

## Board Meeting

Thursday, August 27, 2026 6:00 PM

Board Room, 555 Union Blvd., Allentown, PA 18109

1. **Call to order: 6:00pm**

2. **Approval of August 27, 2026 Board Meeting  
Agenda**

3. **Approval of June 25, 2026 Board Meeting Minutes**

4. **Reports:**

4.A. CEO's Report

**Speaker (s) :** Robert  
Lysek, CEO

4.B. Financial Reports for July 2026

**Speaker (s) :** Dr. Selma  
Chehoury Abi-Daher,  
CFO

4.C. Chief Operations Officer

**Speaker (s) :** Michael  
Ricciutti, COO

4.D. Chief Academic Officer

**Speaker (s) :** Kiersten  
Yeakel, CAO

4.E. Elementary School (K-4) School Report

**Speaker (s) :** Nicholas  
Diaz, Principal

4.F. Middle School (5-8) School Report

**Speaker (s) :** Tamara  
Klas, Principal

4.G. High School (9-12) School Report

**Speaker (s) :** Matthew  
Wiltrout, Principal

4.H. Student Representative

**Speaker (s) :** N/A

5. **Public Comment Submitted on Agenda Items**

**Speaker (s) :** N/A

6. **New Business:**

**Speaker (s) :** N/A

6.A. Resolution - Re-Election of Tyrone Reed as  
Board Secretary

6.B. Resolution - Approve 2025-2026 School Lease  
Reimbursement

6.C. Resolution - 2016-2 Student Records Policy

6.D. Resolution - 2049 Bullying/Cyberbullying Policy  
Revision

7. **Discussion and Announcements**

**Speaker (s) :** Board of  
Trustees

8. **Courtesy of the Floor**

9. **Adjournment**



# EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Boulevard | Allentown, PA 18109  
610-841-7044 | fax 610-841-7187 | www.ee-schools.org

## BOARD OF TRUSTEES MEETING

### Public Meeting

### MEETING MINUTES

June 25, 2026

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:00 pm on June 25, 2026 at the Executive Education Academy Charter School located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

#### Trustees Attending:

Barry Dobil – not present  
Ty Reed – not present  
Dr. Betsy Swope – present  
Tracy Becker – present  
Ed Duborg – present  
Jose Torres - present

#### Invited Attendees:

Robert Lysek, CEO – present  
Dr. Selma Chehouri Abi-Daher, CFO – present  
Kim Bjorkman – Secretary to Board – present

#### Invited Attendees (continued):

Stephanie Kobal - Counsel – present  
Michael Ricciutti – CSO – not present  
Kiersten Yeakel – CAO – present  
Nicholas Diaz – Principal – present  
Tamara Klas – Principal – not present  
Matthew Wilttrout – Principal – not present  
Student Representative – n/a

#### Visitors:

n/a

### ITEM ONE - CALL TO ORDER

Board Vice President Dr. Betsy Swope called the meeting to order at 6:02 pm. EEACS Board Meeting dates were posted for public announcement in the Tuesday, July 1, 2026 edition of The Morning Call in accordance with the Pennsylvania Sunshine Act 65. Dr. Swope reported that prior to the meeting, an Executive Session was held for discussion of personnel and safety matters with no votes having been taken. The meeting was opened with the Pledge of Allegiance followed by a roll call of the Board of Trustee Members.

### ITEM TWO - APPROVAL OF JUNE 25, 2026 AGENDA ITEMS

The Board was provided with a copy of the Agenda on Friday, June 12, 2026. Dr. Swope asked for a motion to accept the Agenda as written. Mr. Duborg motioned to approve the Agenda as written and Mr. Torres seconded. The Agenda was approved unanimously.

### ITEM THREE - APPROVAL OF MAY 28, 2026 – BOARD MEETING MINUTES

The Board was provided with a draft of the Minutes for the May 28, 2026 on Friday, June 12, 2026. Dr. Swope asked for a motion to approve the May Minutes as written. Mrs. Becker motioned to approve the Minutes and Mr. Duborg seconded. The Minutes were approved unanimously.



# EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Boulevard | Allentown, PA 18109  
610-841-7044 | fax 610-841-7187 | www.ee-schools.org

## BOARD OF TRUSTEES MEETING

### ITEM FOUR - PRESENTATIONS/DISCUSSIONS

- a. **CEO's Report** was presented by Robert Lysek, CEO. Mr. Lysek stated that the elementary playground should be completed at the end of July and the stadium in September. The school is currently prepping for the start of summer school. Zero Eyes camera/weapon detection system has been engaged. LVHN will be expanding their relationship with the school by branding the stadium. The new staff of the month was Dayci Jimenez Paulus from Food Services. The golf outing was been rescheduled to Tuesday, June 30<sup>th</sup>. Saquan Barkley visited the school and was a successful event. Tom Brady was present at one of the events held in the school gym.
- b. **Financial Report** – Dr. Selma Chehouri Abi-Daher, CFO, supplied the Board with the May financial report on Friday, June 12, 2026. There were no additions or corrections to the report and it was submitted to record. The financial reports will be placed on file for audit.
- c. **Chief Staff Officer Report** was not presented.
- d. **Chief Academic Officer Report** was presented by Kiersten Yeakel, CAO. Ms. Yeakel stated that the school is finalizing the curriculum mapping plans. The lesson plans can be strategically developed by teachers and evaluated by the administrators in Math and Social Studies. The school is wrapping up state submissions from the Keystone and PSSA testing. Applications for Title 1-4 are almost ready to submit. The Title 1 School-wide plan, the annual report, and stakeholder meetings are being planned out for the upcoming school year.
- e. **Elementary School (K-4) School Report** was presented by Nicholas Diaz, Elementary School Principal. Mr. Diaz stated that the third and fourth grade students finished off the school year with a field trip to Bicentennial Park. June 8<sup>th</sup> the Kindergarten graduation was held in which 120 students graduated and will be ready to attend first grade next year. During the month of May there was a schoolwide attendance competition. The grade level with the highest average student attendance had the opportunity to “slime the principal”. Kindergarten screenings have been completed. The summer school program will begin on July 6<sup>th</sup>.
- f. **Middle School (5-8) School Report** was not presented.
- g. **High School (9-12) School Report** was presented by Mr. Lysek on behalf of Matthew Wiltrout, High School Principal. Mr. Lysek stated that there was a total of 111 seniors that graduated on June 9<sup>th</sup>. All seniors have a post-secondary plan, which is a 4-year college, community college, trade school, military, or entering the work force. A total of ten seniors received scholarships from the proceeds of the golf outing. The Ruhle family gave out a total of \$15,000 in scholarship money for students that will be attending a trade school. LVHN have out more than \$57,000 in scholarships to 23 seniors that interned for them this year.
- h. **Student Representative Report** was not presented.

