

LEHIGH VALLEY ACADEMY
Board of Trustees Regular Meeting
Minutes
September 16, 2008

Opening Business:

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> EX </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> EX </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: JK Seconded: WP Vote: 7-0-0 .

4. Minutes

4.1 August 19, 2008 Minutes

The minutes of the August 19, 2008 regular meeting are being submitted for approval.

Motion: To approve the submitted BOT Regular Minutes from the August 19, 2008 meeting.

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

Motion: To amend the Agenda to add line item 12.6 for the approval of retention of Barry Cohen for the year 2008-2009 with a 3% merit pay increase to his salary to \$103,000.00.

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

4.2 July 15, 2008 Minutes

Motion: To amend the July 15, 2008 Approved Minutes by including the attached commentary titled Amendment to July 15, 2008 Approved Minutes.

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

5. Executive Session Report

Executive Sessions were held on September 9 and 16, 2008 to discuss contractual and personnel matters.

6. President's Report

The Board agreed that starting in October, Work Sessions on the second Tuesday of the month are going to be directly related to a specific topic; October's meeting will be related to PSSAs and the current Student Body GPAs; November's Work Session will be directly related to the Strategic Plan.

The Board has completed Barry Cohen's review for his employment from the end of November through the end of June; his merit pay increase was added to this Meeting's Minutes.

Ms. Eva Burkhart will work with Dr. Cohen and/or the PTO to ensure that Parents are notified of the upcoming Work Session topics. Work Sessions may be canceled from time to time.

7. CEO's Report

On September 11, 2008, the entire student body and faculty/staff gathered for the 9/11 Anniversary Ceremony. Mrs. Haywood directed the students in several songs. The 2008-2009 school year started smoothly. Over 150 students were added to the enrollment; we are at our targeted budget of 804 students. Back to School Night took place last evening and was a success. The 6th grade's camping trip will be held September 17-19, 2008.

Dr. Cohen played LVA's link on the City of Bethlehem's website for the public, the Board and Administration. This will be live on the Bethlehem Website for two years.

Dr. Cohen met with the VP of Northampton Community College regarding Dual Enrollment. He met with Laird Evans, Executive Director of the Middle State Commission. This body accredits schools in the area. He has a wealth of knowledge and will be helpful as a resource. Dr. Cohen also visited with several neighbors in the Corporate Center to develop relationships between them and the school.

Sexual Harassment Training was provided to the Faculty/Staff by George Hlavic, Human Resource Attorney. Mrs. Deichman, HR Manager, was instrumental in setting up this training class.

Liberty Property Trust is in the process of selling the Corporate Center to Maquire and Partners Property Group in November 2008. LVA's lease will be assigned to the new owners; all the terms of the lease will remain the same.

8. CAO's Report

Mrs. Susan Mauser discussed the activities and events that took place in the Primary, Elementary, Middle and High schools.

PS/ES - Grades 1-5 were situated before the new Kindergarten classes started the following Monday. This worked out well and they will continue this process in the upcoming years. Curriculum meetings were set up with Mrs. Walter.

Scholastic Book Fairs took place during the Back to School Nights in the ES and MS buildings. The money will be shared with the Library and the Reading Department. The library is up and running.

MS – 6th Grade camp leaves tomorrow and will return on Friday. All but three 6th grade students will be attending. Thank you to all of the parents who donated supplies for the camping trip! They were greatly appreciated. Back to School Night at MS was well attended. 6th Grade Orientation took place at the start of the school year and was also well attended. A Beach Bash was held by the 6-8th grade students. It is the first of many activities planned to reward positive behavior: A starting point to developing a positive and creative way to celebrate school culture.

HS – Back to School Night took place. College Admissions Night is taking place this evening in the high school. A speaker from Moravian College was invited to present. Financial Aid Night will be taking place in October. It will be open to anyone interested in learning about Financial Aid. Some 12th grade students are planning LVA's First Homecoming Event, scheduled for Saturday, November 15. It will involve flag football, a carnival similar to LVA's birthday bash, and a dance. The 11/12th graders are getting involved in their CAS programs. Several students are starting an indoor soccer program.

9/11 Anniversary Assembly – The Assembly went well. It was nice to see the interaction between all the grade levels.

9. Financial Report

9.1 Cash Disbursement

Motion: To approve the Cash Disbursement

Motion: JT 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> --- </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 commented on the Financial Reports.

Mrs. Mauser and Mr. Merendino are monitoring the books budget. Most of the money allocated in the budget is spent at the beginning of the school year.

Mr. Toy asked if Mr. Merendino finalized the average income per student. Mr. Merendino has not received all the funding from all the school districts. School districts are supposed to submit new rates for charter schools by August 31 but some do not meet the deadline. After the new rates are received LVA will do adjustments to make up the difference. Mr. Merendino will inform Mr. Toy of Bethlehem Area School District's increase per student.

Mr. Hoffman stressed the importance of enrollment and meeting our budget goals.

10. Activities/Committees

Ms. Burkhart commented on the Board Development Committee (BDC) in Dr. Gorton's absence. The BDC met and identified some goals for seeking potential board members. Two positions will be opening in the upcoming year. Mr. Hoffman said the BDC discussed how they would like to reach out to potential Board members and Education Foundation members such as holding informational sessions for the community, focusing one presentation on education and another on business or non-profits. They would like to seek a candidate with a post secondary education background and someone involved in government or politics. The next meeting will be held at 7:00 pm in the high school cafeteria on October 15.

12.4 Peter Agengo

Motion: To extend Peter Agengo's position of Summer Technician (\$12.00/hr.) from August 16 through December 23, 2008.

Motion: WP Seconded: DC .

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> --- </u>	Mr. Hoffman:	<u> Y </u>	Mr. Toy:	<u> Y </u>

12.5 Independent Contractor

Motion: To approve LVA's independent contractor agreement with Melody Weisman to provide Special Needs services.

Motion: JK 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> --- </u>	Mr. Hoffman:	<u> Y </u>	Mr. Toy:	<u> Y </u>

12.6 Merit Pay for Dr. Barry G. Cohen

Motion: To approve a 3% merit pay increase for Barry Cohen, retroactive to July 1, 2008.

Motion: DH 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> --- </u>	Mr. Hoffman:	<u> Y </u>	Mr. Toy:	<u> Y </u>

13. Student Matters

There were no student matters to discuss.

14. New Business

Update and Overview of Strategic Planning Process

15. Old Business

There was no old business to discuss.

16. Future Activities, Times, and Important Dates

- September 23 LVA Community Activity Fair, ES Cafeteria 6:30-8:00 pm
- October 2 Midway for PS/ES 1st Trimester
- October 8 Progress Reports distributed for PS/ES
- October 14 Board of Trustees Work Session, ES Cafeteria 7:00 pm
- October 9-10 School Closed
- ~~October 15 Math and Reading Night, Grades K-2 and Grades 3-5~~
(Math and Reading Night - Rescheduled at a later date)
- October 20-31 PSSA Retest week for Math, Reading, Writing – Grade 12
- October 21 Executive Session, ES Library 6:00 pm
- October 21 Board Meeting, ES Cafeteria 7:00 pm

17. Motion to Adjourn

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

Meeting adjourned at 8:16 pm.

Submitted by,

Kimberly Koons
Assistant to the CEO