

LEHIGH VALLEY ACADEMY
Board of Trustees Regular Meeting
Minutes
July 15, 2008

Opening Business:

1. Flag Salute and Silent Meditation

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

2. Roll Call

<u> X </u> Eva Burkhart, President (EB)	<u> X </u> Barry Cohen, CEO
<u> EX </u> Joseph Kipp, Vice President (JK)	
<u> X </u> Brian Bortz, Secretary (BB)	Invited Guest (s):
<u> X </u> Dennis Capozzolo, Treasurer (DC)	
<u> EX </u> William Parkinson (WP)	<u> X </u> Susan Mauser, CAO
<u> X </u> Donald Hoffman (DH)	<u> X </u> Lee Merendino, Business Manager
<u> X </u> Richard Gorton (RG)	<u> X </u> Terry Walter, PS/ES Principal
<u> X </u> Eric Ervin (EE)	<u> EX </u> Cristal McCollum, MS/HS Principal
<u> X </u> Jack Toy (JT)	

3. Agenda

Motion: To approve the Agenda.

Motion: BB Seconded: DC Vote: 7-0-0

4. Minutes

The minutes of the June 19, 2008 regular meeting are being submitted for approval.

Motion: To approve the submitted BOT Regular Minutes from the June 19, 2008 meeting.

Motion: DC Seconded: DH Vote: 4-0-3
(Mr. Bortz, Dr. Gorton, Mr. Toy abstained)

5. Executive Session Report

An Executive Session was held on July 15, 2008 to discuss contractual and personnel matters.

6. President's Report

Ms. Eva Burkhart gave her first report as President of the Board of Trustees. She thanked Donald Hoffman and Richard Gorton for making the transition for Mr. Kipp and her go smoothly. There have been some updates in the laws that are in favor of Charter Schools; the Coalition of Charter Schools has made us aware of them. They support some of the changes that LVA decided to make. Ms. Burkhart is looking forward to a really good year.

7. CEO's Report

Dr. Barry Cohen mentioned that LVA is a sponsor on the City of Bethlehem's Website. LVA's logo/link to our website and a one-minute segment is prominently featured on the City's Website. Dr. Cohen will play the segment at the next Board meeting.

Mrs. Mauser and Dr. Cohen met with Chris Hoenscheid and Andy Swantak of Thomas Paine Charter School. They requested a helping hand from Dr. Cohen and Mrs. Mauser regarding budget, personnel, security and IT requirements. Their charter application was denied by their chartering districts, Catasauqua and Northampton. They will continue the process again during the next school year. They are a K-8 school. Dr. Cohen stated that there may be partnership opportunities and as Mr. Hoffman stated in a prior meeting, they may be a feeder school for our high school.

The FY08 Budget Actual is better than initially anticipated. Lee will discuss in more detail.

We are actively registering students for the next year's enrollment. The budget target for next year is 804 students; we are currently in the 790 range. There are 250 students on the waiting list.

The State legislature has eliminated caps. In 2011, our understanding is that we can determine what our level of enrollment will be and it will not be imposed by a third party.

We held our first of two benefits meetings with the Faculty and Staff regarding the change from Highmark to Aetna Health Insurance. Seventeen people were in attendance. The change will occur on September 1.

The Admin Group met at length to organize the Strategic Planning process. We discussed the process for strategic planning and Dr. Cohen will review with the process with the Board in the next month or two. We are gearing up for the capital campaign. We will explore what is necessary to start a capital campaign within the next month.

Mr. Hoffman asked if there was any talk about funding for the charter schools coming directly from the State instead of from the school districts. Dr. Cohen will pose this question at the next Coalition of Charter Schools Meeting he attends. Mr. Tim Daniels, Executive Director of the Coalition, has resigned. He has accepted a position in South Carolina where he will be heading the Authorizing Agency. Dr. Cohen is on the search committee to find a replacement for Mr. Daniels. Mr. Daniels was instrumental in many changes including the elimination of the attendance caps for charter schools.

