

REACH ACADEMY CHARTER SCHOOL
BOARD OF TRUSTEES MINUTES
Wednesday, May 17, 2017 – 6:15 PM

REACH Academy Charter School – Conference Room
115 Ash Street, Buffalo, NY 14204

Public Notice: School Web Site, School Facebook Page

1.0 CALL TO ORDER - 6:21 PM

**ROLL CALL
ATTENDANCE AT THIS MEETING**

(Board members who arrive after the meeting begins will be noted as “present” at the point in this agenda at which they arrive.)

Dolores Prezyna: X Ryan Caster: X Christine Mann: EXC
Leslie Scott: 6:27PM William Yelder: X

Attendance – Others

Linda Marszalek: X Robin Nellis: X Leon Arrington: X
Lisa Rogers: X Michael Olsen: X

2.0 AMENDMENTS or adjustments to the agenda by the Board Members – 6:21 PM - None.

3.0 PRIVILEGE OF THE FLOOR – 6:22 PM – Visitors from the community expressed a willingness to work with REACH Academy Charter School.

Leslie Scott arrives at 6:27 PM.

4.0 ACCEPTANCE OF PREVIOUS MINUTES – 7:06 PM

4.1 RESOLVED, that the minutes from the April 5, 2017 Board of Trustees Meeting, are accepted as presented.

Moved by: Ryan Seconded by: William Vote:
 Caster Yelder 4-0

5.0 BOARD PRESENTATIONS – 7:07 PM

5.1 Facilities Update – Michael Olsen

5.2 Community Outreach Update – William Yelder

5.3 Outreach and Enrollment Update – Robin Nellis

5.4 Classroom Design Update – Amie Caster

5.5 Transportation Update – Linda Marszalek

5.6 E-Rate Update – Michael Olsen

6.0 **PERSONNEL – 7:50 PM**

6.1 **RESOLVED, based upon the recommendation of the Head of School that the Board of Trustees** votes to create the following positions:

Position: Special Education Teacher
Appointment: 10 Month Position
Department: Special Education
Status: Exempt - Salary
Effective Date: July 1, 2017

Position: Curriculum Coordinator
Appointment: 12 Month Position
Department: Instruction
Status: Exempt - Stipend
Effective Date: July 1, 2017

Moved by: Leslie Scott Seconded by: William Yelder Vote: 3-0-1

6.2 **RESOLVED, based upon the recommendation of the Head of School that the Board of Trustees** votes to approve the following personnel appointments:

Name: Amie Caster
Position: Special Education Teacher
Appointment: 10 Month Position
Department: Special Education
Status: Exempt
Salary: \$65,000.00
Date of Hire: July 1, 2017

Name: Amie Caster
Position: Curriculum Coordinator
Appointment: 12 Month Position
Department: General Education
Status: Exempt
Stipend: \$17,000 Annually
Date of Hire: July 1, 2017

Moved by: Leslie Scott Seconded by: William Yelder Vote: 3-0-1

Leslie Scott leaves at 7:53 PM.

- 6.3 **RESOLVED, based upon the Recommendation of the Head of School, the Board of Trustees** votes to approve updates to the Year One Organizational Chart for REACH Academy Charter School.

Moved by: William Yelder Seconded by: Ryan Caster Vote: 3-0

7.0 **FINANCE – 7:54 PM**

- 7.1 **RESOLVED, based upon the recommendation of the Finance Committee, the Board of Trustees** votes to approve the updated Year One Budget for REACH Academy Charter School.

Moved by: William Yelder Seconded by: Dolores Prezyna Vote: 3-0

- 7.2 **RESOLVED, based upon the recommendation of the Finance Committee, the Board of Trustees** votes to approve the Quarterly Financials submitted for REACH Academy Charter School ending March 31st, 2017.

Moved by: William Yelder Seconded by: Dolores Prezyna Vote: 3-0

- 7.3 **RESOLVED, based upon the recommendation of the Finance Committee, the Board of Trustees** votes to authorize the Board President to engage a C.P.A. after 3 bids have been received not to exceed \$10,000.00 annually.

Moved by: William Yelder Seconded by: Ryan Caster Vote: 3-0

- 7.4 **RESOLVED, based upon the recommendation of the Finance Committee, the Board of Trustees** votes to approve the attached Food Service Contract with Buffalo Public Schools for the 2017-2018 school year.

