

LEHIGH VALLEY ACADEMY  
Board of Trustees Regular Meeting  
Agenda  
November 18, 2008

**Opening Business:**

**1. Flag Salute and Silent Meditation**

**2. Roll Call**

\_\_\_ Eva Burkhart, President  
\_\_\_ Joseph Kipp, Vice President  
\_\_\_ Brian Bortz, Secretary  
\_\_\_ Dennis Capozzolo, Treasurer  
\_\_\_ William Parkinson  
\_\_\_ Donald Hoffman  
\_\_\_ Richard Gorton  
\_\_\_ Eric Ervin  
\_\_\_ Jack Toy

\_\_\_ Barry Cohen, CEO

Invited Guest (s):

\_\_\_ Susan Mauser, CAO, HS Principal  
\_\_\_ Lee Merendino, Business Manager  
\_\_\_ Terry Walter, PS/ES Principal  
\_\_\_ Cristal McCollum, MS Principal

**3. Agenda**

Motion: To approve the Agenda.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_.

**4. Minutes**

The minutes of the October 21, 2008 regular meeting are being submitted for approval.

Motion: To approve the submitted BOT Regular Minutes from the October 21, 2008 meeting.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_.

**5. Executive Session Report**

An executive session was held on November 18, 2008 to discuss contractual and personnel matters.

**6. President's Report**

**7. CEO's Report**

**8. CAO's Report**

**9. Financial Report**

9.1 Cash Disbursements

Motion: To approve the Cash Disbursements

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_.

Roll Call Vote:

Ms. Burkhart	___	Mr. Capozzolo:	___	Dr. Gorton:	___.
Mr. Kipp:	___	Mr. Parkinson:	___	Mr. Ervin:	___.
Mr. Bortz:	___	Mr. Hoffman:	___	Mr. Toy:	___.

9.2 Balance Sheet

9.3 Comparison of Budget to Actual Expenditures

9.4 Budget Transfers

Motion: To approve the following two budget items:

A line item transfer of \$10,000 from the Regular Education (Dept. 1100) supplies budget to the Regular Education (Dept. 1100) books budget to fund additional book purchases.

A line item transfer of \$16,000 from the Professional Services (Dept. 1200) budget to the Salaries/Employee Benefits (Dept. 1200) budget to fund a teaching assistant position in the special education department.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_.

Roll Call Vote:

Ms. Burkhart	___	Mr. Capozzolo:	___	Dr. Gorton:	___.
Mr. Kipp:	___	Mr. Parkinson:	___	Mr. Ervin:	___.
Mr. Bortz:	___	Mr. Hoffman:	___	Mr. Toy:	___.

9.5 Lease Reimbursement

Motion: To approve the Applications for Approval of Charter School Leases for the 2008-2009 school year.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_.

Roll Call Vote:

Ms. Burkhart	___	Mr. Capozzolo:	___	Dr. Gorton:	___.
Mr. Kipp:	___	Mr. Parkinson:	___	Mr. Ervin:	___.
Mr. Bortz:	___	Mr. Hoffman:	___	Mr. Toy:	___.

9.6 Fund Balance

Motion: To adjust the Designated Fund Balance at June 30, 2008 to \$600,000 as a result of the completion of the 2007-2008 audit.

Motion: \_\_\_\_\_ Secoded: \_\_\_\_\_ Vote: \_\_\_\_\_

10. Activities/Committees

Motion: To approve the Material Review Committee’s recommendation on a book challenge.

Motion: \_\_\_\_\_ Secoded: \_\_\_\_\_ Vote: \_\_\_\_\_

11. Public Comment

12. Personnel Matters

12.1 New Faculty

12.1.1 Motion: To approve the following teaching positions:

Part-time English Language Learner (ELL) position at a pro-rated annual salary of \$9,750.00 for the remainder of the school year

Teaching Assistant position, in the Special Education Department, at the pro-rated annual salary of \$19,500.00 for the remainder of the school year

Motion: \_\_\_\_\_ Secoded: \_\_\_\_\_

Roll Call Vote:

Ms. Burkhardt	___	Mr. Capozzolo:	___	Dr. Gorton:	___.
Mr. Kipp:	___	Mr. Parkinson:	___	Mr. Ervin:	___.
Mr. Bortz:	___	Mr. Hoffman:	___	Mr. Toy:	___.

12.1.2 Motion: To appoint Lisa Allison as long-term substitute for part-time Reading Specialist position at \$60.00/ per day from October 1, 2008 through December 23, 2008.

Motion: \_\_\_\_\_ Secoded: \_\_\_\_\_

Roll Call Vote:

Ms. Burkhardt	___	Mr. Capozzolo:	___	Dr. Gorton:	___.
Mr. Kipp:	___	Mr. Parkinson:	___	Mr. Ervin:	___.
Mr. Bortz:	___	Mr. Hoffman:	___	Mr. Toy:	___.

12.1.3 Motion: To appoint Melody Weisman, part-time Special Needs Coordinator, for the 2008/2009 school year starting August 13, 2008, at a rate of \$25.00/hr.

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_.

Roll Call Vote:

Ms. Burkhart	___	Mr. Capozzolo:	___	Dr. Gorton:	___.
Mr. Kipp:	___	Mr. Parkinson:	___	Mr. Ervin:	___.
Mr. Bortz:	___	Mr. Hoffman:	___	Mr. Toy:	___.

12.2 Salary Adjustments

Motion: To make a \$3,000 salary adjustment to each of the following positions:

Systems Operation Manager  
Human Resource Manager

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_.

Roll Call Vote:

Ms. Burkhart	___	Mr. Capozzolo:	___	Dr. Gorton:	___.
Mr. Kipp:	___	Mr. Parkinson:	___	Mr. Ervin:	___.
Mr. Bortz:	___	Mr. Hoffman:	___	Mr. Toy:	___.

**13. Student Matters**

**14. New Business**

**15. Old Business**

**16. Future Activities, Times, and Important Dates**

- November 19 ..... End of 1<sup>st</sup> Trimester – PS/ES
- November 20 ..... Math and Reading Night – ES
- November 26-December 1 ..... Thanksgiving Break, School Closed
- December 8 ..... LVA Ice Skating Night, Municipal, Illick’s Mill Rd. 6-8 pm
- December 9 ..... PTO Parent Led Workshops – HS Cafeteria, 6:30 pm
- December 10-12 ..... PS/ES Parent, Student, Teacher Conferences
- December 12 ..... Progress Reports distributed
- December 16 ..... BOT Executive Session, ES Library – 6:00 pm
- December 16 ..... Board of Trustees Meeting, ES Cafeteria – 7:00 pm

**17. Motion to Adjourn**

Motion: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_.