



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

December 19, 2024

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:05 pm on December 19, 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):

Stephanie Kobal - Counsel – present
Michael Ricciutti – CSO – present
Kiersten Yeakel – CSD – present
Tamara Klas – CSD – not present
Matthew Wilttrout – CSD – present
Kaiyah George - Student Representative – not present
Parent Representative – n/a

Visitors:

n/a

ITEM ONE - CALL TO ORDER

Board President Barry Dobil called the meeting to order at 6:05 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 DECEMBER 19, 2024 AGENDA ITEMS

The Board was provided with a copy of the Agenda on Friday, December 13, 2024. Mr. Dobil asked for a motion to accept the Agenda as written. Dr. Swope motioned to approve the Agenda as written and Mr. Rivera seconded. The Agenda was approved unanimously.

ITEM THREE - APPROVAL OF NOVEMBER 21, 2024 BOARD MEETING MINUTES

The Board was provided with a draft of the Minutes for the November 21, 2024 board Meeting on Friday, December 13, 2024. Mr. Dobil asked for a motion to approve the October Minutes as written. Mr. Dobil motioned to approve the Minutes and Mr. Reed seconded. The Minutes were approved unanimously.

ITEM FOUR - PRESENTATIONS/DISCUSSIONS

- a. **CEO's Report** was presented by Robert Lysek, CEO. Mr. Lysek stated that the ESSER Plan 3 has been reconciled with the auditors. The school is waiting on the permits to begin the playground project which hopes to begin in January. Mr. Stephan Wiltshire has resigned as a Middle School



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Community Coach. Mr. Larry Ford has resigned as the football coach and will be replaced by Kyle Haas. Ms. Kaliegh Hudak has resigned as the volleyball coach. Mr. Lysek and Jennifer Mann met with Dr. Birks and Jenn Ramos yesterday. Mr. Michael Watts will begin taking on alumni relations beginning in the New Year.

- b. **Financial Report** – Dr. Selma Chehouri Abi-Daher, CFO, supplied the Board with the November 2024 financial report on Friday, December 13, 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 enrollment count is at 1,505, with 1,345 on the waitlist. The boys' and girls' basketball season has begun. Mr. Flavell also mentioned that Mr. Haas is the new football coach. The Food Service Program has taken over the concessions stand for events .
- d. **Chief Staff Officer Report** was not presented.
- e. **Lower Grades (K-5) School Report** was presented by Ms. Yeakel. Ms. Yeakel stated that the elementary school held three separate winter concerts this month. The school has been participating in holiday celebrations by playing The Reindeer Games. Santa will be visiting students tomorrow. The elementary school will be testing a new assessment and benchmark platform to help students become acclimated to the new online PSSA testing.
- f. **Middle Grades (6-8) School Report** was not presented.
- g. **Upper Grades (9-12) School Report** was presented by Mr. Wilttrout. Mr. Wilttrout stated that seven students attended the CLIU Student Leadership Forum at Northwestern Lehigh High School this week, which was attended by 8 other Lehigh Valley schools. EEACS will be hosting this forum on May 10th. The National Honor Society ran a drive to collect goods for Valley Youth House. The High School Winter dance was held last week. On January 10th our LVHN interns will have an orientation at Cedar Crest. Currently there has been more than \$2.4 million in scholarship offers, which included three students who were awarded the Kutztown University Board of Governors Scholarship for full tuition for four years.
- h. **Student Representative Report** was not presented.
- 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) n/a

ITEM SEVEN - DISCUSSION AND ANNOUNCEMENTS FROM THE BOARD OF TRUSTEES

The Board members offered holiday greetings and wishes for a happy New Year.



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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 motioned to adjourn. Mrs. Becker seconded the motion and the meeting was adjourned at 6:18 pm. The next Board Meeting will be held on Thursday, January 23rd at 6:00 pm in the Board Room.