

## Thursday, June 11, 2020 Minutes ZOOM MEETING

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

The President called the meeting to order at 6:04pm.

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

Present:

Mario Acerra	Paul Braden	John Filipos
Cheryl Mueller	Rosemary Murdy-Haber	Norma Nunez-Ruch
Len Perrett	Frank Shipman	Margaret Smith
Jasmin Woodson		

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. Executive Session:**

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

**MM: Filipos**      **SM: Smith**      **ACTION CARRIED: Yes-10, No-0, Abstentions-0**

**V. Open Session:**

The Board of Directors returns to Open Session at 7:00 pm.

**Opening Remarks –**

- Mr. Acerra, Board President  
This meeting is Ms. LaBelle’s last scheduled Board meeting as CEO. President Acerra thanked Ms. LaBelle for the strong position and high standards she is leaving the school in. Charter Arts has experienced incredible accomplishments over the past 10 years. President Acerra shared some pictures highlighting Ms. LaBelle’s accomplishments. “On behalf of the Board and the entire Charter Arts Community, thank you “.
- Ms. Diane LaBelle, Executive Director  
Ms. LaBelle thanked the Board for their support and said she enjoyed her work at Charter Arts and the working relationship she had with the Board these last 10 years.
- Executive Director’s Report  
The Administration celebrated Charter Arts Seniors with a “Park & Circumstance” on Monday, June 8. The school bus tour drove all over the Lehigh Valley to visit with Seniors and their families. Charter Arts Seniors (146 graduates) earned \$4.4 million in grants and scholarships.  
In 2015, the first year in our new building, we opened the school year with 550 students, this Fall Charter Arts will welcome 675 students to the 2020-2021 school year.

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

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

- i. Acceptance of May 14, 2020 Meeting Minutes

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

- ii. Principal's Report - Comstock
- iii. Facility and Safety Report - Filchner
- iv. Development Report - Markowski-Fernandez
- v. Grant Report - Theodore
- vi. Public Relations Report - Gillette
- vii. Technology Report - Levernier
- viii. Outreach - Brown

MM: Smith

SM: Shipman

ACTION CARRIED: Yes-10,No-0,Abstentions-0

**VIII. Personnel Report**

**Approval of June 2020 Personnel Report**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the June 2020 Personnel Report

MM: Filipos

SM: Nunez-Ruch

ACTION CARRIED: Yes-10,No-0,Abstentions-0

**IX. Charter Arts Foundation**

**Foundation Report** - Mr. Shipman reported that the Foundation Board met on Monday, June 8. The Board thanked Ms. Marna Hayden for her service to the Board as President and welcomed Emrich Stellar as the new Board President. Mr. Stellar would like to visit Charter Arts School Board meetings and wishes to work to bridge both Boards. The Fundraising Committee is exploring alternative fundraising.

**X. Old Business**

**Approval of Policies 626a**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors Policy 626a.

MM: Smith

SM: Shipman

ACTION CARRIED: Yes-10,No-0,Abstentions-0

**XI. New Business**

Finance Committee

**Acceptance of April 2020 Financial Reports**

**Motion:** Based upon the recommendation of the Finance Committee, the Board of Directors accepts the April 2020 Financial Reports.

MM: Finance Committee

ACTION CARRIED: Yes-10,No-0,Abstentions-0

**Approval of 2020-2021 School, Development and Foundation Budgets**

**Motion:** Based upon the recommendation of the Finance Committee, the Board of Directors approves the 2020-2021 School, Development, and Foundation Budgets.

**Motion:** Based upon the recommendation of the Finance Committee, the Board of Directors approves the 2020-2021 School Fund Balance as of 6/30/20 to be \$101,374.17.

MM: Finance Committee

**ACTION REQUIRED: The motion to approve the budgets and School Fund Balance was removed and will be considered at the Special June 29, 2020, 5pm meeting**

**Approval of Contracts**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the following Contracts.

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## Administration

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

CSI

DeSales University

Elliott Lewis

ESS Northeast, LLC

Johnson Controls (2)

MBI HVAC

Otis Elevator Co.

Slippery Rock University

St. Lukes

Tri State

**MM: Braden**

**SM: Filipos**

**ACTION CARRIED: Yes-10,No-0,Abstentions-0**

Development Committee No report.

Board Development Committee No report.

Curriculum Committee

### **Approval of 20-21 School Calendar**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors approves the 20-21 School Calendar

**MM: Perrett**

**SM: Murdy-Haber**

**ACTION CARRIED: Yes-10,No-0,Abstentions-0**

Executive Committee

### **Approval of Revised 20-21 Board Meeting Schedule**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the Revised 20-21 Board Meeting Schedule.

**MM: Filipos**

**SM: Nunez-Ruch**

**ACTION CARRIED: Yes-10,No-0,Abstentions-0**

### **Approval of Executive Consultant Engagement Letter**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the Executive Consultant Engagement Letter.

**MM: Braden**

**SM: Filipos**

**ACTION CARRIED: Yes-10,No-0,Abstentions-0**

### **Approval of Superintendent/CEO Job Description**

**Motion:** Based upon the recommendation of the Executive Director, the Board of Directors approves the Superintendent/CEO job description.

**MM: Smith**

**SM: Nunez-Ruch**

**ACTION CARRIED: Yes-10,No-0,Abstentions-0**

### **Acceptance of 19-20 School Safety and Security Practices Report**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors accepts the 19-20 School Safety and Security Practices Report.

**MM: Filipos**

**SM: Perrett**

**ACTION CARRIED: Yes-10,No-0,Abstentions-0**

### **Commitment to Diversity Plan**

**Motion:** Based upon the recommendation of the Executive Director and the Principal, the Board of Directors

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approves the Commitment to Diversity Plan.

The Board resolves: “We acknowledge the landscape we live in and will develop a Diversity Plan.” The Diversity Plan will include achievable goals, strategies, and the Administration will report to the Board regularly. The Diversity Plan will be a part of the Comprehensive Plan. The Board amended the title to read “Equity, Diversity, and Inclusion” The Board also amended the document to state a commitment to plan and publicly recognize endorsement.

**MM: Nunez-Ruch**

**SM: Braden**

**ACTION CARRIED: Yes-10, No-0, Abstentions-0**

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

**XIII. Adjournment**

**Motion to adjourn at 7:44pm: MM: Filipos SM: Smith ACTION CARRIED: Yes-10, No-0, Abstentions-0**

**Next Meeting Date and Time: Monday, June 29, 2020, 5pm, Zoom Meeting to approve budget.**

Respectfully Submitted,

Cheryl Schurz  
Board Secretary