

## Thursday, February 11, 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 6:02pm.**

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

Present:

Mario Acerra	Paul Braden	
Otto Ehram	Mark Ferguson	John Filipos
Yvette Johnson	William Moran	Rosemary Murdy-Haber
Len Perrett	Charles Stinner	

Absent:

Marc Basist

Administration:

Also Present:

Diane LaBelle, Executive Director	
Carise Comstock, Dean of Academic Affairs	Sharon Fehlinger-Ricker, Principal
AJ Kise, Supervisor of Special Programs	Joey Schubert, Dean of Student Services
Cheryl Schurz, Director of Finance	Debra Storm, Director of Development

**IV. Executive Session:**

**Motion:** The Board of Directors moves to go into Executive Session at 6:04pm.

**MM: Ehram**

**SM: Stinner**

**ACTION CARRIED: 10-0**

**V. Open Session:**

The Board of Directors returns to Open Session at 6:21 pm.

Opening Remarks –

- Mr. Acerra, Board President – Thanks to the Administrators and Directors for well written reports. The reports are much appreciated as they connect the Board to the School.
- Ms. Diane LaBelle, Executive Director – Auditions are this week 2/12 & 2/13, expecting 400 students to audition.
- Executive Director’s Report

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

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

- i. Acceptance of December 10, 2015 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

**MM: Moran**

**SM: Stinner**

**ACTION CARRIED: 10-0**

Administration

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

- VIII. Personnel Report  
**Approval of February 2016 Personnel Report**  
**Motion:** Based upon the recommendation of the Executive Director and the Executive Committee, the Board of Directors approves February 2016 Personnel Report.  
**MM: Stinner SM: Johnson ACTION CARRIED: 10-0**

- IX. **Foundation Board Liaison Report – Mr. Mark Ferguson**  
 The meeting scheduled for Tuesday, February 9, 2016 was cancelled due to weather. The Executive Committee is feeling a “positive sense of urgency” in raising the last \$1.5 million. The Committee is developing a plan to establish new relationships and share the mission and vision of the School.

- X. **Old Business – none.**

- XI. **New Business**  
 Finance Committee  
**Acceptance of December 2015 Financial Reports**  
**Motion:** Based upon the recommendation of the Finance Committee, the Board of Directors accepts the December 2015 Financial Reports.  
**MM: Finance Committee ACTION CARRIED: 10-0**

**Discussion of Financial Position in light of PA Budget Impasse**

The Administration is working on cutting expenses and \$100,000 assigned fund balance has been transferred from the Development account to the General Account. Student population is currently under budget which results in tuition revenue being under budget. In addition, the rent expense is over budget. Most Districts have paid tuition through December with the Governor’s release of school funding in January. However, the Governor has stated that there will be no further school funding released until the budget is passed. We expect Districts will return to paying a percentage of tuition or will not pay at all until the budget is passed. The Administration is assessing cash flow daily.

**Curriculum Committee**

**Literary Magazine** – Mr. Perrett congratulated Mr. Paul Walsh on an outstanding product. Mr. Perrett encouraged the Board to read the magazine (see handout). Mr. Perrett reminded the Board that Literary Arts is a new major this year and this wonderful magazine was developed in only 5 months of the school year.

**Class Trip**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the following school trips:

\*(Approved previously via email)

*PMEA District Orchestra	East Stroudsburg HS	January 13-16, 2016
*PMEA District Band	North Schuylkill HS	January 28-30, 2016
*PMEA District Chorus	Delaware Valley HS	February 2-6, 2016
PMEA District Jazz Festival	Pocono Mtn East HS	February 19, 2016
PMEA Regional Orchestra	Twin Valley HS	February 24-26, 2016
National HS Dance Festival	Pittsburgh, PA	March 2-6, 2016
PMEA Regional Band	Central York HS	March 10-12, 2016
PMEA Regional Chorus Festival	Central York HS	March 18-19, 2016
PMEA All State Jazz	Hershey, PA	March 30-April 2, 2016

**MM: Curriculum Committee ACTION CARRIED: 10-0**

**Clubs**

Administration

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**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approve the Key Club, Manga Club, and Chess Club. The Rent Tent Club is requesting a name change to Civil Liberties Club.

**MM: Curriculum Committee**

**ACTION CARRIED: 10-0**

**Course Selection Guide 2016-2017 – Mrs. Carise Comstock**

Mr. Perrett congratulated Mrs. Fehlinger-Ricker and Mrs. Comstock on a beautiful document.

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Course Selection Guide 2016-2017 with the understanding that the entire school will operate on a four day schedule in the 2017-2018 school year.

**MM: Curriculum Committee**

**ACTION CARRIED: 10-0**

**Discussion of LEED Curriculum**

Ms. LaBelle reported that our new building was designed with the intent of having LEED Gold status, meaning the design is conscious of the environment, sustainability and conservation of energy. The LEED Gold status enabled us to get additional funding for the capital stack. A requirement of the funding is to insure that every Charter Arts student receive at least 10 hours of energy conservation education each year. The Visual Art and Science departments have developed an energy conservation and environmental curriculum in their departments. Part of this curriculum includes activities such as the Science department testing the soil in the Pocket Park and the Art Alliance is working with Plantique to select plantings for the Pocket Park and Roof Study Garden. Science and art faculty are working with Mrs. Comstock on the development and implementation of the curriculum.

Development Committee – no report.

Board Development Committee

**Acceptance of Mr. Basist resignation from the Board of Directors.**

**Motion:** Based upon the recommendation of the Executive Director and the Executive Committee, the Board of Directors accepts Mr. Basist's resignation and thanks him for his years of service to Charter Arts.

**MM: Johnson**

**SM: Ehlsam**

**ACTION CARRIED: 10-0**

Executive Committee

**Discussion of Strategic Plan Update – Mrs. Johnson**

Mrs. Johnson reported that the Strategic Plan will be updated in 2015-2016 and a new Strategic Plan will be developed in 2016-2017. The Administration will update the Staff in March 2016. Mrs. Fehlinger-Ricker and Mrs. Comstock are reviewing surveys and they will be ready to distribute the surveys this Spring.

**Suicide Policy**

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

**MM: Perrett**

**SM: Johnson**

**ACTION CARRIED: 10-0**

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

XIII. **Adjournment**

**Motion to adjourn at 6:58pm MM: Johnson**

**SM: Filipos**

**ACTION CARRIED: 10-0**

**Next Meeting Date and Time: Thursday, April 14, 2016, 6pm, Conference Room, 2nd Floor**

Respectfully Submitted,

Cheryl Schurz, Board Secretary

