

LEHIGH VALLEY ACADEMY  
Board of Trustees Regular Meeting  
Minutes  
February 16, 2010

**Opening Business:**

The meeting began at 7:08 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 Guests:

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

**3. Agenda**

Motion: To approve the Agenda.

Motion:           WP           Seconded:           JK           Vote:   8-0-0          .  
Mr. Toy not present for vote.

**4. Minutes**

The minutes of the January 19, 2010 regular meeting are being submitted for approval.

Motion: To approve the submitted Minutes from the January 19, 2010 meeting.

Motion:           BB           Seconded:           DC           Vote:   8-0-0          .  
Mr. Toy not present for vote.

**5. Executive Session Report**

Executive sessions were held on February 9 and February 16, 2010 to discuss contractual and personnel matters.

**6. President's Report**

On February 9, a discussion was started on the CEO job description and search process. The upcoming work sessions and board meetings will focus on the following:

Work Sessions:

March 9 - Update on the CEO search process.

First glance of the 2010 budget provided by Mr. Merendino, Business Manager.

Board Meetings:

May 18 - Board approval of the Budget

June 15 – Board Meeting: Rescheduled for June 22, 4<sup>th</sup> Tuesday of the month, to allow for thirty-day display of the draft budget

June 22 – Board Meeting: Budget for final approval

The BDC – There are currently five open board positions. Two positions may be filled by current board members. The search for Board members was placed in the Newsflash. Interested parties must respond by March 19. Ms. Burkhart needs two volunteers from the Board to be on the BDC to assist with the selection. Brian Bortz will help on the BDC. Mr. Toy cannot serve on the BDC if he is plans to participate in another Board term. Ms. Burkhart is scheduled to speak at several of the upcoming New Enrollment Sessions. She requested the presence of Board members to cover the remaining sessions.

## 7. CAO's Report

Schoolwide – Grades K-12 raised \$1,7000.00 in Haiti donations. The check will be presented to the Red Cross on February 25, rescheduled from February 11.

LVA received a grant from PA Cares through the Olweus Anti-bullying Program for \$7,500.00 thanks to Mrs. McCollum, Principal and Ms. Nonnemacher, MS Teacher. It will be used to fund the operating costs of the program.

PYP Renewal Visit Report – There were no matters to be addressed. There were a couple of recommendations and commendations. This is a huge accomplishment achieved by Mrs. Walter, Principal and PS/ES faculty.

The Olweus Anti-bullying launch for grades 6-12 will be rescheduled in the main cafeteria after all the reenrollment and new enrollment sessions are completed.

The middle school held Parent conferences last Friday. Students had their first pep rally to celebrate the Middle School Jaguars basketball team. The students celebrated with cheers. A dance team performed cheers. The basketball team played against Roberto Clemente.

The Cert Flip Charts (crisis info) are in the final stages of completion. These will be distributed to every classroom in the next couple of weeks. The purpose of the charts is to provide information to the LVA staff on what to do in different crisis situations.

Mr. Lang, 5<sup>th</sup> grade Teacher, shared a positive experience his class had with the Tootsie Roll Company regarding a sealed Tootsie wrapper with no candy inside. Mr. Lang used this opportunity to provide a learning experience for his students. They have “I wonder or Aha moments”. They developed a letter to the president of the company to find out how something like this happens and what occurred as a result.

Ms. Burkhart stated that if school is closed due to inclement weather on the day of Board Work Sessions and Board meetings, the session or meeting will be cancelled and rescheduled.

**8. Financial Report – Mr. Merendino**

8.1 Cash Disbursements

Motion: To approve the Cash Disbursements

Motion: WP 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 Y

Motion passed 9-0-0.

Mr. Merendino briefly explained the cash disbursements for February. Mr. Capozzolo inquired about the search for an electricity provider. Mr. Merendino commented that it will be part of the budget process. Mr. Toy questioned the second payment for cleaning. Mr. Merendino replied that it was for coverage of service when our cleaning staff is out.

