

Administration

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

Thursday, April 11, 2013 Minutes

MEETING PLACE: 675 E. Broad St., Bethlehem, PA 18018 Room 101 6:00pm

The President will call the meeting to order.

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

Present:

Mario Acerra	Marc Basist	Otto Ehrsam
Jennifer Faust	Mark Ferguson	Tom Kartsotis
Nancy Mikkelsen		

Also Present:

Diane LaBelle, Executive Director	Sharon Fehlinger-Ricker, Principal
Cheryl Schurz, Director of Finance	

Absent:

Paul Braden	Jon Drescher	Len Perrett
(Paul Braden voted proxy via email)		

- IV. Resignation of Board Member:

Motion: Based upon the recommendation of the Board Development Committee Chair, Nancy Mikkelsen, the Board accepts with regret the resignation of Mr. Jon Drescher.

MM: Mikkelsen	SM: Basist	ACTION CARRIED: 8-0
Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehrsam - Yes	Jennifer Faust - Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	

- V. Approval of new Board member:

Motion: Based upon the recommendation of the Board Development Committee Chair, Nancy Mikkelsen, the Board approves Mr. Charles Stinner to the Board of Directors to fill Mr. Drescher's term expiring in May 2014.

MM: Mikkelsen	SM: Basist	ACTION CARRIED: 8-0
Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehrsam - Yes	Jennifer Faust - Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	

Scholastic Scrimmage

The Board would like to congratulate and recognize the following students and faculty coaches for their achievements in Scholastic Scrimmage placing in the final 8 for the 2012-2013 school year.

Mr. Rudy and Mr. Walsh, Coaches

Pierce Champion	Jess Curry	Ceci Freed
Ava Gilotti	Katya Hrichak	Anna Langman
Alex Quintana	Kris Ramakrishna	Aria Sivick
Natalie Vega	Claudia Walakovits	

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- VI. Executive Session:
Motion: The Board of Directors moves to go into Executive Session at 6:15 pm.
MM: Ehrsam SM: Basist ACTION CARRIED: 8-0
Mario Acerra - Yes Marc Basist - Yes
Otto Ehrsam - Yes Jennifer Faust – Yes Mark Ferguson - Yes
Tom Kartsothis - Yes Nancy Mikkelsen - Yes Charles Stinner - Yes

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

Opening Remarks –
 - Mr. Acerra, Board President -Congratulations to the Administration for a successful week. The Administration did an outstanding job at the Press Conference last week with Mrs. Corbett and Senator Pat Browne. Congratulations also to Ms. LaBelle, Mrs. Storm, and Ms Gillette on a spectacular Gala.

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

- IX. Executive Director’s Report
 - Thank you to everyone for your support of the Gala. The Gala financial report will be presented at the May Board meeting. Catasauqua and Easton have invoiced us for LVCA athletes participating in district sports. Ms. LaBelle is consulting with our attorney prior to paying the invoices.

- X. Acceptance of Consent Agenda Items:
 - i. Facility Report - Schurz
 - ii. Technology Report – Scheinblum – pulled out.
 - iii. Development & Marketing/Public Relations Report – Storm
 - iv. Principal’s Report – Fehlinger-Ricker

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the Consent Agenda items.
MM: Mikkelsen SM: Basist ACTION CARRIED: 9-0
Mario Acerra - Yes Marc Basist - Yes Paul Braden - Yes
Otto Ehrsam - Yes Jennifer Faust – Yes Mark Ferguson - Yes
Tom Kartsothis - Yes Nancy Mikkelsen - Yes Charles Stinner - Yes

- XI. February 21, 2013 Board Minutes
Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the February 21, 2013 Board Minutes. Note: The Board did not approve the lease extension but the language of the lease extension.
MM: Mikkelsen SM: Basist ACTION CARRIED: 9-0
Mario Acerra - Yes Marc Basist - Yes Paul Braden - Yes
Otto Ehrsam - Yes Jennifer Faust – Yes Mark Ferguson - Yes
Tom Kartsothis - Yes Nancy Mikkelsen - Yes Charles Stinner - Yes

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XII. Personnel Report

Motion: Based upon the recommendation of the Executive Director and the Finance Committee, the Board of Directors approves the terminations, changes and additions to the 2012-2013 Staff Roster in the Personnel Report.

MM: Ferguson SM: Basist ACTION CARRIED: 9-0
Mario Acerra - Yes Marc Basist - Yes Paul Braden - Yes
Otto Ehram - Yes Jennifer Faust - Yes Mark Ferguson - Yes
Tom Kartsotis - Yes Nancy Mikkelsen - Yes Charles Stinner - Yes

XIII Old Business

Approval of PMEA District Jazz Band, Delaware Valley High School, March 15-16, 2013. Approved via email March 7, 2013, per President Acerra's email. (Confirmation of email votes).

MM: Faust SM: Basist ACTION CARRIED: 7-0
Mario Acerra - Yes Marc Basist - Yes
Otto Ehram - Yes Jennifer Faust - Yes Mark Ferguson - Yes
Tom Kartsotis - Yes Nancy Mikkelsen - Yes

Presentation - Mrs. Fehlinger-Ricker "New Initiatives" - see PowerPoint handout "Transitions to Keystone Exams"

Approval of the Response to the Auditor General's report.

