

LEHIGH VALLEY ACADEMY
Board of Trustees Regular Meeting
Minutes
August 18, 2009

Opening Business:

The meeting began at 7:45 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
X Richard Gorton
X Eric Ervin
X Jack Toy
X Paula Margraf

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. Swearing-In of Ms. Paula Margraf, Board of Trustees

4. Agenda

Motion: To approve the Agenda.

Motion: BB Seconded: WP Vote: 9-0-0

Motion: To amend the Agenda adding Item 12.5

Mr. Jack Toy moved that the agenda be amended to end the employment agreement with Dr. Barry Cohen, effective immediately. (Item 12.5)

Motion: JT Seconded: DC Vote: 9-0-0

5. Minutes

The minutes of the July 21, 2009 regular meeting are being submitted for approval.

Motion: To approve the submitted Minutes from the July 21, 2009 meeting.

Motion: RG Seconded: WP Vote: 9-0-0

6. Executive Session Report

Executive sessions were held on July 11 and July 18, 2009 to discuss contractual and personnel matters.

7. President's Report – Eva Burkhart

Ms. Burkhart welcomed the staff back to school last Wednesday. School starts tomorrow. She commented on the facilities and thanked Mrs. Parkinson, Director of Facilities, and everyone involved for a job well done. Mrs. Burkhart attended the open house and noted the enthusiasm of the community and faculty. Ms. Burkhart wished everyone best of luck on their start of the new school year.

8. CAO's Report – Susan Mauser

Teachers returned last Wednesday. They participated in two interactive training classes: Interactive Crisis Training and Diversity Training.

Kindergarten and 9th Grade Orientation took place last night. Kindergarten will start next Monday. 6th Grade Orientation was held this morning. Parents were invited along with the students.

Faculty and staff are prepared for the start of school. We look forward to a successful and busy year.

9. Financial Report – Mr. Merendino

9.1 Cash Disbursements

Motion: To approve the Cash Disbursements

Motion: BB Seconded: JK .

Roll Call Vote:

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

Mr. Merendino pointed out some items that were not part of the regular school start up costs, such as the Diversity Training performed during Teacher In-Service Day and renovations costs.

9.2 Balance Sheet

Mr. Merendino spoke briefly on the balance sheet.

9.3 Comparison of Budget to Actual Expenditures

Mr. Merendino reported briefly on the Comparison of Budget to Actual Expenditures. Many of the items are startup expenses for the new school year.

10. Activities/Committees

Ms. Diane Lawson, PTO President, discussed the PTO Funfest and invited everyone to attend it. It will take place on Saturday, August 29, 2009. Ms. Lawson, on behalf of the PTO, invited the Board members to attend the Funfest. The PTO would like to briefly introduce the Members of the Board to the LVA Community at 1:30 pm.

11. Public Comment

Mr. Dennis Raynor, parent of a sixth grade student, offered a couple of suggestions: Forms can be used as thank you notes for donations, adjusting Spring Break for more days off during the week, and considering a musical production of Cats to be held at the Hanover Township Community Center as a free event. Mr. Raynor spoke with the music teachers. He has not spoken to the art or drama teachers. Ms. Burkhart suggested he continue to communicate the musical idea with the music teachers and Mrs. Mauser. Ms. Burkhart agrees that thank you notes should be sent for donations. We will follow up to confirm that administration is continuing to send thank you responses for donations. Changing the days off for Spring Break may not be an option due to scheduling conflicts, but it can be discussed further.

Mr. Donald Hoffman, parent of two students, posed a question about Grade Distribution Reports for the final semester of the last school year. He is requesting that the Board review the data on student performance. Mr. Hoffman inquired about the survey that was developed by Muhlenberg College. He suggested the survey be sent to the LVA community and students for feedback. He would like to see results of the survey that was completed by the faculty and staff.

The Board will follow up on the parent/student survey and report back. The Board will request the grade distribution information.

Brigitte Bortz, parent of two high school students, asked what is being done to ensure that the future graduating students will achieve the IB Diploma.

Mrs. Mauser commented on the IB Diploma Programme data. Mr. Hall, DP Coordinator, and she have received most of the IB exam data back. They have already started implementing changes and adjustments to the Programme. Mrs. Mauser stated that although none of the nine graduates received the IB Diploma this year, some of them did receive college credits as a result of their exam scores and participation in the Programme. One of the graduates received twelve college credits.