Dr. Gorton questioned the impact that the passage of the new state budget will have on our budget. Dr. Cohen and Mr. Merendino discussed the topic. There are a few variables that didn't exist before. There may not be a trickle down to the Charter Schools. Mr. Merendino said he will report on this as soon as they find things out.

Mrs. Mauser, Mrs. Walter and Dr. Cohen had the pleasure today of seeing off some of the high school students who were leaving for their trip to Europe. Several other students going on the trip, met up with them at the Newark Airport. This is the first such trip Lehigh Valley Academy has ever had.

8. CAO's Report

Mrs. Susan Mauser is reporting on all of the schools. The new hire process has started. Several new employees are on the agenda. They are working on making sure the new teachers have the skill sets necessary relating to AYP, MYP, and DP to be transitioned in as easy as possible. They are still looking to fill some teaching assistant and part-time positions.

LVA made AYP again this year on the PSSA scores! The benchmarks for Reading and Math have increased. The Reading benchmark was 63% overall. LVA's reading rate was a 77%. The math requirement was at 56%. LVA's math percentage was 80.2%. The writing scores were really high for both 5th and 8th grades and 100% at the high school level for 11th grade.

The Special Needs population is struggling to meet AYP. Mrs. Mauser said they are looking at ways to address this. In a future work session, Mrs. Mauser will present a break down to show areas of progress and weakness. Mr. Hoffman asked if there were modifications to scoring the special needs population. Mrs. Mauser said there are different ways to make AYP, such as Safe Harbor and Confidence Intervals. In order to continue to make AYP, a certain percentage of the special needs population will need to increase from basic to proficient. Eleven students received high basic this year. They are working on ways to bring them up from high basic to proficient.

The PS/ES teachers are meeting with Mrs. Walter and the MS/HS teachers are meeting with Mrs. Mauser to plan the curriculum. Mrs. Mauser is working with the middle school teachers in Mrs. McCollum's absence.

All the computers have been updated to Office 2007. The teachers are in the process of picking up their new laptops. Office 2007 training will be offered next Tuesday or Wednesday. All Act 48 hours were logged. Mrs. McCollum and Mrs. Walter completed the Dept. of Ed. evaluations. They will get their semi annual PDE Forms.

The 9 adults and 7 students that left today for Europe are currently in flight.

Summer school is underway. Two students attended summer school in their home district of Allentown. The rest attended summer school at LVA.

The painting, waxing, floor preparation and moving in the elementary school is completed. The middle school is being prepped now and then the primary and high schools will be completed.

Teachers return on August 13. School starts on August 20.

if we chose to remain with Highmark. Dr. Cohen said this was in the best interest of Lehigh Valley Academy and a necessary step in order to achieve a balanced budget this year.

Mr. Capozzolo replied to Mr. Lang's concerns regarding benefits. He explained how the landscape of the provider portion of healthcare benefits is changing drastically. We have tried to supply the amount of benefits that we can within our budget guidelines. Mr. Lang understands the industry is changing. He reiterated that he was voicing some concerns of some of the faculty and suggested we work together with this so no one is surprised.

Ms. Burkhart asked if our plan was ever reviewed before. Mr. Merendino said our plan was reviewed two years ago. This is when we switched to the deductible plan.

Mr. Toy asked Mr. Merendino if they have given any further thought to increasing the opt-out benefit. He has seen this work. Mr. Merendino said that they have but it did not reflect a benefit to the school at this time. Mr. Merendino agreed to look into it more closely. Mrs. Mauser said we talked about doing a survey to see who would be interested in opting out. She said we have a lot of people who do not qualify for an opt-out.

Mrs. Brigitte Bortz asked if the five Spanish Teachers are full time positions. Mrs. Mauser said they were all full time positions. Mrs. Bortz inquired about the second language for the high school. Mrs. Mauser said that they are currently searching for a part time (10hr/week) French Teacher. Mandarin Chinese is a plan for the future. It would be introduced at the Kindergarten level. Mrs. Mauser said stated that by law we need to offer an additional language at the high school.

