

LEHIGH VALLEY ACADEMY  
Board of Trustees Regular Meeting  
Minutes  
October 21, 2008

**Opening Business:**

**1. Flag Salute and Silent Meditation**

**2. Roll Call**

<u>EX</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>EX</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: DC Vote: 7-0-0.

**4. Minutes**

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

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

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

**5. Executive Session Report**

Executive Sessions were held on October 14 and 21, 2008 to discuss contractual and personnel matters.

**6. President's Report**

Mr. Kipp read the President's Report in Ms. Burkhart's absence. Ms. Burkhart is pleased that we are meeting our enrollment goals and glad for an uneventful month. The November 11 Work Session will focus on the Strategic Planning process and the committees involved with it. A Work Session will not be planned for the month of December unless an event should surface that would require a session. Dr. Cohen will meet with each of the Board members to discuss his goals for the next year. This will be reported next month.

## **7. CEO's Report**

Dr. Cohen met with teacher groups in each of the schools to update them on the Strategic Plan and invite them to participate on the sub committees. Tiffany Stofko, currently a Teaching Assistant, will be LVA's first student teacher. She will be under the supervision of East Stroudsburg College. Ms. Stofko will be working this fall with Mrs. Crews, KG Teacher, and then Mrs. Simmers, Third Grade Teacher, in the spring. KNBT awarded LVA a \$3,000.00 grant for videoconferencing equipment. Dr. Cohen attended the New Superintendent's Academy sponsored by PASA and the Lehigh University Study Council. He made contacts with new superintendents and senior people at Channel 39. Dr. Cohen met with the Teacher Committee to discuss some concerns regarding salaries, benefits and other issues. Administration will address the Teacher Committee's concerns in November. Dr. Cohen will appear on a program called Business Matters with Tony Ianelli. It will air in November. Next year's budget process is started at a preliminary level. LVA will be participating in the Bethlehem, SauconValley, Hanover Township and Northampton Parades. Dr. Cohen and Mrs. Mauser will be conducting a school tour with several friends and family members in order to gather some feedback to sharpen the tour process. Enrollment is currently at 804 to 806 students.

## **8. CAO's Report**

Mrs. Susan Mauser reported on all of the schools. The first trimester progress reports for the Primary and Elementary schools were distributed on Oct. 8. The Weller Center provided an Anti-Bullying Program for the second grade. The Fire Marshall visited for Fire Prevention week and conducted a Fire Drill. Monthly drills including fire, lock down and internal lock down drills are performed in all the buildings. Mrs. Mauser reiterated Ms. Stofko's student teaching schedule.

Mrs. Prostko and the Halloween Committee Group did a great job with planning and coordinating the float for the Halloween Parade. The theme is "It's a Small World." An administrator will be present at each of the parades. The National Honor Society (NHS) coordinated "Denim for the Cure Day"; Students dressed in jeans and pink, white or red shirts and raised \$2,000 for Breast Cancer Awareness. The student body, faculty and staff members formed the shape of a ribbon. The photo is posted on Edline. Conferences for the middle and high schools will be held November 5-7; the primary and elementary teachers will hold in-service days at this time. A pilot Breakfast Program will start in November for the 6<sup>th</sup> grade and high school students. The Breakfast box includes cereal, a breakfast snack and juice. Milk will also be provided. The program will be offered to all students if the pilot is successful. Dr. Cohen recognized Mrs. Holly Parkinson's initiative and efforts in coordinating the program. Mrs. Mauser stated the importance of the program and hopes for its success. This program is tied to the State Nutritional Guidelines. Schools are being encouraged to provide healthy, nutritional foods and to change food service policies at the school level. The 7<sup>th</sup> grade participated in a Bike and Boat Trip. The 8<sup>th</sup> Graders went to Jacobsburg, which tied into their American History curriculum. The Invisible Children Assembly took place on October 7. This fundraiser benefits a school in Uganda. The Middle School Students without discipline referrals are going on an educational trip to Seiple Farm to celebrate and support the Positive Behavior Intervention initiative. On October 27, speakers from The Center for Humanistic Change will be coming to LVA to conduct an interactive Anti-Bullying Program for all middle school students. This will take place over four Mondays. The middle school started an IB Student of the month

program. Students choose amongst their homerooms, the student who best exhibits the IB Trait that was selected for that month. They hold discussions and a consensus of who should be represented. A parent and student breakfast will be held on October 24 to congratulate these students. This program will continue to take place over the next several months. In conjunction with, both, American Education Week and International Education Week, families will be invited to tour the school and observe the classrooms November 17-21.

