

## Thursday, August 23, 2018 Minutes

MEETING PLACE: 321 E. Third St., Bethlehem, PA 18015

Second Floor Conference Room

6:00pm

The President called the meeting to order at 6:00pm.

**I.** Pledge of Allegiance:

**II.** Moment of Silence:

**III.** Roll Call:

Present:

Mario Acerra

Paul Braden

Otto Ehram

Mark Ferguson

John Filipos

Cheryl Mueller

Rosemary Murdy-Haber

Len Perrett

Charles Stinner

Absent:

Erica Dickson

Margaret Smith

Also Present from Administration:

Diane LaBelle, Executive Director

Carise Comstock, Principal

MaryJo Rosania Harvie, Assistant Principal

Lauren Sheldon, Assistant Principal

Cheryl Schurz, Director of Finance

### IV. Resignation of Erica Dickson

**Motion:** Based upon the recommendation of the Executive Director and the Executive Committee, the Board of Directors accepts Ms. Dickson's resignation from the Board of Directors. Ms. Dickson joined the Charter Arts Faculty on August 16, 2018. Ms. Dickson is a full time Music Teacher.

**MM: Braden**

**SM: Filipos**

**ACTION CARRIED: Yes-9, No--0, Abstentions-0**

### V. Executive Session:

**Motion:** The Board of Directors moves to go into Executive Session at 6:07pm for Personnel, Legal, and Property discussion.

**MM: Filipos**

**SM: Stinner**

**ACTION CARRIED: Yes-9, No--0, Abstentions-0**

### VI. Open Session:

The Board of Directors returns to Open Session at 6:35 pm.

#### Opening Remarks –

- Mr. Acerra, Board President
  - President Acerra expressed gratitude to Ms. LaBelle and the Foundation Board for properly bidding and building our new building. The Auditor General's report verified that all was conducted in accordance with the law.
- Ms. Diane LaBelle, Executive Director
  - Ms. LaBelle reported that the Board must complete Act 55 training. More information will be forthcoming from PA Dept. of Education.
  - Ms. LaBelle also reported that the Foundation Reserve Funds were released by Chase and the funds were used to make a principal payment on the PNC Bridge Loan.
- Executive Director's Report

### VII. Public Comments: (limited to 3 minutes per individual) None.

### VIII. Acceptance of Consent Agenda Items:

- i. Acceptance of June 14, 2018 Meeting Minutes

- ii. Principal's Report - Comstock
- iii. Facility and Safety Report - Filchner  
Mr. Stinner remarked that the Emergency Operations Plan created by Assistant Principal, MaryJo Rosania-Harvie was very thorough and appreciated the suggestions and priority list presented in the report.
- iv. Development Report - Storm
- v. Public Relations Report - Gillette
- vi. Technology Report - Levernier
- vii. Outreach - Brown

MM: Stinner

SM: Ferguson

ACTION CARRIED: Yes-9, No--0, Abstentions-0

**IX. Personnel Report**

**Approval of August 2018 Personnel Report**

**Motion:** Based upon the recommendation of the Finance Committee, the Board of Directors approves the August 2018 Personnel Report.

MM: Braden

SM: Ferguson

ACTION CARRIED: Yes-9, No--0, Abstentions-0

**X. Charter Arts Foundation**

Foundation Report – Mr. Ferguson reported that the Foundation raised \$5,000 in Musikfest Parking. The Foundation's new event for 18-19 includes a wine tasting event. Mr. Ferguson noted that Ms. LaBelle and Ms. Storm are working on plans for the 2019 Gala which will be different than previous Galas. Congratulations to Ms. LaBelle and Ms. Storm for reaching the South Side Community.

**XI. Old Business None.**

**XII. New Business**

Finance Committee

**Acceptance of Preliminary June 2018 and July 2018 Financial Reports**

**Motion:** Based upon the recommendation of the Finance Committee, the Board of Directors accepts the Preliminary June 2018 and July 2018 Financial Reports.

MM: Stinner

SM: Mueller

ACTION CARRIED: Yes-9, No--0, Abstentions-0

**Approval of Charter School Lease Reimbursement**

**Motion:** Based upon the recommendation of the Finance Committee, the Board of Directors approves the Charter School Lease Reimbursement.

MM: Braden

SM: Filipos

ACTION CARRIED: Yes-9, No--0, Abstentions-0

**The Board combined the following Contracts together with one motion:**

**Colonial IU Contracts**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the 2018-2019 Colonial IU contract for **Interpreting, Child Find Activities, Professional Development for Para Educators, and Psychiatric Evaluations.**

**Edwards Business Systems Contract**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the Edwards Business Systems contract.

**Mickey Trageser**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the Contract with Mickey Trageser.

Administration

321 East 3rd Street, Bethlehem, PA 18015  
phone (610) 868-2971 | fax (610) 868-1446

**NAI Summit Contract**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the NAI Summit Contract.

**Palmeri Transportation Contract**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the Palmeri Transportation Contract.

**Vector Solutions, LLC Contract**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the Vector Solutions, LLC Contract.

**MM: Filipos                      SM: Mueller                      ACTION CARRIED: Yes-9, No--0, Abstentions-0**

Development Committee

Mrs. Mueller encouraged the Board to attend Charter Arts events. Your attendance is appreciated.

Board Development Committee

Rev. Braden is requesting Board Members forward 1 or 2 names of potential Board Members. Ms. LaBelle and Rev. Braden will meet with those who are recommended to the Board Development Committee.

Curriculum Committee

The Curriculum Committee is working with the Administration to review the new Production Design curriculum.

Executive Committee

**Approval of the following Policies:**

000,100, 200, 300, 400

**TABLED until the October 18, 2018 Board Meeting.**

**Approval of the Updated Board Meeting Schedule**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the Updated Board Meeting Schedule.

**MM: Ferguson                      SM: Filipos                      ACTION CARRIED: Yes-9, No--0, Abstentions-0**

**Approval of the 2018-2019 Student Handbook**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the 2018-2019 Student Handbook.

**MM: Braden                      SM: Ferguson                      ACTION CARRIED: Yes-9, No--0, Abstentions-0**

**Approval of the 2018-2019 Employee Handbook**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the 2018-2019 Employee Handbook.

**MM: Ferguson                      SM: Stinner                      ACTION CARRIED: Yes-9, No--0, Abstentions-0**

**Approval of the 2018 Emergency Operations Plan**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the 2018 Emergency Operations Plan.

**MM: Sinner                      SM: Filipos                      ACTION CARRIED: Yes-9, No--0, Abstentions-0**

Administration

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**Acceptance of July 2018 Auditor General Report**

**Motion:** Based upon recommendation of the Executive Director, the Board of Directors accepts the July 2018 Auditor General Report.

**MM: Stinner**                      **SM: Mueller**                      **ACTION CARRIED: Yes-9, No--0, Abstentions-0**

**Approval of the 2017-2018 Charter School Annual Report**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the 2017-2018 Charter School Annual Report.

**MM: Braden**                      **SM: Ferguson**                      **ACTION CARRIED: Yes-9, No--0, Abstentions-0**

**XIII. Public Comments:** (limited to 3 minutes per individual) None.

**XIV. Adjournment**

**Motion to adjourn at 7:15pm.**                      **MM: Filipos**                      **SM: Murdy-Haber**  
**ACTION CARRIED: Yes-9, No--0, Abstentions-0**

**Next Meeting Date and Time: Thursday, October 18, 2018, 6pm, Conference Room, 2nd Floor**

Respectfully Submitted,

Cheryl Schurz, Board Secretary