

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

**Opening Business:** The meeting began at 7:08pm

**1. Flag Salute and Silent Meditation**

**2. Roll Call**

<u>X</u>	Eva Burkhart, President	<u>X</u>	Barry Cohen, CEO
<u>X</u>	Joseph Kipp, Vice President		
<u>X</u>	Brian Bortz, Secretary		Invited Guest (s):
<u>X</u>	Dennis Capozzolo, Treasurer		
<u>X</u>	William Parkinson	<u>X</u>	Susan Mauser, CAO, HS Principal
<u>X</u>	Donald Hoffman	<u>X</u>	Lee Merendino, Business Manager
<u>EX</u>	Richard Gorton	<u>X</u>	Terry Walter, PS/ES Principal
<u>X</u>	Eric Ervin	<u>X</u>	Cristal McCollum, MS Principal
<u>X</u>	Jack Toy		

***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. Agenda**

Motion: To approve the Agenda.

Motion:         WP         Seconded:         DC         Vote:         8-0-0        .

**4. Minutes**

The minutes of the February 17, 2009 regular meeting are being submitted for approval.

Motion: To approve the submitted BOT Regular Minutes from the February 17, 2009 meeting.

Motion:         BB         Seconded:         JK         Vote:         8-0-0        .

**5. Executive Session Report**

Executive sessions were held on March 10, 2009 and March 17, 2009 to discuss contractual and personnel matters.

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

LVA received MYP Authorization. The Board congratulates all who were involved. LVA is one of only 11 schools in the entire country offering the curriculum for grades 1-12. Ms. Burkhart thanked the PTO for attending the last work session. Ms. Lawson and Ms. Moore presented their new vision statement. They are working on updating their mission statement, their involvement in strategic planning and parental involvement. The Board would like to publicly remind all families that one of the tenets of our charter is parental involvement. Parents agree to be involved when they select Lehigh Valley Academy as their school of choice. We do not ask for very much time. The PTO has some wonderful ideas on how to parental involvement can look and how to keep track of our families efforts. Please watch for updates. There are many studies that correlate the academic success of our students. The amount of involvement that their parents or caretakers have in their activities and studies is essential. The Board fully supports the work of the school and the PTO to make sure we are all taking part in the success of our school and our students.

The next work session will be held on the second Tuesday of April and will be devoted to the 2009-2010 Budget Process.

## **7. CEO's Report – Dr. Barry G. Cohen**

Students from our elementary and middle schools participated in Odyssey of the Mind. The Bethlehem Express Times reported on the event. Our students were great representatives of the school, discussing their projects to the reporter. The Science Olympiad took place the following week at Moravian College. Our students designed a rocket and a bridge. The rocket was one of the highest flying rockets in the event and the bridge did withstand the weight placed on it without cracking. Doughnuts with Dad was held on Saturday with many families in attendance.

The school is being recognized. It is reflected in our enrollment numbers. 581 students pre-enrolled this year. This is a 29% increase from the 449 students who pre-enrolled last year. During the reenrollment process, Dr. Cohen held smaller group meetings called the Conversation with the CEO. The meetings were worthwhile and provided feedback from parents.

The budget process – We need to build up a reserve over a number of years for PSERS, the school's pension system. We are reviewing the federal stimulus package to see how we can utilize some of the funds in which we will have a share. Dr. Cohen will have an open meeting in the next couple of weeks regarding the budget process.

State Senator Jennifer Mann visited LVA. Mrs. Mauser, Mrs. Walter and Dr. Cohen met with her and showed her the school. We were assured that we can reach out to her regarding the funding issues related to charter schools.

## 8. CAO's Report – Mrs. Susan Mauser

PSSAs are taking place now. The Reading and Math PSSAs are being taken by grades 3 through 8 and grade 11. The 8 and 9<sup>th</sup> grade students are taking the Terra Novas. The 12<sup>th</sup> grade students are taking their Mock IB exams to prepare for the actual exams. Our teachers participated in podcasting and webcasting seminars conducted by Dr. Scott Garrigan.

The Ski Club was successful. It is completed for the season. Mrs. Walter, PS/ES Principal, is working with the 5<sup>th</sup> grade classes to gear up for the Exhibition which will take place the first week in June.

Reenrollment was well attended. Families who missed the reenrollment sessions either met with Dr. Cohen or attended one of the new enrollment sessions. Five families still need to attend a meeting.

Special Education faculty and administration attended a legal review with Attorney Kevin McKenna.

The rescheduled Family Ice Skating Night was held on March 9. There was a large turnout.