### ITEM FIVE – PUBLIC COMMENT ON AGENDA RELATED ITEMS



# EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Boulevard | Allentown, PA 18109  
610-841-7044 | fax 610-841-7187 | www.ee-schools.org

## BOARD OF TRUSTEES MEETING

Dr. Swope opened the floor to the submission of public comments on Agenda items, but none were submitted.

### **ITEM SIX – NEW BUSINESS**

a) Dr. Swope asked for a motion to approve the following eight resolutions:

- a. Approve the 2026-2027 Employee Benefit Insurance Plan
- b. Approve the 2026-2027 School Budget
- c. Approve the Charter Annual Report Affirmation – 2026
- d. Re-elect Board Trustee – Barry Dobil
- e. Re-elect Board President – Barry Dobil
- f. Approve Policy 4011 Vol I 2026 – Purchases Budgeted
- g. Approve Policy 4026 Vol III – Federal Fiscal Compliance
- h. Approve Amendment to Lease Agreement

Mr. Torres motioned to approve, and Mrs. Becker seconded the motion. The approval of all eight resolutions was approved unanimously with no discussion.

### **ITEM SEVEN - DISCUSSION AND ANNOUNCEMENTS FROM THE BOARD OF TRUSTEES**

Dr. Swope opened the floor to the Board for discussion and/or announcements. Dr. Swope on behalf of the Trustees offered her appreciation for Barry Dobil and his dedicated support, he has been an extremely committed, solid, and viable individual; the school is lucky to have his continued service on the Board. Dr. Dobil has been a great mentor and has served the school since it's inception.

### **ITEM EIGHT – PUBLIC COMMENT ON NON-AGENDA RELATED ITEMS**

Dr. Swope opened the floor to the submission of public comments, but none were submitted.

### **ITEM NINE - ADJOURNMENT**

With the completion of all Agenda items, Dr. Swope asked for a motion to adjourn the meeting. Mr. Duborg motioned to adjourn. Mrs. Becker seconded the motion, and the meeting was adjourned at 6:23 pm. The next Board Meeting will be held on Thursday, July 23, 2026 at 6:00 pm.



# EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Blvd, Suite #4 | Allentown, PA 18109 | o: [610-841-7044](tel:610-841-7044) | f: [610-841-7187](tel:610-841-7187) |

*Our mission is to implement a leadership academy and business education model that engages students in the school community, prevents them from dropping out of school, fosters self-resiliency, and prepares them to be contributing members in the workplace, college, and the community.*

August 21, 2026

## Executive Education Academy Charter School Estimated Financial Summary for July 2026

Profit and Loss:

### Revenues –

All revenue receivables have been booked.

### Expenses –

All expense payables have been booked.

### Balance Sheet – INTERNAL STATEMENT

- Cash as of July 31, 2026 approximately 4.37MM
- All assets and liabilities have been booked.

### Treasury Operations –

Disbursements for the month of July 2026 total approximately 2.33MM and the items over 24,500 are listed below:

|          |      |                                  |                          |            |
|----------|------|----------------------------------|--------------------------|------------|
| 07/06/26 | ACH  | EEACS Foundation c/o Zions       | Building Rent            | 450,000.00 |
| 07/08/26 | TFR  | Payroll                          | Payroll, PRT, PenServ    | 557,063.55 |
| 07/09/26 | 9546 | Connective Intervention Services | PT/OT Services           | 50,733.60  |
| 07/22/26 | 9596 | Bollinger Electric, Inc.         | Electrical Services      | 40,571.00  |
| 07/22/26 | 9597 | Iconic Interiors LLC.            | Building Repair & Maint. | 25,500.00  |
| 07/22/26 | 9603 | Sherwin Williams                 | Maintenance Supplies     | 66,650.43  |
| 07/22/26 | 9604 | Smith Health Inc.                | Health Insurance         | 50,621.27  |
| 07/22/26 | TFR  | Payroll                          | Payroll, PRT, PenServ    | 593,509.70 |
| 07/24/26 | ACH  | Capital Blue Cross               | Health Insurance         | 24,684.25  |

All numbers are subject to final audit.

# Executive Education Academy Charter School

## Balance Sheet

### 2026-2027

| ASSETS                                         | July                     | June                     |
|------------------------------------------------|--------------------------|--------------------------|
| Current Assets                                 |                          |                          |
| Checking/Savings                               |                          |                          |
| Cash                                           | 4,368,956                | 6,224,508                |
| ArbiterPay Account                             | 5,861                    | 9,288                    |
| Accounts Receivable                            | 5,954,641                | 3,717,588                |
| State Subsidy Receivable                       | 2,228                    | 2,228                    |
| Due From Commonwealth - Lease                  | 8,079                    | 8,079                    |
| Federal Subsidy Receivable                     | 302,606                  | 470,638                  |
| Due from Component Unit                        | 3,088,426                | 3,088,426                |
| Inventory                                      | 38,278                   | 38,278                   |
| Security Deposit                               | 675,000                  | 675,000                  |
| Total Current Assets                           | <u>14,444,075</u>        | <u>14,234,032</u>        |
| Investment in Pareto                           | 79,161                   | 79,161                   |
| Fixed Assets                                   | <u>413,585</u>           | <u>413,585</u>           |
| Total Fixed Assets                             | <u>492,746</u>           | <u>492,746</u>           |
| <b>TOTAL ASSETS</b>                            | <u><u>14,936,821</u></u> | <u><u>14,726,779</u></u> |
| <br><b>LIABILITIES &amp; EQUITY</b>            |                          |                          |
| Liabilities                                    |                          |                          |
| Current Liabilities                            |                          |                          |
| Accounts Payable                               | 1,589,727                | 1,234,817                |
| Salaries Payable                               | 717,799                  | 1,435,599                |
| Benefits Payable                               | 90,812                   | 181,603                  |
| Total Current Liabilities                      | <u>2,398,338</u>         | <u>2,852,019</u>         |
| Total Liabilities                              | 2,398,338                | 2,852,019                |
| Equity                                         |                          |                          |
| Nonspendable Fund Balance - General Fund       | 695,304                  | 695,304                  |
| Unassigned Fund Balance - General Fund         | 10,257,013               | 8,661,191                |
| Invested in Capital Assets - Food Service Fund | 138,730                  | 138,730                  |
| Unrestricted Net Assets - Food Service Fund    | 520,799                  | 543,865                  |
| Net Income - General Fund                      | 985,223                  | 1,858,737                |
| Net Income - Food Service Fund                 | (58,586)                 | (23,066)                 |
| Total Equity                                   | <u>12,538,483</u>        | <u>11,874,760</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>          | <u><u>14,936,821</u></u> | <u><u>14,726,779</u></u> |

