

**Thursday, May 14, 2020 Minutes**  
**ZOOM Meeting**  
**REORGANIZATION MEETING**

**MEETING PLACE: 321 E. Third St, Bethlehem, PA 18015**

**6:00pm**

**The CEO called the meeting to order at 6:05pm.**

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

Present:

Mario Acerra	Paul Braden	John Filipos
Rosemary Murdy-Haber	Len Perrett	Frank Shipman
Margaret Smith	Charles Stinner	Jasmin Woodson

Absent:

Cheryl Mueller	Norma Nunez-Ruch
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Also Present from Administration:

Diane LaBelle, Executive Director & CEO	Carise Comstock, Principal
MaryJo Rosania-Harvie, Assistant Principal	Lauren Sheldon, Assistant Principal
Cheryl Schurz, Director of Finance	

- IV. Reorganization/ Governance Actions:

- 1. The Board of Directors approves the following **Board Appointments**:

Terms Expire May 2021- May 2023

**MM: Stinner**

**SM: Filipos**

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

**BOARD OF DIRECTORS AND ADMINISTRATIVE INFORMATION**

**Term Expires - May 2021**

Norma Nunez-Ruch Allentown Symphony Assoc., Education Director	Jasmine Woodson Lehigh University
	Cheryl Mueller Financial Controller

**Term Expires – May of 2022**

Mario Acerra NCC, Professor	Paul Braden Pastor, Retired
John Filipos Buckno Lisicky & Co, CPA/Shareholder	Leonard Perrett Dept. Chair of English, Retired

**Term Expires – May 2023**

Rosemary Murdy-Haber Professor, Music	
Margaret Smith Project Manager	Frank Shipman Pastor

The Executive Director welcomes the new board. Action then proceeds to the nomination of officers.

- After soliciting nominations from the Board, the Executive Director recommends the following **Officer Nominations** for the 2020-2021 school year:  
 President: Mario Acerra  
 Vice-President: Paul Braden  
 Treasurer: John Filipos

If there are no further nominations, the Executive Director entertains a motion to elect the slate of officers.

**MM: Filipos SM: Shipman ACTION CARRIED: Yes-9,No-0,Abstentions-0**  
**AT THIS POINT IN THE MEETING THE NEW PRESIDENT TAKES OVER THE CHAIR**

- Committee Assignments** made by President:

**Finance Committee:**

John Filipos, Chair Paul Braden

**Curriculum Committee:**

Len Perrett, Chair Rosemary Murdy-Haber Jasmine Woodson

**Resource Development Committee:**

Cheryl Mueller

**Board Development Committee:**

Paul Braden, Chair Margaret Smith

- Foundation Board Assignments:**

Based on the recommendation of the Executive Director, the Board of Directors appoints Frank Shipman as Liaison to the Foundation Board.

**MM: Braden SM: Filipos ACTION CARRIED: Yes-9,No-0,Abstentions-0**

## Administration

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

- V. Executive Session:  
**Motion:** The Board of Directors moves to go into Executive Session to discuss Personnel, Property, and Legal Issues at 6:13pm.  
**MM: Filipos SM: Stinner ACTION CARRIED: Yes-8,No-0,Abstentions-0 (Shipman left the meeting at 6:12pm)**

- VI. Open Session:  
The Board of Directors returns to Open Session at 6:29 pm.

### Opening Remarks –

- Mr. Acerra, Board President  
Thank you to Admin, Teachers, and Staff for an excellent job teaching students in this remote environment.
- Ms. Diane LaBelle, Executive Director  
Welcome to the Board. Thank you for serving another year. Thank you to Chuck Stinner for your many years of service to the Board and the Finance Committee.

Shipman returned at 6:34pm

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

### VIII. **Acceptance of April 16, 2020 Minutes and Executive Committee Minutes**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the April 16, 2020 Minutes and Executive Committee Minutes.

**MM: Shipman SM: Filipos ACTION CARRIED: Yes-9,No-0,Abstentions-0**

### IX. **Appointment of Providers 2020-2021**

Based on the recommendation of the Executive Director, the Board of Directors appoints Hutchinson, Gillahan & Freeh, as auditors.

