

LEHIGH VALLEY ACADEMY
Board of Trustees Regular Meeting
Minutes
August 19, 2008

Opening Business:

The meeting began at 7:10 pm.

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
<u> X </u> Donald Hoffman	<u> X </u> Lee Merendino, Business Manager
<u> X </u> Richard Gorton	<u> X </u> Terry Walter, PS/ES Principal
<u> X </u> Eric Ervin	<u> X </u> Cristal McCollum, MS/HS Principal
<u> X </u> Jack Toy	

3. Agenda

Motion: To approve the Agenda.

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

4. Minutes

The minutes of the July 15, 2008 regular meeting are being submitted for approval.

Motion: To approve the submitted BOT Regular Minutes from the July 15, 2008 meeting.

Motion: BB Seconded: DC Vote: 5-1-3 .

Mr. Toy opposed the Minutes. He didn't feel it accurately reflected what occurred. He would like key points of the financial report to be stated. Ms. Burkhart asked Ms. Koons to review the July recording and enter anything of relevance. Mr. Bortz replied that we didn't typically enter any commentary at that point in the discussions, but that it may be considered.

5. Executive Session Report

An Executive Session was held on August 19, 2008 to discuss contractual and personnel matters.

6. President's Report

Ms. Eva Burkhart reported on the start up of the school year. The expansion in the Primary School is complete. She did multiple walkthroughs and met with the teachers. She was impressed with the classrooms and the energy in the school.

The Board has begun discussions on what is needed to start a significant capital campaign for the school. This is a long-term project; Information will be reported as they proceed with the project.

7. CEO's Report

Dr. Barry Cohen said the Primary School project was completed on time and within budget due to Holly Parkinson's leadership. The school is fully functional. An Open House was held last night. Dr. Cohen gave a "State of the School" Address. He also shared information on his background, his education and interest in educational values in the school. Orientations for the 6th and 9th grades were held today. The 1st – 12th grade students will return tomorrow, a week or two ahead of other schools. The kindergarten students will start the following Monday. We successfully achieved AYP. It is the 6th year that we received this status. Our estimated deficit of \$690,000.00, still subject to audit, is a better result than originally projected at \$750,000.00. Enrollment is being closely monitored. The current Enrollment is 800 students. The revenue budget is based on an enrollment of 804. . Dr. Cohen thanked Mrs. Mauser, CAO/HS Principal; Mrs. Walter, PS/ES Principal; and Mrs. Deichman, HR Manager, for conducting the interview process for all of the faculty/staff vacancies. Dr. Cohen met with the new employees. They bring enthusiasm and a wide variety of experience to LVA. The Admin Team worked on developing a process and preliminary content for Strategic Planning over the summer. He'll have more specifics next month on the rollout process. Dr. Cohen mentioned that the LVA is a sponsor on the City of Bethlehem's official website. The LVA link is located prominently on the City of Bethlehem's website in four places and hopefully will be in more locations as they extend their website.

8. CAO's Report

Mrs. Susan Mauser reported on new personnel that were hired. They started over a week ago. Two thirds of the new 6th and 9th grade students attended Orientation. Students received a lot of information and met with their teachers. Many families attended the Open House. The PSSA scores were listed in the paper on Sunday. Mrs. Mauser will discuss the details at a future meeting. We are in the middle of our MYP Application process. IBNA requested additional information. We will put together a report with the information they requested. Mrs. Mauser spoke to Mr. Stan Burgoyne at the IBNA office in New York. He gave her additional information that will assist us in addressing their requests. A clear plan will be put in place for 9th and 10th grades.

Mr. Toy inquired about summer school. Mrs. Mauser explained that summer school went very well. Three students attended summer school in their home school district. All summer school students passed. Mrs. Mauser will conduct a follow up meeting with Mrs. Rolls, Summer School Coordinator to review the Coordinator position.

