

EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 UNION BOULEVARD
ALLENTOWN, PA 18109

BOARD OF TRUSTEES MEETING
September 18, 2014
6:00 PM

MINUTES

SECTION I: CALL TO ORDER @ 6:38PM

OPENING COLLOQUY

This September 18th, 2014 meeting of the Executive Education Academy Charter School Board of Trustees is hereby called to Order. The time is 6pm. My name is David Annecharico. I serve as General Counsel to this Board of Trustees and I will facilitate this meeting.

This is a public meeting that was properly advertised on September 6, 2014 pursuant to the Pennsylvania Sunshine Act in the Morning Call.

All members of the public are welcome, to sit and listen to the board of trustees conduct its business tonight. Members of the public who have registered with the Administrative office to participate in public comment by 5pm on the day before this scheduled meeting may participate in public comment. At this time, I would ask that executive administration submit the list of commenters to myself. Comments will be limited to three minutes unless the Board decides to grant additional time.

At this time, I will ask that Roll Call be taken.

A. Roll Call

Board Members / Candidates in Attendance:	By Invitation: Non-Board Members in Attendance:
Georgia Adams (“GA”)	David Annecharico, Esq.

Barry Dobil (“BD”) Kristen Kirschner (“KK”)	Susan Sos Stephen Flavell Robert Lysek
Board Members / Candidates Absent	By Invitation: Non-Board Members Absent:
	n/a

B. Approval of Agenda

MOTION	R14091801 Agenda		
KK	RESOLVED, the September 18, 2014 Agenda of Executive Education Schools is approved.		
SECOND			
BD	<i>Discussion / Pre-Decision Deliberation / Legal Comment</i>		
VOTE:	<table border="1" style="width: 100%; background-color: #cccccc;"> <tr> <td style="width: 50%; text-align: center;">Who</td> <td style="width: 50%; text-align: center;">What</td> </tr> </table>	Who	What
Who	What		
[X] PASS	<i>Board</i> <i>General Discussion</i>		
[] FAIL			

B. Approval of Minutes

MOTION	R14091802 Approval of August 29, 2014 Minutes of Meeting		
KK	RESOLVED, the Minutes of the August 29, 2014 meeting of the Board of Trustees of Executive Education Academy Charter School are adopted.		
SECOND			
BD			
VOTE:	<i>Discussion / Pre-Decision Deliberation / Legal Comment</i>		
[X] PASS	<table border="1" style="width: 100%; background-color: #cccccc;"> <tr> <td style="width: 50%; text-align: center;">Who</td> <td style="width: 50%; text-align: center;">What</td> </tr> </table>	Who	What
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[] FAIL	<i>Board</i> <i>General Discussion</i>		

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SECTION II: REPORTS

A. Community Comment

Community Comment Colloquy (General Counsel)

Good Evening, my name is David Annecharico with Sand & Sidel, PC, General Counsel to the Executive Education Academy Charter School Board of Trustees. Will you please state your name for our records?

You will have three minutes to address the Board of Trustees. Any documents or communications that you might supplement your comment with should be submitted to me. I will keep the time and notify the board when three minutes have elapsed.

This Board may choose not to comment, question or respond in any way to your public comment. I will begin the time now.

Discussion / Pre-Decision Deliberation / Legal Comment

Who	What
n/a	n/a

B. Report of CEO - *Mr. Lysek discussed the progress of opening the Executive Education Academy Charter School, highlighting goals, challenges and strategy.*

C. Report of General Counsel: *None*

D. Report of Business Controller:

P. Costa reviewed the Executive Education Academy Charter School Financials for the month of August 2014, as well as the Executive Education Academy Charter School Revised Working Budget 2014-15.

