

LEHIGH VALLEY ACADEMY  
Board of Trustees Regular Meeting  
Minutes  
November 17, 2009

**Opening Business:**

The meeting began at 7:10 pm

**1. Flag Salute and Silent Meditation**

**2. Roll Call**

<u>X</u>	Eva Burkhart, President	Invited Guests:	
<u>EX</u>	Joseph Kipp, Vice President		
<u>X</u>	Brian Bortz, Secretary	<u>X</u>	Susan Mauser, CAO, HS Principal
<u>X</u>	Dennis Capozzolo, Treasurer	<u>X</u>	Lee Merendino, Business Manager
<u>X</u>	William Parkinson	<u>X</u>	Terry Walter, PS/ES Principal
<u>X</u>	Richard Gorton	<u>X</u>	Cristal McCollum, MS Principal
<u>EX</u>	Eric Ervin		
<u>X</u>	Jack Toy		
<u>X</u>	Paula Margraf		

**3. Agenda**

Motion: To approve the Agenda.

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

**4. Minutes**

The minutes of the October 20, 2009 regular meeting are being submitted for approval.

Motion: To approve the submitted Minutes from the October 20, 2009 meeting.

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

**5. Executive Session Report**

An executive session was held on November 17, 2009 to discuss contractual and personnel matters.

**6. President's Report – Ms. Eva Burkhart**

The school is continuing to run in the absence of a CEO. Next month's work session is being canceled. Ms. Burkhart clarified her response to a public comment question on last month's session. Ms. Burkhart said payments to Dr. Cohen were done. To clarify this, Ms. Burkhart stated that the balance of the lump sum payments were done, but part of the agreement was to cover his benefits until the end of the year or until he found a job. The benefits are continuing but the net effect on the budget should be zero. Ms. Burkhart met with Lona Farr from Farr Healey Group on October 22 to discuss the future of the Capital Campaign and short term steps that can be taken now. The Board members will meet with the Education Foundation Board on Wednesday, December 2.

Ms. Burkhart wished everyone a happy holiday.

## **7. CAO's Report – Mrs. Susan Mauser**

Mrs. Mauser attended the Charter School's Conference in Harrisburg on state reporting and requirements. ARRA funding was discussed. This funding is going to be distributed by the state differently than was first indicated. It will be included in basic education subsidies and paid to the home school districts, not directly to LVA. Much of that anticipated funding was budgeted to technology. LVA is expected to be seeing it indirectly through student subsidy funding.

Mr. Merendino, Business Manager, can follow up with the school districts on prospective adjustments to the student funding.

Approximately \$80,000 will be received for special education funding under ARRA. This funding was not included in the budget because LVA has not received this type of funding on a consistent basis in the past. This money must be applied to special education services only.

Mrs. Mauser attended a Charter Schools meeting with the CEOs of Roberto Clemente and the new charter school, Lincoln Leadership Academy, both located in Allentown. They plan to meet monthly at each of the charter schools in the area to help out the newer schools and to learn from each other. The next meeting will be held at LVA.

The primary/elementary schools held teacher in-service days during the middle /high schools' conferences. LVA's Halloween Float won \$300.00 for second place under the schools category in the Bethlehem Halloween Parade. A huge thank you goes out to Thea Prostko and all of the volunteers for their work and participation in the parade.

Kindergarten through grades 8 celebrated Apple Crunch Day. Odyssey of the mind started for grades Kindergarten-8. Elementary grade teachers had an in-service from IU20 on hearing impaired students. The reading dept did a presentation on the Keystone Reading Association Conference that they attended. Mrs. Walter, Primary/Elementary School Principal, attended a National Institute for School Leaders (NISL) Conference on Special Education. Mrs. Mauser, CAO/HS Principal, will attend the second half of this conference in March. The elementary students made cards for meals on wheels. The Second Harvest Food Drive was held. An internal lockdown drill took place this month.

The middle school held an 8<sup>th</sup> grade fundraiser at Friendly's for their three-day field trip in May to Washington, DC. There was great participation for the Parent/Student/Teacher conferences. The middle school ran a bake sale for the "Pennies for Peace" Campaign. They raised over \$200.00. The Pennies for Peace Campaign is a dual faceted community service activity involving fundraising for a goal of eventually building a school in Pakistan. The second part of the initiative is referred to as one book one school with the goal of having every student in the middle school reading one of the Pennies for Peace books called "Three Cups of Tea."

The high school held successful conferences. The 9-12th grades students will have an in-service on diversity training in December. The homecoming dance was a huge success with over 100 participants. Activities for homecoming on Saturday were canceled due to the rain.

## 8. Financial Report

### 8.1 Cash Disbursements

Motion: To approve the Cash Disbursements

Motion:         WP         Seconded:         BB        .

Roll Call Vote:

Ms. Burkhart	<u>  Y  </u>	Mr. Capozzolo:	<u>  Y  </u>	Mr. Ervin:	<u>  --  </u>
Mr. Kipp:	<u>  --  </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>

### 8.2 Balance Sheet

The Board reviewed the Balance Sheet.

Mr. Merendino briefly discussed the items on the balance sheet. Mrs. Mauser explained the Alert Now System phone tree communication tool that will be utilized to increase communication to parents. Mr. Merendino has budgeted for the anticipated increase in utilities beginning in January 2010.

### 8.3 Comparison of Budget to Actual Expenditures

The Board reviewed the Comparison of Budget to Actual Expenditures.

### 8.4 Lease Reimbursement

Motion: To approve the Applications for Approval of Charter School Leases for the 2009-10 school year.

Motion:         BB         Seconded:         WP        .

Roll Call Vote:

Ms. Burkhart	<u>  Y  </u>	Mr. Capozzolo:	<u>  Y  </u>	Mr. Ervin:	<u>  --  </u>
Mr. Kipp:	<u>  --  </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>

## 9. Activities/Committees

There were no activities/committees to discuss.

## 10. Public Comment

There was no public comment.

## 11. Personnel Matters

### 11.1 Personnel Report

Motion: To approve the personnel report.

Motion:           WP           Seconded:           DC          .

Roll Call Vote:

Ms. Burkhardt	<u>  Y  </u>	Mr. Capozzolo:	<u>  Y  </u>	Mr. Ervin:	<u>  --  </u>
Mr. Kipp:	<u>  --  </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>

### 11.2 Acceptable Use Policy (AUP)

To approve the Acceptable Use Policy.

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

Legal counsel recommended additions concerning additional regulations related to E-Rate and students and internet safety that need to be included. This approved policy will be revised to include the additions to be approved at a future board meeting.

## 12. Student Matters

### 12.1 Student Population: 885

Recently enrolled: 5

In Process: 1

Withdrawals: 2

Reasons: Susan Mauser commented.

### 12.2 Disciplinary Issues:

#### Primary/Elementary

In-school suspension – two students

Issues – not taking academic responsibility

#### Middle School

In-school suspensions – Four suspensions – Three students. One student two separate incidents.

Issues- Not following directions, bullying, disrespect

Out of school suspensions – Two students

Issues – bullying, disrespect to teachers

#### High School

In-school suspensions – Four students

Out of school suspensions – Three students

Issues – bullying, disrespecting teachers, fighting

