

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

**Opening Business:**

The meeting began at 7:05 pm.

**1. Flag Salute and Silent Meditation**

**2. Roll Call**

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

  X   Barry Cohen, CEO

Invited Guest (s):

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

***Legend:***

**Roll Call:** X – Present; EX – Excused; A – Absent

**Motion/Seconded:** Board Member's Initials   **Vote:** 0-0-0 = In Favor/Oppose/Abstain

**Roll Call Vote:** Y – Yes; N – No; AB – Abstain

**3. Agenda**

Motion: To approve the Agenda.

Motion:       RG       Seconded:       WP       Vote:   7-0-0  .

**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:       JK       Seconded:       RG       Vote:   6-0-1  .

(Ms. Burkhart abstained; Mr. Toy was not present to vote on Agenda Items 3 and 4.)

**5. Executive Session Report**

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

## 6. President's Report

Ms. Eva Burkhart gave the President's Report. The end of the first marking period is approaching. The Board is pleased with direction the school is heading. They acknowledged and appreciate the efforts with the Strategic Planning process. The Board established goals for the CEO; one is improving LVA's public image. There will not be a December Work Session. The next three work session topics of discussion, starting again in January, will be announced in a future Newsflash.

## 7. CEO's Report

Dr. Barry Cohen, Mrs. Mauser, Mr. Andy Hall gave a presentation at an event called Project Blue Print at Lehigh University on the International Baccalaureate and global Programme. They joined with 7 to 8 cutting edge school districts to learn from each other about global education.

Dr. Cohen attended National Philanthropy Day, honoring Father Dan Gambet. In addition, he attended workshops focusing on fundraising. He met with the Vice President of Commerce Bank. They will work with LVA on backing up the line of credit, in the event of any temporary cash flow problems this year. Dr. Cohen congratulated Mrs. Mauser and the students on the homecoming events that took place last week. Dr. Cohen will be appearing on Business Matters with Tony Ianelli. The show will air on Channel 69 at 7:30 pm on Monday evening. Several Strategic Planning Task Forces have met. Dr. Cohen met with Mrs. Jane Ervin, Executive Director of Creative Child Care Services to explore any partnership opportunities. Dr. Cohen met with Lana Farr regarding the Capital Campaign. Dr. Cohen met with several Board members and will continue to do so.

## 8. CAO's Report

Mrs. Mauser gave a report on all of the schools.

**PS/ES Schools** - Lehigh Valley Academy participated in four different parades. They won the Mayor's Cup in Bethlehem. LVA's name is engraved on the cup. We received a monetary award of \$250.00 from the Saucon Valley Parade. The MS Students also participated in the parade. They designed puppets with Styrofoam heads. Thank you to everyone who participated in the Parades. The October Book Drive was a huge success; LVA collected over 1,600 books to benefit the Fountain Hill YMCA Child Care Center. The 4th and 5<sup>th</sup> grade students elected their student council officers and classroom student representatives. Mrs. Mauser read the list of names. Math and Reading Night will be held in the elementary school this Thursday from 6:30-8:00pm for grades KG-5<sup>th</sup> grade. Eighty five families are signed up to attend. LVA was selected as one of two schools to help decorate the Mayor's Christmas tree on Friday, November 21 at noon at the Payrow Plaza. The 2<sup>nd</sup> -3<sup>rd</sup> grade students will design and create ornaments; One hundred of these ornaments will be selected to hang on the tree. The students will then have pizza for lunch with Mayor John Callahan. One of our second grade students will assist Mayor Callahan in turning on the Christmas Tree Lights during a ceremony on November 28.

**Middle School** – The Mock Election Vote was a big success; an article was placed in the Morning Call. The MS/HS conferences went well. In honor of Veteran’s Day, the MS students will be folding 1,000 Origami paper cranes. These will be sent to the Hiroshima in honor of the survivors of WW II bombing of the city. They hope to connect with the Hiroshima World School as part of this initiative. December In-Service will take place in the MS/HS during the PS/ES Conferences. The ES/MS Choir will be performing at Christkindlmarkt on December 5 and will hold a concert at the UGI Auditorium on December 18.

**High School** – Homecoming took place last weekend. Homecoming was one of our student’s first CAS projects. It was run by two students with support from faculty/staff. They organized everything from the dance to the rally. The students joined together and showed school spirit. They had a dance, a rally and played flag football. \$1,000 was raised during spirit week and homecoming.

Ms. Burkhart asked Dr. Cohen to briefly comment on the \$3,000 KNBT Grant that we were awarded for videoconferencing equipment.

## 9. Financial Report

### 9.1 Cash Disbursements

Motion: To approve the Cash Disbursements

Motion:           WP           Seconded:           DC          

Roll Call Vote:

Ms. Burkhart	<u>  Y  </u>	Mr. Capozzolo:	<u>  Y  </u>	Dr. Gorton:	<u>  Y  </u>
Mr. Kipp:	<u>  Y  </u>	Mr. Parkinson:	<u>  Y  </u>	Mr. Ervin:	<u>  Y  </u>
Mr. Bortz:	<u>  Y  </u>	Mr. Hoffman:	<u>  ---  </u>	Mr. Toy:	<u>  Y  </u>

### 9.2 Balance Sheet

The Board reviewed the Balance Sheet.

