

## Thursday, August 25, 2016 Minutes

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

Second Floor Conference Room

6:00pm

The President called the meeting to order at 6:04pm.

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

Present:

Mario Acerra	Paul Braden	Otto Ehram
Mark Ferguson	John Filipos	Yvette Johnson
Len Perrett	Charles Stinner	

Absent:

Rosemary Murdy-Haber

Also Present:

Administration:

Diane LaBelle, Executive Director

Carise Comstock, Dean of Academic Affairs

AJ Kise, Supervisor of Special Programs

Cheryl Schurz, Director of Finance

Sharon Fehlinger-Ricker, Principal

Joey Schubert, Dean of Student Services

Debra Storm, Director of Development

IV. **Executive Session:**

**Motion:** The Board of Directors moves to go into Executive Session at 6:07pm.

**MM: Ferguson**

**SM: Braden**

**ACTION CARRIED: 8-0**

V. **Open Session:**

The Board of Directors returns to Open Session at 6:30pm.

Opening Remarks –

- Mr. Acerra, Board President – Strategic Plan is well underway and the Dream Team has made a great start.
- Ms. Diane LaBelle, Executive Director – Freshmen start tomorrow, all students in school Monday, August 29. Current enrollment 615 students.
- Executive Director’s Report

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

VII. Acceptance of **Consent Agenda Items:**

- i. Acceptance of June 9, 2016 Meeting Minutes
- ii. Facility and Safety Report - Filchner
- iii. Development Report - Storm
- iv. Public Relations Report - Gillette
- v. Principal’s Report – Fehlinger-Ricker
- vi. Dean of Student Services – Schubert
- vii. Dean of Academic Affairs - Comstock
- viii. Technology Report – Levernier
- ix. Facility Rental Reports - Blust

**MM: Stinner**

**SM: Johnson**

**ACTION CARRIED: 8-0**

VIII. Personnel Report

**Approval of August 2016 Personnel Report**

**Motion:** Based upon the recommendation of the Executive Director and the Executive Committee, the Board of Directors approves the August 2016 Personnel Report (including Lincoln Tech Interns and Student Teacher Interns, Student Athletic Director).

**MM: Braden**

**SM: Filipos**

**ACTION CARRIED: 8-0**

Administration

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

- IX. **Foundation Report – Mr. Ferguson**  
**Approval of 2016-2017 Foundation Budget**  
**Motion:** Based upon the recommendation of the Charter Arts Foundation Finance Committee, the Board of Directors approves the 2016-2017 Foundation Budget.  
**MM: Stinner SM: Ferguson ACTION CARRIED: 8-0**

**Review of Foundation Financial Reports**

**Appointment of Jim Glassic to Charter Arts Foundation Board**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors appoints Jim Glassic to the Charter Arts Foundation Board for a period of 3 years.

**MM: Ferguson SM: Stinner ACTION CARRIED: 8-0**

**Review of Relationship between Executive Board and Foundation Board – solicitor document**

- X. **Old Business – None.**

XI. **New Business**

Finance Committee

**Acceptance of PRELIMINARY June 2016 Financial Reports**

**Motion:** Based upon the recommendation of the Finance Committee, the Board of Directors accepts the PRELIMINARY June 2016 Financial Reports.

**MM: Finance Committee ACTION CARRIED: 8-0**

**Approval of Contracts**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the following Contracts:

Bayada

Colonial IU 20 (2 contracts)

Delta-T Group

Lintons Food Service Management

S&R Bus Leasing Co

Source 4 Teachers

Steel Ice Center

**MM: Johnson SM: Ferguson ACTION CARRIED: 8-0**

Curriculum Committee

**Approval of Student Trip**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Spanish Club Student Trip to Mexico November 25 – 30, 2016.

**MM: Curriculum Committee ACTION CARRIED: 8-0**

Development Committee – No Report.

Board Development Committee .– Mrs. Johnson has 2 interested candidates for the Board of Directors.

Executive Committee

**Approval of 2016-2017 Employee Handbook**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the 2016-2017 Employee Handbook

**MM: Stinner SM: Johnson ACTION CARRIED: 8-0**

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**Approval of 2016-2017 Charter Arts Building Rental Agreement**

**Motion:** Based upon the recommendation of the Executive, the Board of Directors approves the 2016-2017 Charter Arts Building Rental Agreement,

**MM: Johnson                      SM: Ferguson                      ACTION CARRIED: 8-0**

**Approval of Charter Arts Acceptable Twitter Use Policy**

**Motion:** Based upon the recommendation of the Executive, the Board of Directors approves the Charter Arts Twitter Policy.

**MM: Stinner                      SM: Braden                      ACTION CARRIED: 8-0**

**Discussion of Strategic Plan Update** – Mrs. Johnson reported that the Dream Team has 11 members. The Dream Team met once. In addition, faculty members participated in a strategic planning session during the first week of Professional Development in which each department developed a mission statement, a SWOT analysis, and strategic goals.

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

XIII. **Adjournment**

**Motion to adjourn at 7:25pm: MM: Johnson                      SM: Filipos                      ACTION CARRIED: 8-0**

**Next Meeting Date and Time: Thursday, October 13, 2016, 6pm, Conference Room, 2nd Floor**

Respectfully Submitted,

Cheryl Schurz, Board Secretary