12. Personnel Matters

12.1 Resignation

Motion: To accept the resignation from the following faculty members:

Tori January, Drama Teacher
Randi Lambright, HS Math Teacher
Tiffany Stofko, Teaching Assistant
Laura O'Malley, Special Needs Teaching Assistant
Elizabeth Kuser, ELL Specialist

Motion: RG Seconded: WP Vote: 9-0-0

12.2 New Faculty

Motion: To hire the following highly qualified teachers for the 2009/2010 school year:

Jacob March, Part-time 6th grade Math and Science Teacher, 20 hrs./week (\$19,500.00)
 Alyssa Fink, Long-Term Substitute Librarian, August 12, 2009 to February 12, 2010 (\$125.00/day)
 Patricia Ryan, Part-time Math Specialist (\$19,500.00)
 Nicole Brousseau, Drama Teacher, 32 hrs./week (\$31,200.00)
 Stephen Kocis, HS Social Studies Teacher, 30 hrs./week (\$29,750.00)
 Jenny George, HS Math Teacher (\$39,000.00)
 Brittney Whitman, Part-time MS Guidance Counselor (\$20,750.00)
 Alexis Troxell, PS Teaching Assistant (\$19,890.00)
 Holly Gafford, ES Teaching Assistant (\$19,500.00)
 Krystal Wanyo, Special Needs Teaching Assistant (\$19,500.00)
 Stephanie Chimics, ES Teaching Assistant (\$19,500.00)
 Melanie Wolf-Greenberg, Part-time ESL Program Specialist, 20 hrs./week (\$20,750.00)
 Wendy Moren, MS English/Social Studies Teacher (\$39,000.00)
 Kim Ruhnke, ES Teacher (\$39,000.00)
 Stacey Donnelo, Part-time Lunch Server (\$10.00/hr.) (staff employee)

Motion: JT Seconded: DC

Roll Call Vote:

Ms. Burkhardt Y Mr. Capozzolo: Y Mr. Ervin: Y
 Mr. Kipp: Y Mr. Parkinson: Y Mr. Toy: Y
 Mr. Bortz: Y Dr. Gorton: Y Ms. Margraf Y

12.3 Medical and Health Insurance (Co-pay/ Opt-out)

12.3.1 Health Insurance Employee Contribution for the 2009/2010 school year (spouse or dependents)

Motion: To have the employee contribution for health insurance that includes the coverage for a spouse or for dependents set at (\$90.00) each paycheck. (currently set at \$80.00 a paycheck.)

Motion: JK Seconded: DC

Roll Call Vote:

Ms. Burkhardt Y Mr. Capozzolo: Y Mr. Ervin: Y
 Mr. Kipp: Y Mr. Parkinson: Abs. Mr. Toy: Y
 Mr. Bortz: Abs. Dr. Gorton: Y Ms. Margraf Y

12.3.2 Health Insurance Employee Contribution for the 2009/2010 school year (entire family)

Motion: To have the employee contribution for health insurance that includes the coverage for the entire family set at (\$180.00) each paycheck. (currently set at \$160.00 a paycheck.)

Motion: JT Seconded: RG

Roll Call Vote:

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

12.3.3 Opt-Out

Motion: To offer a \$2,000.00 opt-out program for employees who are already insured and who do not wish to participate in LVA's health and dental insurance plan. The amount is to be paid out in \$100.00 installments on a bi-weekly basis over 20 weeks starting in October 2009.

Motion: DC Seconded: JK

Roll Call Vote:

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

12.4 Educational Assistance Policy Revision

First Reading

12.5 Agreement with Dr. Barry Cohen

Motion: To end the employment agreement between Lehigh Valley Academy and Dr. Barry Cohen, effective immediately.

Motion: JT Seconded: DC

Roll Call Vote:

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

13. Student Matters

There were no student matters to discuss.

14. New Business

There was no new business to discuss.

14.1 PSDLAF

Motion: To approve the school’s participation in the Pennsylvania School District Liquid Asset Fund (PSDLAF).

Motion: BB Seconded: RG .

Roll Call Vote:

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

15. Old Business

16. Future Activities, Times, and Important Dates

- August 19..... First Day of School for Students (grades 1-12)
- August 20..... PTO Family Fun Fest Planning Meeting, 6:30 pm, HS Cafeteria
- August 24..... First Day of School for Kindergarten Students
- August 29..... PTOs-LVA Family Fun Fest, 1 pm - 4 pm – at LVA
- September 7 Labor Day, School Closed
- September 8 BOT Work Session, 7 pm in PS Cafeteria
- September 10-11 PYP visit
- September 14 Back to School Night, PS/HS 6:30 pm
- September 15 Executive Session, 6 pm
- September 15 Board Meeting, 7 pm in PS Cafeteria
- September 16 Back to School Night, MS 6:30 pm
- September 17 Back to School Night, ES 6:30 pm
- September 19 Market Day – HS Cafeteria
- September 22 School Picture Day

17. Motion to Adjourn

Motion: JT Seconded: WP Vote: 9-0-0 .

The meeting adjourned at 8:50 pm.

Submitted by,

Kimberly Koons
Assistant to the CEO