



EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

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

BOARD OF TRUSTEES MEETING

Public Meeting MEETING MINUTES October 24, 2024

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:00 pm on October 24, 2024 at the Executive Education Academy Charter School located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

Trustees Attending:

Barry Dobil –present
Ty Reed – present
Jim Rivera – present
Dr. Betsy Swope – present
Tracy Becker – present

Invited Attendees:

Robert Lysek, CEO – present
Stephen Flavell, COO – present
Dr. Selma Chehouri Abi-Daher, CFO – present
Kim Bjorkman – Secretary to Board - present

Invited Attendees (continued):

Naomi Centrella - Counsel – present
Michael Ricciutti – CSO – present
Kiersten Yeakel – CSD – present
Tamara Klas – CSD –present
Matthew Wilttrout – CSD – present
Kaiyah George - Student Representative – present
Parent Representative – n/a

Visitors:

n/a

ITEM ONE - CALL TO ORDER

Board President Barry Dobil called the meeting to order at 6:00 pm. EEACS Board Meeting dates were posted for public announcement in the Wednesday, July 3, 2024 edition of The Morning Call in accordance with the Pennsylvania Sunshine Act 65. Mr. Dobil reported that prior to the meeting, an Executive Session was held for discussion of personnel and safety matters with no votes having been taken. The meeting was opened with the Pledge of Allegiance followed by a roll call of the Board of Trustee Members.

ITEM TWO - APPROVAL OF OCTOBER 24, 2024 AGENDA ITEMS

The Board was provided with a copy of the Agenda on Friday, October 18, 2024. Mr. Dobil asked for a motion to accept the Agenda as written. Mrs. Becker motioned to approve the Agenda as written and Mr. Reed seconded. The Agenda was approved unanimously.

ITEM THREE - APPROVAL OF SEPTEMBER 26, 2024 BOARD MEETING MINUTES

The Board was provided with a draft of the Minutes for the September 26, 2024 board Meeting on Friday, October 18, 2024. Mr. Dobil asked for a motion to approve the August Minutes as written. Mr. Dobil motioned to approve the Minutes and Dr. Swope seconded. The Minutes were approved unanimously.

ITEM FOUR - PRESENTATIONS/DISCUSSIONS

- a. **CEO's Report** was presented by Robert Lysek, CEO. Mr. Lysek stated that Mr. Stephen Rivera is the new Athletic Director. Tiffany O'Brien has resigned; her position is being absorbed by others at this time. The elementary playground project is waiting on permits. The PCPCS Conference



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was a success. Mr. Lysek and Jennifer Mann both received awards at the conference. The school had multiple presenters and students participated. A free health fair was held in the field house by Global Hope International on October 15th. Over 245 people were served and offered over \$100,000 in health services at the health fair.

- b. **Financial Report** – Dr. Selma Chehouri Abi-Daher, CFO, supplied the Board with the September 2024 financial report on Friday, October 18, 2024. There were no additions or corrections to the report and it was submitted to record. The financial reports will be placed on file for audit.
- c. **Chief of Operations Report** was presented by Mr. Flavell. Mr. Flavell stated that the current ADA percentages for all grades are at 95%. A threat assessment was done on the facilities that encompassed the inside and outside of the property. The assessment is a lengthy process and will go to the State for signed-off. Athletics is currently developing an inventory control process. The new equipment for the high school cafeteria should be installed over the next few months.
- d. **Chief Staff Officer Report** was presented by Mr. Ricciutti. Mr. Ricciutti stated that the school is currently in need of Special Education staff for both the middle school and high school. A member of the cafeteria team will be moving to the Main Office as a receptionist. Administration is currently working on the process of filling the position for the Parent Representative for the school board.
- e. **Lower Grades (K-5) School Report** was presented by Ms. Yeakel. Ms. Yeakel shared the elementary field trip and events schedule with the group. There will be a Coin Jar Race fundraiser held from October 28th to November 13th. Weller Health, the Allentown Fire Department, and Officer Newsome will be visiting the school over the next several weeks. The Halloween Parade for October 25th will be rescheduled. Parent conferences will be held on November 25th and 26th.
- f. **Middle Grades (6-8) School Report** was presented by Ms. Klas. Ms. Klas stated that Mrs. Ripka has moved into the Director of Curriculum and Instruction role. A new Math curriculum and specials have been added this year. Specials will no longer be on a five-day rotation but will be by semester. Star testing will occur during the first week of November.
- g. **Upper Grades (9-12) School Report** was presented by Mr. Wilttrout. Mr. Wilttrout stated that interested juniors took the PSAT's on Wednesday. Ten students visited the LVHN Educational Center on Monday to participate in the Safer Communities Event that is attended by students from other local schools. Seven members of the student board participated in the Lehigh County IU Student forum in September. EEACS will be hosting one of the IU events in the Spring. The student board along with 18 other EEACS students attended the PCPCS conference. Seven seniors have already been accepted to two- or four-year colleges.
- h. **Student Representative Report** was presented by Ms. George. Ms. George is currently serving as Chairman to the Student Board. She has been attending EEACS since second grade. There are 150 students on the student government which had their board meeting today. The student government approved 10 afterschool activities. The high school cell phone policy is going well and some students have expressed appreciation for the new policy. The senior class currently has 106



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students. One out of every four senior students are applying early to college. There has been an increase in interest of the medical field with students this year.

- i. **Parent Representative Report** was not presented.

ITEM FIVE – PUBLIC COMMENT ON AGENDA RELATED ITEMS

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

ITEM SIX – NEW BUSINESS

- a) Mr. Dobil asked for a motion to approve the Electronic Devices Policy. Mr. Rivera motioned to approve and Mr. Dobil seconded the motion. The approval of the Electronic Devices Policy was approved unanimously with no discussion.
- b) Mr. Dobil asked for a motion to approve the Parent Trustee Policy. Dr. Swope motioned to approve and Mr. Reed seconded the motion. The approval of the Parent Trustee Policy was approved unanimously with no discussion.

ITEM SEVEN - DISCUSSION AND ANNOUNCEMENTS FROM THE BOARD OF TRUSTEES

Mr. Reed visited Victaulic in which a student that graduated from the first graduating class of EEACS is employed. Mr. Reed suggested how valuable it would be for our high school students to tour; this would give our students other career options to explore.

ITEM EIGHT – PUBLIC COMMENT ON NON-AGENDA RELATED ITEMS

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

ITEM NINE - ADJOURNMENT

With the completion of all Agenda items, Mr. Dobil asked for a motion to adjourn the meeting. Mrs. Becker motioned to adjourn. Mr. Dobil seconded the motion and the meeting was adjourned at 6:21 pm. The next Board Meeting will be held on Thursday, November 21st at 6:00 pm in the Board Room.