12. Personnel Matters

12.1 New Faculty

Motion: To hire the following highly qualified and fully certified teachers for the 2008/2009 school year:

Keith Godshall – Elementary School Teacher (\$39,000.00)
 Damian Beaman – Elementary School Teacher (\$39,000.00)
 Katie Custer – Elementary School Teacher (\$39,000.00)
 Lindsay Gould – Spanish Teacher (\$39,000.00)
 Randi Lambright – HS Math Teacher (\$39,000.00)

Motion: _____ RG _____ Seconded: _____ DC _____.

Roll Call Vote:

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

12.2 New Staff

Motion: To hire Judy Putnam, R.N, B.S.N., Health Room Assistant at \$15.00 hr. (20 hrs/week).

Motion: _____ RG _____ Seconded: _____ DH _____.

Roll Call Vote:

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

12.3 Appointing of Teachers and Teaching Assistants

Motion: To appoint the following teachers and teaching assistants for the 2008/2009 school year.

Eileen Cro, Reading Specialist	Ginine Reynolds, PS Teacher
Amber Kraft, PE Teacher	Cindy Zakanycz, PS Teacher
Ramonita Rodriguez, Spanish Teacher	Debra Lechman, PS Teacher
Andy Hall, SS English Teacher	Nicole Rothdeutsch, Spanish Teacher
Tina Keiser, Special Needs Teacher	Nicole Posipanko, Special Needs Teacher
Adrienne Hydock, Art Teacher	
Tina Rothenberger, Special Needs Teacher	Lynette Dickert, PS Teacher
Trinidad Wingert, Spanish Teacher	Sheri McNett, Reading Specialist
Arshia Zaheer, SS Science Teacher	Jessica Hartman, ES Teacher
Lisa Flannigan, ES Teacher	Mara Lambert, Education Technology and Instructional Technology Specialist
Cheryl Heurich, Math Specialist and Coach	Dana Heilman, PE Teacher
Kelly Eddinger, ES Teacher	Jennifer Hultin, Special Needs Teacher
Judy Naughton, ES Dean of Students	Jennifer LaBranche, SS Science Teacher
Mary Hartnett, ES Teacher	Meg Sayago, School Librarian
Tanya Repetz, ES Teacher	Jennifer Nonnemacher, Sixth Grade Math and Science Teacher
Stephanie Micci, PS Teacher	Jennifer Himmelreich, ES Teacher
Megan Pavlish, SS Humanities Teacher	Tori January, Drama Teacher
Lisa Simmers, ES Teacher	Margaret Schlauch, Reading Specialist
Rebecca Laffey, Special Needs Teacher	Amy Grams, Spanish Teacher
Melissa Holland, SS English Teacher	Stacey Riddle, Teaching Assistant
Kimberly Fitzgerald, Coordinator of Literacy Programs and Assessment	Tiffany Stofko, Teaching Assistant
Jennifer Gensits, Teaching Assistant	Monica Haywood, Music Teacher
Amy Gair, ES Teacher	Maria Negley, Academic Counselor
Ann Rolls, SS Math Teacher	Allison Marcks, ES Teacher
Whitney Davison, Sixth Grade English and Social Studies Teacher	Greg Gunkle, SS Humanities Teacher
Jennifer Gresser, ES Teacher	Angela Drake, Teaching Assistant
Larry Lang, ES Teacher	Susan Lischner, MS Music Teacher
Chris Santos, PS Teacher	Jenna (Makos) Naito, Art Teacher
Tracey Horvath, PS Teacher	
Julie Catino, School Psychologist	

Motion: BB Seconded: RG

Roll Call Vote:

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

12.7 PS/ES Principal/PYP Coordinator

Motion: To approve LVA's Agreement with Terry Walter, PS/ES Principal/ Primary Years Coordinator, from July 1, 2008 through June 30, 2011.

Motion: RG Seconded: BB .