Moved by: Ryan Caster Seconded by: William Yelder Vote: 3-0

7.5 RESOLVED, based upon the recommendation of the Finance Committee, the Board of Trustees votes to approve the attached Benefits Package for the Administrative Team.

7.5 Tabled.

Moved by: _____ Seconded by: _____ Vote: _____

8.0 POLICY APPROVAL – 8:08 PM

8.1 RESOLVED, based upon the recommendation of the Finance Committee that the Board of Trustees votes to approve the following Financial Policies attached:

**Internal Operations
(Section 2000)**

8.1.1 Compensation and Expenses Policy 2330

**Community Relations
(Section 3000)**

8.1.2 Solicitations Policy 3271

**Non-Instructional/Business Operations
(Section 5000)**

8.1.3 Budget Planning and Development Policy 5110

8.1.4 Budget Adoption and Administration Policy 5130

8.1.5 Revenues Policy 5210

8.1.6 School Investments Policy 5220

8.1.7 Acceptance of Gifts, Grants and Bequests to the Charter School Policy 5230

8.1.8 Sale and Disposal of School Property Policy 5250

8.1.9 Bonding of Employees and School Board Member Policy 5310

8.1.10 Expenditures of Charter School Funds Policy 5320

8.1.11 Use of the School Credit Card Policy 5321

8.1.12 Use of the School Cell Phone Policy 5322

8.1.13 Reimbursement for Meals/Refreshments/Travel Policy 5323

8.1.14 Budget Transfers Policy 5330

8.1.15 Borrowing of Funds Policy 5340

8.1.16 Purchasing Policy 5410

8.1.17	Accounting of Funds	Policy 5510
8.1.18	Reverse Fund	Policy 5511
8.1.19	Petty Cash Funds and Cash in School Buildings	Policy 5530
8.1.20	Publication of School's Annual Financial Statement	Policy 5540
8.1.21	Maintenance of Fiscal Effort (Title I Programs)	Policy 5550
8.1.22	Use of Federal Funds for Political Expenditures	Policy 5560
8.1.23	Financial Accountability	Policy 5570
8.1.24	Allegations of Fraud	Policy 5571
8.1.26	Internal Audit Function	Policy 5573

Moved by: William Yelder Seconded by: Ryan Caster Vote: 3-0

8.2 RESOLVED, based upon the recommendation of the Head of School, the Board of Trustees votes to approve the following Complaint Policy attached:

8.2.1	Public Complaint Policy	Policy 3230
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Moved by: Ryan Caster Seconded by: William Yelder Vote: 3-0

8.3 RESOLVED, based upon the recommendation of the Finance Committee that the Board of Trustees votes to accept the following FERPA (Family Educational Rights and Privacy Act) Policy attached:

8.3.1	Student Records: Rights under FERPA	Policy 7212
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Moved by: Ryan Caster Seconded by: William Yelder Vote: 3-0

9.0 New Business – 8:14 PM -

9.1 RESOLVED, that the Board of Trustees votes to approve the nomination of William Yelder as Vice President of the Board of Trustees for REACH Academy Charter School.

9.1 Tabled.

Moved by: _____ Seconded by: _____ Vote: _____

- 9.2 RESOLVED, that the Board of Trustees** votes to approve the William Yelder as Vice President of the Board of Trustees for REACH Academy Charter School for the remainder of the 2016-2017 school year.

9.2 Tabled.

Moved by: _____ Seconded by: _____ Vote: _____

- 9.3 RESOLVED, based upon the recommendation of the Finance Committee, the Board of Trustees** votes to approve the attached Health Insurance Benefit Package to all Full Time Teachers, Teacher Assistants and any other non-administrative employees for REACH Academy Charter School. The school agrees to pay 80% of the premium costs leaving 20% to be paid by the employee.

9.3 Tabled.

Moved by: _____ Seconded by: _____ Vote: _____

- 9.4 RESOLVED, based upon the recommendation of the Head of School, the Board of Trustees** votes to approve the following updated School Calendar for the 2017-2018 School Year.

Moved by: Ryan Caster Seconded by: William Yelder Vote: 3-0

- 10.0 RESOLVED, the Board of Trustees** votes to adjourn the meeting at 8:19 PM.

Moved by: Ryan Caster Seconded by: William Yelder Vote: 3-0

Next meeting is scheduled for **Wednesday, June 14, at 6:15 P.M.** at 115 Ash Street.