

Board Meeting

Thursday, October 22, 2026 6:00 PM

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

1. Call to order: 6:00pm

2. Approval of October 22, 2026 Board Meeting Agenda

3. Approval of September 24, 2026 Board Meeting Minutes

4. Reports:

4.A. CEO's Report — Robert Lysek, CEO

Speaker(s): Robert Lysek, CEO

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

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

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

Speaker(s): Michael Ricciutti, COO

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

Speaker(s): Kiersten Yeakel, CAO

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

Speaker(s): Nicholas Diaz, Principal

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

Speaker(s): Tamara Kals, Principal

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

Speaker(s): Matthew Wiltrout, Principal

4.H. Student Representative — N/A

5. Public Comment Submitted on Agenda Items

6. New Business:

6.A. Resolution — Policy 2024 Care of School Property

6.B. Resolution — Policy 4010 Purchases Subject to Bid/Quotation- Revision

6.C. Resolution — Policy 6027 Conflict of Interest — Resolution

6.D. Resolution — Approve the Food Procurement Plan Attachment to Policy 4026

6.E. Resolution — Ratify Contract with ZeroEyes

7. Discussion and Announcements

8. Courtesy of the Floor

9. Adjournment



Board Room
555 Union Blvd.
Allentown, PA 18109
Thursday, October 22, 2026 6:00 PM

Executive Education Academy Charter School Board Meeting Agenda

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 - 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
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 - 6.B. Resolution — Policy 4010 Purchases Subject to Bid/Quotation- Revision
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7. Discussion and Announcements
8. Courtesy of the Floor
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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

September 24, 2026

A public meeting of the Executive Education Academy Charter School Board of Trustees was held at 6:00 pm on September 24, 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 – not present
Tracy Becker – present
Ed Duborg – present
Jose Torres – present

Invited Attendees:

Robert Lysek, CEO – present
Dr. Selma Abi-Daher, CFO – not present
Michael Ricciutti – COO – not present
Kiersten Yeakel – CAO – not present
Nicholas Diaz – Principal – not present
Tamara Klas – Principal – not present
Matthew Wiltout – 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 real state, safety, and security 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 SEPTEMBER 24, 2026 AGENDA ITEMS

The Board was provided with a copy of the Agenda on Friday, September 18, 2026. Mr. Dobil asked for a motion to accept the Agenda as written. Mr. Reed motioned to approve the Agenda as written, and Mrs. Becker seconded. The Agenda was approved unanimously.

ITEM THREE - APPROVAL OF AUGUST 27, 2026 BOARD MEETING MINUTES

The Board was provided with a draft of the Minutes for the August 27, 2026, board meeting on Friday, September 18, 2026. Mr. Dobil asked for a motion to approve the Minutes as written. Mr. Duborg motioned to approve the Minutes, and Mr. Dobil 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 Robert Lysek, CEO. Mr. Lysek discussed new playground's success and opening of new football stadium. We received a temporary Certificate of Occupancy (CO) for the stadium. Our students started using the stadium for practices. We have our stadium dedication at 9:30 am tomorrow and our first home game at 7:30 pm.
- b. **Financial Report** was presented by Robert Lysek on behalf of Dr. Selma Abi-Daher, CFO, who supplied the Board with the August financial report on Friday, September 18, 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 Robert Lysek on behalf of Micheal Ricciutti, COO, who stated we are fully staffed.
- d. **Chief Academic Officer Report** was presented by Matt Willtrout on behalf of Kiersten Yeakel, CAO. Mr. Willtrout stated that benchmark testing will finish at the end of the month. Goals were at the Title I meeting to increase Math and ELA scores by 10%.
- e. **Elementary School Report (K-4)** was presented by Matt Willtrout on behalf of Nicholas Diaz, Elementary School Principal. Mr. Willtrout stated that there was a strong start to the new school year and students are enjoying the new playground. Elementary school finished benchmark testing and started testing for student government. There was discussed of Title I plans for the upcoming months.
- f. **Middle School Report (5-8)** was not presented.
- g. **High School Report (9-12)** was presented by Matt Willtrout, High School Principal. Mr. Willtrout discussed recent field trip to Jacobsburg Environmental Cener and plans for upcoming field trips. A handful of post-secondary options were presented during school lunches for juniors and seniors. Data meetings are being held to discuss star testing results. Students 17 and older were given an opportunity to support the Lehigh County elections. FAFSA event will be held on October 21, 2026.
- 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.

ITEM SIX – NEW BUSINESS

- a) There was no new business items this evening.



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BOARD OF TRUSTEES MEETING

ITEM SEVEN - DISCUSSION AND ANNOUNCEMENTS FROM THE BOARD OF TRUSTEES

Mr. Dobil opened the floor to the Board for discussion and/or announcements. Mr. Dobil expressed his excitement for the first football game at EEACS.

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. Mr. Torres motioned and Mr. Dobil seconded. The meeting was adjourned at 6:20 pm. The next Board Meeting will be held on Thursday, October 22, 2026, at 6:00 pm.



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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.

October 14, 2026

Executive Education Academy Charter School Estimated Financial Summary for September 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 September 30, 2026 approximately 5.58MM
- All assets and liabilities have been booked.

Treasury Operations –

Disbursements for the month of September 2026 total approximately 3.02MM and the items over 24,500 are listed below:

09/01/26	ACH	EEACS Foundation c/o Zions	Building Rent	450,000.00
09/02/26	TFR	Payroll	Payroll, PRT, PenServ	650,574.64
09/03/26	ACH	Guardian	Dental/Vision Insurance	25,458.51
09/11/26	ACH	Capital Blue Cross	Medical Insurance	39,155.69
09/16/26	TFR	Payroll	Payroll, PRT, PenServ	632,350.52
09/17/26	9773	Service One Enterprises, LLC	Service Agreement	43,163.52
09/18/26	ACH	Capital Blue Cross	Medical Insurance	73,207.10
09/24/26	ACH	Smith Health Inc.	Health Insurance	52,772.97
09/25/26	ACH	Capital Blue Cross	Medical Insurance	44,393.56
09/30/26	TFR	Payroll	Payroll, PRT, PenServ	671,710.98

All numbers are subject to final audit.

