



BOARD OF DIRECTORS
Meeting Minutes
November 28, 2017

I. *Call to Order*

The Allentown Arts Academy Elementary Charter School (AAA ECS) Board of Directors meeting, located in the cafeteria at 601 West Union Street, Allentown, PA, was called to order at 6:07 p.m. by Ms. Best.

Flag Salute

The Pledge of Allegiance was recited.

Roll Call

Present: Ms. Amy Best, Board President; Ms. Rosalee Sabo, Board Vice President; Mr. Casey Gallagher, Board Treasurer; Ms. Angela Sigley Grossman, Board Member; Ms. Sally Ann Hanzlik, Board Member; Mr. Aldo Cavalli, AAA ECS Chief Executive Officer; Ms. Janear Hankerson, Board Secretary; Mr. Brandon Leydic, AAA ECS Director of Operations; Ms. Nancy Horvat, AAA ECS Principal; Mr. Mark Mckenzie, Allentown School District; Mr. Daniel Fennick, Board Attorney; and Dr. Thomas Lubben, TLC Arts, Ms. Brianna Fulginiti, Repiece & Taylor.

Absent: Ms. Zanetta Groff, Board Member.

II. *Reading of the Mission Statement*

Mr. Gallagher recited the AAA ECS Mission Statement.

III. *Student Spotlight*

Ms. Santanasto shared a few video clips from her 5th grade class screenwriting and video projects.

IV. *Public comments for items listed on the agenda*

There were no public comments on items listed in the agenda.

V. *Motion to approve Board Minutes*

A motion to approve the October 2017 Board regular, as presented was made by Ms. Sabo, seconded by Ms. Sigley-Grossman, and unanimously approved.

VI. *Reports & Announcements*

1. Student Council-Ms. Horvat presented the Board with an update on the newly formed Student Council.
2. After School Math Program-Ms. Horvat provided the Board with details on the after school math program.

VII. *Executive Director's Recommendations*

Mr. Cavalli provided the following recommendations in the Executive Director's report:

A. Technology

1. Mr. Leydic provided the Board with information on two potential new student information systems, Sapphire K-12 and PowerSchool. The report included features, benefits and training costs associated with the programs as well as the cost of each program.

B. Student Services

1. Ms. Horvat gave an update on the new process for the yearbook club, and explained that the students will have more input and participation as to what goes in the yearbook. The yearbook club will meet once a week.

C. Facilities

1. Mr. Leydic supplied a facilities report and stated that all building systems have been performing as expected.

D. Policies

1. Mr. Cavalli asked the Board if they would like him to get involved in the process for establishing, reviewing and producing a school wide policy and procedure manual. The Board agreed to accept Mr. Cavalli's offer of participation.

E. Curriculum

1. Ms. Horvat explained that staff is working on developing a new science curriculum and should have some units available for Board review in January.

F. Personnel

1. Mr. Cavalli stated there was no personnel report this month, however in the future Ms. Hankerson will prepare a personnel report to inform the Board of personnel policies and procedures.

G. Finance

1. Mr. Gallagher requested an addendum to the agenda, to add a motion to approve an application for lease reimbursement forms for academic years 15/16 and 16/17. As part of a state/federal program to reimburse charter schools for a percentage of their lease payments.

A motion to approve submitting for vote applications for the charter school lease reimbursement program for academic years 15/16 and 16/17 was made by Mr. Gallagher, seconded by Ms. Sabo and unanimously approved.

2. Mr. Gallagher provided an update from the monthly finance committee meeting. Mr. Gallagher pointed out that the October financials are within budgeted parameters. He mentioned that the Board is aware of increased legal expenses from Anderson Converse & Fennick PC. Mr. Gallagher also noted the federal school lunch program is ahead of the budgeted amount. Mr. Gallagher also explained that our Board is awaiting the disposition of the Allentown School District management agreement with AAAECS. We are prepared to pick up all of those services as of January 1, 2018. Mr. Gallagher explained that the budget process for the 2018-2019 academic year will begin in February and result in a draft budget being submitted for Board approval in May and the final budget to be approved at the June Board meeting for submission to the Pennsylvania Department of Education.

VIII. Old Business

1. Mr. Cavalli updated the board on the process of selecting banking services that will involve proposals from three banks to include TD Bank, American Bank, and a third bank to be determined.

IX. New Business

1. There was no new business to discuss.

X. *Public Comment*

1. Dr. Thomas Lubben informed the Board of a monthly meeting for charter school leaders where they are working on a generic policy and procedures manual that could be used by any charter school in the area. Dr. Lubben will update Mr. Cavalli on the progress.

XI. *Executive Session*

1. A motion to convene into Executive Session was made by Ms. Sabo, seconded by Ms. Hanzlik and unanimously approved.

XII. *Adjournment*

A motion to adjourn the meeting was made by Ms. Sabo, seconded by Ms. Hanzlik, and unanimously approved at 7:20 P.M.

Janear D Hankerson
Board Secretary

The next meeting is scheduled for December 18, 2017 at 6:00 P.M.