



BOARD OF DIRECTORS

Meeting Minutes

October 10, 2017

I. *Call to Order*

The Allentown Arts Academy Elementary Charter School (AAAECS) Board of Directors meeting, located in the cafeteria at 601 West Union Street, Allentown, PA , was called to order at 6:05 p.m. by Mr. Eitner.

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; Mr. Jason Eitner, AAAECS Executive Director; Ms. Janear Hankerson, Board Secretary; Mr. Brandon Leydic, AAAECS Director of Operations; Ms. Nancy Horvat, AAAECS Principal; Mr. Mark McKenzie, Allentown School District; Mr. Daniel Fennick, Board Attorney; and Ms. Brianna Fulginiti, Repiece & Taylor.

Absent: Ms. Patricia Lenzer, Ms. Sally Ann Hanzlik

II. *Reading of the Mission Statement*

Ms. Best recited the AAAECS Mission Statement.

III. *Student Spotlight*

Ms. Tatianna Hernandez, AAAECS Art Teacher, presented various artwork and pieces created by students in her art classes.

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 August 2017 Board minutes as presented was made by Ms. Sigley Grossman, seconded by Ms. Sabo, and unanimously approved.



VI. Reports

- A. Mr. Eitner presented the monthly Fire & Safety Drills Report.
- B. Mr. Mckenzie presented the AAAECS monthly financial statements as prepared by the Allentown School District.
- C. Mr. Eitner presented a PA Dept of Revenue-Decision & Order report for informational purposes.
- D. Mr. Eitner presented the 2015/2016 Audit Representation Letter from auditors Hutchinson, Gilahan & Freeh, P.C.
- E. Mr. Eitner presented the 2016/2017 Audit Engagement Letter from auditors Hutchinson, Gilahan & Freeh, P.C.
- F. Mr. Eitner presented a Notice of case dismissal from Secretary Rivera.
- G. Ms. Fulginiti presented a review of the final AAAECS 2015/2016 annual audit.

VII. Executive Director's Recommendations

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

A. Technology

1. Mr. Eitner provided an update on the 1:1 rollout on Chromebooks, carts, tablets and hotspots.
2. Mr. Eitner provided an update on acquiring and using Vonage services for AAAECS.

B. Student Services

There were no updates to report.

C. Facilities

There were no updates to report.

D. Policies

1. Mr. Eitner requested to enroll in classes on Pennsylvania school law, policy, regulation, and compliance at a rate of \$938.00 per 10 week class (online).
2. Mr. Eitner shared a letter from the Pennsylvania Education Commissioner congratulating Mr. Eitner into the PDE Leadership Consortium.
3. Mr. Eitner requested the Board adopt the policy and regulation for service animals in the school building.
4. The Board was presented with a Parent Notification of Service Animal in School letter for informational purposes.
5. The Board was requested to make a motion to allow the Executive Director to post the 2016-17 Charter School Report (as required by PDE) and the 2017-18 Comprehensive Plan (as required by the PDE) for public review of no less than 28 days (NOTE - both reports are also available on the PDE website).



E. Curriculum

1. The Board was requested to make motion to grant the formation of the 2017-18 Yearbook Club to be held on various dates after school.
2. The Board was requested to make a motion to grant the formation of the 2017-18 Math Club to be held on various dates after school.

F. Personnel

1. Immediate resignation from Mary Dunlap, Grade 4 teacher, effective August 31, 2017.
2. Hire upon Board approval Ms. Ashley Dotterer as a Grade 4 teacher, at a salary of \$38,000 per year in accordance with the information distributed to each board member.
3. Hire upon Board approval Miriam Herrera as a Lunch Aide during lunch hours at an hourly rate of 15.00 per hour for two hours during every day in which lunch is served.
4. Hire upon Board approval Kathy Lydecker as a Lunch Aide (no health benefits) during lunch hours at an hourly rate of 15.00 per hour (no health benefits) for two hours during every day in which lunch is served.
5. Hire upon Board approval Motion to hire Katie McPherson as a substitute cafeteria worker at a rate of \$15.00 per hour (no health benefits.)
6. The Board was requested to allow the following teachers to supervise the local Cub Scout pack and be compensated by The Boy Scouts of America:
Karen Guth
Tatiana Hernandez
Michael Wresics

A motion to approve recommendation items A-F as presented was made by Mr. Gallagher, seconded by Ms. Worthy-Groff, and unanimously approved.

G. Finance

1. Request to increase the daily substitute teacher pay rate from \$110.00 to \$130.00 per day. This request is being made due to the surrounding school districts recent pay raise for subs.
2. Request to accept the finalized 2015/16 school audit as presented.
3. Request to accept the donation of chairs, desks, and filing cabinets from Edwards Business Systems of Bethlehem.
4. Request to authorize the Executive Director to execute a loan with BFS Capital for \$250,000 in accordance with the information presented to each Board Member.
5. Request to allow the Executive Director to close all bank accounts with American Bank and open accounts with TD Bank in accordance with the information presented to Board Member.
6. Request to accept ESSA funds in the amount of \$238,489.00.



A motion to approve finance recommendation items i, ii, iii, v, and vi, as presented was made by Ms. Sabo, seconded by Ms. Sigley Grossman and unanimously approved.

A motion to deny finance recommendation item iv, was made by Mr. Gallagher, seconded by Ms. Sabo, and unanimously denied.

VIII. *Old Business*

There was no old business to report.

IX. *New Business*

1. A request was made to the Board to authorize AAAECS Principal to oversee the formation and to collaborate with the newly formed AAAECS Parent-Teacher-Organization (PTO).
2. A request was made to the Board to accept, with regret, the resignation of Mrs. Patricia Lenzer, effective September 26, 2017.
3. A request was made to the Board to appoint Mrs. Zanetta Worthy-Groff to the AAAECS Board of Directors, effective September 26, 2017.
4. Mr. Eitner informed the Board members that he will be sending information on creating the 2017-2018 Board Goals.
5. A request was made to the Board to authorize the formation of an AAAECS student council to be held on various dates after school.

X. *Executive Session*

A motion to convene in Executive Session to discuss AAAECS legal issues was made by Ms. Sabo, seconded by Ms. Best, and unanimously approved.

XI. *Public Comment*

There were no public comments.

XII. *Adjournment*

A motion to adjourn the meeting was made by Mr. Gallagher, seconded by Ms. Sigley Grossman, and unanimously approved at 8:15 P.M.

Janear D Hankerson
Board Secretary

The next meeting is scheduled for October 24, 2017 at 6:00 P.M.