

## Administration

675 East Broad Street, Bethlehem, PA 18018  
phone 610-868-2971 | fax 610-868-1446

### Thursday, December 12, 2013 Minutes

**MEETING PLACE: 675 E. Broad St., Bethlehem, PA 18018      Room 118**

**The Board President called the meeting to order at 6:06 pm.**

I. Pledge of Allegiance:

II. Moment of Silence:

III. Roll Call:

Present:

Mario Acerra

Otto Ehram

Nancy Mikkelsen

Mark Ferguson

Len Perrett

Paul Braden

Tom Kartsotis

Charles Stinner

Absent:

Marc Basist

Also Present:

Diane LaBelle, Executive Director

Cheryl Schurz, Director of Finance

Sharon Fehlinger-Ricker, Principal

Debra Storm, Director of Development

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

V. Executive Session:

**Motion:** The Board of Directors moves to go into Executive Session at 6:08 pm.

**MM: Ehram**

**SM: Stinner**

**ACTION CARRIED: 8-0**

Mario Acerra - Yes

Otto Ehram - Yes

Nancy Mikkelsen - Yes

Paul Braden - Yes

Mark Ferguson - Yes

Len Perrett - Yes

Tom Kartsotis - Yes

Charles Stinner - Yes

VI. Open Session:

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

Opening Remarks –

- Mr. Acerra, Board President Happy Holidays and welcome to Rosemary Murdy Haber, Yvette Johnson, and John Filipos, our guests this evening and potential Board members.
- Ms. Diane LaBelle, Executive Director - Welcome, please check the website for holiday performances around the Valley. This is a very busy season at Charter Arts.
- Executive Directors Report – Ms. LaBelle reported that the School Performance Profile was released by PDE today in the newspaper. Charter Arts Administration will provide the Board a summary of growth in math scores. Charter Arts overall academic score is 75.3.

VII. Acceptance of Consent Agenda Items:

- i. Acceptance of October 10, 2013 Meeting Minutes and Executive Session Minutes
- ii. Facility Report - Silvany
- iii. Technology Report – Scheinblum
- iv. Development Report and Public Relations – Storm
- v. Principal's Report – Fehlinger-Ricker
- vi. Dean of Students Report - Comstock

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**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the Consent Agenda items.

<b>MM: Mikkelsen</b>	<b>SM: Stinner</b>	<b>ACTION CARRIED: 8-0</b>
Mario Acerra - Yes		Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes	Tom Kartsotis - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes	Charles Stinner - Yes

### VIII. Personnel Report

#### **Approval of 2013-2014 Updates to the Sub Roster**

**Motion:** Based upon the recommendation of the Executive Director and the Finance Committee, the Board of Directors approves the 2013-2014 updates to the Sub Roster.

<b>MM: Efram</b>	<b>SM: Mikkelsen</b>	<b>ACTION CARRIED: 8-0</b>
Mario Acerra - Yes		Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes	Tom Kartsotis - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes	Charles Stinner - Yes

### IX. Old Business None.

### X. New Business

#### Charter Arts Foundation Board

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the the appointment of Rob Cahill to the Charter Arts Foundation Board.

<b>MM: Ferguson</b>	<b>SM: Braden</b>	<b>ACTION CARRIED: 8-0</b>
Mario Acerra - Yes		Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes	Tom Kartsotis - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes	Charles Stinner - Yes

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors accepts the the resignation of Rosemary Murdy Haber from the Charter Arts Foundation Board .

<b>MM: Ferguson</b>	<b>SM: Stinner</b>	<b>ACTION CARRIED: 8-0</b>
Mario Acerra - Yes		Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes	Tom Kartsotis - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes	Charles Stinner - Yes

Mr. Ferguson reported that the Charter Arts Foundation Board new President is Scott Hawk. The new Vice President is Mark Metzgar. The Charter Arts Board requested in the future, the Charter Arts Foundation Board submit resumes for Charter Arts Foundation Board candidates prior to the Charter Arts Board voting on appointments.

