



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

June 23, 2022

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:00pm on June 23, 2022 at the Executive Education Academy Charter School located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

Trustees Attending:

Barry Dobil – not present
Ty Reed – present
Pastor Jim Rivera – not present
Dr. Betsy Swope – present
Tracy Becker – present

Invited Attendees:

Robert Lysek, CEO – not present
Stephen Flavell, COO - present
Dr. Selma Chehouri Abi-Daher, CFO - present
Kim Bjorkman – Secretary to Board –present
Stephanie Kobal - Counsel - present

Invited Attendees (continued):

Michael Riccutti – CSO – not present
Tiffany O'Brien – CAO – present
Kiersten Yeakel – CSD – not present
Tamara Klas – CSD – present
Matthew Wilttrout – CSD – not present
Axel van den Akker – Student representative – not present

Visitors:

Richard Baker
Paul Hunter

ITEM ONE - CALL TO ORDER

Board Vice-President Dr. Betsy Swope called the meeting to order at 6:00 pm. EEACS Board Meeting dates were posted for public announcement in the Friday, June 4, 2021 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 JUNE 23, 2022 AGENDA ITEMS

The Board was provided with a copy of the Agenda on Monday, June 20, 2022. Dr. Swope asked for a motion to accept the Agenda as written. Dr. Swope motioned to approve the Agenda as written and Mrs. Becker seconded. The Agenda was approved unanimously.

ITEM THREE - APPROVAL OF MAY 26, 2022 BOARD MEETING MINUTES

The Board was provided with a draft of the Minutes for the April 28, 2022 Board Meeting on Monday, June 20, 2022. Dr. Swope asked for a motion to approve the May Minutes as written. Mrs. Becker 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 Mr. Flavell, COO, on behalf of Robert Lysek, CEO. The SSO program for the School Nutrition Program has ended, the school will continue under the previous food program prior to the pandemic. Mr. Flavell was happy to announce that the students attending summer school will be receiving hot breakfast. There are currently 1088 students on the waitlist. The charter school conference was attended by Mr. Flavell and Mr. Ricciutti.



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- b. **Financial Report** – Dr. Selma Chehouri Abi-Daher, CFO, supplied the Board with the May 2022 financial report on Monday, June 20, 2022. 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.
 - 1. Mr. Flavell presented information on the Safety and Security Coordinator Report. A third-party vendor was used to assess the safety and security of the school. The school has added additional card swipe locations. The school has an Act 26 police officer on campus. The number of interior and exterior cameras has been increased. The Student Assistance Program (SAP) and Safe2Say have been beneficial tools. There is a plan in place to improve security training this year. The safety and security plan allows the school to stay proactive.
- d. **Chief Staff Officer Report** was presented by Mr. Flavell on behalf of Michael Ricciutti, CSO. Mr. Flavell shared that there will be changes in positions that will occur for the next school year, in which the students will benefit academically. The school is in discussions regarding the PTO policy for all 12-month staff.
- e. **Chief Academic Officer Report** was presented by Tiffany O'Brien, CAO. The summer school program will begin on Tuesday, July 5th. The PSSA results were presented and increases were seen in all areas.
- f. **Lower Grades (K-5) School Report** was presented by Mrs. Klas on behalf of Kiersten Yeakel, CSD. The elementary school enjoyed several field trips, such as Klein Farms Dairy and Crystal Cave. They also participated in a kickball tournament and field days. Kindergarten graduation was held with the senior graduation. Kindergarten screenings occurred early in June.
- g. **Middle Grades (6-8) School Report** was presented by Tamara Klas, CSD. The 8th grade ceremony was held during the month of June.
- h. **Upper Grades (9-12) School Report** was presented by Mrs. Klas on behalf of Matthew Wilttrout, CSD. The senior prom was held at Green Pond Country Club with 100 students in attendance. This year there were 102 students that graduated, which was the highest number of graduates. Data was shared on what graduate plans were: 60 students were going on to college, 6 students going to trade schools, 2 students were joining the military, and 34 were going directly into the workforce. The students have received over \$2 million in scholarships.
- i. **Athletics Report** was presented by Richard Baker, Athletics Director. Mr. Baker stated that several teams have moved to the playoffs. Volleyball, Girls' Basketball, Baseball and Softball were all enjoying their first year of moving to the playoffs. In August the school will meet regarding the probation plan. A coach's handbook has been developed and updated. There will be coach training in July, along with yearly coach contracts. The athletics department is trying to schedule local games to better benefit our students. Mr. Baker stated that he is trying to build trust and relationships with the local districts. Student athletes will be signing a contract, along with parent signatures, outlining



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criteria such as maintaining a 2.5 or higher GPA, ensuring that their school work is done before and/or after practice.

- j. **Student Representative Report** was not presented.

ITEM FIVE – PUBLIC COMMENT ON AGENDA RELATED ITEMS

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

ITEM SIX – NEW BUSINESS

- a) Dr. Swope asked for a motion to approve the 2022-2023 School Budget. Mr. Reed motioned to approve and Mrs. Becker seconded the motion. The 2022-2023 School Budget was approved unanimously with no discussion.
- b) Dr. Swope asked for a motion to approve the 2022-2023 Employee Benefit Insurance Plan. Mrs. Becker motioned to approve and Dr. Swope seconded the motion. The approval of the 2022-2023 Employee Benefit Insurance Plan was approved unanimously with no discussion.
- c) Dr. Swope asked for a motion to accept and approve the proposed 10-Month Salary Scale for the 2022-2023 Fiscal Year. Mr. Reed motioned to approve and Mrs. Becker seconded the motion. The 10-Month Salary Scale for the 2022-2023 Fiscal year was approved unanimously with no discussion.

ITEM SEVEN - DISCUSSION AND ANNOUNCEMENTS FROM THE BOARD OF TRUSTEES

Mr. Reed congratulated all present for another successful school year. He stated, “every year you raise the bar and every year you exceed the bar.” Mrs. Becker commended athletics for all their phenomenal work. She also stated that the graduation ceremony was wonderful and she was glad to be able to attend.

ITEM EIGHT – PUBLIC COMMENT ON NON-AGENDA RELATED ITEMS

Dr. Swope opened the floor to the submission of public comments on non-Agenda items, but none were submitted.

ITEM NINE - ADJOURNMENT

With the completion of all Agenda items, Dr. Swope asked for a motion to adjourn the meeting. Mrs. Becker motioned to adjourn. Dr. Swope seconded the motion and the meeting was adjourned at 6:23 pm. The next Board Meeting will be held on Thursday, July 28, 2022 at 6:00 pm in the Board Room of EEACS.