**Executive Education Academy Charter School**  
**Transactions by Account**  
As of July 31, 2026

| Date       | Num  | Name                                      | Memo                           | Credit     |
|------------|------|-------------------------------------------|--------------------------------|------------|
| 07/01/2026 | ACH  | TFS Leasing A Program of De Lage Landen   | Printing/Copying/Binding       | 6,977.98   |
| 07/02/2026 | 9521 | Kiersten Yeakel                           | Travel Reimbursement           | 979.86     |
| 07/02/2026 | ACH  | BCI Holdings Co - Claims Fund             | Health Insurance Claims        | 13,586.86  |
| 07/06/2026 | 9522 | Agentis Plumbing                          | Building Repair & Maintenance  | 2,251.00   |
| 07/06/2026 | 9523 | ASL Refrigeration                         | Building Repair & Maintenance  | 13,260.00  |
| 07/06/2026 | 9524 | Bethlehem Area School District            | Student Transportation         | 900.00     |
| 07/06/2026 | 9525 | Bollinger Electric, Inc.                  | Electrical Services            | 17,370.00  |
| 07/06/2026 | 9526 | C.M USA LLC                               | Advertising                    | 455.00     |
| 07/06/2026 | 9527 | Eastern Time, Inc.                        | Building Repair & Maintenance  | 400.00     |
| 07/06/2026 | 9528 | Endgame Marketing Solutions               | General Supplies               | 2,426.60   |
| 07/06/2026 | 9529 | Handle With Care Behavior Mgt System, Inc | Employee Training & Dev        | 2,000.00   |
| 07/06/2026 | 9530 | HMH Education                             | Curriculum                     | 2,460.01   |
| 07/06/2026 | 9531 | HopDial, LLC                              | Telecommunication Services     | 2,595.91   |
| 07/06/2026 | 9532 | Hudl                                      | Athletic Dues & Fees           | 20,000.00  |
| 07/06/2026 | 9533 | JL Mann Consulting                        | Advisory Fees                  | 7,500.00   |
| 07/06/2026 | 9534 | LVBCH                                     | Dues & Fees                    | 340.00     |
| 07/06/2026 | 9535 | NASSP                                     | Dues & Fees                    | 385.00     |
| 07/06/2026 | 9536 | PowerSchool Group LLC                     | Software Licensing Fees        | 20,430.75  |
| 07/06/2026 | 9537 | PSNI LLC                                  | General Supplies               | 3,360.50   |
| 07/06/2026 | 9538 | Rockland Bakery, Inc.                     | Meals & Refreshments           | 51.43      |
| 07/06/2026 | 9539 | Scenario Learning                         | Employee Training & Dev        | 4,848.48   |
| 07/06/2026 | 9540 | Sherwin Williams                          | Maintenance Supplies           | 245.55     |
| 07/06/2026 | 9541 | Student Transportation of America, Inc.   | Busing                         | 8,587.53   |
| 07/06/2026 | 9542 | The Kyle David Group, LLC                 | Advertising                    | 430.50     |
| 07/06/2026 | 9543 | W.B. Mason Co., Inc.                      | General Supplies               | 5,024.46   |
| 07/06/2026 | 9544 | Wiggins Shredding Inc                     | Dues & Fees                    | 235.20     |
| 07/06/2026 | 9545 | Zearn                                     | Ed Software & Related Lic Fees | 3,500.00   |
| 07/06/2026 | ACH  | EEACS Foundation c/o Zions                | Building Rent                  | 450,000.00 |
| 07/07/2026 | ACH  | Guardian                                  | Dental/Vision Insurance        | 24,160.54  |
| 07/08/2026 | TFR  | Payroll                                   | Payroll, PRT, PenServ          | 557,063.55 |
| 07/09/2026 | 9546 | Connective Intervention Services, LLC     | PT/OT Services                 | 50,733.60  |
| 07/09/2026 | 9547 | Gorman & Associates, P.C.                 | Audit Services                 | 8,000.00   |
| 07/09/2026 | 9548 | Humanitarian Social Innovations           | Advertising                    | 250.00     |
| 07/09/2026 | 9549 | PowerSchool Group LLC                     | Software Licensing Fees        | 9,150.63   |
| 07/09/2026 | 9550 | The PA Dept of Educ Bureau of Special Ed  | Professional Services          | 24,141.83  |
| 07/09/2026 | 9551 | Voyager Sopris Learning                   | Ed Software & Related Lic Fees | 10,685.75  |
| 07/09/2026 | 9552 | Lehigh Carbon Community College           | LVHN Scholarship               | 2,500.00   |
| 07/10/2026 | ACH  | Feeser's, Inc.                            | Meals & Refreshments           | 351.60     |
| 07/10/2026 | ACH  | BCI Holdings Co - Claims Fund             | Health Insurance Claims        | 23,154.90  |
| 07/10/2026 | ACH  | Capital Blue Cross                        | Health Insurance               | 12,955.06  |
| 07/15/2026 | ACH  | Ramsey EntreLeadership                    | Employee Training & Dev        | 19,000.00  |

