

Administration

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

Thursday, February 21, 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	Paul Braden
Otto Ehram	Mark Ferguson	Tom Kartsotis
Nancy Mikkelsen	Len Perrett	

Absent:

Jon Drescher

Also Present:

Diane LaBelle, Executive Director	
Cheryl Schurz, Director of Finance	Debra Storm, Director of Development

- IV. Approval of new Board member:

Motion: Based upon the recommendation of the Board Development Committee Chair, Nancy Mikkelsen, the Board approves Ms. Jennifer Faust to the Board of Directors to fill Mrs. Pandaleon’s term expiring in May 2014.

MM: Mikkelsen	SM: Ehram	ACTION CARRIED: 8-0
Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Mark Ferguson - Yes	Tom Kartsotis - Yes
Nancy Mikkelsen - Yes	Len Perrett - Yes	

- V. Executive Session:

Motion: The Board of Directors moves to go into Executive Session at 6:10 pm.

MM:Ehram	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	Len Perrett - Yes

- VI. Open Session:

The Board of Directors returns to Open Session at 6:40 pm.

Opening Remarks –

- Mr. Acerra, Board President
President Acerra thanked Ms. LaBelle for her work on the building project and the Foundation Board. Congratulations on the promise of \$3 million RACP funding from the Governor. Equally important is the work Mr. Perrett has done to develop a strong curriculum.
- Ms. Diane LaBelle, Executive Director
Ms. LaBelle attended Bangor Area School District’s Committee meeting on Monday, February 18, 2013. Bangor has a policy in which the District will not transport charter school students beyond the 10 mile requirement unless the District approves the charter renewal.

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Charter Arts charter renewal with Bangor is unknown at this time. If renewal is denied, students can still attend Charter Arts but parents/students will have to transport.

Bethlehem Area School District conducted their site visit for our charter renewal on January 22, 2013. BASD Board curriculum committee meeting is scheduled for March 4, 2013.

Northampton Area School District has approved Charter Arts charter renewal. Only 2 districts are required to renew our charter in order to be considered a regional charter school.

Congratulations to Scholastic Scrimmage who now advances to the semi finals. Ms. LaBelle will invite the Scholastic Scrimmage students to the next Board meeting to be recognized and be given an opportunity to be congratulated by the Board.

Graduation is confirmed for June 17 at Lehigh University.

If additional school days are missed because of weather, the school will make up the days by taking back holidays and/or faculty in-service days.

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

VIII. Executive Director’s Report

IX Acceptance of Consent Agenda Items:

- i. Facility Report - Schurz
- ii. Technology Report – Scheinblum
- iii. Development & Marketing/Public Relations Report – Storm
- iv. Principal’s Report – Fehlinger-Ricker
- v. December 13, 2012 Minutes

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 Ehram - Yes	Jennifer Faust – Yes	Mark Ferguson - Yes
Tom Kartsothis - Yes	Nancy Mikkelsen - Yes	Len Perrett - Yes

X. Personnel

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

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

XI Old Business None

XII. New Business
Finance Committee

Approval of December 2012 Financial Statements

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the December 2012 Financial Statements. Rev. Braden reported that the school is in a good cash position. December YTD P&L net income way ahead of budget. The Committee is watching enrollment, currently 10 students under the budgeted population.

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MM: Finance Committee

Mario Acerra - Yes
Otto Ehram - Yes
Tom Kartsotis - Yes

Marc Basist - Yes
Jennifer Faust – Yes
Nancy Mikkelsen - Yes

ACTION CARRIED: 9-0

Paul Braden - Yes
Mark Ferguson - Yes
Len Perrett - Yes

Approval to restrict all Capital Campaign gifts deposited to the Development Account.

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors restricts all Capital Campaign gifts deposited to the Development Account.

MM: Finance Committee

Mario Acerra - Yes
Otto Ehram - Yes
Tom Kartsotis - Yes

Marc Basist - Yes
Jennifer Faust – Yes
Nancy Mikkelsen - Yes

ACTION CARRIED: 9-0

Paul Braden - Yes
Mark Ferguson - Yes
Len Perrett - Yes

Approval of Revised Finance Policies

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the revised Policies number 601 to 628.

