

LEHIGH VALLEY ACADEMY
Board of Trustees Regular Meeting
Minutes
January 20, 2009

Opening Business:

The meeting began at 7:17 p.m.

1. Flag Salute and Silent Meditation

2. Roll Call

EX Eva Burkhart, President
X Joseph Kipp, Vice President
EX Brian Bortz, Secretary
X Dennis Capozzolo, Treasurer
X William Parkinson
X Donald Hoffman
X Richard Gorton
X Eric Ervin
X Jack Toy

X Barry Cohen, CEO

Invited Guest (s):

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

Legend:

Roll Call: X – Present; EX – Excused; A – Absent

Motion/Seconded: Board Member's Initials

Roll Call Vote: Y – Yes; N – No; AB – Abstain

Vote: 0-0-0 = In Favor/Oppose/Abstain

3. Agenda

Motion: To approve the Agenda.

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

Motion: To amend the agenda by adding 12.2 Salary Adjustments to adjust the salaries of the Human Resource Manager and the IT/IS Operations Manager positions by \$3,000.00 each, retroactive to July 1, 2008.

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

4. Minutes

The minutes of the December 16, 2008 regular meeting are being submitted for approval.

Motion: To approve the submitted BOT Regular Minutes from the December 16, 2008 meeting.

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

5. Executive Session Report

An executive session was held on January 20, 2009 to discuss contractual and personnel matters.

6. President's Report

Mr. Kipp gave the President's Report in Ms. Burkhart's absence. A work session will be held in February. Topics of upcoming work sessions will be on Strategic Planning, Budget and the Parent Teacher Organization. The order of the topics is not yet decided.

7. CEO's Report

Dr. Cohen reflected on the school-wide viewing of the inauguration. The Cops n' Kids Reading Program conducted by the DeSales University Basketball Students took place in the Elementary and Primary Schools. Their visit to LVA was featured on television on Service Electric's program, "Sports Scene." Dr. Cohen met with several professionals that were beneficial in providing information with regards to LVA's strategic planning, such as the Alvin H. Butz Construction Firm. Dr. Cohen met with a realtor, knowledgeable of properties in Bethlehem. He scheduled future meetings with Mr. Ed Donnelly, former CEO and Chair of Air Products and Senator Jennifer Mann. Mr. John Barell, nationally known author, will be working with teachers on developing classroom techniques and developing curiosity and inquiry methods consistent with the IB approach to learning during the Teacher In-Service Day on Feb 13. Dr. Cohen met with several faculty members to review the status of the teacher requests. Mr. Hoffman introduced Mr. John Brinson, owner of the Allentown Racquetball Club, to Dr. Cohen. Mr. Brinson had an opportunity to tour the school.

8. CAO's Report

Mrs. Susan Mauser reported on the academic events for the following schools:

Primary/Elementary: The ES and MS Choir held a choir concert at the UGI Auditorium. Kindergarten and first grade and 2nd through 5th grades held a songfest at the school before the winter break. The kindergarten students also celebrated Hanukkah with the musical assistance of Mr. Lang (4th grade teacher). Parents assisted with the celebration of the Three Wise Kings' Day and Santa Lucia. The 3rd graders are working on a Unit of Inquiry, a City like Many Others. Mayor Callahan visited the students. He shared information on his job as Mayor and answered their questions. The faculty spent their Teacher In-Service Day writing PYP planners and meeting with Mrs. Walter to review PYP standards and practices to prepare for IB visit in September.

All LVA students were able to watch the inauguration process thanks to the efforts of Mr. Robert Reinas, IT/IS Operations Manager for making this possible. Mrs. Walter is completing all of her first semester teacher observations by Friday. This Friday is the midway point for the second trimester. The PS/ES progress reports will be distributed on January 30.

Middle School: The second annual Spelling Bee took place today with 24 competitors. Matthew D’Almeida, an 8th grade student, finished in first place. Today is the start of the third quarter for the MS and HS. Report cards for the second quarter will be mailed out this Friday. A letter will be included listing the second quarter honor roll students and addressing the community service requirements at each grade level. MS teachers held special parent conferences for students who were experiencing academic difficulty. This process is part of the overall goal to provide academic support for students and improve communication with parents in regard to their child’s progress. It contributed to a sharp decrease in retentions and summer school numbers. The faculty worked on the MYP Programme during the Teacher In-Service day.

High School: Report cards will also be mailed home on Friday. The Teacher In-Service Day focused on the personal project for the MYP Programme, a key assessment component at the end of year five or 10th grade in the Middle Years Programme. Mr. Hall worked with teachers who are offering the DP Programme. Exams for the Diploma Programme are coming up in May. A couple of students are participating in dual enrollment through their home school districts. They are earning college credits. Four students are participating in a Junior Achievement program. Mrs. Mauser, Mrs. McCollum, Mrs. Walter and Mr. Hall attended the GIBS (Guild of IB Schools) Conference. During the conference, Mrs. Mauser met Mr. Stan Burgoyne and made arrangements for she and Mrs. McCollum to visit with him to discuss LVA’s MYP Programme status. Mr. Burgoyne will be the deciding factor in the MYP Programme authorization.

9. Financial Report

9.1 Cash Disbursements

Motion: To approve the Cash Disbursements

Motion: EE Seconded: WP

Roll Call Vote:

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|--------------|-----------|----------------|----------|-------------|----------|
| Ms. Burkhart | <u>--</u> | Mr. Capozzolo: | <u>Y</u> | Dr. Gorton: | <u>Y</u> |
| Mr. Kipp: | <u>Y</u> | Mr. Parkinson: | <u>Y</u> | Mr. Ervin: | <u>Y</u> |
| Mr. Bortz: | <u>--</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. Merendino reviewed the Financial Report. He explained the cash disbursements that Mr. Toy asked about. The Center for Humanistic Change did a series of anti-bullying workshops for the middle school students. The invoice from Inteligent Resources was for their work on the State of Pennsylvania’s E-Rate Program. LVA engaged this consulting firm to do the required paperwork and to manage it. The Hartford Insurance renewals for the year are included in this

There were no student matters to discuss.

14. New Business

14.1 New Policies

14.1.1 Anti-bullying Policy
First Reading

14.1.2 Right to Know Law Policy
First Reading

15. Old Business

There was no old business to discuss.

16. Future Activities, Times, and Important Dates

- January 23, 2009..... Midway point of the Second Trimester (PS/ES)
- January 23..... Report Cards Distributed (MS/HS)
- January 29..... PTO, General Meeting, HS Cafeteria, 6:30 pm
- January 30..... Progress Reports distributed (PS/ES)
- February 5..... Reenrollment Sessions – UGI - 5:30-6:30p; 7:00-9:00p
- February 9-20..... PSSA Writing (Window)
- February 9..... Reenrollment Sessions – UGI – 5:30-6:30p; 7:00-9:00p
- February 18..... Reenrollment Sessions – UGI - 5:30-6:30p; 7:00-9:00p
- February 17..... Board Executive Session, ES Library 6:00 pm
- February 17..... Board Meeting, ES Cafeteria, 7:00 pm

17. Motion to Adjourn

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

The meeting adjourned at 8:05 pm.

Submitted by,

Kimberly Koons
Assistant to the CEO