Executive Education Academy Charter School

Balance Sheet

2026-2027

ASSETS	September	August
Current Assets		
Checking/Savings		
Cash	5,582,447	5,222,138
ArbiterPay Account	4,965	5,861
Accounts Receivable	4,726,412	5,296,980
State Subsidy Receivable	6,645	4,218
Due From Commonwealth - Lease	-	8,079
Federal Subsidy Receivable	219,288	136,908
Due from Component Unit	3,427,626	3,088,426
Inventory	38,278	38,278
Security Deposit	675,000	675,000
Total Current Assets	14,680,661	14,475,887
Investment in Pareto	79,161	79,161
Fixed Assets	303,899	303,899
Total Fixed Assets	383,060	383,060
TOTAL ASSETS	15,063,720	14,858,947
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	1,559,580	1,528,170
Total Current Liabilities	1,559,580	1,528,170
Total Liabilities	1,559,580	1,528,170
Equity		
Nonspendable Fund Balance - General Fund	695,304	695,304
Unassigned Fund Balance - General Fund	9,845,453	9,874,124
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	2,308,703	2,148,903
Net Income - Food Service Fund	(4,848)	(47,081)
Total Equity	13,504,141	13,330,778
TOTAL LIABILITIES & EQUITY	15,063,720	14,858,947

Executive Education Academy Charter School
Transactions by Account
As of September 30, 2026

Date	Num	Name	Memo	Credit
09/01/2026	ACH	EEACS Foundation c/o Zions	Building Rent	450,000.00
09/02/2026	TFR	Payroll	Payroll, PRT, PenServ	650,574.64
09/02/2026	ACH	TFS Leasing A Program of De Lage Landen	Printing/Copying/Binding	6,977.98
09/03/2026	9710	Agentis Plumbing	Building Repair & Maintenance	3,982.49
09/03/2026	9711	All Sports Enterprises, Inc.	Athletic Supplies	5,962.00
09/03/2026	9712	ASL Refrigeration	Building Repair & Maintenance	5,221.36
09/03/2026	ACH	BCI Holdings Co - Claims Fund	Health Insurance Claims	10,335.86
09/03/2026	9713	BlueStreak Education, Inc.	Curriculum - Math Subscription	16,473.25
09/03/2026	9714	Builders Door & Hardware, Inc.	Maintenance Supplies	1,520.00
09/03/2026	9715	Carbon Lehigh Intermediate Unit #21	Employee Training & Development	300.00
09/03/2026	9716	Eccotrol LLC	Building Repair & Maintenance	6,000.00
09/03/2026	9717	Elek Plumbing LLC	Athletic Dues & Fees	625.00
09/03/2026	9718	Endgame Marketing Solutions	General Supplies	3,196.75
09/03/2026	ACH	Guardian	Dental/Vision Insurance	25,458.51
09/03/2026	9719	HAB-DLT	Garnishment	128.72
09/03/2026	9720	Herman Goldner Co. Inc.	Building Repair & Maint. - Motor Bearings	16,072.00
09/03/2026	9721	HopDial, LLC	Telecommunication Services	2,595.91
09/03/2026	9722	Howard Refrigeration & A/C Co.	Athletic Dues & Fees	280.00
09/03/2026	9723	Iconic Interiors LLC.	Building Repair & Maintenance	14,900.00
09/03/2026	9724	JL Mann Consulting	Advisory Fees	7,500.00
09/03/2026	9725	Luis Hereida	Transportation Services	333.00
09/03/2026	9726	Maritza Duran Ynoa	Athletic Transportation Services	805.00
09/03/2026	9727	Medefy Health Inc.	Medical Insurance	504.00
09/03/2026	9728	Networking Technologies, LLC	Technology Supplies	3,988.30
09/03/2026	9729	Palmeri Transportation	Transportation Services	846.69
09/03/2026	9730	PenServ Plan Services	Dues & Fees	190.29
09/03/2026	9731	Radio Maintenance, Inc.	General Supplies	5,340.00
09/03/2026	9732	Raymond James & Associates, Inc.	Professional Services - EMMA Reporting	4,500.00
09/03/2026	9733	The Danielson Group, Inc.	Employee Training & Development	2,700.00
09/03/2026	9734	The Hanover Insurance Group	Liability Insurance	714.34
09/03/2026	9735	The Kyle David Group, LLC	Advertising	430.50
09/03/2026	9736	Toshiba Business Solutions, USA	Printing/Copying/Binding	375.00
09/03/2026	9737	W.B. Mason Co., Inc.	General Supplies	17.99
09/03/2026	9738	Wiggins Shredding Inc	Dues & Fees	201.66
09/04/2026	ACH	Capital Blue Cross	Medical Insurance	18,344.54
09/04/2026	9739	Richard Roman	Payroll, PRT, PenServ	1,239.94
09/07/2026	ACH	BCI Holdings Co - Claims Fund	Health Insurance Claims	143.12
09/08/2026	ACH	Feeser's, Inc.	Meals & Refreshments	3,501.24
09/08/2026	ACH	Smith Health Inc.	Health Insurance Rx	10,457.16
09/10/2026	9740	Bollinger Electric, Inc.	Electrical Services	270.00
09/10/2026	9741	BSN Sports	Athletic Supplies	4,834.19
09/10/2026	9742	City of Allentown EMS	Athletic Dues & Fees	320.00
09/10/2026	9743	Corporate Images	General Supplies	930.00

Executive Education Academy Charter School
Transactions by Account
As of September 30, 2026

09/10/2026	9744 HDR, Inc.	Building Repair & Maintenance	1,823.75
09/10/2026	9745 Iconic Interiors LLC.	Building Repair & Maintenance	7,560.00
09/10/2026	9746 IXL Learning, Inc.	Ed Software & Related Lic Fees	12,187.50
09/10/2026	9747 J.C. Ehrlich Co., Inc.	Pest Control	212.00
09/10/2026	9748 J.P Mascaro & Sons	Trash Removal	805.33
09/10/2026	9749 PASCD	Employee Training & Development	500.00
09/10/2026	9750 Radio Maintenance, Inc.	General Supplies	259.00
09/10/2026	9751 Tyler Technologies, Inc.	Software Licensing Fees & Supplies - People, Performance & Compliance Fees	14,278.95
09/10/2026	9752 Varsity Spirit Fashion	Athletic Uniforms - Cheer	11,005.20
09/10/2026	9753 W.B. Mason Co., Inc.	General Supplies	870.33
09/11/2026	ACH Capital Blue Cross	Medical Insurance	39,155.69
09/11/2026	9754 Green Pond Country Club	Dues & Fees	200.00
09/11/2026	9755 Lehigh Valley Events & Productions, LLC	Dues & Fees	925.00
09/11/2026	9757 Luis Hereida	Transportation Services	95.06
09/11/2026	9756 Quiet Valley Living Historical Farm	Field Trip	888.00
09/14/2026	9758 HAB-DLT	Garnishment	200.00
09/15/2026	ACH AT&T Mobility	Cell Phone	306.65
09/16/2026	TFR Payroll	Payroll, PRT, PenServ	632,350.52
09/17/2026	9774 Caroline Lysek	Reimbursement - Supplies	146.91
09/17/2026	9759 Connective Intervention Services, LLC	PT/OT Services	8,998.50
09/17/2026	9760 Endgame Marketing Solutions	Athletic Supplies	1,615.90
09/17/2026	9775 Endgame Marketing Solutions	General Supplies	1,222.45
09/17/2026	9761 Iconic Interiors LLC.	Building Repair & Maintenance	1,050.00
09/17/2026	9762 Lehigh Valley Zoo	Field Trip	1,950.00
09/17/2026	9778 Luis Hereida	Transportation Services	1,225.00
09/17/2026	9763 McGraw-Hill School Education Holdings LLC	Curriculum	3,735.72
09/17/2026	9764 North Penn Knights Wrestling	Athletic Dues & Fees	550.00
09/17/2026	9765 Northern Lehigh Wrestling	Athletic Dues & Fees	400.00
09/17/2026	9776 Radio Maintenance, Inc.	General Supplies	246.55
09/17/2026	9766 Rockland Bakery, Inc.	Meals & Refreshments	401.28
09/17/2026	9767 School Specialty	Ed Software & Related Lic Fees	1,927.29
09/17/2026	9768 Service Electric Cable TV	Telephone	402.31
09/17/2026	9769 Service One Enterprises, LLC	Technology Supplies	10,321.42
09/17/2026	9773 Service One Enterprises, LLC	Service Agreement	43,163.52
09/17/2026	9770 Sherwin Williams	Maintenance Supplies	1,919.96
09/17/2026	9771 The Master Teacher, Inc.	Employee Training & Development	1,104.00
09/17/2026	9777 Toomey Anderson	Coach Stipend	100.00
09/17/2026	9772 W.B. Mason Co., Inc.	General Supplies	2,892.31
09/17/2026	ACH Wex Bank	Gas for Vans	813.29
09/18/2026	ACH Capital Blue Cross	Medical Insurance	73,207.10
09/18/2026	ACH Digital Scoreboards, LLC	Athletic Equipment - Shot Clocks	12,000.00
09/21/2026	9781 Everway LLC	Curriculum	2,448.21
09/21/2026	9779 Gwynedd Mercy University	Employee Training & Development	3,546.00
09/21/2026	9780 Parkland School District	District Payment	8,318.70