Roll Call Vote:

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

12.8 MS Principal/MYP Coordinator

Motion: To approve LVA's Agreement with Cristal McCollum, MS Principal/Middle Years Coordinator, from July 1, 2008 through June 30, 2011.

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> --- </u>	Mr. Parkinson:	<u> --- </u>	Mr. Ervin:	<u> Y </u>
Mr. Bortz:	<u> Y </u>	Mr. Hoffman:	<u> Y </u>	Mr. Toy:	<u> Y </u>

Mr. Hoffman asked if we were in compliance with the EEOC (Equal Employment Opportunity Commission). Dr. Cohen said he will bring back a response to the next meeting but believes we are compliant. Mr. Lang mentioned that he spoke with Karen Deichman, Human Resource Manager. She does everything she can to make sure we are complying. She has discussed that we are in line. Mrs. Mauser said that Mrs. Deichman is concerned with making sure we have diversity. She received information from local colleges on students graduating from education programs. They are predominantly white female. We are looking at ways to add more diversity to our staff.

12.9 LVA Student Driving Policy

This is a First Reading.

This policy will apply to seniors only. Mr. Capozzolo asked if we have notified our insurance agent to find out if the school should be noted on the insurance policy as additionally insured. Mrs. Mauser will check into it.

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

- August 11-12 New Teacher In-Service Days
- August 12..... BOT Work Session, 7:00 pm – ES Cafeteria
- August 13-19 Teacher In-Service Day (Faculty/10 month staff return)
- August 18..... Kindergarten Orientation, 5:30-7:00pm (PS)
- August 19..... 6th Grade Orientation, 10:00 am – 12:00 pm (MS)
- August 19..... 9th Grade Orientation, 10:00 am – 12:00 pm (HS)
- August 19..... New Student Open House, 1:00-3:00 pm (all schools)
- August 19..... BOT Board Meeting, 7:00 pm – ES Cafeteria
- August 20..... **First Day of School**

Mrs. Mauser noted that the first day of school for Kindergarten students will be August 25. Students in Grades 1-11 will start on August 20.

17. Motion to Adjourn

Motion: JT Seconded: EE Vote: 7-0-0 .

The meeting adjourned at 8:25 p.m.

Submitted by,

Kimberly Koons
Assistant to the CEO

Amendment to July 15, 2008 Approved Minutes

The following commentary was transcribed from the July 15, 2008 Minutes Recording:

Mr. Merendino commented on the Financial Report. The Cash Disbursements List includes new furniture for the new space and software renewal costs. There will be a lot of one time start up expenses in the next couple of months, mainly for technology items, furniture and building maintenance. The Palos Sports P.E. equipment expense was money spent from the \$7,500.00 grant that Dana Heilman, P.E. Teacher was awarded in May 2008.

The auditors will start their field work in September. They will use as preliminary the numbers presented in the Budget vs. Actual report for 6/30/08. Mr. Merendino commented on the Budget vs. Actual report. A lot of subsidies were billed for the month of June, (i.e.: Federal programs, ACCESS and IDEA. The PSERS subsidy that LVA received in June was a lot higher than expected. This is an inconsistent annual number and cannot be anticipated. June was not a full operating month because classes ended on the 13th; therefore, monthly operating expenses were down.

Mr. Toy stated that the expenses weren't reduced; the income was greater than we anticipated. Mr. Toy also stated that he would like to see the benefit for employees that choose to waive the school's medical insurance coverage be increased. Mr. Merendino said that he will do an analysis and report back to the BOT on that issue.

Mr. Merendino gave an explanation of the federal funds and the variances. Bank interest rates dropped over the year, so interest income was under what was in the budget. The state lowered the lease subsidy reimbursement percentages so these payments were lower than what was expected.

The fundraising revenues were lower than anticipated due to the shift in fundraising activities to the PTO Organization that occurred during the year.

Federal Programs -We spend most of the Title Program monies early in the school year. Because the program year extends until September 30, we do not lose any funds. The remaining balance carries over into the next school year.