



## BOARD OF DIRECTORS

### Meeting Minutes

April 24, 2018

#### 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 18:00 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; Ms. Zanetta Groff, Board Member, Ms. Angela Sigley Grossman, Board Member; Mr. Aldo Cavalli, AAAECS Chief Executive Officer; Ms. Janear Hankerson, Board Secretary; Ms. Nancy Horvat, AAAECS Principal; Mr. Brandon Leydic, Director of Operations, Ms. Brianna Fulginiti, Repice & Taylor.

**Absent:** Mr. Casey Gallagher, Board Treasurer, Ms. Sally Ann Hanzlik, Board Member;

Motion to Approve Agenda with addition of adding cleaning agreement to new business:

1st Sabo      2nd Sigley      All Unanimous

#### II. *Reading of the Mission Statement*

Ms. Sabo recited the AAAECS Mission Statement.

#### III. *Student Spotlight*

There was no student spotlight this month.

#### 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 March 2018 Board minutes as presented was made by Ms. Sigley-Grossman, seconded by Ms. Sabo, and unanimously approved.

**VI. *Reports & Announcements***

A) There were no reports and announcements this month.

**VII. *Executive Director's Recommendations***

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

**A. Technology**

1. Mr. Leydic provided the invoice for an Apple Cart purchase for the Board review.

**B. Student Services**

There were no student services recommendations to report.

**C. Facilities**

1. Mr. Leydic provided a night cleaning service contract for Board review.

**D. Policies**

1. Mr. Cavalli proposed the Board appoint Mr. Aldo Cavalli as the Compliance Officer.

**E. Curriculum**

1. There were no curriculum updates this month.

**F. Personnel**

1. Ms. Hankerson submitted job descriptions for the positions of Academic Support Teacher, Visual Art Teacher, Theatre Teacher, Music Teacher, and Dance Specialist for Board review.
2. Ms. Hankerson provided an updated on the mission and goals of the Employee Wellness program.

**G. Finance**

1. Ms. Fulginiti and Mr. Cavalli presented the monthly financial statements to the Board as accepted by the Finance Committee.

#### **VIII. *Old Business***

1. Resolution to approve updated employee job descriptions
  - a. Director of Special Education
  - b. Instructional Technology Coach
  - c. Elementary Teacher
  - d. ESL Teacher
  - e. Special Education Teacher

Motion to approve job descriptions as submitted was made by Ms. Sabo, seconded by Ms. Sigley-Grossman and unanimously approved.

#### **IX. *New Business***

1. Motion to approve resolution to appoint Executive Director Mr. Aldo Cavalli as Compliance Officer was made by Ms. Groff, seconded by Ms. Sabo and unanimously approved.
2. Motion to approve resolution to approve 1 Apple Ipad Cart, 30 Ipads, and 30 cases in the amount of \$13, 438.45 was made by Ms. Sigley-Grossman, seconded by Ms. Groff and unanimously approved.
3. Motion to approve resolution to rename the American Bank petty cash account to the Food Program Account was made by Ms. Sabo, seconded by Ms. Groff and unanimously approved.
4. Motion to approve resolution to approve the night cleaning service contract from Cleanest Management Services, LLC in the amount of \$40,000 was made by Ms. Sabo, seconded by Ms. Groff and unanimously approved.

#### **X. *Public Comment***

There were no public comments on agenda items.

#### **XI. *Executive Session***

There was no executive session this month.

***XII. Adjournment***

A motion to adjourn the meeting was made by Ms. Sigley-Grossman, seconded by Ms. Groff, and unanimously approved at 18:26.

*Janear D Hankerson*  
Board Secretary

The next meeting is scheduled for May 22, 2018 at 6:00 P.M.