

Board Meeting

Thursday, September 24, 2026 6:00 PM

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

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

2. **Approval of September 24, 2026 Board Meeting
Agenda**

3. **Approval of August 27, 2026 Board Meeting
Minutes**

4. **Reports:**

4.A. CEO's Report — Robert Lysek, CEO

4.B. Financial Report for August 2026 — Dr. Selma
Chehoury Abi-Daher, CFO

4.C. Chief Operations Officer — Michael Ricciutti,
COO

4.D. Chief Academic Officer — Kiersten Yeakel, CAO

4.E. Elementary School Report (K-4) — Nicholas Diaz,
Principal

4.F. Middle School Report (5-8) — Tamara Klas,
Principal

4.G. High School Report (9-12) — Matthew Wiltrout,
Principal

4.H. Student Representative — N/A

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

6. **New Business:**

6.A. No New Business

7. **Discussion and Announcements**

8. **Courtesy of the Floor**

9. **Adjournment**



Board Room
555 Union Blvd.
Allentown, PA 18109
Thursday, September 24, 2026 6:00 PM

Executive Education Academy Charter School Board Meeting Agenda

1. Call to order: 6:00pm
2. Approval of September 24, 2026 Board Meeting Agenda
3. Approval of August 27, 2026 Board Meeting Minutes
4. Reports:
 - 4.A. CEO's Report — Robert Lysek, CEO
 - 4.B. Financial Report for August 2026 — Dr. Selma Chehouri Abi-Daher, CFO
 - 4.C. Chief Operations Officer — Michael Ricciutti, COO
 - 4.D. Chief Academic Officer — Kiersten Yeakel, CAO
 - 4.E. Elementary School Report (K-4) — Nicholas Diaz, Principal
 - 4.F. Middle School Report (5-8) — Tamara Klas, Principal
 - 4.G. High School Report (9-12) — Matthew Wilttrout, Principal
 - 4.H. Student Representative — N/A
5. Public Comment Submitted on Agenda Items
6. New Business:
 - 6.A. No New Business
7. Discussion and Announcements
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

August 27, 2026

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:00 pm on August 27, 2026, at Executive Education Academy Charter School (EEACS) located at 555 Union Boulevard, Allentown, Lehigh County, Pennsylvania.

Trustees Attending:

Barry Dobil – present
Tyrone Reed – present
Dr. Betsy Swope – present
Tracy Becker – present
Ed Duborg – present
Jose Torres – present

Invited Attendees:

Robert Lysek, CEO – not present
Dr. Selma Abi-Daher, CFO – present
Michael Ricciutti – COO – present
Kiersten Yeakel – CAO – present
Nicholas Diaz – Principal – present
Tamara Klas – Principal – present
Matthew Wilttrout – Principal – present
Hailee Troxell – present
Callie Charlesworth - Counsel – present
Student Representative – n/a

Visitors:

N/A

ITEM ONE - CALL TO ORDER

Board President Barry Dobil called the meeting to order at 6:00 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. Mr. Dobil reported that prior to the meeting, an Executive Session was held for discussion of legal matters with no votes having been taken. The meeting was opened with the Pledge of Allegiance followed by a roll call from the Board of Trustee Members.

ITEM TWO - APPROVAL OF AUGUST 27, 2026 AGENDA ITEMS

The Board was provided with a copy of the Agenda on Friday, August 21, 2026. Mr. Dobil asked for a motion to accept the Agenda as written. Mr. Reed motioned to approve the Agenda as written, and Mr. Dobil seconded. The Agenda was approved unanimously.

ITEM THREE - APPROVAL OF JUNE 25, 2026 BOARD MEETING MINUTES

The Board was provided with a draft of the Minutes for the June 25, 2026, board meeting on Friday, August 21, 2026. Mr. Dobil asked for a motion to approve the Minutes as written. Mrs. Becker motioned to approve the Minutes, and Mr. Torres seconded. The Minutes were approved unanimously.