## 9. Financial Report

### 9.1 Cash Disbursement

Motion: To approve the Cash Disbursement

Motion: WP Seconded: DC

Roll Call Vote:

Ms. Burkhardt	<u>EX</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>EX</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 discussed the Financial Reports. The Auditors' fee is listed on this month's Cash Disbursement. The PBS charge is an annual fee for video streaming services called United Streaming, provided directly to the classrooms. Mr. Merendino attended a workshop on the elements of budgeting. It reinforced some measures to take during the budget process to ensure we are doing things properly. The Business Manager from Bethlehem Area School District contacted us to inquire about our enrollment plans for the 2009-2010 school year. We projected an increase of about 75-100 students. The Board asked if there is a contingency reimbursement plan for receiving subsidies from school districts. Mr. Merendino said that the school can request payment from the State but it is time consuming and funds are not received as quickly.

## 10. Activities/Committees

### 10.1 Stipend

Motion: To approve the Ski Club stipend from 1 unit to 2 units.

Motion: BB Seconded: RG.

Roll Call Vote:

Ms. Burkhart	<u>EX</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>EX</u>	Mr. Toy:	<u>Y</u>

## 11. Public Comment

Ms. Sandra DelCueto read a note that she sent to the Board of Trustees requesting that they hold their November 11 Work Session at the High School. A PTO Parent Led Workshop will be held in the high school on the same evening. Board members will have an opportunity to network with workshop attendees before the meetings. The Board will discuss the invitation with Ms. Burkhart, Board President and respond to the Ms. DelCueto with their decision.

Ms. Diane Lawson asked if the Board has a contingency plan in place and funds available should the Bethlehem Area School District (BASD) payment process change. The Board mentioned that the school opened a line of credit with our bank last year. Mr. Merendino is in communication and has a good working relationship with the Bethlehem Area School District's Business Manager. Currently Bethlehem Area School District pre-pays the school each month and LVA submits a reconciliation of students that have enrolled or withdrawn before the beginning of the next month. Another school district currently requires us to go directly to the State for payment. Requesting payment through the State requires more work hours to complete reporting. Dr. Cohen will contact people at the PA Coalition and other School District CEOs to find out if others face the same situation and how best to handle it. Ms. Lawson questioned why Dr. Cohen's salary increase was retroactive to July when his contract was not up yet. The reason was not stated in the Minutes. The Board said the assessment on salary increase was based on goals from last year and formal evaluation of his performance against those goals. They made the increase retroactive to July to get him in step with everyone else for the fiscal year. His contract will run from July 1 through June 30. Ms. Lawson asked if the Board will consider posting the CEOs goals. The Board agreed to discuss this suggestion.

Ms. Lawson's daughter has attended the middle school for three months. Ms. Lawson said it has been wonderful. She has found the negative stories heard at Board Meetings over the past couple of years to be untrue. She believes the middle school offers a really good program.

## 12. Personnel Matters

### 12.1 Leave of Absence

#### 12.1.1 Kimberly Fitzgerald

Motion: To approve the personal leave of absence for Kimberly Fitzgerald, Coordinator of Literacy Programs and Assessment, from October 1 through December 23, 2008.

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

#### 12.1.2 Tiffany Stofko

Motion: To approve a personal leave of absence for Tiffany Stofko, Teaching Assistant, from October 20, 2008 through March 13, 2009.

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

### 12.2 Long-term Substitute

Motion: To appoint Emily Anderson as long-term substitute Teaching Assistant from October 17, 2008 through March 13, 2009, at a rate of \$90.00 per day.

Motion: RG Seconded: JT

#### Roll Call Vote:

Ms. Burkhart	<u>EX</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>EX</u>	Mr. Toy:	<u>Y</u>

### 12.3 Medical Services

Motion: To approve Dr. Totalani, Board Certified Pediatrician in Good Standing, with insurance and a valid PA license to practice, as LVA's School Doctor, effective September 17, 2008.

Motion: BB Seconded: RG

#### Roll Call Vote:

Ms. Burkhart	<u>EX</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>EX</u>	Mr. Toy:	<u>Y</u>

## 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**

- November 5-7 ..... MS/HS Conferences, PS/ES Teacher In-Service Day (TIS)  
All Students 11:30 am dismissal, no lunch
- November 10 ..... Second Harvest Food Drive Week
- November 11 ..... BOT Work Session, 7:00 pm – ES Cafeteria
- November 15 ..... Homecoming, Football Game at ASA Packer Field
- November 16 ..... American/International Week
- November 17 ..... Holiday Hope Chest Kickoff
- November 18 ..... Photo Retake Day
- November 18 ..... BOT Executive Session, 6:00 pm – ES Library
- November 18 ..... BOT Meeting, 7:00 pm – ES Cafeteria
- November 19 ..... End of First Marking Period (PS/ES)

**17. Motion to Adjourn**

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

The meeting ended at 8:05pm.