

Administration

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

Thursday, December 13, 2012 Minutes

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

The President called the meeting to order at 6pm.

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

Present:

Mario Acerra	Marc Basist	Paul Braden
Otto Ehram	Mark Ferguson	Tom Kartsotis
Nancy Mikkelsen		

Also Present:

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

Absent:

Jon Drescher	Gerry Pandaleon	Len Perrett
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- IV. Executive Session:

Motion: The Board of Directors went into Executive Session at 6:05pm.

MM: Mikkelsen **SM: Braden** **ACTION CARRIED: 7-0**

Acerra – Yes	Basist – Yes	Braden – Yes
Ehram – Yes	Ferguson – Yes	Kartsotis – Yes
Mikkelsen - Yes		

- V. Open Session:

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

Opening Remarks –

- Mr. Acerra, Board President
President Acerra thanked all the Board members for their service to the school and especially those who have served on the Board for all 10 years. Congratulations to Mr. Ferguson for becoming Foundation Board president.
- Ms. Diane LaBelle, Executive Director
Ms. LaBelle thanked the Foundation Board and Board members for supporting the “Sounds of the Season” event on Sunday, December 9. The students made all of us proud and alum, Adam Bonanni’s performance was beyond our expectations; beautifully performed. Students performed, greeted, served food and interacted with the guests, many of whom had no experience with the school prior to this event.

Ms. LaBelle announced Mrs. Corbett would be visiting our school Wednesday, December 19 at noon. Ms. LaBelle will give her a tour of the school and the replica of the statuette from the Emmy award winning film, “Cosmos World,” will be presented to the theater students who took part in the making of the production for the PA Department of Water Conservation. Senators Brown and Boscola along with Mayor Callahan have been invited to attend.

Please note the Bacchae is being performed in our Black Box on Thursday through Sunday of this week. Next week the Music Department will be performing at Foy Hall on Monday and Tuesday for their Winter Concerts. Festivus will be performed on our stage by the Jazz Department on Friday of next

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week at 7:30pm

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

VII. Executive Director’s Report

VIII. Acceptance of Mrs. Gerry Pandaleon’s Board Resignation

Motion: Based upon the recommendation of the Executive Committee, the Board of Directors accepts the Board resignation of Mrs. Gerry Pandaleon. The Board thanks Mrs. Pandaleon for her service to the school.

MM: Mikkelsen SM: Ferguson ACTION CARRIED: 7-0

Acerra – Yes Basist – Yes Braden – Yes
Ehrsam – Yes Ferguson – Yes Kartsotis – Yes
Mikkelsen - Yes

IX. Acceptance of Consent Agenda Items:

- i. Facility Report - Schurz
ii. Technology Report – Scheinblum
iii. Development & Marketing/Public Relations Report – Storm (pulled)
iv. Principal’s Report – Fehlinger-Ricker
v. October 11, 2012 Minutes

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

MM: Mikkelsen SM: Basist ACTION CARRIED: 7-0

Acerra – Yes Basist – Yes Braden – Yes
Ehrsam – Yes Ferguson – Yes Kartsotis – Yes
Mikkelsen - Yes

X. Personnel

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

MM: Mikkelsen SM: Basist ACTION CARRIED: 7-0

Acerra – Yes Basist – Yes Braden – Yes
Ehrsam – Yes Ferguson – Yes Kartsotis – Yes
Mikkelsen - Yes

XI. Old Business

Charter Arts Foundation Board Appointments

Motion: Based upon the recommendation of the Executive Director, the Board of Directors appoints the following Charter Arts Foundation Board members.

Timothy Charlesworth Holly Chelasci Anthony Crisafulli
Pat D’Amico Scott Hawk David Lyons
Sheryl Maher Mark Metzgar Rosemary Murdy-Haber
Sharon Scheirer Frank Shipman Melinda Stitt

MM: Ferguson SM: Basist ACTION CARRIED: 7-0

Approval of Student Trips

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors

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approves the **Regional High School Dance Festival Trip to Norfolk, Va., March 6, 2013 through March 10, 2013.**

The Board of Directors approved the trip via email October 27, 2012.

Mario Acerra- Yes	Marc Basist – Yes	Paul Braden – Yes
Jon Drescher – Yes	Mark Ferguson – Yes	Thomas Kartsotis – Yes
Nancy Mikkelsen – Yes	Gerry Pandaleon – Yes	Len Perrett – Yes

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the **PA State Thespian Conference York, PA, November 29 through December 2, 2012.**

The Board of Directors approved the trip via email October 27, 2012.