Executive Education Academy Charter School
Transactions by Account
As of September 30, 2026

09/24/2026	ACH	Smith Health Inc.	Health Insurance Rx	52,772.97
09/25/2026	ACH	Capital Blue Cross	Medical Insurance	44,393.56
09/28/2026	9782	95 Percent Group LLC	Employee Training & Development	125.00
09/28/2026	9783	Barnes and Noble	Curriculum	7,109.09
09/28/2026	9784	Bethlehem Area School District	Student Transportation	1,405.02
09/28/2026	9785	Builders Door & Hardware, Inc.	Maintenance Supplies	2,506.00
09/28/2026	9786	C.M USA LLC	Advertising	1,955.00
09/28/2026	ACH	Cardmember Service	General Supplies	11,006.39
09/28/2026	9787	Elek Plumbing LLC	Building Repair & Maintenance	3,630.19
09/28/2026	9788	Endgame Marketing Solutions	Athletic Supplies	1,795.70
09/28/2026	9789	FastSigns	Advertising	855.00
09/28/2026	9790	J.C. Ehrlich Co., Inc.	Pest Control	489.52
09/28/2026	9791	J.P Mascaro & Sons	Trash Removal	96.43
09/28/2026	9792	Johnson Controls Fire Protection LP	Building Repair & Maintenance	2,182.59
09/28/2026	9793	Lehigh Valley Zoo	Field Trip	1,625.00
09/28/2026	9794	Mckenna Snyder LLC	Legal Services	1,712.35
09/28/2026	9795	Montgomery County Intermediate Unit #23	Ed Software & Related Lic Fees	1,905.30
09/28/2026	9796	PenTeleData	Telecommunication Services	183.30
09/28/2026	9797	Rockland Bakery, Inc.	Meals & Refreshments	135.06
09/28/2026	9798	School Specialty	Curriculum - Live Material for Science	4,061.10
09/28/2026	9799	Schuylkill Medical Imaging	Medical Insurance	650.00
09/28/2026	9800	Sherwin Williams	Maintenance Supplies	4,024.73
09/28/2026	9801	Uline	General Supplies	621.94
09/28/2026	9802	Vision Imaging of Kingston	Medical Insurance	723.70
09/28/2026	9803	W.B. Mason Co., Inc.	General Supplies	1,100.00
09/30/2026	TFR	Payroll	Payroll, PRT, PenServ	671,710.98
09/30/2026	TFR	Payroll	Payroll, PRT, PenServ	3,750.68
09/30/2026	TFR	Payroll	Payroll, PRT, PenServ	365.38
09/30/2026	ACH	Positive Pay Service Fee	Dues & Fees	50.00
				<u>3,019,362.81</u>

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

	Working Budget	Allocated	Actual	Variance
	26-27	Jul 26 - Sep 26	Jul 26 - Sep 26	Jul 26 - Sep 26
Summary by Function				
Revenues				
School District Subsidy	30,082,623.00	7,520,655.75	7,537,518.25	16,862.50
Other Local	385,000.00	96,250.00	65,476.74	(30,773.26)
State	230,000.00	57,500.00	242,105.28	184,605.28
Federal	946,845.00	236,711.25	0.00	(236,711.25)
Total Revenue	31,644,468.00	7,911,117.00	7,845,100.27	(66,016.73)
Expenditures				
Instruction				
Regular Education	15,249,272.00	3,812,318.00	1,963,668.84	(1,848,649.16)
Special Programs	1,943,827.00	485,956.75	165,814.12	(320,142.63)
Support Services				
Students	205,000.00	51,250.00	7,168.43	(44,081.57)
Instructional	920,000.00	230,000.00	183,579.52	(46,420.48)
Administration	2,750,000.00	687,500.00	655,048.17	(32,451.83)
Pupil Health	365,000.00	91,250.00	23,772.59	(67,477.41)
Business	871,000.00	217,750.00	148,073.21	(69,676.79)
Operation & Maint of Plant Serv	1,785,000.00	446,250.00	658,510.63	212,260.63
Support Services & Infor Tech	488,369.00	122,092.25	94,664.48	(27,427.77)
Noninstructional Services				
Student Activities	720,000.00	180,000.00	183,358.52	3,358.52
Community Services	203,000.00	50,750.00	66,804.84	16,054.84
Other Expenses & Finance Uses	6,144,000.00	1,536,000.00	1,385,933.94	(150,066.06)
Total Expenditures	31,644,468.00	7,911,117.00	5,536,397.29	2,374,719.71
Revenues Over (Under) Expenditures	0.00	0.00	2,308,702.98	2,308,702.98



BOARD POLICY

2024 Care of School Property

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
2024	v1.8	UNDER-REVIEW	Administrative Review
PRINTED			
10/16/2026			

■ Proposed addition

■ Proposed deletion

Purpose

The Board believes that the school environment should help students learn to respect property, practice responsible care for shared resources, and develop pride in their school community.

Authority

The Board charges each student with responsibility for the proper care and safe handling of all school property, including textbooks, library books, electronic devices (such as laptops and tablets), equipment, and learning supplies entrusted to their use.