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BOARD OF TRUSTEES MEETING

ITEM FOUR – PRESENTATIONS/DISCUSSIONS

- a. **CEO's Report** was presented by Micheal Ricciutti, COO, on behalf of Robert Lysek, CEO.
- b. **Financial Report** was presented by Dr. Selma Abi-Daher, CFO, who supplied the Board with the July financial report on Friday, August 21, 2026. There were no additions or corrections to the report, and it was submitted to record. The financial report will be placed on file for audit.
- c. **Chief Operations Officer Report** was presented by Micheal Ricciutti, COO, who discussed staff and student ratios and transportation status.
- d. **Chief Academic Officer Report** was presented by Kiersten Yeakel, CAO. Mrs. Yeakel stated two district-wide K-12 roles have been restructured; one will focus on curriculum, and the other will focus on assessments. Our schoolwide Title I Plan and Annual Report were submitted this month. Our first Title I event was our Back-to-School Night last Thursday, which brought in over 1,000 families in which they received school supplies and resources from the community.
- e. **Elementary School Report (K-4)** was presented by Nicholas Diaz, Elementary School Principal. Mr. Diaz stated that the elementary team successfully opened the new school year after a summer of staff training. Families connected with teachers at Back-to-School Night. Grades 1–4 returned on Monday. Kindergarteners phased in during the week. Student benchmark testing began today.
- f. **Middle School Report (5-8)** was presented by Tamara Klas, Middle School Principal. Mrs. Klas discussed Back-to-School Night and the new curriculum. ELA benchmarks began today, and Math benchmarks will begin tomorrow.
- g. **High School Report (9-12)** was presented by Matt Willtrout, High School Principal. Mr. Willtrout stated the high school has kicked off a successful school year with 531 students and strong community engagement, including 150 families attending Back-to-School Night. Seven new staff members integrated smoothly after completing orientation on the school model. STAR testing began today to help the Lead Specialist build targeted student interventions. Academically, the school is offering 13 advanced tracks this year, consisting of seven AP courses and six dual enrollment courses with Lehigh Carbon Community College (LCCC). Student board elections are scheduled for the end of September to round out an exciting start to the year.
- h. **Student Representative Report** was not presented.

ITEM FIVE – PUBLIC COMMENT ON AGENDA RELATED ITEMS

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



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BOARD OF TRUSTEES MEETING

ITEM SIX – NEW BUSINESS

- a) Mr. Dobil asked for a motion to approve the following resolutions:
 - a. Re-Election of Tyrone Reed as Board Secretary
 - i. Approved unanimously. This motion, made by Ed Duborg and seconded by Tyrone Reed.
 - b. 2025-2026 School Lease Reimbursement
 - i. Approved unanimously. This motion, made by Tracy Becker and seconded by Dr. Betsy Swope.
 - c. 2016-2 Student Records Policy
 - i. Approved unanimously. This motion, made by Ed Duborg and seconded by Tyrone Reed.
 - d. 2049 Bullying/Cyberbullying Policy Revision
 - i. Approved unanimously. This motion, made by Tyrone Reed and seconded by Tracy Becker.

ITEM SEVEN - DISCUSSION AND ANNOUNCEMENTS FROM THE BOARD OF TRUSTEES

Mr. Dobil opened the floor to the Board for discussion and/or announcements. He gave praise towards the school and the staff. He welcomed everyone back and wished for a good school year.

ITEM EIGHT – PUBLIC COMMENT ON NON-AGENDA RELATED ITEMS

Mr. Dobil opened the floor to the submission of public comments, but none were submitted.

ITEM NINE - ADJOURNMENT

With the completion of all Agenda items, Mr. Dobil asked for a motion to adjourn the meeting. Dr. Betsy Swope motioned and Mr. Dobil seconded. The meeting was adjourned at 6:20 p.m. The next Board Meeting will be held on Thursday, September 24, 2026, at 6:00 pm.