SECTION III: UNFINISHED BUSINESS

MOTION KK SECOND DB VOTE: TABLE	<p>R14080508 Contract: Addendum, Lease</p> <p>RESOLVED, the Board of Trustees ratifies the FIRST ADDENDUM AMENDING PARAGRAPH 3 OF THE JULY __, 2014 LEASE BETWEEN 555 UNION BOULEVARD, LLC (LANDLORD) AND EXECUTIVE EDUCATION SCHOOLS (TENANT) as presented.</p> <p style="text-align: center;"><i>Discussion / Pre-Decision Deliberation / Legal Comment</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; text-align: center;">Who</th> <th style="width: 50%; text-align: center;">What</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Board</i></td> <td style="text-align: center;"><i>General Discussion</i></td> </tr> <tr> <td style="text-align: center;"><i>Business Controller</i></td> <td style="text-align: center;"><i>Recommendation to table; Recommendation to negotiate fiscally responsible terms.</i></td> </tr> <tr> <td style="text-align: center;"><i>Legal Counsel</i></td> <td style="text-align: center;"><i>Recommendation to table. Recommendation to negotiate legally compliant terms.</i></td> </tr> </tbody> </table>	Who	What	<i>Board</i>	<i>General Discussion</i>	<i>Business Controller</i>	<i>Recommendation to table; Recommendation to negotiate fiscally responsible terms.</i>	<i>Legal Counsel</i>	<i>Recommendation to table. Recommendation to negotiate legally compliant terms.</i>
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SECTION IV: NEW BUSINESS

A. RESOLUTIONS

MOTION PA SECOND KK VOTE: <input checked="" type="checkbox"/> PASS <input type="checkbox"/> FAIL	<p>R14091803 Financial Report</p> <p>RESOLVED, the Report of Business Controller and all documents submitted thereby are ratified.</p> <p style="text-align: center;"><i>Discussion / Pre-Decision Deliberation / Legal Comment</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; text-align: center;">Who</th> <th style="width: 50%; text-align: center;">What</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Business Controller</i></td> <td style="text-align: center;"><i>Review of Financial reports</i></td> </tr> </tbody> </table>	Who	What	<i>Business Controller</i>	<i>Review of Financial reports</i>
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MOTION

BD

SECOND

PA

VOTE:

PASS

FAIL

R14091804 Uniform Human Resources Resolution

RESOLVED, the Board of Trustees of Executive Education Academy Charter School accepts the human resources changes, modifications and additions as presented below:

New Hires	Position	Start Date	Base Salary
Jane Pena	Executive Assistant	9/8/2014	\$30,000
Sean Murphy	Team Leader	8/1/2014	\$65,000
Sarah Evans	Teacher	9/1/2014	\$47,000
Jerome McCalla	Lead Teacher	8/1/2014	\$50,000
Michael Riccuitti	Program Director	8/1/2014	\$85,000
Stephen Rivera	Lead Leader	9/1/2014	\$40,000

Position Change	Position (old/new)	Start Date
n/a	n/a	n/a

Rate Change	Position	Start Date	Base Salary (old/new)
n/a	n/a	n/a	n/a

Resignation	Position	End Date
n/a	n/a	n/a

Termination	Position	End Date
Blair Carson	Teacher	OFFERED POSITION BUT DID NOT ACCEPT

BD

VOTE:

PASS

FAIL

RESOLVED, the Purchase Services Contracts and associated reports listed below are hereby accepted and ratified;

FURTHER RESOLVED, any officer of this Board is directed and authorized to execute any document necessary to effect this resolution.

Contractor	Amount	Comment: Terms and Conditions
PowerSchool ASP	\$9,482.50 (Implementation and License) \$6,492.50 (Premier and State Reporting)	
Davis Financial Services	LEASE Cannon IR A C7260 Copier (X2) 48 Mos \$1,100 per month SERVICE GUARANTEE EXTENSION PLAN \$621 per month	

Discussion / Pre-Decision Deliberation / Legal Comment

Who	What
<i>Board</i>	<i>Executive Session</i>

MOTION

BD

SECOND

KK

VOTE:

PASS

R14091807 Academic Curriculum Committee

RESOLVED, the Board of Trustees of Executive Education Academy Charter School approves the establishment of an Academic Curriculum Committee for the purpose of reviewing and recommending revisions to the curriculum as necessary, recommending educational strategies, establishing criteria for the evaluation of faculty and student performance, and establishing and implementing provisions for the regular assessment of the academic performance of the student body.