#### Finance Committee

#### **Approval of October 2013 Financial Statements**

**Motion:** Based upon the recommendation of the Finance Committee, the Board of Directors approves the October 2013 Financial Statements.

<b>MM: Finance Committee</b>	<b>ACTION CARRIED: 8-0</b>
Mario Acerra - Yes	Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes
	Tom Kartsotis - Yes
	Charles Stinner - Yes

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### Acceptance of June 30, 2013 Audit and Form 990

**Motion:** Based upon the recommendation of the Finance Committee, the Board of Directors accepts the June 30, 2013 Audit and Form 990.

#### MM: Finance Committee

Mario Acerra - Yes  
Otto Ehram - Yes  
Nancy Mikkelsen - Yes

Mark Ferguson - Yes  
Len Perrett - Yes

#### ACTION CARRIED: 8-0

Paul Braden - Yes  
Tom Kartsotis - Yes  
Charles Stinner - Yes

### Acceptance of June 30, 2013 Foundation Audit and Foundation Form 990

**Motion:** Based upon the recommendation of the Finance Committee, the Board of Directors accepts the June 30, 2013 Foundation Audit and Foundation Form 990.

#### MM: Finance Committee

Mario Acerra - Yes  
Otto Ehram - Yes  
Nancy Mikkelsen - Yes

Mark Ferguson - Yes  
Len Perrett - Yes

#### ACTION CARRIED: 8-0

Paul Braden - Yes  
Tom Kartsotis - Yes  
Charles Stinner - Yes

Curriculum Committee

### Approval of Student Clubs

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Buddhist Club, National Dance Honor Society, Sewing, Club and Secret Club.

#### MM: Curriculum Committee

Mario Acerra - Yes  
Otto Ehram - Yes  
Nancy Mikkelsen - Yes

Mark Ferguson - Yes  
Len Perrett - Yes

#### ACTION CARRIED: 8-0

Paul Braden - Yes  
Tom Kartsotis - Yes  
Charles Stinner - Yes

### Approval of Student Theatre Trip June 12-15, 2014 to Chicago, IL

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the student theatre trip June 12-15, 2013 to Chicago, IL.

#### MM: Curriculum Committee

Mario Acerra - Yes  
Otto Ehram - Yes  
Nancy Mikkelsen - Yes

Mark Ferguson - Yes  
Len Perrett - Yes

#### ACTION CARRIED: 8-0

Paul Braden - Yes  
Tom Kartsotis - Yes  
Charles Stinner - Yes

### Approval of Student Figure Skating Trip April 15-19, 2013 to Lake Placid, NY

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the student figure skating trip April 15-19, 2013 to Lake Placid, NY

#### MM: Curriculum Committee

Mario Acerra - Yes  
Otto Ehram - Yes  
Nancy Mikkelsen - Yes

Mark Ferguson - Yes  
Len Perrett - Yes

#### ACTION CARRIED: 8-0

Paul Braden - Yes  
Tom Kartsotis - Yes  
Charles Stinner - Yes

Mr. Perrett commended the Principal and Dean for their efforts and development of curriculum so far and thanked Mrs. Fehlinger-Ricker and Mrs. Comstock for their commitment to improve Charter Arts curriculum. Mr. Perrett is concerned whether the “correct apparatus is in place to achieve our goals”.

Ms. LaBelle stated that curriculum is built over time and the Administration continues to work on curriculum.

Mrs. Mikkelsen requested a report to understand the process of developing curriculum. “We are developing curriculum through efforts of people while they are working on other tasks.” This is quite difficult.

Mr. Kartsotis reported that Charter Arts must follow state recommendations. Curriculum development will require a minimum of one year with a full time position devoted to curriculum. With our current personnel, curriculum development will take 2 years. Middle States requires all 12 standards be met, one of which is curriculum. Middle States requires every teacher be involved in the formulation of curriculum.

