

Thursday, June 9, 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 6:05pm.

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

Present:

Mario Acerra	Paul Braden	Otto Ehram – arrived at 6:09pm
Mark Ferguson	John Filipos	Yvette Johnson – arrived at 6:08pm
Rosemary Murdy-Haber	Len Perrett	

Absent:

Charles Stinner

Administration:

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 6:07pm.

MM: Filipos SM: Murdy-Haber ACTION CARRIED: 6-0

V. **Open Session:**

The Board of Directors returns to Open Session at 6:20 pm.

Opening Remarks –

- Mr. Acerra, Board President
Congratulations to Ms. Storm and Ms. Gillette on a beautiful Gala.
- Ms. Diane LaBelle, Executive Director
Reminder to the Board, Graduation is at Packer Chapel, Lehigh University, Monday, June 13. Board lineup is at 6:30pm.
- Executive Director's Report

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

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

- i. Acceptance of May 12, 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

MM: Ehram SM: Murdy-Haber ACTION CARRIED: 8-0

VIII. Personnel Report
Approval of Update to 2016-2017 Salary Projections

Motion: Based upon the recommendation of the Executive Director and the Executive Committee, the Board of Directors approves Update to 2016-2017 Salary Projections.

MM: Braden SM: Filipos ACTION CARRIED: 8-0

IX. Foundation Board Liaison Report – Mr. Mark Ferguson

Reminder to Board Members, please respond to Karin Wagner regarding your mixer attendance.

Appointment of new Charter Arts Foundation Board Members

Appointment of Ms. Michelle Landis and Mr. Donald Worman to the Charter Arts Foundation Board.

Motion: Based upon the recommendation of the Executive Director and the Foundation Board Liaison, the Board of Directors approves the appointment of Ms. Landis and Mr. Worman to the Charter Arts Foundation Board.

MM: Ferguson SM: Braden ACTION CARRIED: 8-0

X. Old Business – Review of Updated 2016-2017 Budget to be discussed under New Business, Finance Committee.

XI. New Business

Finance Committee

Acceptance of April 2016 Financial Reports

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

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

Approval of General Assigned Fund Balance

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the 2016-2017 General Assigned Balance as **\$157,237.37**, 6/30/2016.

MM: Finance Committee ACTION CARRIED: 8-0

Approval of 2016-2017 School and Development Budgets

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the 2016-2017 School and Development Budgets.

MM: Finance Committee ACTION CARRIED: 8-0

Approval of Sick/Personal Day Policy Change

Motion: Upon a “in good standing” separation, employees who have not used their balance of unused sick days at **June 30, 2016** will be compensated for their days at ½ sub rate at time of separation up to a maximum of 90 days.

Beginning **July 1, 2016** sick/personal days may be carried over to the following year but employees will not be paid for unused sick/personal days at separation from the 2016-2017 contract and thereafter.

MM: Braden SM: Filipos ACTION CARRIED: 8-0

Approval of Policies and Procedures

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the following Policies and Procedures

613 Cooperative Purchasing, 626 Federal Fiscal Compliance, 626 Attachment Travel Reimbursement, 626 Attachment Allowability of Costs, 626 Attachment Cash Management, 626 Attachment Administration of Federal Funds, 626 Attachment Procurement, 626 Attachment Grant Subrecipient Monitoring Procedures, 827 Conflict of Interest.

MM: Finance Committee ACTION CARRIED: 8-0

Curriculum Committee – no report

Administration

321 East 3rd Street, Bethlehem, PA 18015
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Development Committee – no report

Executive Committee

Board Development Committee – the Committee is actively seeking new Board Members. Please refer potential Board Members to Mrs. Johnson.

Discussion of Strategic Plan Update – Mrs. Johnson

Mrs. Johnson reported that the Dream Team is in place with the potential of one additional board member. Student Surveys have been completed. Teacher Surveys will be completed next week. Parent Surveys will be sent out via Charter Arts Parent Email Blast. Updates will be shared at upcoming Board Meetings.

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

XIII. **Adjournment**

Motion to adjourn at 7:10pm: MM: Ehram SM: Filipos ACTION CARRIED: 8-0
Next Meeting Date and Time: Thursday, August 25 2016, 6pm, Conference Room, 2nd Floor
(Note 4th Thursday)

Respectfully Submitted,

Cheryl Schurz
Board Secretary