<input type="checkbox"/> FAIL	<p style="text-align: center;"><i>Discussion / Pre-Decision Deliberation / Legal Comment</i></p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%; background-color: #cccccc;">Who</td> <td style="width: 50%; background-color: #cccccc;">What</td> </tr> <tr> <td><i>Board</i></td> <td><i>Executive Session</i></td> </tr> </table>	Who	What	<i>Board</i>	<i>Executive Session</i>
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MOTION BD SECOND PA VOTE: <input checked="" type="checkbox"/> PASS <input type="checkbox"/> FAIL	<p>R14091808 Administrative Services Committee</p> <p>RESOLVED, the Board of Trustees of Executive Education Academy Charter School approves the establishment of an Administrative Services Committee for the purpose of generating and monitoring a disciplinary policy for the school as well as reviewing and recommending revisions of the disciplinary policy as necessary.</p> <p style="text-align: center;"><i>Discussion / Pre-Decision Deliberation / Legal Comment</i></p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%; background-color: #cccccc;">Who</td> <td style="width: 50%; background-color: #cccccc;">What</td> </tr> <tr> <td><i>Board</i></td> <td><i>General Discussion regarding the delegated goals of the Administrative Services Committee</i></td> </tr> </table>	Who	What	<i>Board</i>	<i>General Discussion regarding the delegated goals of the Administrative Services Committee</i>
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MOTION BD SECOND PA VOTE: <input checked="" type="checkbox"/> PASS <input type="checkbox"/> FAIL	<p>R14091809 Audit Committee</p> <p>RESOLVED, the Board of Trustees of Executive Education Academy Charter School approves the establishment of an Audit Committee for the purpose overseeing and reviewing an annual independent audit and making recommendations as needed.</p> <p style="text-align: center;"><i>Discussion / Pre-Decision Deliberation / Legal Comment</i></p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%; background-color: #cccccc;">Who</td> <td style="width: 50%; background-color: #cccccc;">What</td> </tr> <tr> <td><i>Board</i></td> <td><i>General Discussion regarding the delegated goals of the Audit Committee</i></td> </tr> </table>	Who	What	<i>Board</i>	<i>General Discussion regarding the delegated goals of the Audit Committee</i>
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MOTION BD SECOND	<p>R14091810 2014/2015 Strategic Planning Committee</p>				

<p>PA</p> <p>VOTE:</p> <p><input checked="" type="checkbox"/> PASS</p> <p><input type="checkbox"/> FAIL</p>	<p>RESOLVED, the Board of Trustees of Executive Education Academy Charter School approves the establishment of a Strategic Planning Committee.</p> <p style="text-align: center;"><i>Discussion / Pre-Decision Deliberation / Legal Comment</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; text-align: center;">Who</th> <th style="width: 50%; text-align: center;">What</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Board</i></td> <td style="text-align: center;"><i>General Discussion regarding the delegated goals of the Strategic Planning Committee</i></td> </tr> </tbody> </table>	Who	What	<i>Board</i>	<i>General Discussion regarding the delegated goals of the Strategic Planning Committee</i>
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<p>MOTION</p> <p>KK</p> <p>SECOND</p> <p>PA</p> <p>VOTE:</p> <p><input checked="" type="checkbox"/> PASS</p> <p><input type="checkbox"/> FAIL</p>	<p>R14091811 Election of Board Trustee: Ms. Elissa Graner</p> <p>RESOLVED, Upon nomination and second and in accordance with the EEACS bylaws, Ms. Elissa Graner is hereby installed as Trustee of Executive Education Academy Charter School;</p> <p>FURTHER RESOLVED, General Counsel is hereby directed to accept Elissa Graner's Oath of Office as required by Pennsylvania law.</p> <p style="text-align: center;"><i>Discussion / Pre-Decision Deliberation / Legal Comment</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; text-align: center;">Who</th> <th style="width: 50%; text-align: center;">What</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Board</i></td> <td style="text-align: center;"><i>Discussion with CEO regarding presentation of Ms. Graner for nomination. Discussion regarding Ms. Graner's qualifications to be Trustee.</i></td> </tr> </tbody> </table>	Who	What	<i>Board</i>	<i>Discussion with CEO regarding presentation of Ms. Graner for nomination. Discussion regarding Ms. Graner's qualifications to be Trustee.</i>
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SECTION IV: ANNOUNCEMENTS

- NEXT MEETING: OCTOBER 16, 2014

ADJOURNMENT @ 6:53PM

MOTION

BD

SECOND

KK

VOTE:

PASS

FAIL
