



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

February 23, 2023

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:01 pm on February 23, 2023 at the Executive Education Academy Charter School located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

Trustees Attending:

Barry Dobil – present
Ty Reed – not present
Pastor 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 – not present

Invited Attendees (continued):

Kim Bjorkman – Secretary to Board – present
Naomi Centrella - Counsel - present
Michael Riccutti – CSO – not present
Tiffany O'Brien – CAO – present
Kiersten Yeakel – CSD – present
Tamara Klas – CSD – present
Matthew Wiltout – CSD – present

Visitors:

None

ITEM ONE - CALL TO ORDER

Board President Mr. Barry Dobil called the meeting to order at 6:01 pm. EEACS Board Meeting dates were posted for public announcement in the Friday, July 1, 2022 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 FEBRUARY 23, 2023 AGENDA ITEMS

The Board was provided with a copy of the Agenda on Tuesday, February 21, 2023. Mr. Dobil asked for a motion to accept the Agenda as written. Dr. Swope motioned to approve the Agenda as written and Pastor Rivera seconded. The Agenda was approved unanimously.

ITEM THREE - APPROVAL OF JANUARY 27, 2023 BOARD MEETING MINUTES

The Board was provided with a draft of the Minutes for the January 27, 2023 Board Meeting on Tuesday, February 21, 2023. Mr. Dobil asked for a motion to approve the August Minutes as written. Mrs. Becker 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. The ground breaking ceremony for the field house project will be held on March 1, 2023 at 10 am. The field house project is projected to be completed in November 2023.



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- b. **Financial Report** – Dr. Selma Chehouri Abi-Daher, CFO, supplied the Board with the January 2023 financial report on Tuesday, February 21, 2023. 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 Operation Report** was presented by Stephen Flavell, COO. It was reported that a student lateness policy is being developed, as well as truancy remediation. The school has completed the Safety Assessment.
- d. **Chief Staff Officer Report** was not presented.
- e. **Chief Academic Officer Report** was presented by Tiffany O'Brien, CAO. It was reported that there was an increase in benchmark scores. After school groups for high school SAT prep and Keystone prep has been nicely supported by interested students.
- f. **Lower Grades (K-5) School Report** was presented by Kiersten Yeakel, CSD. Monday, February 27th begins Read Across America. The 5th grade students hosted a wax museum event to celebrate black history.
- g. **Middle Grades (6-8) School Report** was presented by Tamara Klas, CSD. Middle school revamped the intervention schedule and tier 3 students. There are weekly and monthly meetings being held to see which students need help and which students can move out of the program.
- h. **Upper Grades (9-12) School Report** was presented by Matthew Wilttrout, CSD. Senior picture day was held on campus last week. On March 5th there will be a broadcasted segment that features students that were able to interview world leaders.
- i. **Student 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) None at this time.

ITEM SEVEN - DISCUSSION AND ANNOUNCEMENTS FROM THE BOARD OF TRUSTEES

Pastor Rivera stated how proud he is of everything that school accomplishes.

ITEM EIGHT – PUBLIC COMMENT ON NON-AGENDA RELATED ITEMS

Mr. Dobil opened the floor to the submission of public comments on non-Agenda items. No comments were offered at this time.

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 6:24 pm. The next Board Meeting will be held on Thursday, March 23, 2023 at 6:00 pm in the Board Room of EEACS.