

Administration

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

Thursday, June 20, 2013 Minutes

MEETING PLACE: 675 E. Broad St., Bethlehem, PA 18018 Room 118 6:00pm

The Board President called the meeting to order.

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

Present:

Mario Acerra	Marc Basist	Paul Braden
Otto Ehram	Jennifer Faust	Mark Ferguson
Tom Kartsotis	Nancy Mikkelsen	Charles Stinner

Absent:

Len Perrett

Also Present:

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

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

V. Executive Session:

Motion: The Board of Directors moves to go into Executive Session at 6:05pm.

Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust - Yes	Mark Ferguson - Yes
Tom Kartsotis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

MM: Ehram SM: Basist ACTION CARRIED: 9-0

VI. Open Session:

The Board of Directors returns to Open Session at 6:25 pm.

Opening Remarks –

- Mr. Acerra, Board President
Congratulatory to all the new graduates. President Acerra commented that the graduation ceremony was beautiful.
- Ms. Diane LaBelle, Executive Director

VII. Executive Director’s Report

Mr. Ferguson asked about action plans in response to interviews with students. Ms. LaBelle stated that students are encouraged to participate in “Lunch with the Principal” and “Meet the Executive Director” after school. Students have requested quarterly meetings.

VIII. Acceptance of Consent Agenda Items:

- i. Acceptance of May 9, 2013 Meeting Minutes and Executive Session Minutes
- ii. Facility Report - Silvano
- iii. Technology Report – Scheinblum - **removed from consent agenda**
- iv. Development Report and Public Relations – Storm

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v. Principal’s Report – Fehlinger-Ricker

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

Mario Acerra - Yes Marc Basist - Yes Paul Braden - Yes
Otto Ehram - Yes Jennifer Faust - Yes Mark Ferguson - Yes
Tom Kartsotis - Yes Nancy Mikkelsen - Yes Charles Stinner - Yes
MM: Mikkelsen SM: Braden ACTION CARRIED: 9-0

IX. Personnel Report

Approval of 2013-2014 Updates to the Staff Roster

Motion: Based upon the recommendation of the Executive Director and the Finance Committee, the Board of Directors approves the 2013-2014 Updates to the Staff Roster.

Mario Acerra - Yes Marc Basist - Yes Paul Braden - Yes
Otto Ehram - Yes Jennifer Faust - Yes Mark Ferguson - Yes
Tom Kartsotis - Yes Nancy Mikkelsen - Yes Charles Stinner - Yes
MM: Mikkelsen SM: Ferguson ACTION CARRIED: 9-0

X. Old Business

Approval of Strategic Plan

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the Strategic Plan.

Mr. Katsotis requested an end of year update before next year’s plan. Ms. LaBelle replied that she has reviewed student, faculty/staff and parent surveys. Ms. LaBelle will prepare a report and insert strategy tactics, dates, and responsibilities to the Strategic Plan. Mrs. Mikkelsen proposed that every other Board meeting, the Administration develop a brief report on one goal. This report will keep the Board updated on progress of goals. Mrs. Mikkelsen also proposed an end of year report.

Mario Acerra - Yes Marc Basist - Yes Paul Braden - Yes
Otto Ehram - Yes Jennifer Faust - Yes Mark Ferguson - Yes
Tom Kartsotis - Yes Nancy Mikkelsen - Yes Charles Stinner - Yes
MM: Mikkelsen SM: Basist ACTION CARRIED: 9-0

XI. New Business

Finance Committee

Approval of April 2013 Financial Statements

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the April 2013 Financial Statements.

Mario Acerra - Yes Marc Basist - Yes Paul Braden - Yes
Otto Ehram - Yes Jennifer Faust - Yes Mark Ferguson - Yes
Tom Kartsotis - Yes Nancy Mikkelsen - Yes Charles Stinner - Yes
MM: Finance Committee ACTION CARRIED: 9-0

Approval of General 2013-2014 Budget

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the 2013-2014 General Budget.

Mario Acerra - Yes Marc Basist - Yes Paul Braden - Yes
Otto Ehram - Yes Jennifer Faust - Yes Mark Ferguson - Yes
Tom Kartsotis - Yes Nancy Mikkelsen - Yes Charles Stinner - Yes
MM: Finance Committee ACTION CARRIED: 9-0

Approval of Development 2013-2014 Budget

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the 2013-2014 Development Budget.