When school property is lost, damaged, or defaced, the student and their parent/guardian will be asked to make restitution to cover the cost of repair or replacement. While minor damage or accidental loss is handled as a financial responsibility, deliberate or recurring misuse of school property may be addressed through appropriate school disciplinary procedures or administrative review. [\[1\]](#) [\[2\]](#) [\[3\]](#) [\[4\]](#)

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian. [\[5\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy, which include:

- Rules for the proper care, handling, and accounting of textbooks, library books, technology devices, supplies, and equipment.
- A clear schedule of fees and replacement costs for lost, unreturned, or damaged items.
- Guidelines for notifying parents/guardians regarding any outstanding fees or property replacement costs.

Legal Footnotes

[1] Citation text unavailable — needs review
LEGAL REFERENCE

[2] Citation text unavailable — needs review
LEGAL REFERENCE

[3] Citation text unavailable — needs review
LEGAL REFERENCE

[4] Citation text unavailable — needs review
LEGAL REFERENCE

[5] Citation text unavailable — needs review
LEGAL REFERENCE



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Electronic Device Procedures

Without the optional Chromebook Protection Plan, families assume full financial liability for all device damage, replacement, and unreturned items.

Cost Breakdown Without Insurance

- **First Incident:** Full cost of repair or total replacement.
- **Second Incident:** Full cost of repair or total replacement.
- **Subsequent Incidents:** Full cost of repair or total replacement.

Standard Itemized Out-of-Pocket Costs

- **Screen Replacement:** \$125
- **Missing Keys (requires full keyboard replacement):** \$45
- **Power Adapter (lost, stolen, or damaged):** \$20
- **Lost, Stolen, or Full Replacement Chromebook:** \$411

Important Exclusions & Notes

- **Lost or Stolen Devices:** The protection plan does not cover lost or unreturned Chromebooks. Families must pay the full **\$411** replacement fee regardless of insurance status.
- **Power Adapters:** Lost, stolen, or damaged charger cables are not covered by the plan; families pay **\$20**.
- **Vandalism:** Intentional damage or tampering is classified as vandalism. Students will be billed full repair costs and face disciplinary action whether insured or not.



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School Books & Supplies Procedures

General Care & Responsibilities

- **Book and Textbook Care**
 - Keep all school books in a clean, dry spot (backpack or bin) away from food, water, and weather.
 - Turn pages gently; use bookmarks instead of folding corners.
 - Never write, highlight, or attach stickers to pages or covers.
 - Avoid forcing books flat or overstuffing your bag to protect the binding.
- **School Supplies Care**
 - School supplies, including art supplies, lab equipment, and general school supplies, that are the property of the classroom, school staff, or other students are borrowed when used in the classroom, and must be treated with respect and care
 - Supplies should only be used as instructed and returned clean and intact to their designated storage areas
 - Supplies should only be used for their intended academic purpose
 - Misuse and/or misplacement will initially result in verbal redirections and classroom consequences but continued misuse will result in loss of access, parent/guardian notification and financial responsibility for the repair or replacement
- **Returns & Replacement**
 - Return books on time and report any damage to staff right away (don't attempt home repairs).
 - Families are responsible for replacement costs if a book is lost, severely damaged, or unreturned.
- **Library Book Checkout:**
 - When applicable, students may borrow **no more than two books** at a time for up to four weeks.
 - A designated book drop will be available for returns in the library and in designated locations.
 - Books must be returned on time and in good condition. If a book is lost, severely damaged (not readable), or not returned after six weeks, families will be notified and responsible for replacing the book or covering the replacement cost.



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Resolution – Approve Policy 2024 – Care of School Property

RESOLVED that the Board of Trustees of Executive Education Academy Charter School is committed to helping students learn to respect property, practice responsible care for shared resources, and develop pride in their school community.

THEREFORE, be it resolved by the Board of Trustees of Executive Education Academy Charter School to approve Policy 2024 – Care of School Property

EEACS SCHOOL BOARD MEETING HELD ON OCTOBER 22, 2026.

- ☐ Resolution was approved.
- ☐ Resolution was approved with the following changes:

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

Confirmed by:

Barry Dobil
EEACS Board President



BOARD POLICY

6027 Conflict of Interest

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
6027	2/12/2026	v2	UNDER-REVIEW
WORKFLOW	PRINTED		
Pending Board Review	10/16/2026		

Purpose

This policy shall affirm standards of conduct established to ensure that members of the Board of Trustees (Board) and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Definitions

Administrator - Chief Administrator of the Charter School and all other employees of the Charter School who by virtue of their positions exercise management or operational oversight responsibilities.

Confidential information - information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[\[1\]](#)

Conflict or Conflict of interest - use by an administrator, employee or Trustee of the authority of their office or employment, or any confidential information received through holding public office or employment, for the private pecuniary benefit of the administrator, employee or Trustee, a member of their immediate family or a business with which the administrator, employee or Trustee, or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the administrator, employee, Trustee, a member of their immediate family or a business with which the administrator, employee, Trustee or a member of their immediate family is associated.[\[1\]](#)

For federal purposes, a **conflict of interest** includes when the employee, employee purchasing for the Child Nutrition Program (CNP), officer, agent, or Trustee, any member of their immediate family, their partner, or an organization that employs or is about to employ any of those individuals, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. [\[2\]](#)

De minimis economic impact - an economic consequence which has an insignificant effect.[\[1\]](#)

Financial interest - any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[\[1\]](#)

Honorarium - payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[\[1\]](#)

Immediate family - a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[\[1\]](#)

Business partner - a person who, along with another person, plays a significant role in owning, managing or creating a company in which both individuals have a financial interest in the company.

Delegation of Responsibility

Each administrator, employee and Trustee shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits administrators, employees and Trustees from engaging in conduct that constitutes a conflict of interest as outlined in applicable law and this policy.

Guidelines

All administrators, employees and Trustees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

Disclosure of Financial Interests

Each Trustee shall, as a public official, abide by the provisions of the Public Official and Employee Ethics Act and file a statement of financial interests for the preceding calendar year with the State Ethics Commission and Board of School Directors for the chartering school district(s) in accordance with applicable law and Board policy.[\[1\]](#)[\[3\]](#)[\[4\]](#)

Each Charter School administrator shall, as a public employee, abide by the provisions of the Public Official and Employee Ethics Act and file a statement of financial interests for the preceding calendar year with the Board, in accordance with applicable law and Board policy.[\[4\]](#) [\[5\]](#)

The school solicitor and other designated Charter School employees shall file a statement of financial interests as required by law and regulations.[\[6\]](#) [\[7\]](#)

Standards of Conduct

The Charter School maintains the following standards of conduct covering conflicts of interest and governing the actions of its administrators, employees and Trustees engaged in the selection, award and administration of contracts.[\[2\]](#)

No administrator, employee or Trustee may participate in the selection, award or administration of a contract if the administrator, employee or Trustee has a real or apparent conflict of interest as defined in law and this policy, as well as any other circumstance in which the administrator, employee, Trustee, any member of their immediate family, their business partner or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[\[1\]](#)[\[2\]](#)[\[4\]](#)[\[8\]](#)