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### **Middle States Update – Mrs. Comstock**

Mrs. Comstock reported Charter Arts has 2 new Internal Coordinators. Mrs. Comstock attended a workshop in Philadelphia recently regarding Middle States requirements. Middle States wishes to visit Charter Arts in our new building. Therefore, we will apply for an extension and our initial visit will be December 2015 and our final visit will be May 2016. The new Internal Coordinators are evaluating last year's collection of evidence surveys of students, parents, and staff. Mrs. Comstock will continue to update the Board on progress for Middle States.

### **Figure Skating Program Discussion – TABLED UNTIL FEBRUARY 2014 MEETING**

Executive Committee

#### **Approval of Annual Charter School Report 2012-2013**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Annual Charter School Report.

<b>MM: Braden</b>	<b>SM: Stinner</b>	<b>ACTION CARRIED: 8-0</b>
Mario Acerra - Yes		Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes	Tom Kartsotis - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes	Charles Stinner - Yes

#### **Approval of Comprehensive Plan 7/1/14 – 6/30/17**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Comprehensive Plan.

<b>MM: Mikkelsen</b>	<b>SM: Braden</b>	<b>ACTION CARRIED: 8-0</b>
Mario Acerra - Yes		Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes	Tom Kartsotis - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes	Charles Stinner - Yes

#### **Approval of Temporary Medical Excusal Policy**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Temporary Medical Excusal Policy.

<b>MM: Ferguson</b>	<b>SM: Ehram</b>	<b>ACTION CARRIED:</b>
Mario Acerra - Yes		Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes	Tom Kartsotis - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes	Charles Stinner - Yes

#### **Approval of Extra Curricular Policy, Expulsion and Suspension Forms, and Transgender Issues**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Extra Curricular Policy, Expulsion and Suspension Forms, and Transgender Issues.

<b>MM: Ehram</b>	<b>SM: Perrett</b>	<b>ACTION CARRIED: 8-0</b>
Mario Acerra - Yes		Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes	Tom Kartsotis - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes	Charles Stinner - Yes

Resource Development Committee

Mrs. Storm presented the plan for the Walk and Wall of Fame for the new building.

Board Development Committee – no report.

#### **Approval of the following motions:**

Approve the purchase of that certain commercial real property located at 315-331 East Third Street, Bethlehem, Northampton County, Pennsylvania (the "Real Property") owned by Third & Polk Development, L.P. (the

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“Seller”).

Approve entering into an Agreement of Sale with the Seller, as it may be amended, for the purchase of the Real Property (the “Agreement”) upon such terms and conditions as set forth therein.

Approve borrowing the principal sum of \$570,000.00 (the “Financing”) from the Seller, to be evidenced by a Note and Mortgage for the purchase of the Real Property.

Approve the Corporation executing and delivering any loan agreement, note, mortgage and any other such other evidences of indebtedness and security (collectively, the “Loan Documents”), including agreements confessing judgment against the Corporation, and any performance thereunder.

Authorize and direct Diane LaBelle, the Executive Director and Chief Executive Officer of the Corporation, to execute and deliver, acting alone as an officer of the Corporation, in the name and behalf of the Corporation: (1) the Agreement, the Loan Documents and any performances thereunder, in such form as she may approve; and (2) any and all further documents and instruments, and to do and perform any and all such further acts and things on behalf of the Corporation as may be necessary or advisable to discharge the Corporation’s obligations under the Agreement and the Loan Documents and to assist the Corporation with the purchase the Real Property from the Seller.

<b>MM: Ehram</b>	<b>SM: Perrett</b>	<b>ACTION CARRIED: 8-0</b>
Mario Acerra - Yes		Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes	Tom Kartsotis - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes	Charles Stinner - Yes

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

XII. Adjournment

<b>Motion to adjourn: 7:52PM</b>	<b>MM: Mikkelsen</b>	<b>SM: Stinner ACTION CARRIED: 8-0</b>
Mario Acerra - Yes		Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes	Tom Kartsotis - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes	Charles Stinner - Yes

**Next Meeting Date and Time: Thursday, February 13, 2014, 6pm.**