MM: Finance Committee

Mario Acerra - Yes
Otto Ehram - Yes
Tom Kartsotis - Yes

Marc Basist - Yes
Jennifer Faust – Yes
Nancy Mikkelsen - Yes

ACTION CARRIED: 9-0

Paul Braden - Yes
Mark Ferguson - Yes
Len Perrett - Yes

Curriculum Committee

Mr. Perrett reported that curriculum and instruction are a driving force of the school. The Committee is discussing core curriculum review, Keystone Exams, Middle States, and AYP. Mr. Perrett proposes 2 assistant principals, 1 of which is a new position. The person in the new position will report to the Principal. The Principal reports to the Executive Director. Ms. LaBelle and Mrs. Fehlinger-Ricker have developed a job description for both assistant principals. A principal certification is required for both positions.

Motion: The Board of Directors approves the funding, development, and implementation of an administrative structure that will include a Principal, a Dean of Student Services and Discipline, and a Dean of Academic Affairs, Curriculum, and Instruction.

MM: Perrett

Mario Acerra - Yes
Otto Ehram - Yes
Tom Kartsotis - Yes

SM: Braden

Marc Basist - Yes
Jennifer Faust – Yes
Nancy Mikkelsen - Yes

ACTION CARRIED: 9-0

Paul Braden - Yes
Mark Ferguson - Yes
Len Perrett - Yes

Motion: The Board of Directors approves establishing, funding, and implementation of the position of the Dean of Academic Affairs Curriculum, and Instruction beginning April 2013.

MM: Perrett

Mario Acerra - Yes
Otto Ehram - Yes
Tom Kartsotis - Yes

SM: Braden

Marc Basist - Yes
Jennifer Faust – Yes
Nancy Mikkelsen - Yes

ACTION CARRIED: 9-0

Paul Braden - Yes
Mark Ferguson - Yes
Len Perrett - Yes

Presentation – Mrs. Fehlinger-Ricker “New Initiatives” - TABLED

Approval of Charter Arts Student Ambassador/Representative Club, Chess Club, Workout Club, and Order of the Phoenix (Harry Potter Club)

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Student Ambassador, Chess, Workout, and Order of the Phoenix Clubs.

MM: Braden

Mario Acerra - Yes
Otto Ehram - Yes

SM: Basist

Marc Basist - Yes
Jennifer Faust – Yes

ACTION CARRIED: 9-0

Paul Braden - Yes
Mark Ferguson - Yes

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Tom Kartsotis - Yes Nancy Mikkelsen - Yes Len Perrett - Yes

Class Trip

Approval of Theatre London trip June 18-June 25, 2013. (note: revised dates)

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the Theatre London Trip June 18-June 25, 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	Len Perrett - Yes

Executive Committee

Approval of Charter School Construction Application (PDE 397)

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the Charter School Construction Application (PDE 397).

MM: Ferguson	SM: Mikkelsen	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	Len Perrett - Yes

Approval of Charter Lease Extension

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves **language** of the 2 year Lease Extension at 675 E Broad St. Bethlehem, PA.

MM: Basist	SM: Braden	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	Len Perrett - Yes

Resource Development Committee

Mr. Ehram reminded the Board of the Gala at Steelstacks April 6. Please assist the Gala Committee by donating to the silent auction.

Board Development Committee

Mrs. Mikkelsen reminded the Board of the next Strategic Planning meeting March 21, 2013 at 5:30pm. The Strategic Plan is required for Middle States and the Annual Charter School Report. The updated Strategic Plan will be approved at the April Board meeting. Mrs. Mikkelsen discussed “Knowledge Works”. She will email the link to Board members and asks the Board to review prior to the March 21 Strategic Plan meeting.

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

XIV. Adjournment

Motion to adjourn: 7:27PM	MM: Ehram	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	Len Perrett - Yes	

Next Meeting Date and Time: Thursday, April 11, 2013, 6pm

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REMINDER: Strategic Planning Meeting March 21, 2013, 5:30pm

Respectfully Submitted,
Cheryl Schurz
Board Secretary