The Charter School shall not enter into any contract with an administrator, employee or Trustee, or their spouse or child, or any business in which the person or their spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor, unless the Board has determined it is in the best interests of the Charter School to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the administrator, employee or Trustee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[\[1\]](#) [\[4\]](#)[\[8\]](#)

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any administrator, employee or Trustee who in the discharge of official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of their interest as a public record in a written statement to be attached to the Board minutes.[\[1\]](#)

A contract made in violation of applicable law and this Board policy based on a conflict of interest of a Charter School administrator shall be voidable by the Board. [\[4\]](#)

A contract made in violation of applicable law and this Board policy shall be voidable by a court of competent jurisdiction if the suit is commenced within ninety (90) days of the making of the contract or discovery of the violation.[\[1\]](#)[\[8\]](#)

No public official or public employee shall accept an honorarium.[\[1\]](#)

Administrators, employees and Trustees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy, except that no gift, donation or contribution of any kind shall be accepted, demanded or requested, directly or indirectly, from any parent/guardian, teacher, employee or any other person affiliated with the Charter School as a condition for employment or enrollment and/or continued attendance of any student.[\[2\]](#) [\[9\]](#) [\[10\]](#) [\[11\]](#)

Improper Influence

No person shall offer or give to an administrator, employee, Trustee or nominee for the Board, or a member of their immediate family or a business with which they are associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the administrator, employee, Trustee or nominee for the Board would be influenced thereby.[\[1\]](#)

No administrator, employee, Trustee or nominee for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that administrator, employee, Trustee or nominee that the vote, official action or judgment of the administrator, employee, Trustee or nominee for the Board would be influenced thereby.[\[1\]](#)

Organizational Conflicts

Organizational conflicts of interest may exist when due to the Charter School's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the Charter School may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[\[2\]](#)

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Chief Administrator or designee to determine whether it is likely that the Charter School would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any Charter School employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

Reporting Conflicts of Interest

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Chief Administrator. If the Chief Administrator is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

Any perceived conflict of interest of a Trustee that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Chief Administrator, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest. The Charter School shall provide written notification of such protections to employees.[\[12\]](#)

The Chief Administrator or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.[\[13\]](#)

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency’s policies, or in accordance with other applicable law.[\[1\]](#)[\[13\]](#)

Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Charter School shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Charter School staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action for employees up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, and state and federal laws and regulations.[\[1\]](#)[\[4\]](#)[\[8\]](#)[\[14\]](#)

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Legal Footnotes

[1] 65 Pa. C.S.A. 1101 et seq LEGAL REFERENCE	[2] 2 CFR 200.318 LEGAL REFERENCE
[3] Pol. 0004 POLICY REFERENCE <i>Referenced policy is not available in this policy book.</i>	[4] 24 P.S. 1715-A LEGAL REFERENCE
[5] Pol. 3004 — Employment of Staff POLICY REFERENCE	[6] 51 PA Code 15.2 LEGAL REFERENCE
[7] 65 Pa. C.S.A. 1104 LEGAL REFERENCE	[8] 24 P.S. 1716-A LEGAL REFERENCE
[9] 24 P.S. 1725-A LEGAL REFERENCE	[10] Pol. 3022 — Gifts POLICY REFERENCE
[11] Pol. 5002 POLICY REFERENCE <i>Referenced policy is not available in this policy book.</i>	[12] 2 CFR 200.217 LEGAL REFERENCE



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Resolution – Approve Policy 6027 – Conflict of Interest – Revision

RESOLVED that the Board of Trustees of Executive Education Academy Charter School shall affirm standards of conduct established to ensure that members of the Board of Trustees (Board) and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

THEREFORE, be it resolved by the Board of Trustees of Executive Education Academy Charter School to approve a revision to Policy 6027 – Conflict of Interest.

EEACS SCHOOL BOARD MEETING HELD ON OCTOBER 22, 2026.

- ☐ Resolution was approved.
- ☐ Resolution was approved with the following changes:

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

Confirmed by:

Barry Dobil
EEACS Board President

Executive Education Academy Charter School

PROCUREMENT PLAN CHILD NUTRITION PROGRAMS

This procurement plan contained on the following pages will be implemented on 10/22/2026 and will be in effect until amended. All procurements must adhere to full and open competition. Source documentation must be available to determine open competition, and the reasonableness, allowability and allocation of costs.

Robert Lysek, Chief Administrator

Date

Dr. Selma Abi-Daher, Chief Financial Officer

Date

Executive Education Academy Charter School

PROCUREMENT PLAN

General

1. The Executive Education Academy Charter School plan for procuring goods and services for use in the Child Nutrition Programs is as follows. The procurement plan provides for full and open competition, transparency in transactions, comparability, and documentation of all procurement activities.
2. If the amount of purchases is more than the Federal Simplified Acquisition (small purchase) threshold (currently valued at \$350,000), or a lower threshold established by the Pennsylvania School Code or the Sponsor, formal procurement procedures will be used. Simplified acquisition (Informal/small) procurement procedures will be used for purchases under the most restrictive simplified acquisition purchase threshold.
3. The following procedures will be used for all purchases:

Procurement Chart

Program	School Nutrition Programs (SNP)	Summer Food Service Program (SFSP)	Child and Adult Care Food Program (CACFP)	
Services and Perishable Products	Amount	Amount	Amount	Method
	≤\$15,000	≤\$15,000	≤\$15,000	Micro
	>\$15,000 - ≤\$350,000	>\$15,000 - ≤\$350,000	>\$15,000 - ≤\$350,000	Informal
	>\$350,000	>\$350,000	>\$350,000	Formal
Non-Perishable Products	Amount	Amount	Amount	Method
	≤\$13,200	≤\$15,000	≤\$15,000	Micro
	>\$13,200 - <\$24,500	>\$15,000 - ≤\$350,000	>\$15,000 - ≤\$350,000	Informal
	≥\$24,500	>\$350,000	>\$350,000	Formal
Vended Meals	Amount	Amount	Amount	Method
	N/A	N/A	N/A	Micro
	≤\$350,000	≤\$350,000	≤\$350,000	Informal
	>\$350,000	>\$350,000	>\$350,000	Formal
Full- Service FSMC	Amount	Amount	Amount	Method
	N/A	N/A	N/A	Micro
	N/A	N/A	N/A	Informal
	>\$0	N/A	N/A	Formal
Notes	Non-Perishable: Canned goods, dry goods, supplies, equipment, etc.			
	Equipment ≥\$10,000 must have prior approval from the Bureau of Food and Nutrition (BFN).			
	Procurement Method and Procedure			
	Micro-purchase: Non-competitive			

	Simplified acquisition (Informal/Small): Quotes (3 quotes for SNP, 2 quotes for SFSP and CACFP)
	Formal/Large: Invitation for Bid (IFB) or Request for Proposal (RFP)

Perishable Products/Services:

Micro-Purchase – 2 CFR §200.320

Simplified Acquisition (Informal Purchase) – 2
CFR §200.320 and 24 PS §807.1

Formal Purchase – 2 CFR §200.318 - §200.327

Non-Perishable Products:

Micro-Purchase – 2 CFR §200.320

Simplified Acquisition (Informal Purchase) – 24
PS §504 (d)

Formal Purchase – 2 CFR §200.318 - §200.327

4. Because of the potential for purchasing more than the simplified acquisition (small /informal) threshold, it will be the responsibility of the Food Services Director to document the amounts to be purchased, so the correct method of procurement will be followed.
5. The SFA agrees to retain all books, records, and other documents relative to the award of all contracts for *three* (3) years plus current school year after final payment. Specifically, the SFA shall maintain, at a minimum, the following documents:
 - Written rationale for the method of procurement
 - A copy of the original solicitation
 - The selection of contract type
 - The bidding and negotiation history and working papers
 - The basis for contractor selection
 - Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained
 - The basis for award cost or price
 - The terms and conditions of the contract
 - Any changes to the contract and negotiation history
 - Billing and payment records
 - A history of any contractor claims or breaches
6. The Food Services Director will be responsible for maintaining all procurement documentation.

Formal/Large Purchases

When formal procurement is required, the following Competitive Sealed Bid/Invitation for Bid (IFB) or Competitive Proposal/Request for Proposal (RFP) procedures will apply:

1. The Food Services Director will perform a cost or price analysis in connection with every procurement action in excess of the Pennsylvania School Code requirements or federal Simplified Acquisition Threshold.
2. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
3. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - Specifications and estimated quantities of products and services
 - Contract period
 - Terms and conditions that bidder must fulfill for bid to be evaluated

- Method of evaluation and type of contract to be awarded
 - Date, time, and location of bid opening **(BFN suggests the bid opening be held at least 14 days from the last date of advertising)**
 - How vendor is to be informed of bid acceptance or rejection /method of award announcement
 - Delivery schedule and method of shipment or delivery upon contract award
 - Benefits to which Executive Education Academy Charter School will be entitled if the contractor cannot or will not perform as required
 - Statement assuring positive efforts will be made to involve small, minority and women's business enterprises and labor surplus firms
 - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the SFA's nonprofit school food service account
 - Statement that the SFA is responsible for contract(s) awarded
 - Contract provisions as required in Appendix II for 2 CFR Part 200
 - Contract provisions as required in 7 CFR Part 210.21(f) for all cost reimbursable contracts
 - Contract provisions as required in 7 CFR Part 210.16(a) (1-10) for Food Service Management Company contracts
 - Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d)
 - Price adjustment clause (escalation/de-escalation) based on appropriate standard or cost index
 - Provision requiring access by duly authorized representatives of the SFA, State Agency, United States Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
 - Provision requiring contractor to maintain all required records for *three* (3) years after final payment and all other pending matters (e.g. audits) are closed for all negotiated contracts
 - Provision requiring contractors to recognize mandatory standards/policies related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
 - Signed statement of non-collusion
 - Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS)
 - Specific bid protest procedures
 - If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by Food Services Director in a timely manner
 - The Food Services Director will be responsible for securing all bids or proposals
 - The Food Services Director will be responsible to ensure all SFA procurements are conducted in compliance with applicable Federal, State, and local procurement regulations
 - The following criteria will be used in awarding contracts as a result of bids/proposals:
 - Price _____
 - Timeframe _____ (Ex.: quality, delivery, service, etc.)
 - Quality _____ (Ex.: quality, delivery, service, etc.)
4. Each vendor will be given an opportunity to bid on the same specifications.
5. For all formal purchases, an announcement of an IFB or RFP will be placed in at least two (2) newspapers to publicize the intent of the SFA to purchase needed items. The advertisement for bids/proposals or legal notice will be run one (1) time each week for three (3) weeks.
6. The announcement will contain the:
- general description of item(s) to be purchased

- date of pre-bid meeting, if provided, and if attendance is a requirement for bid award
 - deadline for submission of sealed bids or proposals, and
 - address of location where complete specification(s) and bid form(s) may be obtained
7. In awarding a competitive proposal (RFP), a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document. Price alone is not the sole basis for award but remains the primary consideration when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.
 8. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA with price and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
 9. The Food Services Director will be required to sign the bid tabulation of competitive sealed bids or the evaluation criteria score sheet of competitive proposals signifying a review and approval of the selections.
 10. The Food Services Director will be responsible for documenting that the actual product specified is received.
 11. Any time an accepted item is not available, the Food Services Director will select an acceptable alternate. The contractor must inform the Food Services Director within 24 hours if a product is not available.
 12. Full documentation as to the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates will be available for audit and review. The person responsible for this documentation is the Food Services Director.
 13. The Food Services Director will be responsible for compliance with the Buy American Provision. In the event a non-domestic agricultural product is to be provided to the SFA, the contractor must obtain, in advance, written approval of the product.

Simplified Acquisitions (Informal/Small Purchases)

If the amount of purchases for items is less than the district's simplified acquisition (small purchase) threshold, simplified acquisition (informal/small) purchase procedures will be used. Quotes from an adequate number of qualified sources will be required.

1. Written specifications will be prepared.
2. A minimum of three vendors shall be contacted unless the market warrants more. The Food Services Director will be responsible for contacting potential vendors when price quotes are needed.
3. Each vendor will be given an opportunity to provide a price quote on the same specifications.
4. The price quotes will receive appropriate confidentiality before award.
5. Award will be based on the following criteria:
 - Price

6. After evaluation of submitted quotes, the Food Services Director will be responsible for notification of award.
7. The Food Services Director will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
8. The Food Services Director will be responsible for documenting that the product specified is received.
9. Any time an accepted item is not available, the Food Services Director will select the acceptable alternate. The vendor must inform the Food Services Director within 24 hours if a product is not available.
10. Full documentation as to the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the Food Services Director.
11. The Food Services Director will be responsible for compliance with the Buy American Provision. In the event a non-domestic agricultural product is to be provided to the SFA, the contractor must obtain, in advance, written approval of the product.
12. The Food Services Director will be required to sign all quote tabulations, signifying review and approval of the selections.

Micro-Purchases

If the amount of a purchase is less than or equal to the micro-purchase threshold, then micro-purchase procedures may be used.

1. Written specifications will be prepared.
2. The Food Services Director will select the vendor whose prices are reasonable and whose products meet specifications.
3. The Food Services Director will be responsible for documenting the method used to determine reasonableness of cost.
4. The Food Services Director will ensure that micro-purchases are spread equitably.

Noncompetitive Procurement

If items are available only from a single source - when the award of a contract is not feasible under informal/small purchase, sealed bid or competitive proposal - non-competitive procedures may be used.

1. Written specifications will be prepared.

2. The Food Services Director will be responsible for the documentation of records to fully explain the decision to use noncompetitive procurement. The records will be available for audit and review.
3. The Food Services Director will be responsible for documentation that the actual product or service specified was received.
4. The Food Services Director will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive procedures are met.