Based on the recommendation of the Executive Director, the Board of Directors appoints the following firms as attorneys at law of record:

Latsha Davis Yohe & McKenna, P.C., Exton, PA, Charter School Specialists  
King, Spry, Herman, Freund & Faul, LLC, Bethlehem, PA, Public School Law Specialists  
Worth, Magee & Fisher, Allentown, PA, Public School Law Specialists  
Fitzpatrick, Lentz, Bubba, Center Valley, PA, Real Estate Specialists  
Flamm, Walton PC, Allentown, PA, Employment Specialist  
Marshall, Dennehey, Warner, Coleman & Goggin, Allentown, PA, Employment Specialist  
Fellheimer & Eichen LLP, Philadelphia, PA, Real Estate Specialists

Based on the recommendation of the Executive Director, the Board of Directors appoints Equinox as benefits broker.

Based on the recommendation of the Executive Director, the Board of Directors appoints HMK as liability Insurance Broker.

Based on the recommendation of the Executive Director, the Board of Directors appoints PenServ as 403b Administrator.

Based on the recommendation of the Executive Director, the Board of Directors appoints Carbon Lehigh IU 21 as Technology Support and PowerSchool support.

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Based on the recommendation of the Executive Director, the Board of Directors appoints St Luke's University Health Network as School Nurse, Athletic Trainer, and School Physician.

Based on the recommendation of the Executive Director, the Board of Directors appoints ESS as Sub Service Provider.

**MM: Filipos**                      **SM: Stinner**                      **ACTION CARRIED: Yes-9,No-0,Abstentions-0**

X. Personnel

**Approval of May 2020 Personnel Report**

**Motion:** Based upon the recommendation of the Executive Director and the Executive Committee, the Board of Directors approves the May 2020 Personnel Report.

**MM: Braden**                      **SM: Stinner**                      **ACTION CARRIED: Yes-9,No-0,Abstentions-0**

**Approval of 2020-2021 Staff Roster**

**Motion:** Based upon the recommendation of the Executive Director and the Executive Committee, the Board of Directors approves the 2020-2021 Staff Roster.

**MM: Stinner**                      **SM: Smith**                      **ACTION CARRIED: Yes-8,No-0,Abstentions-1(Acerra)**

**Foundation Report**

Mr. Frank Shipman reported the Foundation is working on some creative nontraditional events for fundraising.

XI. Old Business

**Approval of Policies 610, 611, and 626a**

**Motion:** Based upon the recommendation of the Executive Director and the Finance Committee, the Board of Directors approves the 610, and 611 Policies. (Policy 626a tabled and will be voted on in June)

**MM: Filipos**                      **SM: Stinner**                      **ACTION CARRIED: Yes-9,No-0,Abstentions-0**

XII. New Business

Finance Committee

**Presentation of 2020-2021 Development and School Budgets**

Mr. Filipos presented the Development and School Budgets. The Board will approve the budgets in June.

Mr. Filipos reviewed the March 2020 Financial Reports.

**CSI Quote**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the selection of CSI for custodial services for 2020-2021. A contract will be presented in June.

**MM: Braden**                      **SM: Smith**                      **ACTION CARRIED: Yes-9,No-0,Abstentions-0**

Curriculum Committee

**Revised 2019-2020 Charter Arts School Calendar**

**Motion:** Based upon the recommendation of the Executive Director the Board of Directors approves the Revised 2019-2020 Charter Arts School Calendar

**MM: Curriculum**                      **ACTION CARRIED: Yes-9,No-0,Abstentions-0**

Executive Committee

**Proposed 2020-2021 Meeting Schedule**

**Motion:** Based upon the recommendation of the Executive Director and the Executive Committee, the Board of Directors approves the proposed 2020-2021 Meeting Schedule.

**MM: Smith**                      **SM: Filipos**                      **ACTION CARRIED: Yes-9,No-0,Abstentions-0**

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Resource Development Committee - No report.

Board Development Committee

Rev. Braden reported there are 2 Directors positions available for a full complement of the Board.

The Committee will be reviewing the By-Laws and making recommendations to change the wording of Executive/Director/CEO to Superintendent.

XIII. Public Comments: (limited to 3 minutes per individual) Mr. Wells thanked the Board for their commitment to the Charter Arts Faculty.

XIV. Adjournment

**Motion to adjourn 7:00PM**

**MM: Shipman SM: Murdy-Haber**

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

**Next ZOOM Meeting Date and Time: Thursday, June 11, 2020, 6pm**

Respectfully Submitted,

Cheryl Schurz  
Board Secretary