

LEHIGH VALLEY ACADEMY  
Board of Trustees Regular Meeting  
Minutes  
April 20, 2010

**Opening Business:**

The meeting began at 7:01 pm.

**1. Flag Salute and Silent Meditation**

**2. Roll Call**

<u>Y</u>	Eva Burkhart, President (EB)	Invited Guests:	
* <u>N</u>	Joseph Kipp, Vice President (JK)		
<u>Y</u>	Brian Bortz, Secretary(BB)	<u>Y</u>	Susan Mauser, CAO, HS Principal
<u>Y</u>	Dennis Capozzolo, Treasurer (DC)	<u>Y</u>	Lee Merendino, Business Manager
<u>Y</u>	William Parkinson (WP)	<u>Y</u>	Terry Walter, PS/ES Principal
<u>EX</u>	Richard Gorton (RG)	<u>Y</u>	Cristal McCollum, MS Principal
<u>Y</u>	Eric Ervin (EE)		
<u>Y</u>	Jack Toy (JT)		
<u>EX</u>	Paula Margraf (PM)		

Y= Yes, N=No, EX= Excused

Voting order: Yes-No-Abstain

**3. Agenda**

Motion: To approve the Agenda.

Motion: BB Seconded: WP Vote: 6-0-0  
Motion passed.

**4. Minutes**

The minutes of the March 16, 2010 regular meeting are being submitted for approval.

Motion: To approve the submitted minutes from the March 16, 2010 meeting.

Motion: DC Seconded: WP Vote: 5-0-1

Motion: Passed. Mr. Bortz abstained from the vote because he was not in attendance at the March 16 Board Meeting.

**5. Executive Session Report**

An Executive Session was held on April 20, 2010 to discuss contractual and personnel matters.

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

The Board and members of the community met with the attorney on March 30 to discuss the possibilities of a bond issue and raising money to purchase property. Next steps need to be discussed at future work and executive sessions. The Board donated two baskets to the PTO Basket Bingo. The Basket Bingo was a successful event.

This evening's Executive Session was a continuation of the review of resumes for the CEO position. This process will continue next Tuesday and during the next Work Session. The next Work Session on May 11 will continue with final discussion of the budget before submitting it for approval at the May 18 Board Meeting. It will be placed on public display for thirty days and final approval will be on June. The June Board meeting will take place on the Third Thursday of the month as to allow for the 30 day public display.

Mrs. Mauser and Ms. Burkhart met with a gentleman from Wilkes Barre who is interested in starting an IB charter school. Ms. Burkhart personally thanked Mrs. Mauser. She did an excellent job explaining the IB Programme to him.

Ms. Burkhart attended a meeting yesterday for the Higbee Park revitalization project taking place in Bethlehem. There is a \$75,000 grant from the Bureau of Natural Resources along with matching funds from the City of Bethlehem. The non-profit organization, KaBoom, will be managing the project. They will be holding conference calls every Monday at 1:30 pm. There is an opportunity for students, of working age with permission from their parents, to gain some CAS hours and represent LVA publicly by being part of the construction team. The rebuild will be on Tuesday, June 22. Ms. Burkhart will reach out to the PTO to inform them of this project.

Ms. Burkhart thanked Mr. Merendino, Mrs. Mauser and Mr. Kipp for presenting the proposed budget in her absence during the April 13 Work Session.

## **7. CAO's Report – Mrs. Mauser**

**PS/ES** – K-5 participated in a Raising Readers program for young readers. Japanese college students, studying to be teachers, visited with primary, elementary and high school students. Parent Teacher Student Conferences for all grade levels were well attended. Elementary grades had a Chuck E. Cheese Night. Kindergarten Lottery took place on April 7. All spots were filled. 142 students are on the waiting list. The Lottery for Grades 1-11 will take place on April 28. Odyssey of the Mind was a success. PSSA testing is going on in April. This is the first year that all PSSAs were consolidated into one month period. Fifth graders are meeting with the principal regarding the Exhibition. The Specialist Extravaganza took place on April 13. All elementary grade teachers are working on the last unit of inquiry.

**MS** – The Middle School hosted a 5<sup>th</sup> grade parent meeting on April 14. It was a 45 minute session with questions and answers and a tour of the school. The 7<sup>th</sup> grade students will participate in Law Day on May 3. They will visit the Northampton Community Court house on May 3. May 4, 6<sup>th</sup> grade will participate in 3<sup>rd</sup> annual earth day event at Delaware Canal Park. The LVA Soccer team participated in their first game yesterday. Twenty-five students in grades 6-8 are currently on the soccer team.

**HS** – Students are studying for the SATs - math and reading prep. The 11<sup>th</sup> graders participated in the PSSAs. LVA participated in the Spring Challenge. A group of students were required to read 40 books and answer questions. The HS team came in 3<sup>rd</sup> place out of 30 schools. They did a nice job. The 10<sup>th</sup> grade students will present their personal projects on April 29 at 6:00 pm. Construction to the new high school space is moving along. Permits came through. They will start framing out the classrooms.

New student testing for grades 2-11 were started. Tests will be scored and parents will be notified of any concerns before the general lottery takes place on April 28. The 53 participants in the PTO sponsored Autism Speaks Walk raised over \$800.00. Civics club will participate in Law Day. They will be part of a mock trial in Allentown. A federal judge, also a father to one of our teachers, will be presiding over the court. Seniors will participate in the IB exams. The Jr./Sr. Prom will take place on May 28. June 3 is high school graduation.

## **Financial Report – Mr. Merendino**

### 8.1 Cash Disbursements

Motion: To approve the Cash Disbursements

Motion: \_\_\_\_\_ DC \_\_\_\_\_ Seconded: \_\_\_\_\_ WP \_\_\_\_\_.

