

Thursday, June 8, 2023

## School Board Meeting Minutes

MEETING PLACE: 321 E. Third St., Bethlehem, PA 18015 @ 6:00 pm

The President called the meeting to order at 6:03 pm.

### I. Pledge of Allegiance & Moment of Silence

### II. Board Member Roll Call

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Mario Acerra, President | <input checked="" type="checkbox"/> Tara Durante      | <input type="checkbox"/> Rosemary Murdy-Haber       |
| <input checked="" type="checkbox"/> Paul Braden, VP         | <input checked="" type="checkbox"/> Christina Lincoln | <input checked="" type="checkbox"/> Sergio Rivas    |
| <input checked="" type="checkbox"/> John Filipos, Treasurer | <input type="checkbox"/> Cheryl Mueller               | <input checked="" type="checkbox"/> Margaret Smith  |
|   |   | <input checked="" type="checkbox"/> Jasmine Woodson |

#### Administration:

- ☒ Diane LaBelle, Interim Executive Director & CEO
- ☒ Jessica Diana, Asst. Principal of Specialized Services
- ☐ Jennifer Levernier, Principal
- ☒ Cheryl Schurz, Director of Finance & Board Secretary
- ☒ Theresa Vinci, Chief Operating Officer

### III. Executive Session:

Motion: The Board of Directors moves to go into Executive Session at 6:06 pm for Personnel, Legal, and Property discussion.

MM:Filipos

SM:Braden

Motion Carried:Yes-8,No-0,Abstention-0

### IV. Open Session:

The Board of Directors returns to Open Session at 6:23 pm.

Opening Remarks:

#### Mr. Acerra, Board President

President Acerra congratulated Dr. Lincoln on being selected as Charter Arts new CEO and Executive Director, effective July 1, 2023.

President Acerra thanked Ms. Diane LaBelle for her successful year as Interim Executive Director and CEO.

President Acerra thanked Ms. Michelle Landis for her work to facilitate the process of selecting a new CEO and Executive Director.

President Acerra thanked Mrs. Yvette Johnson for leading the Strategic Planning Committee.

President Acerra made the following Committee assignments:

- |                      |                         |
|----------------------|-------------------------|
| Board Development    | Braden (Chair)/Smith    |
| Curriculum           | Woodson (Chair)/Rivas   |
| Finance              | Filipos (Chair)/Braden  |
| Resource Development | Durante (Chair)/Mueller |

President Accerra assigned Cheryl Mueller as Foundation Board Liaison.

### **Ms. Diane LaBelle, Interim Executive Director & CEO**

Ms. LaBelle thanked the Board for supporting her this year as she served as Interim Executive Director and CEO.

Following is a summary of accomplishments in 2022-2023 school year:

- Charter Arts started the year with 29 openings, so far for 2023-2024, we have 3 teacher openings and a Director of Counseling opening.
- BASD Charter Renewal
- New 5 year Strategic Plan
- Stabilize school - addressed student behavior and Safe2Say calls. Met with legislators to change the process for police support. Reviewed and adjusted the School Code of Conduct to address student behavior and hold students accountable. (Enrollment decreased but the standard of behavior was established).
- Refinanced New Market Tax Credits to a 30 year mortgage at 4.07% interest. The result is a decrease in lease payments, saving the school approximately \$200,000 per year
- Search and hire a new CEO and Executive Director

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

### **VI. Acceptance of Consent Agenda Items:**

Acceptance of May 11, 2023 Minutes

Principal Reports

Operations Report

Motion: The Board of Directors approves the Consent Agenda.

MM:Braden

SM:Smith

Motion Carried:Yes-8,No-0,Abstention-0

### **VII. Personnel Report**

Approval of June 2023 Personnel Report.

Motion: Based upon the recommendation of the Interim Executive Director & CEO, the Board of Directors approves the June 2023 Personnel Report which includes changes to the 2023-2024 Employee Salary Roster.

MM:Filippos

SM:Lincoln

Motion Carried:Yes-8,No-0,Abstention-0

Motion: The Board of Directors approves the appointment of Dr. Christina M. Lincoln as the CEO & Executive Director of the Lehigh Valley Charter High School for the Arts and approves the Employment Contract for Dr. Lincoln, effective 7/1/23.

MM:Acerra

SM:Braden

Motion Carried:Yes-7,No-0,Abstention-1  
(Lincoln, conflict of interest)

Durante left the meeting at 6:37 pm.