8.2 Balance Sheet

The Board reviewed the Balance Sheet.

Mr. Merendino commented. There is a new Cafeteria Fund Account for the lunch service. There were additional fees for legal matters that pertained to special needs matters. Mrs. Mauser will meet with the Board during the March Executive Session to discuss the two special needs matters.

8.3 Comparison of Budget to Actual Expenditures

The Board reviewed the Comparison of Budget to Actual Expenditures.

**9. Activities/Committees**

9.1 Stipend for Extra-Curricular Activity

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

High School Dance Team..... 2 units

Motion: BB Seconded: JK

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

Motion passed 9-0-0.

## 10. Public Comment

Mr. Steve Donchez, parent, asked if the Olweus Anti-bullying rescheduled program be announced in the Newsflash. Mrs. McCollum confirmed that it would be noted in the Newsflash.

Bridget O'Connell, parent, provided information regarding Philadelphia's CHOP which provides grant funding for CPR and AED Usage.

Mr. Lang, Teacher, said the PTO was informing the community about the open Board positions.

## 11. Personnel Matters

### 11.1 Personnel Report

Motion: To approve the personnel report.

Motion:           WP           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  .

Motion passed 9-0-0.

### 11.2 Acceptable Use Policy

First Reading.

### 11.3 CEO Job Description

Motion: To approve the CEO Job Description.

Motion:           JK           Seconded:           WP           Vote:   8-1-0  .  
Mr. Toy opposed the motion.

### 11.4 CEO Search Advertising Budget

Motion: To authorize an advertising budget of \$            for the CEO job search.

Motion: To table the motion.

Motion:           BB           Seconded:           RG          .

The Motion was tabled.

## **12. Student Matters**

### 12.1 Student Population – 886

Recently enrolled: 3

In Process:

Withdrawals: 2

### 12.2 Disciplinary Issues:

#### Primary/Elementary

Issues – 0

#### Middle School

In-school suspensions – 4

Out of school suspensions – 2

Issues – Disrespect, disruption, bullying

#### High School

In-school suspensions – 3

Out of school suspensions – 0

Issues – disruption in hallway, forgery, cell phone use in class

## **13. New Business**

Resolution –Board will check with legal counsel on developing a Resolution to stagger the incoming Board members to a 1, 2 and 3 year term. At the end of the term, each member can renew to a 3 year term. This will allow for only three board openings during each renewal period.

## **14. Old Business**

There was no old business to discuss.

**15. Future Activities, Times, and Important Dates**

- February 17..... Olweus Bullying Prevention Launch, MS and PS
- February 22..... LVA Ice Skating Night, Municipal Rink, 6:00-8:00 pm
- February 23..... Rescheduled Reenrollment Session, Main Caf , 5:30 pm /7:00 pm
- February 24-25..... K-1 New Student Information Session, Main Caf , 6:30 pm
- March 1..... K-1 New Student Information Session, Main Caf , 6:30 pm
- March 2..... Read Across America
- March 3..... MS/HS New Student Info. Session, Main Caf , 6:30 pm
- March 4..... Grades 2-5 New Student Info. Session, Main Caf , 6:30 pm
- March 8..... MS/HS New Student Info. Session, Main Caf , 6:30 pm
- March 9..... Science Fair - ES
- March 9..... Board Work Session, Main Cafeteria, 7:00 pm
- March 10-11 ..... Grades 2-5 New Student Info. Session, Main Caf , 6:30 pm
- March 11..... PTO General Meeting, HS Cafeteria, 6:30 pm
- March 15..... MS/HS New Student Info. Session, Main Caf , 6:30 pm
- March 16..... Executive Session, MS Library, 6:00 pm
- March 16..... Board Meeting, Main Cafeteria,7:00 pm

**16. Motion to Adjourn**

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

The meeting ended at 8:05 pm.

Submitted by:  
*Kimberly Koons*  
*Assistant to the CEO*