Roll Call Vote:

Ms. Burkhart Y Mr. Capozzolo: Y Mr. Ervin: Y.

Mr. Kipp: -- Mr. Parkinson: Y Mr. Toy: Y.

Mr. Bortz: Y Dr. Gorton: -- Ms. Margraf --.

Motion passed 6-0-0 vote.

Mr. Merendino presented the cash disbursements list. He commented on the payment to Gale that was for the renewal of library software. Ms. Burkhart asked about the purchase of computers that was brought up at an earlier work session. Mr. Merendino said that purchase in the amount of \$14,580 to Nunet using Federal ARRA funds has been made but was left out of the list in error.

### 8.2 Balance Sheet

The Board reviewed the Balance Sheet.

Mr. Merendino commented briefly on the Balance Sheet and the Budget vs. Actual report. The accounts receivable balance each month will be higher than in the past because Bethlehem Area School District is now submitting payments to us after they are approved at their monthly Board meetings.

### 8.3 Comparison of Budget to Actual Expenditures

The Board reviewed the Comparison of Budget to Actual Expenditures

The budget vs. actual report is favorable in part due to the over-budgeting of employee benefits. This area will be reviewed again for the 2010-2011 Budget.

Mr. Capozzolo questioned the negative variance in regular education salaries. Mr. Merendino said it is, in part, due to maternity leaves where sick time and substitute pay are incurred simultaneously.

8.4 Utilities Cost – 1560 Valley Center Parkway, Suite 200

Motion: To authorize electricity cost to be included into monthly operating expenses.

Motion:           BB           Seconded:           WP          .

Motion: To table the discussion of 8.4 Utilities Cost until the Board is provided with more information.

Motion:   BB   Seconded:   WP   Vote:   6-0-0  .

Motion: Tabled.

Mr. Toy reviewed the draft budget. He would like more details on the following line items that total \$584,000: Furniture and Equipment, Professional Services; Other Purchased Services; and Supplies.

**9. Activities/Committees**

9.1 Extra-curricular Activity

Motion: To approve the following extra-curricular activity:

Spring Challenge..... 1 unit

Motion:           BB           Seconded:           WP          .

Roll Call Vote:

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

**10. Public Comment**

J. Wetherhold, student, gave a presentation, as part of his Boy Scout requirement, on why LVA should continue band in the middle school. The Board thanked him for his presentation. It was well done. The Board asked Mrs. McCollum to get some information from the music department. The Board will take it under consideration.

Mrs. Brigitte Bortz, parent, said that LVA was not listed in the Donley Awards for Excellence which was posted the Sunday Morning Call. Mrs. Mauser took the information to pursue it for next year. Mrs. Bortz suggested having a certified coach on duty for after school sporting activities. LVA currently has a waiver in place for the current extra-curricular activities but as the school and after school opportunities grow, a certified coach position should be taken into consideration.

Mr. Pinho, parent, voiced his regret about the lack of opportunities for this year’s graduating class to fundraise and plan a special event. Mrs. Mauser spoke with the seniors. They would like to go to Busch Gardens in Virginia. Ms. Burkhart requested a cost quote per student. Mrs. Mauser and Ms. Burkhart will meet to discuss the options regarding this request.

\*Mr. Kipp joined the Board Meeting at 7:48 pm.

**11. Personnel Matters**

11.1 Personnel Report

Motion: To approve the personnel report.

Motion: WP Seconded: DC

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>--</u>	Ms. Margraf	<u>--</u>

Motion passed 7-0-0 vote.

**12. Student Matters**

12.1 Student Population – 878

Recently enrolled: 0  
 In Process: 0  
 Withdrawals: 6 students

12.2 Disciplinary Issues:

Primary/Elementary

In-School suspension – 0  
 Out of school suspension- 1 student  
 Issues –

Middle School

In-school suspensions – 4 students  
 Out of school suspensions – 5 students  
 Issues – Disrespect, disruption, multiple referrals

High School

In-school suspensions – 4 students  
 Out of school suspensions – 0  
 Issues –Disrespect, class disruption, plagiarism

12.3 Student Assistance Program Policy (SAP)

Motion: To approve the Student Assistance Program (SAP) Policy.

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

Motion passed.

**13. New Business**

13.1 LVA Board Terms of Service

Motion: To approve a “Resolution for an adjustment to the LVA Board Terms of Service for incoming trustees for the 2010-2011 fiscal year, as follows: one (1) one-year term; one (1) two-year term; all others remain at the three-year terms. All subsequent terms will be for three years, (maximum), and be subject to the current two-term limit”.

Motion: \_\_\_\_\_ JT \_\_\_\_\_ Seconded: \_\_\_\_\_ WP \_\_\_\_\_ Vote: 7-0-0 .  
Motion: Passed.

**14. Old Business**

There was no old business.

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

- April 19-23 ..... Writing PSSAs, 5, 8 &11
- April 24..... Market Day Pick Up, Main Café, 10:30 am
- April 26-30 ..... Science PSSAs, Grades 4-8, 11
- April 28..... General Lottery (Grades 1-11), Main Café, 6:00 pm
- May 11..... Board Work Session, Main Cafeteria, 7:00 pm – Budget (fine-tuning)
- May 13..... PTO General Meeting, HS Cafeteria, 6:30 pm
- May 18..... Executive Session, MS Library, 6:00 pm
- May 18..... Board Meeting, Main Cafeteria, 7:00 pm

**16. Motion to Adjourn**

Motion: \_\_\_\_\_ JT \_\_\_\_\_ Seconded: \_\_\_\_\_ WP \_\_\_\_\_ Vote: 7-0-0 .  
Motion passed.

The meeting ended at 8:10 pm.

Submitted by:  
Kimberly Koons