Contracts with Food Service Management Companies and Pre-Plated (Vended) Meals

Procedures for selecting and contracting with a food service management company (FSMC) or contractors of pre-plated meals shall comply with guidance provided by the Pennsylvania Department of Education, Bureau of Food and Nutrition, including standard forms, procedures, and timelines for solicitation, selection and approval of proposals and/or contracts.

Purchasing Meals from Other Sponsors

Procedures for purchasing meals from other sponsors shall comply with the guidance provided by the Pennsylvania Department of Education, Bureau of Food and Nutrition, including standard forms and procedures.

Capital Expenditure

The Food Services Director will submit a capital expenditure request in PEARS prior to any purchase of equipment with a unit price of \$10,000 or more, if the equipment:

- Is not on the approved list created by PDE, or
- Is on the approved list but will not be used solely for food service purposes.

Minority Businesses, Veteran-owned Business, Women's Business Enterprises, Labor Surplus Area Firms

Executive Education Academy Charter School will take affirmative steps to assure that minority businesses, veteran-owned and women's business enterprises, and labor surplus firms are used when possible. These steps include:

- Placing qualified small and minority businesses, veteran-owned and women's business enterprises on solicitation lists
- Assuring that small and minority businesses, veteran-owned and women's business enterprises are solicited whenever they are potential sources
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, veteran-owned and women's business enterprises
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, veteran-owned and women's business enterprises
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce

Emergency or "Pressing Need" Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the Food Services Director. All emergency procurements shall be approved by the Food Services Director. At a minimum, the following emergency procurement procedures shall be documented:
 - item name
 - dollar amount
 - vendor
 - reason for emergency
2. If it is necessary, in the course of a pressing need, to make an emergency purchase by “piggybacking” on the bid of another SFA, the Food Services Director will be responsible for following procedures as outlined under the Miscellaneous Provisions section of this document.
3. Documentation of the emergency requiring the piggybacking will be maintained

Miscellaneous Provisions

1. New product evaluation procedures will include:
 - Nutrition Compliance
 - Availability
 - Price
 - a. Note: The micro-purchase method can be used for one-time purchases of a new food item to determine food acceptance by students and for samples for testing purposes as long as the purchase does not exceed \$15,000.
2. The SFA agrees that the reviewing official of each transaction will be the Food Services Director.
3. Payment will be made to the vendor when the contract requirements have been met and verified and have met the SFA’s procedures for payment (e.g. if prompt payment is made, discounts, etc. are accepted).
4. Specifications will be updated as needed.
5. If product received is not as specified, the following procedure will take place:
 - Product refused at time of delivery
 - Vendor will be notified within 24 hours
6. If making a purchase by “piggybacking” on the bid/contract of another SFA, the conditions listed below must exist, and approved procedures must be followed and appropriately documented as follows:
 - The SFA originating the competitive procurement must have a “piggyback provision” in the original solicitation
 - The contract must have been procured in compliance with all applicable procurement regulations
 - Approval from the purchasing SFA’s governing board will be obtained and documented
 - Approval from the SFA that originated the competitive procurement will be obtained and documented
 - Approval from the vendor that was awarded the contract (original solicitation) will be obtained and documented

- If required, a public notice of the district's "*Intent to Waive Competitive Bidding*" will be issued at least 10 days prior to the regularly scheduled governing board meeting
- Approval to piggyback will be obtained and documented from the governing board during a regularly scheduled meeting following the public notice
- Notification to the vendor of final approval will be documented and issued
- A contract with the vendor will be developed including:
 - The contractor shall agree to retain all books, records, and other documents relative to the contract agreement for three (3) years after final payment, or until audited by the SFA, whichever is sooner.
 - The SFA, its authorized agents, and/or State and/or USDA auditors shall have full access to and the right to examine any of said materials during said period.



BOARD POLICY

4026 Federal Fiscal Compliance

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
4026	6/22/2017	6/25/2026	8/18/2026
VERSION	DOCUMENT STATUS	PRINTED	
v1.900001	ACTIVE	10/16/2026	

AUTHORITY

The Board of Trustees (Board) shall ensure federal funds received by the Charter School are administered in accordance with federal requirements, including but not limited to the federal Uniform Guidance.[\[1\]](#)

The Board shall review and approve all applications for federal funds submitted by the Charter School.

DELEGATION OF RESPONSIBILITY

The Board designates the Chief Administrator, Federal Programs Coordinator, and Business Manager as the Charter School contact for all federal programs and funding.

The Chief Administrator or designee, in collaboration with the Federal Programs Coordinator and Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.[\[1\]](#)

The Chief Administrator, to assist in the proper administration of federal funds and implementation of this policy, may approve additional guidelines and procedures as attachments to this policy.

GUIDELINES

The Charter School's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

The Charter School's financial management system is subject to periodic internal and external audits. For any fiscal year in which the Charter School expends \$1,000,000 or more in federal awards, the Charter School is required to have a single or program-specific audit in compliance with federal requirements.[\[2\]](#)

Financial management standards and procedures shall include requirements for the following:

1. Identification – The Charter School must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of federal law and regulations.
3. Accounting Records – The Charter School must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.

4. Internal Controls – Effective control and accountability, including segregation of duties, must be maintained for all funds, real and personal property and other assets. The Charter School must adequately safeguard all such property and take steps to ensure that it is used solely for authorized purposes. Reasonable cybersecurity and other measures must be in place to protect personally identifiable information and other types of information.
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The Charter School shall maintain written procedures to implement the cash management requirements found in federal law and regulations.
7. Allowability of Costs – The Charter School shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

Standards of Conduct

The Charter School shall maintain standards of conduct covering conflicts of interest and the actions of employees and Charter School officials engaged in the selection, award and administration of contracts.[\[3\]](#)
[\[4\]](#) [\[5\]](#)

All Charter School employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative procedures, guidelines and rules. [\[6\]](#)

Employees - Time and Effort Reporting

All Charter School employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law and regulations. Time and effort reporting requirements do not apply to individuals contracted by the Charter School.[\[7\]](#)

Charter School employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient. [\[8\]](#)

The Charter School shall establish and maintain employee policies and procedures on hiring, benefits and leave, and outside activities, as approved by the Board. Charter School procedures on payment of staff shall apply to employees paid with federal funds and shall include payment in extenuating or emergency conditions, in accordance with applicable law, regulations or emergency declarations by state or federal authorities. [\[9\]](#) [\[10\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#) [\[14\]](#) [\[15\]](#)

Recordkeeping

The Charter School shall develop and maintain a Records Management Plan and related Board policy and administrative procedures for the retention, retrieval and disposition of manual and electronic records, including emails. [\[16\]](#)[\[17\]](#)

The Charter School shall comply with federal record conversion and quality control review requirements to safeguard the integrity of electronic records.[\[18\]](#)

The Charter School shall ensure the proper maintenance of federal fiscal records documenting: [\[16\]](#)[\[19\]](#)
[\[20\]](#) [\[21\]](#)

1. Amount of federal funds.
2. How funds are used.

3. Total cost of each project.
4. Share of total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements.
7. Significant project experiences and results to:
 - a. Determine progress.
 - b. Inform periodic review and continuous improvement of the project plan.
 - c. Revise project objectives, if necessary.

