

Thursday, August 29, 2019 Minutes

MEETING PLACE: 321 E. Third St., Bethlehem, PA 18015 **Second Floor Conference Room** **6:00pm**

The President called the meeting to order at 6:07pm.

I. Pledge of Allegiance:

II. Moment of Silence:

III. Roll Call:

Present:

Mario Acerra

Paul Braden

Cheryl Mueller

Rosemary Murdy-Haber

Len Perrett

Frank Shipman - arrived 6:55pm

Margaret Smith

Charles Stinner

Absent:

Otto Ehram

John Filipos

Curlee Holton

Administration:

Diane LaBelle, Executive Director & CEO

Carise Comstock, Principal

MaryJo Rosania-Harvie, Assistant Principal

Lauren Sheldon, Assistant Principal

Cheryl Schurz, Director of Finance

Dawn Markowski-Fernandez, Donor Relation / Event Mgr.

IV. Appoint New Board Member, Jasmin Woodson:

Motion: The Board of Directors appoints Jasmin Woodson to the Board of Directors, term to expire May 2021.

MM: Board Development Committee

ACTION CARRIED: Yes-7, No-0, Abstentions-0

V. Executive Session:

Motion: The Board of Directors moves to go into Executive Session at 6:10 pm for Personnel, Legal, and Property discussion.

MM: Mueller

SM: Stinner

ACTION CARRIED: Yes-8, No-0, Abstentions-0

VI. Open Session:

The Board of Directors returns to Open Session at 7:11 pm.

Opening Remarks –

- Mr. Acerra, Board President - Welcome to Ms. Woodson and a new school year.
- Ms. Diane LaBelle, Executive Director - Introduction of Mrs. Fernandez. Please spread the word about the 5K Zombie run Oct 27.
- Executive Director's Report

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

VIII. Acceptance of Consent Agenda Items:

- i. Acceptance of June 13, 2019 Meeting Minutes
- ii. Principal's Report - Comstock
- iii. Facility and Safety Report - Filchner
- iv. Development Report - Markowski-Fernandez
- v. Grant Report - Sweitzer
- vi. Public Relations Report - Gillette
- vii. Technology Report - Levernier

The Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, rigorous academic approach to learning and a development of talents in the arts. Built on passion, discipline and a commitment to excellence, this integrative educational experience inspires all student to believe in who they are and in what they can accomplish

Administration

321 East 3rd Street, Bethlehem, PA 18015
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- viii. Outreach - Brown
- ix. Safety - Rosania-Harvie

MM: Mueller

SM: Shipman

**ACTION CARRIED: Yes-8, No-0, Abstentions-1,
Woodson (did not have documents to review before meeting)**

IX. Personnel Report

Approval of August 2019 Personnel Report

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the August 2019 Personnel Report.

MM: Braden

SM: Smith

**ACTION CARRIED: Yes-7, No-0, Abstentions-2,
Acerra (conflict of interest Carlo Acerra) Woodson (did not have
documents to review before meeting)**

**X. Charter Arts Foundation
Foundation Report**

No report.

XI. Old Business

Act 55 Training

Rev. Braden reported all new Board members must be trained. He will provide information as it becomes available.

XII. New Business

Finance Committee

Acceptance of preliminary June 2019 and July 2019 Financial Reports

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors accepts the Preliminary June 2019 and July 2019 Financial Reports.

MM: Finance Committee

**ACTION CARRIED: Yes-8, No-0, Abstentions-1,
Woodson (did not have documents to review before meeting)**

Approval of Contracts

Bethlehem Parking Authority

Billitier Electric

Carbon Lehigh IU 21

Center for Humanistic Change

Colonial IU 20 - 4 contracts

EduLink - 2 contracts

Freemansburg Storage Depot

Johnson Controls

My Box Storage

Penn Jersey Paper

Pinnacle Facilities Group

S. Agentis Plumbing

St. Lukes Hospital

Touchstone Theatre

Motion: Based upon the recommendation of the Executive Director, the Board of Directors approves the above contracts.

MM: Braden

SM: Stinner

**ACTION CARRIED: Yes-8, No-0, Abstentions-1,
Woodson (did not have documents to review before meeting)**

Development Committee
No report.

Board Development Committee
Scott Blair will be on the August 2019 Board agenda for approval.

Curriculum Committee

Approval of 2019-2020 Student Handbook

Motion: Based upon the recommendation of the Executive Director and the Curriculum Committee, the Board approves the 2019-2020 Student Handbook.

MM: Curriculum Committee

**ACTION CARRIED: Yes-8, No-0, Abstentions-1,
Woodson (did not have documents to review before meeting)**

Review of 2019 Spring Keystone Testing Monitoring - Dr. Comstock and Ms. Sheldon

Approval of Response of PDE Testing Monitoring Response

Motion: Based upon the recommendation of the Executive Director and the Curriculum Committee, the Board approves 2019 Spring Keystone Testing Monitoring Response.

MM: Curriculum Committee

**ACTION CARRIED: Yes-8, No-0, Abstentions-1,
Woodson (did not have documents to review before meeting)**

Executive Committee:

Motion: Based upon the recommendation of the Executive Director, Board of Directors approves the following policies with typo corrections.

Attachment 008 Organization Chart
Policy 138 English as a Second Language
Policy 204.1 Temporary Medical Excusal
Policy 248.1 Harassment
Policy 626 Federal Fiscal Compliance
Policy 626.1 Travel Reimbursement
Policy 629 Credit Card
Policy 630 Vendor Monitoring
Policy 709 Building Security
Policy 819 Suicide Awareness, Prevention, Response
Attachment 819 Suicide Prevention Resources
Policy 827 Conflict of Interest

MM: Smith

SM: Mueller

**ACTION CARRIED: Yes-8, No-0, Abstentions-1
Woodson (did not have documents to review before meeting)**

Approval of 2019-2020 Employee Handbook

Motion: Based upon the recommendation of the Executive Director, the Board approves the 2019-2020 Employee Handbook.

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MM: Sinner

SM: Smith

ACTION CARRIED: Yes-8, No-0, Abstentions-1
Woodson (did not have documents to review before meeting)

Approval of Vision Statement Change

Motion: Based upon the recommendation of the Executive Director, the Board approves the Vision Statement change. **“To develop the next generation of collaborative artists and innovative thinkers who will impact the world with a unique vision and voice.”**

MM: Shipman

SM: Perrett

ACTION CARRIED: Yes-9, No-0, Abstentions-0

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

XIV. Adjournment

Motion to adjourn at 7:51pm:

MM: Murdy-Haber SM: Perrett

ACTION CARRIED: Yes-9, No-0, Abstentions-0

Next Meeting Date and Time: Thursday, October 17, 2019, 6pm, Conference Room, 2nd Floor.

Respectfully Submitted,

Cheryl Schurz
Board Secretary