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the Response to the Auditor General's report

MM: Stinner SM: Basist ACTION CARRIED: 9-0
Mario Acerra - Yes Marc Basist - Yes Paul Braden - Yes
Otto Ehram - Yes Jennifer Faust - Yes Mark Ferguson - Yes
Tom Kartsotis - Yes Nancy Mikkelsen - Yes Charles Stinner - Yes

XIV. New Business

Technology Report Acceptance

Mr. Ferguson asked about preventing "broadcast storm" in the new building. Ms. LaBelle assured the Board that while there may be technology challenges in the future building (as no one can predict the future), they will not be same problems which we experienced last month. Mr. Scheinblum will supervise moving technology in the future (present building and new building).

MM: Ferguson SM: Basist ACTION CARRIED: 9-0
Mario Acerra - Yes Marc Basist - Yes Paul Braden - Yes
Otto Ehram - Yes Jennifer Faust - Yes Mark Ferguson - Yes
Tom Kartsotis - Yes Nancy Mikkelsen - Yes Charles Stinner - Yes

Finance Committee

Ms. Faust reported the Finance Committee has reviewed the February Financial Statements. Net income is above budget to date through February 28, 2013. The current enrollment is 449, the budgeted enrollment is 460. The Finance Committee is watching tuition revenue closely. The Foundation's 501C3 tax exempt status has been approved by the IRS. Mrs. Schurz has moved the Capital Campaign gifts from the Development Capital Campaign bank account to the Foundation Money Market. The balance of the Development Capital Campaign account, which consists of interest less check printing fees, will be moved next week to the Foundation Money Market account. The Finance Committee is scheduled to meet with Equinox, healthcare insurance broker, to discuss healthcare insurance options for next fiscal year on May 8.

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Approval of February 2013 Financial Statements

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

MM: Finance Committee

ACTION REQUIRED: 9-0

Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust – Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

Approval of Master Agreement and E-Signature

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the Master Agreement and E-Signature Document for PDE.

MM: Finance Committee

ACTION CARRIED: 9-0

Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust – Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

Approval of Updated Application for Use of Facility

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the Updated Application for Use of Facility.

MM: Finance Committee

ACTION CARRIED: 9-0

Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust – Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

Approval of Lease Extension TABLED

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the Lease Extension.

MM: Finance Committee

ACTION REQUIRED:

Curriculum Committee

Approval of Writing Club and Odyssey of the Mind Club

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Writing Club and Odyssey of the Mind Club.

MM: Mikkelsen

SM: Basist

ACTION CARRIED: 9-0

Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust – Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

Class Trips

Approval of Touring Choir Summer Performance Tour to Boston, MA, June 28-30, 2013

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Touring Choir Summer Performance Tour to Boston, MA, June 28-30, 2013.

MM: Mikkelsen

SM: Basist

ACTION CARRIED: 9-0

Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust – Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

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Approval of PMEA All State Festival, Erie, PA, April 17-18, 2013

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the PMEA All State Festival, Erie, PA, April 17-18,2013.

MM: Mikkelsen	SM: Basist	ACTION CARRIED: 9-0
Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust – Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

Executive Committee

Approval of MOU with Bethlehem YMCA

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the MOU with the Bethlehem YMCA effective April 1, 2013 for a period of 2 years.

MM: Ferguson	SM: Basist	ACTION CARRIED: 9-0
Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust – Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

Approval of MOU with Bethlehem Police Department

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the MOU with the Bethlehem Police Department effective January 1, 2013 for a period of 2 years.

MM: Stinner	SM: Basist	ACTION CARRIED: 9-0
Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust – Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

Approval of LVCA Safe School Plan

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the LVCA Safe School Plan.

MM: Ferguson	SM: Basist	ACTION CARRIED: 9-0
Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust – Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

Approval of LVCA School Emergency Operations Plan

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the LVCA School Operations Plan.

MM: Mikkelsen	SM: Basist	ACTION REQUIRED: 9-0
Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust – Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

Resource Development Committee

Mr. Ehram reported that the Gala was a huge success and congratulates Mrs. Storm and her committee for a job well done. The Capital Campaign pledges received at the Gala will be included in the financial report to follow next month.

Board Development Committee

Review of Strategic Plan

Mrs. Mikkelsen reported that she met with the faculty and staff on Wednesday, April 10. The handout received tonight is not the final draft. Please review the highlighted changes which the faculty suggested. A final draft will be emailed to the Board prior to the May Reorganization meeting. The Board will approve the Strategic Plan at the May Board meeting.

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Reorganization Meeting

Mrs. Mikkelsen will be contacting each Board member prior to the May Reorganization meeting to talk about Board committees and the Executive Committee.

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

XVI. Adjournment

Motion to adjourn: 7:40PM **MM: Mikkelsen** **SM: Basist** **ACTION CARRIED: 8-0**

Mario Acerra - Yes

Marc Basist - Yes

Otto Ehram - Yes

Jennifer Faust – Yes

Mark Ferguson – Yes

Tom Kartsotis - Yes

Nancy Mikkelsen - Yes

Charles Stinner - Yes

Next Meeting Date and Time: Thursday, May 9, 2013, 6pm (Reorganization Meeting)

Respectfully Submitted,

Cheryl Schurz
Board Secretary