All records must be retrievable and available for programmatic or financial audit.

The Charter School shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other Charter School records which are pertinent to the federal award. The Charter School shall also permit timely and reasonable access to the Charter School's personnel for the purpose of interview and discussion related to such documents.[\[22\]](#)

Records shall be retained for a minimum of three (3) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.[\[21\]](#)

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.[\[21\]](#)

Records for property and equipment acquired with federal funds shall be retained for three (3) years after final disposition of the property or equipment. [\[16\]](#)[\[21\]](#)

As part of the Records Management Plan, the Charter School shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal. [\[16\]](#)

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data. [\[16\]](#)[\[21\]](#)

The Charter School shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative procedures. [\[23\]](#) [\[24\]](#) [\[25\]](#) [\[26\]](#) [\[27\]](#)

Compliance Violations

Employees and contractors involved in federally funded programs, and subrecipients, shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.[\[29\]](#)[\[30\]](#)

Mandatory Reporting of Violations

An applicant, recipient or subrecipient of a federal award must promptly disclose whenever, in connection with the federal award (including any related activities or subawards) it has credible evidence of a violation of federal criminal law involving fraud, conflict of interest, bribery or gratuity violations under Title 18 of the United States Code or a violation of the federal civil False Claims Act. The written disclosure must be made to the federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable).

Recipients and subrecipients are also required to report issues related to a recipient integrity and performance in accordance with Appendix XII to 2 CFR Part 200. Failure to make required disclosures can result in compliance violations.^[31]

Whistleblower Protections

Charter School employees may not be discharged, demoted or otherwise discriminated against as a reprisal for making a protected disclosure of information that the employee reasonably believes to be:^[32]^[33]

- 1. Evidence of gross mismanagement of a federal contract or grant; or
- 2. Gross waste of federal funds; or
- 3. An abuse of authority relating to a federal contract or grant; or
- 4. A substantial and specific danger to public health or safety; or
- 5. A violation of law, rule or regulation related to a federal contract, including the competition for or negotiation of a contract or grant.

Charter School employees may disclose such information to any of the following:

- 1. The Chief Administrator or designee authorized to investigate, discover or address such misconduct.
- 2. A federal employee responsible for contract or grant oversight or management of the relevant agency.
- 3. An authorized official of the United States Department of Justice or other law enforcement agency.
- 4. A member of Congress or a representative of a committee of Congress.
- 5. A federal Inspector General.
- 6. The federal Government Accountability Office.
- 7. A court or grand jury, including providing evidence of misconduct in any judicial or administrative proceeding relating to waste, fraud or abuse on a federal contract or grant.

A Charter School employee who believes that they have been subjected to a reprisal for making a protected disclosure may submit a complaint to the Inspector General of the federal executive agency that is responsible for the relevant federal funding or federal contract. The federal agency and the agency's Inspector General have the authority to investigate such complaints and provide appropriate remedies for substantiated complaints.

The Charter School shall provide written notification to employees of their rights and protections under the Whistleblower Law by posting notices in the Employee Handbook.

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Legal Footnotes

[1] 2 CFR Part 200 LEGAL REFERENCE	[2] 2 CFR 200.501 LEGAL REFERENCE
[3] 2 CFR 200.318 LEGAL REFERENCE	[4] Pol. 6027 — Conflict of Interest POLICY REFERENCE
[5] Pol. 6028 — Fraud POLICY REFERENCE	[6] Pol. 3017 — Conduct/Disciplinary Procedures POLICY REFERENCE

[7] 2 CFR 200.430
LEGAL REFERENCE

[8] Pol. 4026.1 — Allowability of Costs
POLICY REFERENCE

[9] Pol. 3004 — Employment of Staff
POLICY REFERENCE

[10] Pol. 3019 — Outside Activities
POLICY REFERENCE

[11] Pol. 3036 — Paid Time Off
POLICY REFERENCE

[12] Pol. 4024
POLICY REFERENCE
Referenced policy is not available in this policy book.

[13] Pol. 6013 — Insurance
POLICY REFERENCE

[14] Pol. 3037
POLICY REFERENCE
Referenced policy is not available in this policy book.

[15] Pol. 6005
POLICY REFERENCE
Referenced policy is not available in this policy book.

[16] Pol. 6000 — Records Management
POLICY REFERENCE

[17] 2 CFR 200.334-200.338
LEGAL REFERENCE

[18] 2 CFR 200.336
LEGAL REFERENCE

[19] 34 CFR 75.730-75.732
LEGAL REFERENCE

[20] 34 CFR 76.730-76.731
LEGAL REFERENCE

[21] 2 CFR 200.334
LEGAL REFERENCE

[22] 2 CFR 200.337
LEGAL REFERENCE

[23] Pol. 1013.4 — Confidentiality of Special Education Student Information
POLICY REFERENCE

[24] Pol. 2016 — Student Records
POLICY REFERENCE

[25] Pol. 3024 — Personnel Files
POLICY REFERENCE

[26] Pol. 6030 — Security of Computerized Personal Information/Breach Notification
POLICY REFERENCE

[27] Pol. 6030.1 — Data Governance — Storage/Security
POLICY REFERENCE

[29] 2 CFR 200.339
LEGAL REFERENCE

[30] 2 CFR 200.340
LEGAL REFERENCE

[31] 2 CFR 200.113
LEGAL REFERENCE

[32] 2 CFR 200.217
LEGAL REFERENCE

[33] 41 U.S.C. 4712
LEGAL REFERENCE



EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

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Resolution – Approve the Food Procurement Plan Attachment to Policy 4026

RESOLVED that the Board of Trustees of Executive Education Academy Charter School shall ensure federal funds received by the Charter School are administered in accordance with federal requirements, including food procurement.

THEREFORE, be it resolved by the Board of Trustees of Executive Education Academy Charter School to approve the Food Procurement Plan Attachment to Policy 4026.

EEACS SCHOOL BOARD MEETING HELD ON OCTOBER 22, 2026.

☐ Resolution was approved.

☐ Resolution was approved with the following changes:

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

Confirmed by:

Barry Dobil
EEACS Board President



EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL

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Resolution – Ratify Contract with ZeroEyes

RESOLVED that the Board of Trustees of Executive Education Academy Charter School hereby ratifies the contract with ZeroEyes dated March 27, 2026.

THEREFORE, be it resolved by the Board of Trustees of Executive Education Academy Charter School to ratify the contract with ZeroEyes dated March 27, 2026.

EEACS SCHOOL BOARD MEETING HELD ON OCTOBER 22, 2026.

- ☐ Resolution was approved.
- ☐ Resolution was approved with the following changes:

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

Confirmed by:

Barry Dobil
EEACS Board President