**Motion: The Board of Directors approves the hiring of Ms. Diane LaBelle as PT Executive Consultant for the Lehigh Valley Charter High School for the Arts.**

**MM:Filipos**

**SM:Smith**

**Motion Carried:Yes-7,No-0,Abstention-0**

### **VIII. Foundation Report**

Ms. LaBelle reported that the Foundation Board will begin their Strategic Planning on June 19, 2023. Ms. LaBelle also reported that the Foundation Board has approved the 2023-2024 budget. The Foundation will support the school by transferring \$303,800 and \$17,500 from Giving Circle.

### **IX. Committee Reports**

#### Finance Committee report by John Filipos

**Acceptance of May 2023 Financial Reports.**

**Motion: Based upon the recommendation of the Finance Committee, the Board of Directors accepts the May 2023 Financial Reports.**

**MM:Finance Committee**

**Motion Carried:Yes-7,No-0,Abstention-0**

**Approval of Budgets and General Assigned Fund Balance**

**Motion: Based upon the recommendation of the Finance Committee, the Board of Directors approves the 2023-2024 General and Foundation Budgets and the General Assigned Fund Balance of \$641,481.15 as of 6/30/23.**

**MM:Finance Committee**

**Motion Carried:Yes-7,No-0,Abstention-0**

#### Resource Development Committee report by Cheryl Mueller None

#### Board Development Committee report by Paul Braden

Our By-Laws require a minimum of 9 Board members. Please contact Rev. Braden or Mrs. Smith with Board recommendations.

#### Curriculum Committee report

**Updated 23-24 School Calendar to include new start and end times**

**Motion: Based upon the recommendation of the Curriculum Committee, the Interim Executive Director and CEO, and the Principal, the Board of Directors approves the Updated 23-24 School Calendar with change in start and end times for the 23-24 school year.**

**Monday, Tuesday, Thursday, and Friday start time = 8:25 am, end time = 3:30 pm**

**Wednesday start time = 8:25 am, end time = 2:10 pm.**

**MM:Curriculum Committee**

**Motion Carried:Yes-7,No-0,Abstention-0**

### **Revised 2023-2024 Course Catalog**

**Motion:** Based upon the recommendation of the Board Curriculum Committee, the Interim Executive Director and CEO, and the Principal, the Board of Directors approves the Revised 2023-2024 Course Catalog.

**MM:Curriculum Committee**

**Motion Carried:Yes-7,No-0,Abstention-0**

### **Proposed Course Credit Revisions**

**Motion:** Based upon the recommendation of the Board Curriculum Committee, the Interim Executive Director and CEO, and the Principal, Board of Directors accepts the proposed course credit revisions as outlined in the attached Proposed Course Credit Revisions document.

**MM:Curriculum Committee**

**Motion Carried:Yes-7,No-0,Abstention-0**

**X. Old business - None.**

### **XI. New business**

**Approval of the 2023 Charter** Lehigh Valley Charter High School for the Arts Charter with the Bethlehem Area School District (BASD).

**Motion:** Based upon the recommendation of the Interim Executive Director & CEO, the Board of Directors approves the 2023 Charter with the BASD.

**MM:Braden**

**SM:Filipos**

**Motion Carried:Yes-7,No-0,Abstention-0**

### **Approval of Agreements/Contracts**

**Motion:** Based upon the recommendation of the Interim Executive Director & CEO, the Board of Directors approves the following agreements/contracts:

Americus Hotel - Prom, May 17, 2024

Chet Brown - Independent Contract 2023-2024 (Amended to say "sometimes "Retiree"")

ERC Expert Group, LLC

Pinnacle 7

**MM:Smith**

**SM:Filipos**

**Motion Carried:Yes-7,No-0,Abstention-0**

### **Approval of 5 Year Strategic Plan**

**Motion:** Based upon the recommendation of the Interim Executive Director & CEO, the Board of Directors approves the 5 Year Strategic Plan.

**MM:Smith**

**SM:Lincoln**

**Motion Carried:Yes-7,No-0,Abstention-0**

**Acceptance of Dr. Lincoln's Board of Directors resignation**

**Motion: Based upon the recommendation of the Board Development Committee, the Board of Directors accepts Dr. Christine Lincoln's resignation as a Charter Arts Board member effective 7/1/2023.**

**MM:Braden**

**SM:Smith**

**Motion Carried:Yes-7,No-0,Abstention-0**

**XII. Adjournment**

**Motion to adjourn at 7:03 pm.**

**MM:Filipos**

**SM:Smith**

**Motion Carried:Yes-7,No-0,Abstention-0**

**Next Meeting: August 31, 2023, 6pm (Note: LAST Thursday of August)**

Respectfully submitted,

Cheryl Schurz  
Board Secretary