**Executive Education Academy Charter School**  
**Transactions by Account**  
As of July 31, 2026

|            |      |                                     |                                |           |
|------------|------|-------------------------------------|--------------------------------|-----------|
| 07/15/2026 | ACH  | AT&T Mobility                       | Cell Phone                     | 173.36    |
| 07/16/2026 | 9553 | DeSales University                  | GPA Scholarship                | 2,500.00  |
| 07/16/2026 | 9554 | Fitzpatrick Lentz & Bubba, P.C.     | Legal Services                 | 2,124.50  |
| 07/16/2026 | 9555 | HDR, Inc.                           | Building Repair & Maintenance  | 4,001.75  |
| 07/16/2026 | 9556 | Lehigh Carbon Community College     | LVHN Scholarship               | 2,500.00  |
| 07/16/2026 | 9557 | Moravian University                 | LVHN Scholarship               | 2,500.00  |
| 07/16/2026 | 9558 | NCS Pearson, Inc.                   | Curriculum                     | 5.88      |
| 07/16/2026 | 9559 | Northampton Community College       | LVHN Scholarship               | 2,500.00  |
| 07/16/2026 | 9560 | Notable, Inc (Kami)                 | Ed Software & Related Lic Fees | 6,790.00  |
| 07/16/2026 | 9561 | Ohio Indemnity Company/UC Assure    | Unemployment Compensation      | 15,310.52 |
| 07/16/2026 | 9562 | Pure Data Consulting, Inc.          | Software Licensing Fees        | 1,944.00  |
| 07/16/2026 | 9563 | Schuylkill Medical Imaging          | Medical Insurance              | 165.00    |
| 07/16/2026 | 9564 | Service Electric Cable TV           | Telephone                      | 402.31    |
| 07/16/2026 | 9565 | Sherwin Williams                    | Maintenance Supplies           | 3,115.06  |
| 07/16/2026 | 9566 | Smart Futures                       | Ed Software & Related Lic Fees | 4,500.00  |
| 07/16/2026 | 9567 | West Chester University             | LVHN Scholarship               | 2,500.00  |
| 07/16/2026 | 9568 | DeSales University                  | LVHN Scholarship               | 2,500.00  |
| 07/16/2026 | 9569 | Northampton Community College       | LVHN Scholarship               | 2,500.00  |
| 07/16/2026 | 9570 | DeSales University                  | LVHN Scholarship               | 2,000.00  |
| 07/16/2026 | 9571 | Northampton Community College       | LVHN Scholarship               | 2,500.00  |
| 07/16/2026 | 9572 | Northampton Community College       | LVHN Scholarship               | 2,500.00  |
| 07/16/2026 | 9573 | Northampton Community College       | LVHN Scholarship               | 2,500.00  |
| 07/16/2026 | 9574 | Northampton Community College       | LVHN Scholarship               | 2,500.00  |
| 07/16/2026 | 9575 | J.C. Ehrlich Co., Inc.              | Pest Control                   | 194.23    |
| 07/16/2026 | 9576 | J.P Mascaro & Sons                  | Trash Removal                  | 1,018.88  |
| 07/17/2026 | ACH  | Wex Bank                            | Gas for Vans                   | 338.06    |
| 07/17/2026 | ACH  | Capital Blue Cross                  | Health Insurance               | 10,100.29 |
| 07/22/2026 | 9577 | Endgame Marketing Solutions         | General Supplies               | 1,496.00  |
| 07/22/2026 | 9578 | Lincoln Tech                        | LVHN Scholarship               | 2,500.00  |
| 07/22/2026 | 9579 | Medefy Health Inc.                  | Dues & Fees                    | 504.00    |
| 07/22/2026 | 9580 | Mercy University                    | GPA Scholarship                | 2,500.00  |
| 07/22/2026 | 9581 | Misericordia University             | LVHN Scholarship               | 2,500.00  |
| 07/22/2026 | 9582 | Penn State Lehigh Valley            | GPA Scholarship                | 2,000.00  |
| 07/22/2026 | 9583 | Penn State University               | LVHN Scholarship               | 2,500.00  |
| 07/22/2026 | 9584 | Perkiomen Valley Volleyball         | Athletic Dues & Fees           | 250.00    |
| 07/22/2026 | 9585 | QuaverEd, Inc.                      | Curriculum                     | 1,500.00  |
| 07/22/2026 | 9586 | Temple University                   | GPA Scholarship                | 2,500.00  |
| 07/22/2026 | 9587 | University of Mt. St. Vincent       | LVHN Scholarship               | 2,500.00  |
| 07/22/2026 | 9588 | Penn State Lehigh Valley            | LVHN Scholarship               | 2,500.00  |
| 07/22/2026 | 9589 | Penn State University               | GPA Scholarship                | 2,000.00  |
| 07/22/2026 | 9590 | Carbon Lehigh Intermediate Unit #21 | Transportation Services        | 8,174.00  |
| 07/22/2026 | 9591 | Colonial Intermediate Unit 20       | Employee Training & Dev        | 100.00    |

