



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

MAY 25, 2016

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:10PM on May 25, 2016 at the Executive Education Academy Charter School located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

Trustees Attending:

Barry Dobil
Elissa Graner
Kristen Kirschner - not in attendance
Tye Reed - not in attendance
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 6:10PM. EEACS Board Meetings dates were posted for public announcement in the Sunday September 13, 2015 addition 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 MAY 25, 2016 AGENDA ITEMS

The Board was provided with a copy of the Agenda on Monday May 23, 2016. Mr. Dobil moved to approve the Agenda. Ms. Graner motioned to amend the Agenda with the removal of item "e" and "j" under section seven (7) of New Business. Mr. Rivera motioned to approve the Agenda with the changes. Mr. Dobil second the motion and it passed unanimously.

ITEM THREE - APPROVAL OF APRIL 21, 2016 AND MAY 9, 2016 MEETING MINUTES

The Board was provided with draft minutes from the April 21, 2016 regular meeting and the May 9, 2016 public meeting on Monday, May 23, 2016. Ms. Graner motioned to approve the Minutes as written. Mr. Rivera seconded the motion and it passed unanimously.

ITEM FOUR - APPROVAL OF PRESENTATIONS/DISCUSSIONS

a. **CEO's Report** - Robert Lysek presented the CEO's report to the Board.

- **Human Resources & Staff:** We are working on posting the open positions for the 2016/2017 school year internally and then external postings. Open postings will also be listed with Career Link. Kaitlin Gillispie was hired as a temporary substitute to fill the open teacher's position until the end of the school year.
- **Food:** We are planning meetings with Lehigh Valley Coca-Cola and Linton's Managed Services to discuss operations planning for next year.
- **Transportation:** Our students have participated in 21 field trips to date. All trips are free because of relationship with First Student.
- **Building:** We are current on rent, build out options are on the table and need to be negotiated with counsel. Once the state budget is passed for the 2016/2017 fiscal year purchasing the building will back on the table. New school signare and landscaping will happen this week.



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- Operations: The additional line of credit resulting from the state budget crisis is current. Our annual Golf Outing on April 30th and KAPCS, rally on May 16th went well. We are in the process of recruiting for the next school year and looking at strategies to attract new students.
 - One hundred students from EEACS are scheduled to participate and the will be joining 2 of our State Representatives at the capital. Admissions is starting plans from event to recruit heavily for next year.
 - Student/Staff Attendance: Students - 783/ 95%. Staff attendance - 94%.
 - Tours/JL Mann update: Recent tours were Ron Ferdon, Bernie Kreig, and Lehigh Valley Coca-Cola.
 - Education Quality: All testing is completed. We are currently coordinating the schedule changes for the 2016/2017 school year
 - Related Services: 117/786 - 100% compliant.
 - Share Resource Minutes - Linton's staff luncheon happening next week for staff appreciation, My Brother's Keeper is working on moving up and graduation ceremonies.
 - Miscellaneous: BooFest event in planning. Summer school and staff scheduling. EMO creation.
- b. **Financial Report** –Peter Costa, Business Manager from Santilli & Thomson present the financial report to the Board on Monday, May 23, 2016 and they were submitted to record with no contentions. This report will be put on file for audit.
- c. **Student Representative** - Xilia Luna not present
- d. **Student Presentation** – Quinn Peltz, Raptor in 2nd grade, presented a video and spoke to the Board on what Team 2 did this school year. She presented information included a huge growth in reading and math according to her chart. She explained the requirements to obtain the status of Raptor.
- e. **Parent Representative** –Allison Davis not present.

ITEM FIVE – NEW BUSINESS

- a. The resolutions presented to the Board for approval were;
- To Adopt the 2016/2017 Budget
 - To Adopt the 2016/2017 personnel Budget Assumptions
 - To Accept the 2015/2016 Haeefele Flanagan Audit Proposal
 - Rehire of Staff Members and Approval of Salary Scale
 - Policy Col.416 - Conflict of Interest (Title I)
 - Policy Purch.416 - Procurement (Title I)
 - Policy CM.416 - Cash Management (Title I)
 - Policy AoC.416 - Allowability of Costs (Title I)

Mr. Dobil moved to approve all the resolutions. Mr. Rivera made a motioned and Ms. Graner second the motion. The resolutions passed unanimously.



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ITEMS SEVEN - ADJOURNMENT

Mr. Dobil thanked Quinn Peltz for her presentations at tonight's Board Meeting and announced the next Board Meeting would be held on Thursday, June 16, 2016 at 6:00PM in the cafeteria of EEACS. At 6:33PM, Ms. Graner moved to adjourn the meeting. Mr. Rivera seconded the motion and it passed unanimously.