTES**

The Board was provided with a draft of the Minutes on Monday, September 12, 2016. Mr. Reed motioned to approve the Minutes. Mr. Rivera seconded the motion and the 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: Looking to upgrade the technology of sign in and sign outs due to our growth. We added an additional 30 staff this school year. We are currently working on the Paid Time Off policy and the Staff Handbook was recently released electronically.
- o Food Services: EEACS is in the process of supporting Linton's with the three other schools they provide service to. There are two Linton's vans that transport food to the three other Charter Schools. Linton's is preparing close to 2500 meals as per day at our facility. Allison Davis has been recently promoted and the Linton's staff has grown by an additional 25 people.
- o Transportation: Transportation is a work in progress. We are working out the kinks with dismissal due to the additional enrollment and increase of buses.
- o Building: EEACS is current on rent. All the build out is done and was completed in a professional and timely manner.



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- Operations: We looking at a system that will identify persons with a criminal record coming to the door. An alert system will be attached to it. SchoolMessenger is being established and will enable us to mass communicate with the families. Back-to-School night is scheduled for next Wednesday and Linton's will support the event by catering the food. Boofest is coming up at the end of October and will be held in the back parking lot.
  - Student/Staff Attendance: 992 students enrolled and 104 staff.
  - Tours/JL Mann update: David Zimmerman, ASD's School Board President; Mark Allen, Pennsylvania State Trooper who spoke to the students; the landlords will be here tomorrow from Georgia and Florida, East Side Youth Center wants to tour; Superintendents from New Jersey are coming next week; and the Boy Scouts were here recently.
  - Related Services: Special Ed students are at 130 and there will be a related audit in February. We currently have 9 Gifted students.
  - Education Quality: Almost all our curriculum is here. We're streamlining our teaching/coaching model. Our scores - PSSA math increased 2%, literacy increased 4%, science 10%. We waiting on our SPP (School Performance Profile). Keystone result was 30 students in literature and 4 students in math that scored proficient out of 82.
- b. **Financial Report** – Ms. Selma Abi-Daher, Controller supplied the Board with financial report on Monday, August 12, 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.
- c. **Student Representative** - Xila Luna reported on the student growth, upcoming bake sales, field trips, health and fitness programs, drama club, and snack shack.
- d. **Parent Representative** - Allison Davis reported on supporting food for Parent/Teacher night.

### ITEM FIVE – NEW BUSINESS

- a. Resolution to Revise the Board Meeting dates from the 3rd Thursday of each month to the 4th Thursday of each month. Mr. Dobil asked for a motion to approve the resolution. Mr. Rivera motioned to approve. Mr. Reed seconded the motion and the resolution passed unanimously.
- b. Resolution to authorize a Business Office debit card drawn on the QNB account. Mr. Rivera motioned to approve the resolution and Mr. Dobil seconded the motion. The resolution passed unanimously.

### ITEM SIX - DISCUSSION AND ANNOUNCEMENTS

Mr. Rivera made comment that it was a great idea to move the meetings to coincide with ASD's Board Meeting. Mr. Reed complimented Bob on the new changes in the building construction.

### ITEM SEVEN - ADJOURNMENT

Mr. Dobil announced that the next Board Meeting will be held on Thursday, October 27, 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 6:38pm.