### 9.3 Comparison of Budget to Actual Expenditures

The Board reviewed the Comparison of Budget to Actual Expenditures.

Mr. Merendino pointed out the computer licensing that is listed in the cash disbursements.

Ms. Burkhart stated for the record, the Budget was based on enrollment of 804 students. We are currently at 808 students with 6 potential enrollees. Mr. Toy inquired about the opt-out program. He requested that the options be explored. Mr. Merendino and Dr. Cohen will follow up on this. The Board requested that Mr. Merendino research the total number of eligible opt-out employees for them to determine potential savings.

## 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:           WP           Seconded:           BB          .

Roll Call Vote:

Ms. Burkhart	<u>  Y  </u>	Mr. Capozzolo:	<u>  Y  </u>	Dr. Gorton:	<u>  Y  </u>
Mr. Kipp:	<u>  Y  </u>	Mr. Parkinson:	<u>  Y  </u>	Mr. Ervin:	<u>  Y  </u>
Mr. Bortz:	<u>  Y  </u>	Mr. Hoffman:	<u>  ---  </u>	Mr. Toy:	<u>  Y  </u>

## 9.5 Lease Reimbursement

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

Motion:           BB           Seconded:           JK          .

Roll Call Vote:

Ms. Burkhart	<u>  Y  </u>	Mr. Capozzolo:	<u>  Y  </u>	Dr. Gorton:	<u>  Y  </u>
Mr. Kipp:	<u>  Y  </u>	Mr. Parkinson:	<u>  Y  </u>	Mr. Ervin:	<u>  Y  </u>
Mr. Bortz:	<u>  Y  </u>	Mr. Hoffman:	<u>  ---  </u>	Mr. Toy:	<u>  Y  </u>

## 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:           WP           Seconded:           DC          .

Roll Call Vote:

Ms. Burkhart	<u>  Y  </u>	Mr. Capozzolo:	<u>  Y  </u>	Dr. Gorton:	<u>  Y  </u>
Mr. Kipp:	<u>  Y  </u>	Mr. Parkinson:	<u>  Y  </u>	Mr. Ervin:	<u>  Y  </u>
Mr. Bortz:	<u>  Y  </u>	Mr. Hoffman:	<u>  ---  </u>	Mr. Toy:	<u>  Y  </u>

## 10. Activities/Committees

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

Motion:           RG           Seconded:           WP           Vote: 7-0-1

Mr. Bortz abstained.

PTO - The Board recognizes Ms. Diane Lawson as the newly elected President of the PTO. Ms. Lawson introduced Ms. Jackie Moore, newly elected Treasurer of the PTO. One of their goals this year will be on improving communication. They would like to work on the parental involvement aspect of the Strategic Plan Initiative and present their plan to the Committee. Mr. Toy, the Board representative and Mr. Lang, the Teacher representative for the PTO will be speaking at the next PTO meeting on Thursday. The PTO's focus for the next several months will be on reviewing the past year's experience, what needs to be revised and what works well.

PTO Fundraising Committee - Ms. Brenda Melendez clarified that the PTO Fundraising Committee had planned to participate in the Winter Wonderland hospitality portion since the summer. For the record, Ms. Melendez stated that the PTO Fundraising Committee chose not to participate in the Winter Wonderland due to an email message they received from a parent volunteer that they felt was disrespectful to them.

Ms. Lawson suggested that the volunteers be held accountable for following a Volunteer Code of Conduct. Ms. Burkhart requested that the officers of the Board, the PTO and Dr. Cohen schedule a meeting to discuss this situation and determine clarification of each participant's role. Dr. Cohen is in agreement. Ms. Burkhart will plan to schedule the PTO to be reintroduced at an upcoming Work Session. Ms. Melendez requested that Dr. Cohen review and revamp, if necessary, the protocol that was agreed upon between the fundraising committee and administration.

## 11. Public Comment

Mr. Mike Karabin voiced his feelings on the email message from a parent volunteer that Ms. Melendez was discussing. He believes it's the Board's job to educate the volunteers, participants and PTO members who are representing the school on what the school stands for.

Dr. Cohen will reread the email and determine what response, if any, would have been appropriate on the part of the administration. Mrs. Mauser stated that Ms. Lawson responded appropriately to the email. Ms. Burkhart suggested speaking to someone directly if you have an issue. Emails may not be the most appropriate way to communicate.

Mr. Karabin questioned why agenda item 12.2 was not included in the regular process. The Board commented that this had been discussed previously and that it actually going to be tabled tonight until they have an opportunity to review all of the administrative staff.



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: To table Agenda Item 12.2 to a later date.

Motion:           JT           Seconded:           DC           Vote: 8-0-0

**13. Student Matters**

There were no student matters to discuss.

**14. New Business**

There was no new business to discuss.

**15. Old Business**

There was no old business to discuss.

**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:           JT           Seconded:           WP           Vote: 8-0-0

The meeting adjourned at 8:04 pm.

Submitted by,

Kimberly Koons  
Assistant to the CEO