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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.

September 17, 2026

Executive Education Academy Charter School Estimated Financial Summary for August 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 August 31, 2026 approximately 5.22MM
- All assets and liabilities have been booked.

Treasury Operations –

Disbursements for the month of August 2026 total approximately 2.62MM and the items over 24,500 are listed below:

08/03/26	ACH	EEACS Foundation c/o Zions	Building Rent	450,000.00
08/03/26	9630	NCS Pearson, Inc.	Curriculum	42,296.12
08/03/26	9634	The Hanover Insurance Group	Liability Insurance	38,162.18
08/05/26	TFR	Payroll	Payroll, PRT, PenServ	595,943.89
08/06/26	9643	HMH Education	Curriculum	55,085.06
08/06/26	9651	Wilson Language Training Corp.	Curriculum	32,090.00
08/06/26	9656	Service One Enterprises, LLC	Custodial Services	29,591.55
08/07/26	ACH	Guardian	Dental/Vision Insurance	26,269.43
08/07/26	ACH	Capital Blue Cross	Medical Insurance	27,886.46
08/13/26	9667	Service One Enterprises, LLC	Technology Supplies	34,076.52
08/14/26	ACH	Capital Blue Cross	Medical Insurance	62,027.12
08/19/26	TFR	Payroll	Payroll, PRT, PenServ	576,383.53
08/19/26	9686	Service One Enterprises, LLC	Technology Supplies	26,149.60
08/21/26	ACH	Capital Blue Cross	Medical Insurance	83,039.48
08/27/26	9702	Smith Health Inc.	Health Insurance	72,619.00
08/28/26	ACH	Capital Blue Cross	Medical Insurance	32,484.74

All numbers are subject to final audit.

Executive Education Academy Charter School

Balance Sheet

2025-2026

ASSETS	August	July
Current Assets		
Checking/Savings		
Cash	5,222,138	4,368,956
ArbiterPay Account	5,861	5,861
Accounts Receivable	5,296,980	5,954,641
State Subsidy Receivable	4,218	2,228
Due From Commonwealth - Lease	8,079	8,079
Federal Subsidy Receivable	136,908	302,606
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>14,475,887</u>	<u>14,444,075</u>
Investment in Pareto	79,161	79,161
Fixed Assets	<u>303,899</u>	<u>413,585</u>
Total Fixed Assets	<u>383,060</u>	<u>492,746</u>
TOTAL ASSETS	<u><u>14,858,947</u></u>	<u><u>14,936,821</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	1,528,170	1,589,727
Salaries Payable	-	717,799
Benefits Payable	-	90,812
Total Current Liabilities	<u>1,528,170</u>	<u>2,398,338</u>
Total Liabilities	1,528,170	2,398,338
Equity		
Nonspendable Fund Balance - General Fund	695,304	695,304
Unassigned Fund Balance - General Fund	9,874,124	10,257,013
Invested in Capital Assets - Food Service Fund	138,730	138,730
Unrestricted Net Assets - Food Service Fund	520,799	520,799
Net Income - General Fund	2,148,903	985,223
Net Income - Food Service Fund	(47,081)	(58,586)
Total Equity	<u>13,330,778</u>	<u>12,538,483</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,858,947</u></u>	<u><u>14,936,821</u></u>

