

LEHIGH VALLEY ACADEMY

Board of Trustees Regular Meeting

Minutes

December 16, 2008

Opening Business:

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
 X 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: WP Seconded: JK Vote: 9-0-0 .

4. Minutes

The minutes of the November 18, 2008 regular meeting are being submitted for approval.

Motion: To approve the submitted BOT Regular Minutes from the November 18, 2008 meeting.

Motion: BB Seconded: RG Vote: 8-0-1 .
Mr. Hoffman abstained.

5. Executive Session Report

An executive session was held on December 16, 2008 to discuss contractual and personnel matters.

6. President's Report

Ms. Eva Burkhart reported that the month of December ran smoothly. She attended the third grade Invention Convention. It was a wonderful event; the inventions were really impressive. Ms. Burkhart thanked the math and reading specialists for their work on the Math and Reading Night which she also attended. It was held in the Elementary school. Ms. Burkhart wished everyone well for the holidays and the upcoming New Year.

7. CEO's Report

Dr. Barry Cohen spent time this past month on building relationships. Father Dan Gambet helped Dr. Cohen identify potential friends of the school. Dr. Cohen met with and gave tours to Ms. Linnny Fowler, who toured the day of the Invention Convention; Mr. Lee Butz of Alvin H. Butz and Mr. Bob Wood of Sodexo Company. George White, Professor and Chairman at Lehigh University spent a morning at the school. The TV broadcast, "Business Matters with Tony Ianelli" aired. It can be viewed on the WFMZ Business Matters website. We made contact with the Iacocca Institute at Lehigh University. They have a summer program called "Global Village". It attracts 100 people from all over the world ages 20-42. They are looking into developing partnerships with us. We made contact with Miller Blood Bank. We plan to coordinate visits for our students in conjunction with their science classes. Dr. Cohen commented on the Invention Convention and the Elementary and Middle School Choir. The choir performed for many of our families and for the public at Christkindlmarkt. We are making good progress on the Strategic Planning. All the Task Forces have met at least once. Dr. Cohen reported the progress at the Faculty Meetings today.

8. CAO's Report

Mrs. Susan Mauser, CAO and HS Principal reported on the schools.

Primary and Elementary Schools - Lehigh Valley Academy's third graders were selected to decorate the Mayor's Christmas tree and have a pizza lunch. Five LVA students participated in the Pennsylvania Youth Theatre's Musical Production of "The Christmas Carol". High School students held a Winter Wonderland. It was an opportunity for the younger students to purchase gifts. The Scholastic Book Fair took place. Skate Night was held at Bethlehem's Municipal Skate Rink on Monday, December 18. There were over 300 people in attendance. Parent, Student, Teacher Conferences took place in the Elementary School for Kindergarten through 5th grade with nearly perfect attendance. Kindergarten is currently working on a Unit of Inquiry called Celebrations. They celebrated Santa Lucia Day, a Swedish Festival. One of our future prospective parents volunteered to run the event.

Middle School – Students who demonstrated role model behavior from the start of the school year were invited to see the musical production, "A Christmas Carol". The Elementary and Middle School Choir performed on December 5 at Christkindlmarkt and they will perform at the UGI Building on December 18. Progress Reports for the Middle School were posted on Edline. Honor Roll requirements were increased for this year. Mrs. McCollum was pleased to announce that forty percent of the middle school students earned the honor roll distinction. Students will be recognized at an awards ceremony in January. During the half days last week, the teachers had

in service. They worked on curriculum. They are working on templates that show how teachers are incorporating areas of interaction into their lesson plans. The Middle School Council will be holding their first dance, "The Winter Ball". Next Tuesday, a brunch will be held for the student of the November student of the month. The October Student of the Month brunch was held in November.

High School – Progress reports were distributed. Students without disciplinary issues will be having a school spirit day on Tuesday.

9. Financial Report

9.1 Cash Disbursements

Motion: To approve the Cash Disbursements

Motion: BB 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>Y</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 commented on the cash disbursements list and reviewed the status of Federal and State subsidy payments.

10. Activities/Committees

Dr. Richard Gorton commented on the Board Development Committee (BDC) Meetings. The BDC will meet again sometime in January. Please forward the names of potential candidates to Dr. Cohen.

11. Public Comment

There was no public comment.

12. Personnel Matters

12.1 Resignations

Motion: To accept the resignations of the following faculty/staff members:

Kimberly Fitzgerald, Coordinator of Literacy Programs and Assessment, effective December 23, 2008.

Judy Putnam, Health Room Assistant, effective December 2, 2008.

Motion: WP Seconded: DH Vote: 8-0-1.
Brian Bortz abstained.

12.2 New Faculty

Motion: To hire the following fully qualified faculty/staff members:

Elizabeth Kuser, part-time English Language Learner (ELL) position (10 hrs. per week) at a pro-rated annual salary of \$9,750.00 for the remainder of the school year

Kathleen Walkowiak, part-time Health Room Assistant, at a rate of \$15.00 per hour.

Motion: RG Seconded: JK.

Roll Call Vote:

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

The Board acknowledged Kim Fitzgerald’s service at LVA. She took a lead on developing our Reading program and had been actively involved since the beginning of the school.

12.3 Stipend for Extra-curricular Activity

Motion: To approve the allocation of units for the following extra-curricular activity:

Second Grade Reading Club..... 1 unit

Motion: BB Seconded: WP.

Roll Call Vote:

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

