



BOARD OF DIRECTORS
Meeting Minutes
February 27, 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 18:02 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. Angela Sigley Grossman, Board Member; Ms. Zanetta Groff, Board Member; Ms. Sally Ann Hanzlik, Board Member; Mr. Aldo Cavalli, AAAECS Chief Executive Officer; Ms. Janear Hankerson, Board Secretary; Ms. Nancy Horvat, AAAECS Principal; Mr. Daniel Fennick, Board Attorney.

Absent: Mr. Casey Gallagher, Board Treasurer;

II. Reading of the Mission Statement

Ms. Sigley-Grossman recited the AAAECS Mission Statement.

III. Student Spotlight

Ms. Horvat provided the Board with an update three student showcases that will be held in March at AAAECS.

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 January 2018 Board minutes as presented was made by Ms. Sabo, seconded by Ms. Hanzlik, and unanimously approved.

VI. Reports & Announcements

- A) Ms. Horvat provided the Board with an update on Kindergarten registration.
- B) Open House: Ms. Horvat provided dates for the open house for prospective students as March 7 and March 21, 2018.
- C) Dr. Thomas Lubben presented the Board a proposal from TLC Friends and Founders.

VII. Executive Director's Recommendations

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

A. Technology

Mr. Cavalli gave updates on the following technology issues:

- 1. Apple information request: Mr. Cavalli presented to the Board a request from Apple, which is a resolution requesting permission to participate in the Chester County School Districts' Joint Purchasing Board Apple Computer Hardware, Software, Supplies, and Miscellaneous Items Bid.
- 2. Sapphire subscription order and subscription and services agreement were presented to the Board for review.
- 3. T-Mobile update: Mr. Cavalli provided an update on the T-Mobile contract.

B. Student Services

There was no student services recommendation to report.

C. Facilities

- 1. Mr. Cavalli provided the Board with an update on the interior remodeling plans.

D. Policies

- 1. Mr. Cavalli stated that he will start presenting the policies to the policy committee at the March Board meeting for Board review.

E. Curriculum

- 1. Ms. Horvat stated that two Title I teachers and a Building Substitute attended the national Title I conference in Philadelphia.

F. Personnel

1. Ms. Hankerson submitted job descriptions for the positions of: Executive Director, RtII Coordinator, Bilingual Receptionist, Principal's Secretary, Positive Behavior Coach, and Full Time Custodian for Board review.
2. Ms. Hankerson provided the Board with a sample packet of the documents a new employee must complete prior to their first day of employment and explained the new hire process to the Board.
3. Mr. Cavalli requested to appoint Ms. Janear Hankerson as the Agency Open Records Officer.

G. Finance

1. Mr. Cavalli presented the monthly financial statements to the Board.

VIII. Old Business

1. Resolution to approve updated employee job descriptions for:
 - a. Executive Director
 - b. Human Resources/Executive Assistant/Board Secretary
 - c. Principal
 - d. Director of Operations
 - e. Guidance Counselor

IX. New Business

1. A motion to accept the offer set forth in the T Mobile letters of February 28 (and the new letter with balance due.) When the proposed agreement is received from T-Mobile, the CEO is authorized to sign the agreement after review by the school's attorney was made by Ms. Sabo, seconded by Ms. Hanzlik and unanimously approved.
2. A motion to authorize Mr. Cavalli to complete the Chester County Intermediate Unit agreement in order to give Mr. Cavalli the authorization to communicate with Apple regarding price estimates for future purchasing was made by Ms. Groff, seconded by Ms. Sigley-Grossman, and unanimously approved.

X. Public Comment

There were no public comments on agenda items.

XI. Executive Session

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

XII. Adjournment

A motion to adjourn the meeting was made by Ms. Sigley-Grossman, seconded by Ms. Sabo, and unanimously approved at 19:15 P.M.



Janear D Hankerson
Board Secretary

The next meeting is scheduled for March 27, 2018 at 6:00 P.M.