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

Date	Num	Name	Memo	Credit
08/03/2026	ACH	EEACS Foundation c/o Zions	Building Rent	450,000.00
08/03/2026	9611	Agentis Plumbing	Building Repair & Maintenance	1,396.00
08/03/2026	9612	Axiom Learning, Inc.	Ed Software & Related Lic Fees	2,719.00
08/03/2026	9613	Big Brothers Big Sisters of the LV	Advertising	10,000.00
08/03/2026	9614	BSN Sports	Athletic Supplies	10,832.16
08/03/2026	9615	C.M USA LLC	Advertising	455.00
08/03/2026	9616	Continental Press, Inc.	Curriculum	1,132.38
08/03/2026	9617	Corporate Images	General Supplies	4,312.50
08/03/2026	9618	Curriculum Associates	Curriculum	14,966.20
08/03/2026	9619	Discovery Education, Inc.	Ed Software & Related Lic Fees	7,250.00
08/03/2026	9620	EBSCO Information Services, LLC	Ed Software & Related Lic Fees	2,892.00
08/03/2026	9621	Endgame Marketing Solutions	General Supplies	21,513.00
08/03/2026	9622	ExploreK12, Inc.	Ed Software & Related Lic Fees	2,691.00
08/03/2026	9623	Flinn Scientific, Inc.	Curriculum	73.42
08/03/2026	9624	HopDial, LLC	Telecommunication Services	2,595.91
08/03/2026	9625	J.C. Ehrlich Co., Inc.	Pest Control	663.51
08/03/2026	9626	JL Mann Consulting	Advisory Fees	7,500.00
08/03/2026	9627	Kids Discover	Curriculum	466.46
08/03/2026	9628	Madtees	Athletic Supplies	598.00
08/03/2026	9629	National Council for Mental Wellbeing	ESSER 7% Set Aside - Learning Loss	1,940.56
08/03/2026	9630	NCS Pearson, Inc.	Curriculum	42,296.12
08/03/2026	9631	Oliver Fire Protection & Security	Building Repair & Maintenance	2,026.57
08/03/2026	9632	Pitsco Education, LLC	Curriculum	2,813.18
08/03/2026	9633	Sherwin Williams	Building Repair & Maintenance	2,765.01
08/03/2026	9634	The Hanover Insurance Group	Liability Insurance	38,162.18
08/03/2026	9635	The Kyle David Group, LLC	Advertising	430.50
08/03/2026	9636	W.B. Mason Co., Inc.	General Supplies	20,907.76
08/03/2026	9637	Wilson Language Training Corp.	Curriculum	11,850.00
08/03/2026	9638	Yondr, Inc.	General Supplies	5,399.99
08/05/2026	TFR	Payroll	Payroll, PRT, PenServ	595,943.89
08/06/2026	9639	Agentis Plumbing	Building Repair & Maintenance	7,475.51
08/06/2026	9640	Connective Intervention Services, LLC	PT/OT Services	3,798.40
08/06/2026	9641	Endgame Marketing Solutions	General Supplies	1,435.00
08/06/2026	9642	HDR, Inc.	Building Repair & Maintenance	4,352.50
08/06/2026	9643	HMH Education	Curriculum	55,085.06
08/06/2026	9644	Keith Snyder Glass & Window Works, Inc.	Building Repair & Maintenance	8,650.00
08/06/2026	9645	McGraw-Hill School Education Holdings LLC	Ed Software & Related Lic Fees	1,535.10
08/06/2026	9646	Medefy Health Inc.	Medical Insurance	504.00
08/06/2026	9647	Monarch Watch	Curriculum	532.95
08/06/2026	9648	Service One Enterprises, LLC	Technology Supplies	5,495.44
08/06/2026	9649	Smith Health Inc.	Health Insurance	5,167.54
08/06/2026	9650	Wiggins Shredding Inc	Dues & Fees	71.66