Mr. Capozzolo inquired about the State testing areas that needed improvement. Mrs. Mauser commented that our students did very well in reading at most grade levels. They struggled at 5th and 6th grade. We improved with our social disadvantaged students. Special Needs students are still struggling. We have 10 Special Needs Students who scored at the basic level, but are close to the proficient level. We are looking to bring their scores up on next year's tests. Mrs. Mauser

will give a more formal report in September. Ms. Burkhart asked if new students coming in would increase our special needs population significantly. Mrs. Walter said it would not.

A 90 minute PSSA preparation period is built into the high school schedule every other day for students who will be retaking the math PSSAs.

Mr. Hoffman requested information from Dr. Cohen on the grade distribution for each marking period. Dr. Cohen will share the information with the Board in September.

9. Financial Report

9.1 Cash Disbursement

Motion: To approve the Cash Disbursement

Motion: WP Seconded: JK

Roll Call Vote:

Ms. Burkhart	<u>Y</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>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 Expenses.

Mr. Lee Merendino briefly explained some of the expenses on the Cash Disbursement and commented on the Comparison of Budget to Actual Expenses. The medical insurance was switched from Highmark to Aetna, effective September 1. This will reflect a significant savings over the year. Boardman Hamilton Co. line item is the student accident insurance policy. It is a one time annual premium based on the number of students. It is higher than last year due to increase in enrollment. Tuition is paid to Gateway School for one high school special education student. Mrs. Mauser gave an explanation of this charge. Mr. Merendino stated that some of the additional costs are one time school year start up fees for software, supplies and advertising to recruit new hires.

Mr. Toy would prefer not to see Quill as a vendor on the cash disbursement list. He is not comfortable with the way they do business, offering incentives for purchasing a certain way. Ms. Burkhart does not see a problem with using the vendor if they are offering the best price and as long as Administration or teachers are not ordering to personally benefit from the sale. Mr. Merendino and Mrs. Mauser do not foresee a problem with not purchasing or limiting the purchasing that is done through Quill.

Mr. Merendino said not to put a lot of emphasis on the school subsidy variance of \$19,000.00. We will have a better idea of what school enrollment will look like next month. In July and

August, some line items in the budget incur most of the expense for the year. A large quantity of books has been purchased, but less furniture was purchased than anticipated.

Mr. Parkinson questioned the difference in salaries for \$41,000.00 in regular education. Mr. Merendino explained that that it looks favorable in the month of July because the charge reflects last year's salaries and no substitute teacher costs. Salary levels increase in the month of August when the teachers return and this will balance this out over the course of the year.

10. Activities/Committees

Dr. Gorton contacted most of the former members of the Board Development Committee (BDC). Three of the former members agreed to participate. The first meeting will be in September. The BDC will hold a 1.5 hr. meeting once a month. Dr. Gorton would like another Board Member to be on the Committee. Mr. Karabin said that two Board Members participated on the Committee at times. Mr. Hoffman stated that he was the Co-Chair for the BDC Committee last time they were active and he agreed to be on the BDC again this year.

11. Public Comment

There was no public comment.

12. Personnel Matters

12.1 Resignations

Motion: To accept the resignations of the following employees, effective immediately:

Cheryl Heurich, Math Specialist
 Jennifer LaBranche, MS Science Teacher
 Kristie Miers, ES Parental Involvement Coordinator
 Jennifer Hultin, Special Needs Teacher
 Jennifer Gensits, ES Teaching Assistant

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

12.2 New Faculty

Motion: To appoint the following highly qualified teachers and teaching assistants for the 2008/2009 school year:

Motion: To amend Motion 12.2 by adding Marisa McGinley, MS Special Needs Teacher (\$39,000.00).