Teachers heard a presentation from Highmark High Five during their faculty meeting. It is a web-based program to incorporate wellness and nutrition into the curriculum. The second graders as part of their Unit of Inquiry, Booming Business, made and sold trail mix and lemonade to the other students in the elementary school. The students are analyzing the data in the amount of money, the advertising that earned the most money and then they will reflect on the information they gather.

The elementary schools drama and music teachers are collaborating on a musical. The art teachers are working on an art show to be scheduled on May 21.

Last Friday, the middle school students attended the Peace Brigade International Assembly presented by Cristal Mason, Lehigh University graduate. This organization provides support in a non-violent manner to areas of strife or conflict. We look forward to making further connections with this organization.

The middle school student council is supporting the Autism Speaks Organization. They are working to gain support and increase participation in the Autism Speaks Walk being held on Saturday, April 18, 2009 in the Lehigh Valley. Look for information regarding registration. Please visit the MS Student Council's Edline Page to keep updated on the MS Student Council team called the Miracle Walkers.

Twenty five schools competed at the Science Olympiad. LVA came in 21<sup>st</sup> out of 25. They were impressed with our students, being a smaller school, competing in multiple activities. If they didn't compete in multiple activities 26 points were counted against them. As the Science Olympiad participation grows, they will move up.

The 12<sup>th</sup> grade students are currently taking their mock IB Exams. They completed their essays and historic investigations. Mrs. Mauser mailed them to Pakistan, England, Denmark and Mexico to be scored.

Ms. Burkhart was pleased with the Reenrollment sessions this year. Mrs. Mauser stated that the “Did You Know” video clip presented at the Reenrollment Presentation is available on You Tube.

## 9. Financial Report

### 9.1 Cash Disbursements

Motion: To approve the Cash Disbursements

Motion: DC Seconded: WP.

Roll Call Vote:

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

### 9.2 Balance Sheet

The Board reviewed the Balance Sheet.

### 9.3 Comparison of Budget to Actual Expenditures

The Board reviewed the Comparison of Budget to Actual Expenditures.

Mr. Lee Merendino reviewed the Financial Report. The excess was due to the increase in student enrollment numbers (we budgeted at 804 students and currently have 810) and payments have been coming in a little better than predicted. Food service is higher currently due to the pilot breakfast program which was not budgeted for and more lunches being served. The lunch subsidies money will be coming in regularly to offset the negative in the food service balance. Technology costs will be over budget, but it may be offset by a positive variance in furniture and equipment. Access Funds, a special education pool of funds, is available to us to spend. We have not applied for any funds yet, but may request some before the end of the year.

Mr. Donald Hoffman publicly recognizes the contributions of everyone with regards to the current enrollment. His comments are reflected in the bulleted items below:

- Quality leads to demand which leads to strength in enrollment which leads to increased revenue which results in increased resources which brings the cycle full circle to enhanced quality which leads to increased demand which leads to strength in enrollment and so forth.
- The enrollment numbers we are seeing are an indication of the quality of educational experience being delivered at LVA, deserving kudos to our leadership and entire faculty and staff.
- Everyone has a critical hand in the success of Lehigh Valley Academy’s students, faculty, staff and families. “School Choice” is premised on the first point, in that if a charter school delivers a quality educational experience there will be students in the seats and feet lining up

at the door wanting to get in. We are achieving that at LVA and it should be both celebrated and reinforced.

Ms. Burkhart commented on the changes that were made in the enrollment and pre-testing process. They have contributed to the retention of students as well as bringing in the caliber of students that can handle the program. Overall, the current enrollment process has been excellent.

## 10. Activities/Committees

The Board Development Committee (BDC) has been meeting monthly. There are 9-10 candidates applying for a seat on the Board. Several have toured LVA. Dr. Cohen commented that candidates are also being sought for the Education Foundation of the Lehigh Valley Academy.

## 11. Public Comment

There was no public comment.

## 12. Personnel Matters

### 12.1 New Faculty and Staff

Motion: To appoint the following faculty:

Emily Anderson, 2<sup>nd</sup> Grade Teaching Assistant, starting February 27, 2009 through the 2008/2009 school year at an annual salary of \$19,500.00 (pro-rated based on start date).

Andrew David, MS English Teacher, from March 9, 2009 through the 2008/2009 school year at an annual salary of \$39,000.00 (pro-rated based on start date).

Donna Bolton, long-term substitute for MS Social Studies Teacher at a daily rate of \$125.00/per day from March 9, 2009 through the 2008/2009 school year.

Motion: \_\_\_\_\_ JT \_\_\_\_\_ Seconded: \_\_\_\_\_ JK \_\_\_\_\_.

Roll Call Vote:

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

## 13. Student Matters

No student matters were discussed.