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

08/06/2026	9651	Wilson Language Training Corp.	Curriculum	32,090.00
08/06/2026	9652	X-Grain Sportswear	VOID	0.00
08/06/2026	9653	Young Harris University	Athletic Scholarship	500.00
08/06/2026	9654	Zearn	Ed Software & Related Lic Fees	13,651.00
08/06/2026	9655	Service One Enterprises, LLC	Telecommunication Services	9,000.00
08/06/2026	9656	Service One Enterprises, LLC	Custodial Services	29,591.55
08/06/2026	ACH	TFS Leasing A Program of De Lage Landen	Printing/Copying/Binding	6,977.98
08/07/2026	ACH	Guardian	Dental/Vision Insurance	26,269.43
08/07/2026	ACH	Capital Blue Cross	Medical Insurance	27,886.46
08/11/2026	9657	Lehigh Valley IronPigs	Athletic Dues & Fees	1,625.00
08/13/2026	9658	Agentis Plumbing	Building Repair & Maintenance	1,062.00
08/13/2026	9659	All American Athletics, LLC	Building Repair & Maintenance	17,900.00
08/13/2026	9660	Coaches Corner	Athletic Equipment	22,860.00
08/13/2026	9661	Edpuzzle	Ed Software & Related Lic Fees	3,872.00
08/13/2026	9662	Everway LLC	Curriculum	2,448.21
08/13/2026	9663	J.P Mascaro & Sons	Trash Removal	805.33
08/13/2026	9664	Keith Snyder Glass & Window Works, Inc.	Building Repair & Maintenance	11,250.00
08/13/2026	9665	McGraw-Hill School Education Holdings LLC	Ed Software & Related Lic Fees	10,698.66
08/13/2026	9666	NCS Pearson, Inc.	Curriculum	10,511.70
08/13/2026	9667	Service One Enterprises, LLC	Technology Supplies	34,076.52
08/13/2026	9668	Sherwin Williams	Maintenance Supplies	3,061.12
08/13/2026	9669	The Goldie Hawn Foundation I MindUP	Professional Development	1,500.00
08/13/2026	9670	Vista Higher Learning	Curriculum	479.33
08/13/2026	9671	W.B. Mason Co., Inc.	General Supplies	5,899.39
08/13/2026	9672	Service One Enterprises, LLC	Custodial Supplies	15,745.19
08/14/2026	9673	Clair Berry	Professional Development Reimbursment	76.20
08/14/2026	ACH	Capital Blue Cross	Medical Insurance	62,027.12
08/15/2026	ACH	AT&T Mobility	Cell Phone	193.66
08/17/2026	ACH	Wex Bank	Gas for Vans	401.84
08/19/2026	TFR	Payroll	Payroll, PRT, PenServ	576,383.53
08/19/2026	9674	Bethlehem Area School District	Student Transportation	1,420.54
08/19/2026	9675	Builders Door & Hardware, Inc.	Maintenance Supplies	2,862.00
08/19/2026	9676	Edmentum, Inc.	Ed Software & Related Lic Fees	1,538.00
08/19/2026	9677	Endgame Marketing Solutions	General Supplies	7,480.00
08/19/2026	9678	FastSigns	Advertising	325.00
08/19/2026	9679	Greater Lehigh Valley Chamber of Commerce	Professional Services	750.00
08/19/2026	9680	IXL Learning, Inc.	Ed Software & Related Lic Fees	11,438.00
08/19/2026	9681	Penn Pizza	Meals & Refreshments	1,343.76
08/19/2026	9682	PenTeleData	Telecommunication Services	183.30
08/19/2026	9683	Red Drop Inc.	Feminine Hygiene Supplies	2,678.36
08/19/2026	9684	Rockland Bakery, Inc.	Meals & Refreshments	132.08
08/19/2026	9685	Service Electric Cable TV	Telephone	402.31
08/19/2026	9686	Service One Enterprises, LLC	Technology Supplies	26,149.60

