



675 East Broad St. Bethlehem, PA 18018 610-868-2971 Email: cschurz@lvpa.org

Thursday, June 16, 2011 Minutes

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

The President will call the meeting to order.

- I. Pledge of Allegiance:
- II. Moment of Silence:
- III. Roll Call:

Present:

Mario Acerra	Marc Basist	Paul Braden
Cecelia Connelly-Weida	Otto Ehrsam Jr.	
Tom Kartsotis	Nancy Mikkelsen	Gerry Pandaleon

Diane LaBelle (Executive Director)	Debra Nonnemacher (Director of Development)
Cheryl Schurz (Director of Finance)	

Absent:

Sharon Lee Glassman	Len Perrett
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- IV. Opening Remarks – Mr. Acerra, Board President
President Acerra congratulated the school on a beautiful graduation ceremony.

Ms. LaBelle, Executive Director
Ms. LaBelle thanked the Board for a supportive school year.
- V. Public Comments: (limited to 5 minutes per individual) Mark Ferguson introduced himself. Mr. Ferguson is a parent and interested in serving on the Board. Mr. Ferguson has a background in marketing.
- V. Executive Director’s Report
Mrs. Connelly-Weida requested that an index be provided for the Student Parent Handbook.
- VII. Old Business: None
- VIII. Acceptance of Consent Agenda Items:
 - i. Acceptance of 5/5/2011 Meeting and Closed Session Minutes
 - ii. Facility Report - Schurz
 - iii. Technology Report – Scheinblum

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

MM: Mikkelsen SM: Basist ACTION CARRIED: 8-0

Discussion of Development Report Budget vs. Actual

Motion: Based upon the recommendation of the Executive Director and the Development Director, the Board of Directors approves the Development Report.

MM: Braden SM: Basist ACTION CARRIED: 8-0

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the Personnel Roster.

MM: Ehram SM: Mikkelsen ACTION CARRIED: 8-0

IX. New Business

Finance Committee

Financial Statements:

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors accepts the financial statements ending 4/30/11.

MM: Braden SM: Pandaleon ACTION CARRIED: 8-0

Presentation 2011-2012 Budget

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the Development Budget for 2011-2012.

MM: Braden SM: Ehram ACTION CARRIED: 8-0

Approval of Fund Balance Policy

Motion: Based upon the recommendation of the Executive Director and the Finance Committee, the Board of Directors approves the Fund Balance Policy.

MM: Braden SM: Basist ACTION CARRIED: 8-0

Approval of Unassigned Fund Balance

Motion: Based upon the recommendation of the Executive Director and the Finance Committee, the Board of Directors approves the designation of \$149,456.55 of the Unassigned General Fund Balance to the Assigned General Fund Balance.

MM: Braden SM: Pandaleon ACTION CARRIED: 8-0

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the General Budget for 2011-2012.

MM: Braden SM: Ehram ACTION CARRIED: 8-0

Approval of Insurance Brokers

Motion: Based upon the recommendation of the Executive Director, and the Finance Committee, the Board of Directors approves HMK as Liability Insurance Broker.

MM: Braden SM: Kartsotis ACTION CARRIED: 8-0

Approval of Credit Card Policy

Motion: Based upon the recommendation of the Executive Director and the Finance Committee, the Board of Directors approves the Credit Card Policy. Approved with modification. Add, "In the event the Executive Director cannot be contacted, the Business Manager has the authority to approve purchases."

MM: Braden SM: Mikkelsen ACTION CARRIED: 8-0

Approval of Vendor Monitoring Policy

Motion: Based upon the recommendation of the Executive Director and the Finance Committee, the Board of Directors approves the Vendor Monitoring Policy.

MM: Kartsotis SM: Mikkelsen ACTION CARRIED: 8-0

Approval of 2010-2011 Application for Approval of Charter School Lease

Motion: Based upon the recommendation of the Executive Director and the Finance Committee, the Board of Directors approves the 2010-2011 Application for Approval of Charter School Lease.

MM: Mikkelsen SM: Pandaleon ACTION CARRIED: 8-0

Curriculum Committee Report – Mr. Kartsotis discussed the preparations for Middle States Evaluation. Curriculum guides, assessments, and rubrics must be established. Consider directing staff development budget and summer curriculum salary budget to this project. Additional budget is needed for this project.

Resource Development Committee Report – Mr. Ehram reported that the development of the new website is underway.

Board Development Committee Report – Mrs. Mikkelsen will contact Mr. Ferguson regarding interest in serving on the Board.

Approval of Purchase for School Van

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the purchase of a school van, in fiscal year 2012, amount not to exceed \$25,000.

MM: Braden SM: Connelly-Weida ACTION CARRIED: 8-0

Approval of Field Trip

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the June 13 – June 16, 2012 field trip to Quebec City Canada. Cost will be the responsibility of students and parents.

MM: Braden SM: Mikkelsen ACTION CARRIED: 8-0

Approval of “Application for Use of Facility”

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the Application for Use of Facility.

MM: Ehram SM: Mikkelsen ACTION CARRIED: 7-0, 1 abstention

Approval of “Student Parent Handbook 2011-2012”

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the Student Parent Handbook 2011-2012.

MM: Kartsotis SM: Mikkelsen ACTION CARRIED: 8-0

Approval of Affiliation Agreement for Graduate Assistant (ESU)

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the 2011-2012 Affiliation Agreement for Graduate Assistant (ESU).

MM: Connelly-Weida SM: Braden ACTION CARRIED: 8-0

Approval of “Constitution and Bylaws of LVPA Parent Association”

Motion: Based upon the recommendation of the Executive Director and the Director of Development, the Board of Directors approve the “Constitution and Bylaws for the LVPA Parent Association”.

MM: Ehram SM: Pandaleon ACTION CARRIED: 8-0

X. Public Comments: (limited to 5 minutes per individual) None.

XI. Closed Session:

Motion: The Board of Directors moves to Closed Session at 7:55pm.

MM: Braden

SM: Ehram

ACTION CARRIED: 8-0

XII. Open Session:

The Board returned to Open Session at 8:25pm

Mrs. Connelly-Weida stated the By-Laws and the Executive Committee need to be aligned.

Mrs. Connelly-Weida also said the Board should establish a systematic review of policies. Perhaps tackle a section each quarter.

Mrs. Connelly-Weida tendered her resignation.

XIII. Adjournment:

Motion to adjourn: 8:27 PM

MM: Braden

SM: Mikkelsen

ACTION CARRIED:8-0

Next Meeting: August 25, 2011, 6pm

NOTE: LAST THURSDAY

Respectfully Submitted,

Cheryl Schurz

Board Secretary