

LEHIGH VALLEY ACADEMY  
Board of Trustees Regular Meeting  
Minutes  
June 22, 2010

**Opening Business:**

**1. Flag Salute and Silent Meditation**

**2. Roll Call**

  X   Eva Burkhart, President (EB)  
  X   Joseph Kipp, Vice President (JK)  
  X   Brian Bortz, Secretary (BB)  
  X   Dennis Capozzolo, Treasurer (DC)  
  X   William Parkinson (WP)  
  X   Richard Gorton (RG)  
  X   Eric Ervin (EE)  
  X   Jack Toy (JT)  
  X   Paula Margraf (PM)

Invited Guests:

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

Y= Yes, N=No, EX= Excused

Voting order: Yes-No-Abstain

**3. Agenda**

3.1 Motion: To approve the Agenda.

Motion:       BB       Seconded:       WP       Vote:                   .  
Motion amended.

3.2 Motion: To amend the agenda to include item 13.1 appointing Aldo Cavalli to the CEO position.

Motion:       JK       Seconded:       WP       Vote:   9-0-0  .  
Motion passed.

**4. Minutes**

The minutes of the May 18, 2010 regular meeting are being submitted for approval.

Motion: To approve the submitted minutes from the May 18, 2010 meeting.

Motion:       JK       Seconded:       WP       Vote:   9-0-0  .  
Motion passed.

**5. Executive Session Report**

An Executive Session was held on June 22, 2010 to discuss contractual and personnel matters.

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

The Board completed the CEO Search. Ms. Burkhart thanked all the Board Members along with Karen Deichman, HR Manager for their participation in the CEO search. She also thanked Joseph Kipp for working directly with her to review the resumes and the candidates for their interest in

LVA. Ms. Burkhart thanked six members of the community for their interest in the Board positions and the members of community who showed interest in serving on the Board Development Committee (BDC). Due to the minimal number of applicants, the BDC did not meet. The Board members introduced the prospective candidates for the Board of Trustees during a work session. They handled the interview process and appointed three members.

Automated surveys were sent out from the Board of Trustees to the faculty and staff and to parents and guardians. They were due on June 25.

The Board recognized ninth grade student, Robert E., for his nomination this summer for the National Youth Leadership Forum on Law and CSI.

Ms. Burkhart personally thanked Brian Bortz, Bill Parkinson and Joseph Kipp for their years of service on the Board of Trustees. Mr. Bortz and Mr. Parkinson completed their terms on the Board after six years of service. Mr. Kipp chose not to renew to a second term.

## 7. CAO's Report – Susan Mauser

The school year ended. Summer school begins on Monday. Report cards were sent out last Friday. The following events took place at the end of the school year: Final exams, Field Day, prom, graduation, art show and concerts. Summer kicked off with several curriculum meetings. State reporting is starting. Construction is starting at the high school and should be completed by July 15. The auditor is working in the middle school and should be completed by the end of the month. The following events took place at the Elementary School - choir, band concert, 5<sup>th</sup> grade dance, June 2 Exhibition, and the musical, 101 Dalmations.

## 8. Financial Report – Lee Merendino

### 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>  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>

Motion passed 9-0-0.

Mr. Merendino briefly discussed the Follett Library, and Northeast Janitorial expenses and the PSERS first quarter contribution.

Mr. Merendino is continuing to receive quotes for electricity suppliers.

### 8.2 Balance Sheet

The Board reviewed the Balance Sheet.

8.3 Comparison of Budget to Actual Expenditures

The Board reviewed the Comparison of Budget to Actual Expenditures. Mr. Merendino stated that ARRA money will be carried over; it is to be spent over a two-year period.

Mr. Merendino requested a reallocation of funds from the furniture line item within the Operations budget to cover the cost of a new access system using a fob or badge in place of keys.

8.4 Budget for the 2010-2011 School Year.

Motion: To pass the Budget for the 2010-2011 School Year.

Motion:           JK           Seconded:           WP          .

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> .

Motion passed 9-0-0.

**9. Activities/Committees**

There were no activities or committees to discuss.

**10. Public Comment**

Mr. Pinho, parent, commented on his and Mrs. Pinho’s behalf regarding fundraising, school activities, and curriculum at the high school.

Mrs. Bortz, parent, inquired about a tracking system for IB students in the Diploma Programme on the SATs.

**11. Personnel Matters**

11.1 Personnel Report

Motion: To approve the personnel report.

Motion:           WP           Seconded:           BB          .

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> .

Motion passed 9-0-0.

## 11.2 Education Assistance Policy (Revision)

Motion: To approve the revised Education Assistance Policy.

Motion:           RG           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>

Motion passed 9-0-0.

## 11.3 CEO Position

Motion: To approve Aldo Cavalli as CEO of Lehigh Valley Academy starting on July 6, 2010 at an annual salary of \$103,000.00.

Motion:           BB           Seconded:           JT          .

Roll Call Vote:

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

Motion passed 9-0-1. Mr. Ervin abstained. He was not present at the interview of Mr. Aldo Cavalli.

Ms. Burkhart stated there will not be a work session in July. The faculty and staff will have an opportunity at this time to meet the new CEO. The CEO will be in attendance at the next public meeting.

## 12. Student Matters

### 12.1 Student Population – 873

Recently enrolled: 0

In Process: 0

Withdrawals: 1

### 12.2 Disciplinary Issues:

Primary/Elementary

In-School suspension –

Detention – 2

Issues – failure to complete assignments on time.

Out of school suspension –

Issues –

Middle School

In-school suspensions – 1

Out of school suspensions – 2  
Issues –engaging in unsafe behavior, hitting  
High School

In-school suspensions – 3  
Out of school suspensions –  
Issues – bus issue, disrespect, refusal to follow directions

**13. New Business**

13.1 LVA Bylaws

**Motion:** To approve the school attorney’s revisions to the existing LVA Bylaws.

Motion: \_\_\_\_\_ WP \_\_\_\_\_ Seconded: \_\_\_\_\_ JK \_\_\_\_\_ Vote: \_\_\_\_\_.

**Motion:** To amend the motion to approve the school Attorney’s revisions to the existing LVA Bylaws with the addition of keeping the term limits in the Bylaws but extend them to no more than three (3) consecutive three (3) year terms.

Motion: \_\_\_\_\_ WP \_\_\_\_\_ Seconded: \_\_\_\_\_ BB \_\_\_\_\_ Vote: \_\_\_\_\_ 9-0-0 \_\_\_\_\_.

**14. Old Business**

There was no old business to discuss.

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

- July 5..... School Closed in Observance of Independence Day
- July 8..... PTO Meeting, 6:30 pm
- July 13..... No Work Session, faculty staff meet with CEO, Main Café, 7:00 pm
- July 20 ..... Executive Session, MS Library, 6:00 pm
- July 20 ..... Board Meeting, Main Cafeteria, 7:00 pm

**16. Motion to Adjourn**

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

Motion passed.