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

08/19/2026	9687	Sibme	Ed Software & Related Lic Fees	12,999.00
08/19/2026	9688	W.B. Mason Co., Inc.	General Supplies	8,658.26
08/19/2026	9689	Wilson Language Training Corp.	Curriculum	7,200.00
08/21/2026	ACH	Capital Blue Cross	Medical Insurance	83,039.48
08/27/2026	ACH	BCI Holdings Co - Claims Fund	Health Insurance Claims	2,865.85
08/27/2026	ACH	Cardmember Service	General Supplies	3,618.97
08/27/2026	9690	BSN Sports	Athletic Supplies	21,896.23
08/27/2026	9691	Builders Door & Hardware, Inc.	Maintenance Supplies	9,145.00
08/27/2026	9692	C.M USA LLC	Advertising	455.00
08/27/2026	9693	Eastern Football Conference	Athletic Dues & Fees	100.00
08/27/2026	9694	Elek Plumbing LLC	Bldg Repair & Maintenance	2,435.50
08/27/2026	9695	Endgame Marketing Solutions	VOID	0.00
08/27/2026	9696	Fitzpatrick Lentz & Bubba, P.C.	Legal Services	1,223.00
08/27/2026	9697	J.C. Ehrlich Co., Inc.	Pest Control	469.28
08/27/2026	9698	J.P Mascaro & Sons	Trash Removal	1,501.37
08/27/2026	9699	Keith Snyder Glass & Window Works, Inc.	Building Repair & Maintenance	967.00
08/27/2026	9700	PASCO Scientific	Curriculum	1,788.30
08/27/2026	9701	Sherwin Williams	Maintenance Supplies	943.05
08/27/2026	9702	Smith Health Inc.	Health Insurance	72,619.00
08/27/2026	9703	W.B. Mason Co., Inc.	General Supplies	3,633.63
08/27/2026	9704	Wilson Language Training Corp.	Curriculum	1,944.00
08/27/2026	9705	Endgame Marketing Solutions	General Supplies	6,023.35
08/27/2026	9706	Schuykill Medical Imaging	Medical Insurance	650.00
08/27/2026	9707	Ray's Famous Pizza	Meals & Refreshments	183.50
08/27/2026	9708	North Schuykill Athletics	Athletic Dues & Fees	350.00
08/27/2026	9709	Perkiomen Valley Volleyball	Dues & Fees	250.00
08/28/2026	ACH	Capital Blue Cross	Medical Insurance	32,484.74
08/31/2026	ACH	Positive Pay Service Fee	Dues & Fees	50.00
				<u>2,623,735.14</u>

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

	Working Budget	Allocated	Actual	Variance
	26-27	Jul 26 - Aug 26	Jul 26 - Aug 26	Jul 26 - Aug 26
Summary by Function				
Revenues				
School District Subsidy	30,082,623.00	5,013,770.50	4,935,612.07	(78,158.43)
Other Local	385,000.00	64,166.67	50,178.51	(13,988.16)
State	230,000.00	38,333.33	0.00	(38,333.33)
Federal	946,845.00	157,807.50	0.00	(157,807.50)
Total Revenue	31,644,468.00	5,274,078.00	4,985,790.58	(288,287.42)
Expenditures				
Instruction				
Regular Education	15,249,272.00	2,541,545.33	638,608.49	(1,902,936.84)
Special Programs	1,943,827.00	323,971.17	17,509.77	(306,461.40)
Support Services				
Students	205,000.00	34,166.67	2,076.21	(32,090.46)
Instructional	920,000.00	153,333.33	129,239.86	(24,093.47)
Administration	2,750,000.00	458,333.33	431,880.35	(26,452.98)
Pupil Health	365,000.00	60,833.33	2,525.85	(58,307.48)
Business	871,000.00	145,166.67	97,310.36	(47,856.31)
Operation & Maint of Plant Serv	1,785,000.00	297,500.00	382,200.14	84,700.14
Support Services & Infor Tech	488,369.00	81,394.83	61,050.98	(20,343.85)
Noninstructional Services				
Student Activities	720,000.00	120,000.00	108,809.29	(11,190.71)
Community Services	203,000.00	33,833.33	41,720.31	7,886.98
Other Expenses & Finance Uses	6,144,000.00	1,024,000.00	923,955.96	(100,044.04)
Total Expenditures	31,644,468.00	5,274,078.00	2,836,887.57	2,437,190.43
Revenues Over (Under) Expenditures	0.00	0.00	2,148,903.01	2,148,903.01