**Executive Education Academy Charter School**  
**Transactions by Account**  
As of July 31, 2026

|            |      |                               |                                |                     |
|------------|------|-------------------------------|--------------------------------|---------------------|
| 07/22/2026 | 9592 | Penn State Lehigh Valley      | GPA Scholarship                | 2,000.00            |
| 07/22/2026 | 9593 | Renaissance Learning          | Ed Software & Related Lic Fees | 20,587.50           |
| 07/22/2026 | 9594 | Agentis Plumbing              | Building Repair & Maintenance  | 1,693.00            |
| 07/22/2026 | 9595 | Blick Art Materials           | Curriculum                     | 7,266.22            |
| 07/22/2026 | 9596 | Bollinger Electric, Inc.      | Electrical Services            | 40,571.00           |
| 07/22/2026 | 9597 | Iconic Interiors LLC.         | Building Repair & Maintenance  | 25,500.00           |
| 07/22/2026 | 9598 | J.P Mascaro & Sons            | Trash Removal                  | 1,077.15            |
| 07/22/2026 | 9599 | Keystone Collections Group    | Garnishment                    | 71.00               |
| 07/22/2026 | 9600 | PenTeleData                   | Telecommunication Services     | 183.30              |
| 07/22/2026 | 9601 | Philip J. Stofanak, Inc.      | Building Repair & Maintenance  | 18,180.00           |
| 07/22/2026 | 9602 | Read Naturally                | Ed Software & Related Lic Fees | 640.00              |
| 07/22/2026 | 9603 | Sherwin Williams              | Maintenance Supplies           | 66,650.43           |
| 07/22/2026 | 9604 | Smith Health Inc.             | Health Insurance               | 50,621.27           |
| 07/22/2026 | TFR  | Payroll                       | Payroll, PRT, PenServ          | 593,509.70          |
| 07/22/2026 | 9605 | Penn State Lehigh Valley      | LVHN Scholarship               | 2,500.00            |
| 07/22/2026 | 9606 | United States Treasury        | Dues & Fees                    | 886.48              |
| 07/24/2026 | ACH  | Capital Blue Cross            | Health Insurance               | 24,684.25           |
| 07/29/2026 | 9607 | Bryan Weller                  | Maintenance Reimbursement      | 53.73               |
| 07/29/2026 | 9608 | Northampton Community College | LVHN Scholarship               | 2,500.00            |
| 07/29/2026 | 9609 | William Aviles                | Coach Stipend                  | 599.00              |
| 07/29/2026 | ACH  | Cardmember Service            | General Supplies               | 2,678.03            |
| 07/30/2026 | 9610 | Madtees                       | Athletic Supplies              | 332.00              |
| 07/31/2026 | ACH  | Capital Blue Cross            | Health Insurance               | 20,293.62           |
| 07/31/2026 | ACH  | Positive Pay Service Fee      | Dues & Fees                    | 50.00               |
|            |      |                               |                                | <u>2,329,085.60</u> |

Executive Education Academy Charter School  
Profit & Loss Budget vs. Actual  
July 2026 - July 2026

|                                    | Working Budget | Allocated       | Actual          | Variance        |
|------------------------------------|----------------|-----------------|-----------------|-----------------|
|                                    | 26-27          | Jul 26 - Jul 26 | Jul 26 - Jul 26 | Jul 26 - Jul 26 |
| <b>Summary by Function</b>         |                |                 |                 |                 |
| <b>Revenues</b>                    |                |                 |                 |                 |
| School District Subsidy            | 30,082,623.00  | 2,506,885.25    | 2,501,705.00    | (5,180.25)      |
| Other Local                        | 385,000.00     | 32,083.33       | 13,506.67       | (18,576.66)     |
| State                              | 230,000.00     | 19,166.67       | 0.00            | (19,166.67)     |
| Federal                            | 946,845.00     | 78,903.75       | 0.00            | (78,903.75)     |
| Total Revenue                      | 31,644,468.00  | 2,637,039.00    | 2,515,211.67    | (121,827.33)    |
| <b>Expenditures</b>                |                |                 |                 |                 |
| <b>Instruction</b>                 |                |                 |                 |                 |
| Regular Education                  | 15,249,272.00  | 1,270,772.67    | 401,636.96      | (869,135.71)    |
| Special Programs                   | 1,943,827.00   | 161,985.58      | 5,653.96        | (156,331.62)    |
| <b>Support Services</b>            |                |                 |                 |                 |
| Students                           | 205,000.00     | 17,083.33       | 42,296.12       | 25,212.79       |
| Instructional                      | 920,000.00     | 76,666.67       | 64,072.60       | (12,594.07)     |
| Administration                     | 2,750,000.00   | 229,166.67      | 238,724.57      | 9,557.90        |
| Pupil Health                       | 365,000.00     | 30,416.67       | 2,943.17        | (27,473.50)     |
| Business                           | 871,000.00     | 72,583.33       | 48,545.63       | (24,037.70)     |
| Operation & Maint of Plant Serv    | 1,785,000.00   | 148,750.00      | 177,688.23      | 28,938.23       |
| Support Services & Infor Tech      | 488,369.00     | 40,697.42       | 23,078.94       | (17,618.48)     |
| <b>Noninstructional Services</b>   |                |                 |                 |                 |
| Student Activities                 | 720,000.00     | 60,000.00       | 52,366.94       | (7,633.06)      |
| Community Services                 | 203,000.00     | 16,916.67       | 11,003.28       | (5,913.39)      |
| Other Expenses & Finance Uses      | 6,144,000.00   | 512,000.00      | 461,977.98      | (50,022.02)     |
| Total Expenditures                 | 31,644,468.00  | 2,637,039.00    | 1,529,988.38    | 1,107,050.62    |
| Revenues Over (Under) Expenditures | 0.00           | 0.00            | 985,223.29      | 985,223.29      |



# EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Boulevard | Allentown, PA 18109  
610-841-7044 | fax 610-841-7187 | [www.ee-schools.org](http://www.ee-schools.org)

## Resolution – Re-Election of Tyrone Reed as Board Secretary

**RESOLVED** that the Board of Trustees of Executive Education Academy Charter School in accordance with the ByLaws finds it necessary that Tyrone Reed be re-elected as Board Secretary.

EEACS SCHOOL BOARD MEETING HELD ON August 27, 2026.

☒ Resolution was approved.

☐ Resolution was approved with the following changes:

---

---

---

---

☐ Resolution was denied and/or tabled until the next meeting.

Confirmed by:

A handwritten signature in black ink, appearing to read "Betsy Swope", is written over a horizontal line.

Dr. Betsy Swope  
EEACS Board Vice President


**CFRS**

Fiscal Year:

Type:

Preliminary

Version: Original

LEA Completion Status:

PDE Review Status:

LEA Name: Executive Education Academy CS

AUN: 121398065

**PDE 418**

Year: 2025-2026



No Data Found

**Add/Edit PDE 418**

|                                                                                                                                                             |                                                                                                                                             |            |                          |                                                               |                           |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------|---------------------------------------------------------------|---------------------------|------------|
| CHARTER SCHOOL NAME:                                                                                                                                        | Executive Education Academy CS                                                                                                              |            | AUN:                     | 121398065                                                     | COUNTY:                   | Lehigh     |
| YEAR:*                                                                                                                                                      | 2025-2026                                                                                                                                   |            |                          |                                                               |                           |            |
| CONTACT PERSON:*                                                                                                                                            | Dr.                                                                                                                                         | Selma      | MIDDLE INITIAL:          |                                                               | LAST NAME:                | Abi-Daher  |
|                                                                                                                                                             |                                                                                                                                             |            |                          |                                                               |                           | --Select-- |
| CONTACT TITLE:*                                                                                                                                             | Chief Financial Officer                                                                                                                     |            | TELEPHONE NO.:*          | 610-841-7044                                                  | 2001                      |            |
| CONTACT EMAIL ADDRESS:*                                                                                                                                     | sabidaher@ee-schools.org                                                                                                                    |            | CEO EMAIL ADDRESS:       | blysek@ee-schools.org                                         |                           |            |
| ADDRESS OF LEASED BUILDING:*                                                                                                                                | 555 Union Blvd                                                                                                                              |            |                          |                                                               |                           |            |
| ADDRESS CONTINUED:                                                                                                                                          | Allentown, PA 18109                                                                                                                         |            |                          |                                                               |                           |            |
| GRADES HOUSED IN LEASED BUILDING:*                                                                                                                          | Kindergarten, 01, 02, 03...                                                                                                                 |            | IS THIS A CYBER SCHOOL?* | <input type="radio"/> Yes <input checked="" type="radio"/> No |                           |            |
| IS ANY PORTION OF THE LEASED BUILDING A RELOCATABLE STRUCTURE/TRAILER/MODULARIZED STRUCTURE?*                                                               | <input type="radio"/> Yes <input checked="" type="radio"/> No                                                                               |            |                          |                                                               |                           |            |
| Occupancy Date                                                                                                                                              | 09/01/2014                                                                                                                                  |            |                          |                                                               |                           |            |
| NAME OF LESSOR:*                                                                                                                                            | Executive Education Academy Charter School Foundation                                                                                       |            |                          |                                                               |                           |            |
| TERM OF LESSOR:*                                                                                                                                            | Start Date:*                                                                                                                                | 07/01/2025 | End Date:*               | 06/30/2026                                                    |                           |            |
| HOW ARE PAYMENTS MADE TO LESSOR?*                                                                                                                           | <input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Semi-Annually <input type="radio"/> Annually |            |                          |                                                               |                           |            |
| <b>Reimbursable Annual Lease Costs</b><br>FY 2025-2026<br>JULY-JUNE      4,796,374.98                                                                       |                                                                                                                                             |            |                          |                                                               |                           |            |
| <b>Total Annual Lease Costs</b>                                                                                                                             |                                                                                                                                             |            |                          |                                                               |                           |            |
|                                                                                                                                                             |                                                                                                                                             |            | FY 2025-2026<br>ACTUAL   |                                                               | FY 2026-2027<br>ESTIMATED |            |
| A. GROSS ANNUAL LEASE COSTS (Must Equal Total Payments Reported Above)                                                                                      |                                                                                                                                             |            | 4,796,374.98             |                                                               | 5,400,000.00              |            |
| B. LESS NON-REIMBURSABLE COSTS included in Gross Annual Lease Costs<br>(Operating and Maintenance Costs including Utilities, Janitorial/Custodial Services) |                                                                                                                                             |            | 0.00                     |                                                               | 0.00                      |            |
| C. NET ANNUAL LEASE COSTS (Line A. minus Line B.)                                                                                                           |                                                                                                                                             |            | 4,796,374.98             |                                                               | 5,400,000.00              |            |

Board Certification

The Board certifies that, to the best of its knowledge and belief, the information in this application is true and correct.

BOARD ACTION DATE:\*

VOTING: \*

AYE

NAY

ABSTENTIONS

ABSENT

Mr.

Tyrone

Reed

--Select--

Date

Name of Secretary

555 Union Blvd, Allentown, PA 18109

Charter School's Mailing Address

Charter School's Mailing Address

loading...

Enter New Note:

Save

Submit

View PDF

Cancel



# EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Boulevard | Allentown, PA 18109  
610-841-7044 | fax 610-841-7187 | [www.ee-schools.org](http://www.ee-schools.org)

## Resolution – Approve 2025-2026 School Lease Reimbursement

**RESOLVED** that the Board of Trustees of Executive Education Academy Charter School hereby recognizes its responsibility to pursue all available funding reimbursements.

**THEREFORE**, the Board of Trustees of Executive Education Academy Charter School hereby approves the preparation and submission of an application for reimbursement of a charter school lease for 2025-2026.

EEACS SCHOOL BOARD MEETING HELD ON August 27, 2026.

☒ Resolution was approved.

☐ Resolution was approved with the following changes:

---

---

---

---

☐ Resolution was denied and/or tabled until the next meeting.

Confirmed by:

A handwritten signature in black ink, appearing to read "Barry Dobil", written over a horizontal line.

Barry Dobil  
EEACS Board President



**Policy Number** 2016-2  
**Title** Student Records  
**Version** v1 · 8/24/2026

# Student Records

## Authority

The Board of Trustees (Board) recognizes Executive Education Academy Charter School's responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records. [\[1\]](#) [\[2\]](#) [\[3\]](#) [\[4\]](#) [\[5\]](#) [\[6\]](#) [\[7\]](#) [\[8\]](#) [\[9\]](#) [\[10\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#) [\[14\]](#) [\[15\]](#) [\[16\]](#) [\[17\]](#) [\[18\]](#)

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by Executive Education Academy Charter School and revised as required by changes in federal or state laws and regulations.

Copies of the student records plan shall be submitted to the Pennsylvania Department of Education, upon request.

The Board also recognizes that the chartering school district(s) and Pennsylvania Department of Education [\[12\]](#) [\[20\]](#)

shall have ongoing reasonable access to the records and facilities of the Charter School to ensure Executive Education Academy Charter School is in compliance with its written Charter, Charter School application and applicable laws and regulations. This may include access to student education records and information; however, all access shall comply with the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations when dealing with student education records and personally identifiable information. [\[5\]](#) [\[19\]](#)

## Definitions

**Attendance** - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program. [\[21\]](#)

**Directory information** - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.[\[1\]](#)[\[21\]](#)

**Directory information** does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

**Disclosure** - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.[\[21\]](#)

**Education records** - records that are directly related to a student, maintained by the Charter School or by a party acting for the Charter School.[\[1\]](#)[\[21\]](#)

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by the Charter School after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

**Eligible student** - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the Charter School shall make the education records accessible to the parent of said student.[\[21\]](#) [\[22\]](#)

**Parent** - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The Charter School shall give full rights to either parent unless the Charter School has been provided with evidence that there is a state law, court order, or a legally binding

document governing such matters as divorce, separation, or custody that specifically revokes these rights.[\[21\]](#)[\[23\]](#)

**Personally identifiable information** - includes, but is not limited to:[\[21\]](#)

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the Charter School reasonably believes knows the identity of the student to whom the education record relates.