Mario Acerra- Yes	Marc Basist – Yes	Paul Braden – Yes
Jon Drescher – Yes	Mark Ferguson – Yes	Thomas Kartsotis – Yes
Nancy Mikkelsen – Yes	Gerry Pandaleon – Yes	Len Perrett – Yes

XII. New Business

Finance Committee

Approval of October 2012 Financial Statements

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the October 2012 Financial Statements.

MM: Finance Committee

ACTION CARRIED: 7-0

Acerra – Yes	Basist – Yes	Braden – Yes
Ehram – Yes	Ferguson – Yes	Kartsotis – Yes
Mikkelsen – Yes		

Rev. Braden reported the student population is now below budget. However, the projection based on amounts of the PDE 363 and the fact that we began the school year with 472 students have resulted in tuition revenue at this date that will make budget. Cash flow is sufficient and the Finance Committee will continue to monitor the school's finances closely.

Rev. Braden reported that the Curriculum Committee has reviewed the Figure Skating Program and the Finance Committee reviewed the finances related to the Figure Skating Program. The Board is satisfied with the progress to date. The Figure Skating program will begin recruiting for the 2013-2014 school year.

Acceptance of 2011-2012 Fiscal Year Audit, 2011 Form 990, and GASB 54 worksheet as of 6/30/12

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors accepts the 2011-2012 Fiscal Year Audit, 2011 Form 990, and the GASB 54 worksheet as of 6/30/12.

MM: Finance Committee

ACTION CARRIED: 7-0

Acerra – Yes	Basist – Yes	Braden – Yes
Ehram – Yes	Ferguson – Yes	Kartsotis – Yes
Mikkelsen - Yes		

Curriculum Committee

Mr. Kartsotis reported that he has met with Mrs. Fehlinger-Ricker and is pleased with curriculum progress. He also reported Middle States has granted the school an extension for 1 year.

Approval of Charter Arts Environmental Club and Mathlete Club

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Charter Arts Environmental Club and Mathlete Club.

MM: Ferguson

SM: Mikkelsen

ACTION CARRIED: 7-0

Acerra – Yes	Basist – Yes	Braden – Yes
Ehram – Yes	Ferguson – Yes	Kartsotis – Yes
Mikkelsen - Yes		

Approval of Updated Field Trip Policy

Administration

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Updated Field Trip Policy.

MM: Mikkelsen	SM: Basist	ACTION CARRIED: 7-0
Acerra – Yes	Basist – Yes	Braden – Yes
Ehrsam – Yes	Ferguson – Yes	Kartsotis – Yes
Mikkelsen - Yes		

Approval of Updated School Calendar

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Updated School Calendar

MM: Braden	SM: Basist	ACTION CARRIED: 7-0
Acerra – Yes	Basist – Yes	Braden – Yes
Ehrsam – Yes	Ferguson – Yes	Kartsotis – Yes
Mikkelsen - Yes		

Executive Committee

Approval of Architect Firm

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves Artefact Inc, as architectural firm of record for the projected South side project.

MM: Ferguson	SM: Basist	ACTION CARRIED: 7-0
Acerra – Yes	Basist – Yes	Braden – Yes
Ehrsam – Yes	Ferguson – Yes	Kartsotis – Yes
Mikkelsen - Yes		

Resource Development Committee

Mr. Ehrsam reported the Committee met on December 12. Discussed were goals for the Gala and celebration for our 10-year anniversary. Efforts are being made to increase scholarships and the alumni will be invited to attend the Gala.

Board Development Committee - no report.

Development Report

Mr. Ferguson clarified that the Gala is not a Foundation event. Net income from the Gala supports the school and not the Capital Campaign. The Gala is a school and parent supported event.

Acceptance of Development Report

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

MM: Ferguson	SM: Basist	ACTION CARRIED: 7-0
Acerra – Yes	Basist – Yes	Braden – Yes
Ehrsam – Yes	Ferguson – Yes	Kartsotis – Yes
Mikkelsen - Yes		

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

XIV. Adjournment

Motion to adjourn: 7:00PM	MM: Mikkelsen	SM: Ehrsam	ACTION CARRIED: 7-0
Acerra – Yes	Basist – Yes	Braden – Yes	
Ehrsam – Yes	Ferguson – Yes	Kartsotis – Yes	
Mikkelsen - Yes			

Next Meeting Date and Time: Thursday, February 21, 2013, 6pm

Respectfully Submitted.

Cheryl Schurz, Board Secretary