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

Rachel Brown, P.T. Physics/Math Teacher (\$21,937.50)
 Lynn Fischer, Math Specialist and Coach, Grades 2-5 (\$39,000.00)
 Tatiana Hernandez, Art Teacher - Long-Term Substitute (\$100.00/per day)
 Brenna Howard, MS Art Teacher (\$19,500.00)

William Hughes, P.T. Design Tech (\$23,400.00)
 Lauren Perkin, P.T. Phys. Ed/Health (\$19,500.00)
 Robert Schegan, MS Science Teacher (\$39,000.00)
 Amanda Walter, PS Teaching Assistant (\$19,500.00)
 Alexis Troxell, P.T. PS Teaching Assistant (\$9,750.00)
 Gael Boucka, P.T. French Teacher (\$10,000.00)
 Emily Hansen, P.T. Phys. Ed/Health Teacher (\$19,500.00)
 Kimberly Ruhnke, PS Teaching Assistant (\$19,500.00)
 Andrea Saunders, P.T. Library Assistant (\$13.00/hr.)
 Emily Canavan, Teaching Assistant (\$19,500.00)
 Marisa McGinley, MS Special Needs Teacher (\$39,000.00)

Motion: _____ RG _____ Seconded: _____ WP _____.

Roll Call Vote:

Ms. Burkhart Y Mr. Capozzolo: Y Dr. Gorton: Y
 Mr. Kipp: Y Mr. Parkinson: Y Mr. Ervin: Y
 Mr. Bortz: Y Mr. Hoffman: Y Mr. Toy: Y

12.3 New Staff

Motion: To appoint Kathy Duda, LPN, P.T. Health Room Assistant (\$15.00/hr.)
 for the 2008-2009 school year:

Motion: _____ WP _____ Seconded: _____ DC _____.

Roll Call Vote:

Ms. Burkhart Y Mr. Capozzolo: Y Dr. Gorton: Y
 Mr. Kipp: Y Mr. Parkinson: Y Mr. Ervin: Y
 Mr. Bortz: AB Mr. Hoffman: Y Mr. Toy: Y

12.4 Reappoint Staff

Motion: To reappoint the following staff members for the 2008/2009 school year:

Robert Reinas, Technology Specialist
 Sharon Karabin, Janitor
 Linda Mullin, Administrative Assistant
 Latoyia Small, Administrative Assistant
 Kitty Cosme, Lunch Server
 Cindy Werner, Lunch Server
 Roberta Heidecker, Lunch Server

Motion: _____ BB _____ Seconded: _____ WP _____.

Roll Call Vote:

Ms. Burkhart Y Mr. Capozzolo: Y Dr. Gorton: Y
 Mr. Kipp: Y Mr. Parkinson: Y Mr. Ervin: Y
 Mr. Bortz: Y Mr. Hoffman: Y Mr. Toy: Y

12.5 LVA Student Driving Policy

Motion: To approve the LVA Student Driving Policy, effective August 20, 2008.

Motion: RG Seconded: JK Vote: 9-0-0

Mrs. Mauser followed up on the insurance question that Mr. Capozzolo asked at the previous Board Meeting. Ms. Mauser spoke with legal counsel and was informed that no additional insurance is needed by either party. Mr. Hoffman inquired about a student driving another student. Mrs. Mauser stated that they will need prior written permission from parent/guardian.

13. Student Matters

There were no student matters to discuss.

14. New Business

There was no new business to discuss.

15. Old Business

16. Future Activities, Times, and Important Dates

August 20.....	First Day of School (Grades 1-12)
August 25.....	First Day of School (Kindergarten)
September 1	Labor Day, School Closed
September 8	Back to School Night – ES/MS- 6:30-7:30 p.m.
September 8 -12	Book Fair – ES/MS
September 9	Board Work Session – ES Cafeteria – 7:00 p.m.
September 11	Assembly – all schools – ES Flag pole in a.m.
September 11	Back to School Night PS/HS – 6:30-7:30 p.m.
September 16	Executive Session – ES Library – 6:00 p.m.
September 16	Board Meeting – ES Cafeteria – 7:00 p.m.

17. Motion to Adjourn

Motion: JT Seconded: DC Vote: 9-0-0

The meeting adjourned at 8:15 pm.

Submitted by,

Kimberly Koons
Assistant to the CEO