**Student** - includes any individual who is or has been in attendance at the Charter School and regarding whom the Charter School maintains education records.[\[21\]](#)

### **Delegation of Responsibility**

The Chief Administrator or designee shall be responsible for developing, implementing, and monitoring the student records plan.

All Executive Education Academy Charter School personnel having access to student education records shall receive training in the requirements of Board policy, the student records plan, and applicable federal and state laws and regulations as directed by the Chief Administrator.

### **Guidelines**

Executive Education Academy Charter School's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment. [\[18\]](#) [\[24\]](#)

3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The Charter School may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The Charter School shall not charge a fee to search for or to retrieve information in response to a parental request. [\[25\]](#), [\[26\]](#), [\[27\]](#).
4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. [\[28\]](#).
5. Procedures for requesting and conducting hearings to challenge the content of the student's education records. [\[29\]](#) [\[30\]](#)
6. Enumerating and defining the types, locations and persons responsible for education records maintained by the Charter School.
7. Determining the types of personally identifiable information designated as directory information. [\[21\]](#) [\[31\]](#)
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records. [\[5\]](#) [\[32\]](#)
9. Reasonable methods to ensure that Charter School officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a Charter School official and what constitutes a legitimate educational interest. [\[24\]](#), [\[33\]](#).
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records. [\[34\]](#).
11. Ensuring appropriate review, retention, disposal and protection of student records. [\[5\]](#) [\[17\]](#)
12. Transferring and receiving education records and appropriate disciplinary records to and from other school entities. [\[5\]](#), [\[7\]](#), [\[13\]](#) [\[18\]](#)

### Student Recruitment

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy. [\[35\]](#)

### Termination or Nonrenewal of Charter

In the event Executive Education Academy Charter School's charter is revoked, nonrenewed or expired, all student records maintained by the Charter School shall be forwarded to the student's school district of residence. [\[36\]](#), [\[37\]](#).

Missing Child Registration

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to Charter School officials by a law enforcement agency. Such notation shall be removed when the Charter School is notified by the appropriate law enforcement agency that a missing child has been recovered.[\[38\]](#)

In the event Executive Education Academy Charter School receives a request for information from the school records of a missing child, the Charter School shall:[\[39\]](#)

1. Attempt to obtain information on the identity of the requester.
2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

NOTE: Family Policy Compliance Office

U.S. Dept. of Education  
400 Maryland Avenue SW  
Washington D.C. 20202-5920

**Footnotes**

[1] 20 U.S.C. 1232g

uscode.house.gov

uscode.house.gov

Legal Reference

View source 

[2] 22 PA Code 12.31

pacodeandbulletin.gov

pacodeandbulletin.gov

Legal Reference

View source 

[3] 22 PA Code 12.32

pacodeandbulletin.gov

pacodeandbulletin.gov

Legal Reference

View source 

[4] 22 PA Code 4.52

pacodeandbulletin.gov

pacodeandbulletin.gov

Legal Reference

View source 

[5] **22 PA Code 711.8**  
pacodeandbulletin.gov  
pacodeandbulletin.gov  
Legal Reference [View source](#)

[6] **24 P.S. 1304-A**  
palegis.us  
palegis.us  
Legal Reference [View source](#)

[7] **24 P.S. 1305-A**  
palegis.us  
palegis.us  
Legal Reference [View source](#)

[8] **24 P.S. 1306-A**  
palegis.us  
palegis.us  
Legal Reference [View source](#)

[9] **24 P.S. 1307-A**  
palegis.us  
palegis.us  
Legal Reference [View source](#)

[10] **24 P.S. 1402**  
palegis.us  
palegis.us  
Legal Reference [View source](#)

[11] **24 P.S. 1409**  
palegis.us  
palegis.us  
Legal Reference [View source](#)

[12] **24 P.S. 1743-A**  
palegis.us  
palegis.us  
Legal Reference [View source](#)

[13] **24 P.S. 1744-A**  
palegis.us  
palegis.us  
Legal Reference [View source](#)

[14] **34 CFR Part 300**  
ecfr.gov  
ecfr.gov  
Legal Reference [View source](#)

[15] **34 CFR Part 99**  
ecfr.gov  
ecfr.gov  
Legal Reference

[View source](#) 

[16] **42 Pa. C.S.A. 6341**  
palegis.us  
palegis.us  
Legal Reference

[View source](#) 

[17] **Pol. 1013.4**  
Policy Reference

[Open policy](#) 

[18] **Pol. 2000**  
Policy Reference

[Open policy](#) 

[19] **24 P.S. 1728-A**  
palegis.us  
palegis.us  
Legal Reference

[View source](#) 

[20] **24 P.S. 1742-A**  
palegis.us  
palegis.us  
Legal Reference

[View source](#) 

[21] **34 CFR 99.3**  
ecfr.gov  
ecfr.gov  
Legal Reference

[View source](#) 

[22] **34 CFR 99.5**  
ecfr.gov  
ecfr.gov  
Legal Reference

[View source](#) 

[23] **34 CFR 99.4**  
ecfr.gov  
ecfr.gov  
Legal Reference

[View source](#) 

[24] **34 CFR 99.7**  
ecfr.gov  
ecfr.gov  
Legal Reference

[View source](#) 

[25] **34 CFR 99.10**  
ecfr.gov  
ecfr.gov  
Legal Reference

[View source](#) 

[26] **34 CFR 99.11**  
ecfr.gov  
ecfr.gov  
Legal Reference  
[View source](#) 

[27] **34 CFR 99.12**  
ecfr.gov  
ecfr.gov  
Legal Reference  
[View source](#) 

[28] **34 CFR 99.20**  
ecfr.gov  
ecfr.gov  
Legal Reference  
[View source](#) 

[29] **34 CFR 99.21**  
ecfr.gov  
ecfr.gov  
Legal Reference  
[View source](#) 