Mario Acerra - Yes Marc Basist - Yes Paul Braden - Yes

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Otto Ehram - Yes
Tom Kartsotis - Yes
MM: Finance Committee

Jennifer Faust - Yes
Nancy Mikkelsen - Yes
ACTION CARRIED: 9-0

Mark Ferguson - Yes
Charles Stinner - Yes

Approval of General Assigned Fund Balance

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the 2013-2014 General Assigned Balance as \$159,987.48.

Mario Acerra - Yes
Otto Ehram - Yes
Tom Kartsotis - Yes
MM: Finance Committee

Marc Basist - Yes
Jennifer Faust - Yes
Nancy Mikkelsen - Yes
ACTION CARRIED: 9-0

Paul Braden - Yes
Mark Ferguson - Yes
Charles Stinner - Yes

Approval of Development Assigned Fund Balance

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the 2013-2014 Development Assigned Balance as \$100,000.

Mario Acerra - Yes
Otto Ehram - Yes
Tom Kartsotis - Yes
MM: Finance Committee

Marc Basist - Yes
Jennifer Faust - Yes
Nancy Mikkelsen - Yes
ACTION CARRIED: 9-0

Paul Braden - Yes
Mark Ferguson - Yes
Charles Stinner - Yes

Curriculum Committee

Approval of ESU contract and Approval of 2013-2014 Athletic Trainer

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the ESU athletic training contract for 2013-2014 and the 2013-2014 Athletic Trainer, Emily Fila, from East Stroudsburg University.

Mario Acerra - Yes
Otto Ehram - Yes
Tom Kartsotis - Yes
MM: Braden

Marc Basist - Yes
Jennifer Faust - Yes
Nancy Mikkelsen - Yes
SM: Basist

Paul Braden - Yes
Mark Ferguson - Yes
Charles Stinner - Yes
ACTION CARRIED: 9-0

Executive Committee

Approval of 2013-2014 School Calendar

Motion: Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the 2013-2014 Updated School Calendar.

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

Marc Basist - Yes
Jennifer Faust - Yes
Nancy Mikkelsen - Yes
SM: Basist

Paul Braden - Yes
Mark Ferguson - Yes
Charles Stinner - Yes
ACTION CARRIED: 9-0

Approval of 2013-2014 Board and Committee Meeting Dates

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the 2013-2014 Board and Committee Meeting Dates.

Mario Acerra - Yes
Otto Ehram - Yes
Tom Kartsotis - Yes
MM: Mikkelsen

Marc Basist - Yes
Jennifer Faust - Yes
Nancy Mikkelsen - Yes
SM: Braden

Paul Braden - Yes
Mark Ferguson - Yes
Charles Stinner - Yes
ACTION CARRIED: 9-0

Approval of Foundation Name Change to Charter Arts Foundation

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the Foundation name change to Charter Arts Foundation.

Mario Acerra - Yes
Otto Ehram - Yes
Tom Kartsotis - Yes
MM: Ferguson

Marc Basist - Yes
Jennifer Faust - Yes
Nancy Mikkelsen - Yes
SM: Basist

Paul Braden - Yes
Mark Ferguson - Yes
Charles Stinner - Yes
ACTION CARRIED: 9-0

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Approval of Technology Report – pulled out of consent agenda

Mr. Ferguson asked about the Development staff’s ability to post public relations material on the websites. Mrs. Storm replied she is working on permissions to do that. Training will be implemented this summer. Altitude is building new templates for the Foundation website and we are adding content. Visitors can access the Foundation website directly or through the Charter Arts website.

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the Technology Report.

Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust - Yes	Mark Ferguson - Yes
Tom Kartsothis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

MM: Ferguson SM: Basist ACTION CARRIED: 9-0

Resource Development Committee – no report

Board Development Committee – no report

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

XIII. Adjournment

Motion to adjourn: 7:00PM

Mario Acerra - Yes	Marc Basist - Yes	Paul Braden - Yes
Otto Ehram - Yes	Jennifer Faust - Yes	Mark Ferguson - Yes
Tom Kartsothis - Yes	Nancy Mikkelsen - Yes	Charles Stinner - Yes

MM: Mikkelsen SM: Basist ACTION CARRIED: 9-0

Next Meeting Date and Time: Thursday, August 22, 2013, 6pm (note change from agenda)