[30] **34 CFR 99.22**  
ecfr.gov  
ecfr.gov  
Legal Reference  
[View source](#) 

[31] **34 CFR 99.37**  
ecfr.gov  
ecfr.gov  
Legal Reference  
[View source](#) 

[32] **34 CFR 99.30-99.39**  
ecfr.gov  
ecfr.gov  
Legal Reference  
[View source](#) 

[33] **34 CFR 99.31**  
ecfr.gov  
ecfr.gov  
Legal Reference  
[View source](#) 

[34] **34 CFR 99.32**  
ecfr.gov  
ecfr.gov  
Legal Reference  
[View source](#) 

[35] **Pol. 2050**  
Policy Reference  
[Open policy](#) 

[36] **24 P.S. 1729-A**  
palegis.us  
palegis.us  
Legal Reference  
[View source](#) 

[37] **24 P.S. 1741-A**

palegis.us

[View source](#) 

palegis.us

Legal Reference

[38] **35 P.S. 450.403-A**

palegis.us

[View source](#) 

palegis.us

Legal Reference

[39] **35 P.S. 450.404-A**

palegis.us

[View source](#) 

palegis.us

Legal Reference



# EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Boulevard | Allentown, PA 18109

610-841-7044 | fax 610-841-7187 | [www.ee-schools.org](http://www.ee-schools.org)

## Resolution – Approve the Student Records Policy for the 2026-2027 School Year

**RESOLVED**, that the Board of Trustees of Executive Education Academy Charter School do hereby approve the Student Record Policy for the 2026-2027 school year.

**THEREFORE**, the board of Trustees of Executive Education Academy Charter School hereby adopts the Student Record Policy in accordance with the ByLaws as required by Pennsylvania legislation.

EEACS SCHOOL BOARD MEETING HELD ON August 27, 2026.

☒ Resolution was approved.

☐ Resolution was approved with the following changes:

---

---

---

---

☐ Resolution was denied and/or tabled until the next meeting.

Confirmed by:

A handwritten signature in black ink, appearing to read 'Barry Dobil', is written over a horizontal line.

Barry Dobil  
EEACS Board President



**Policy Number** 2049  
**Title** Bullying/Cyberbullying  
**Version** v1 · 8/24/2026 · DRAFT

# Bullying/Cyberbullying

## Purpose

The purpose of this policy is to maintain a safe, positive environment for students that is free from bullying.

## Definitions

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting

that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

## Authority

The Board of Trustees (Board) prohibits all forms of bullying by Charter School students.[\[1\]](#)

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal, building administrator or designee.

Students are encouraged to use the Charter School's report form, available from the building principal or building administrator, or to put the complaint in writing; however, **oral** complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that **oral** and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, Charter School employees, Charter School facilities, the community or others, Charter School staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.<sup>[2]</sup><sup>[3]</sup>

### **Discrimination/Harassment**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination **or harassment** shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination **or harassment** are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination **or harassment** as well as the incidents of alleged bullying. <sup>[4]</sup> <sup>[5]</sup>

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, Board policy and the Charter School's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Chief **Administrator** or designee shall develop administrative procedures to implement this policy.

The Chief **Administrator** or designee shall ensure that this policy and administrative procedures are reviewed annually with students.<sup>[1]</sup>

The Chief **Administrator** or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.<sup>[1]</sup>

The Chief **Administrator** shall annually provide the following information with the **school safety and security incident report**:<sup>[1]</sup> <sup>[6]</sup>

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.<sup>[1]</sup><sup>[7]</sup><sup>[8]</sup>

This policy shall be accessible in every Charter School classroom. The policy shall be posted in a prominent location within each Charter School building and on the Charter School website.<sup>[1]</sup>

## Education

The Charter School

may

develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide Charter School staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.<sup>[1]</sup> <sup>[9]</sup> <sup>[10]</sup> <sup>[11]</sup>

## Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:<sup>[1]</sup> <sup>[8]</sup> <sup>[12]</sup>

1. Counseling within the Charter School.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom or program.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of the Charter School.
10. Referral to law enforcement officials.

**Revised 7/24 © PSBA 2024, charter school series made available by permission exclusively through Bent Creek Services**

---

## Footnotes

[1] 24 P.S. 1303.1-A  
palegis.us  
palegis.us  
Legal Reference [View source](#) 

[2] 24 P.S. 1302-E  
palegis.us  
palegis.us  
Legal Reference [View source](#) 

[3] Pol. 2036.1  
Policy Reference [Open policy](#) 

[4] Pol. 1003  
Policy Reference [Open policy](#) 

[5] Pol. 1003.1  
Policy Reference [Open policy](#) 

[6] Pol. 6005.1  
Policy Reference [Open policy](#) 

[7]

22 PA Code 12.3

pacodeandbulletin.gov

pacodeandbulletin.gov

Legal Reference

View source

[8]

Pol. 2018

Policy Reference

*Multiple matching policies were found. Review required.*

[9]

20 U.S.C. 7118

uscode.house.gov

uscode.house.gov

Legal Reference

View source

[10]

24 P.S. 1302-A

palegis.us

palegis.us

Legal Reference

View source

[11]

Pol. 2036

Policy Reference

Open policy

[12]

Pol. 2033

Policy Reference

Open policy



# EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

555 Union Boulevard | Allentown, PA 18109  
610-841-7044 | fax 610-841-7187 | www.ee-schools.org

## Resolution – Approve the Renewal of the Bullying/Cyberbullying Policy for the 2026-2027 School Year

**RESOLVED**, that the Board of Trustees of Executive Education Academy Charter School do hereby approve the renewal of the Bullying/Cyberbullying Policy for the 2026-2027 school year.

**THEREFORE**, the board of Trustees of Executive Education Academy Charter School hereby adopts the Bullying/Cyberbullying Policy in accordance with the ByLaws as required by Pennsylvania legislation.

EEACS SCHOOL BOARD MEETING HELD ON August 27, 2026.

☒ Resolution was approved.

☐ Resolution was approved with the following changes:

---

---

---

---

☐ Resolution was denied and/or tabled until the next meeting.

Confirmed by:

A handwritten signature in black ink, appearing to read "Barry Dobil", written over a horizontal line.

Barry Dobil  
EEACS Board President