

**Thursday, February 8, 2024**

## School Board Meeting Minutes

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

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

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

### II. Board Member Roll Call

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Mario Acerra, President | <input type="checkbox"/> Tara Durante              | <input checked="" type="checkbox"/> Margaret Smith  |
| <input checked="" type="checkbox"/> Paul Braden, VP         | <input checked="" type="checkbox"/> Karen Mustonen | <input type="checkbox"/> Joe Wagner                 |
| <input checked="" type="checkbox"/> John Filipos, Treasurer | <input checked="" type="checkbox"/> Sergio Rivas   | <input checked="" type="checkbox"/> Jasmine Woodson |

### Administration:

- Christina Lincoln, CEO
- 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 for Personnel, Legal, and Property discussion at 6:05pm.**

**MM: Filipos**

**SM: Rivas**

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

### IV. Open Session:

The Board of Directors returns to Open Session at 6:14pm.

### Opening Remarks:

#### Mr. Acerra, Board President

- President Acerra reminded the Board of the Gala planned for April 27 at Wind Creek. He encouraged the Board to attend.

#### Dr. Christina Lincoln, CEO

- Dr. Christina Lincoln noted that the QR code on her Slide Show will take you to a link for reserving your ticket at the Gala.
- The school is hosting monthly virtual open houses and auditions numbers are healthy for the 24-25 school year.
- The updated website scheduled launch has been delayed due to technical difficulties, more information to

follow.

V. CEO Report

Dr. Christina Lincoln, CEO

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

VII. Acceptance of Consent Agenda Items:

Acceptance of December 14, 2023 Minutes

Principal Reports

Operations Report

**Motion: The Board of Directors approves the Consent Agenda.**

**MM: Braden**

**SM: Smith**

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

VIII. Personnel Report

**Approval of February 2024 Personnel Report**

**Motion: Based upon the recommendation of the CEO, the Board of Directors approves the February 2024 Personnel Report.**

**MM: Filipos**

**SM: Smith**

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

IX. Foundation Report

Mrs. Smith reported that Gala preparations are well underway. The Giving Circle has established a new fund called the Angel Fund to financially assist students for special projects/trips. The new Foundation website launch has been delayed due to technical difficulties. The Foundation Board held (3) Pre Show events this year as a fundraiser. The Foundation Board is looking forward to welcoming William Alpaugh to the Foundation Board.

**Appointment of William Alpaugh to the Charter Arts Foundation Board**

**Motion: Based upon the recommendation of the CEO, the Board of Directors appoints William Alpaugh to the Charter Arts Foundation Board.**

**MM: Smith**

**SM: Braden**

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

X. Committee Reports

Finance Committee report by John Filipos

**Acceptance of January 2024 Financial Reports**

**Motion: Based upon the recommendation of the Finance Committee, the Board of Directors accepts the January 2024 Financial Reports.**

**MM: Committee**

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

**Acceptance of School and Foundation Form 990s.**

**Motion: Based upon the recommendation of the Finance Committee, the Board of Directors accepts the School and Foundation 2022-2023 Form 990s.**

**MM: Committee**

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

**Resource Development Committee report by Tara Durante**

The Committee has been working with the Foundation Gala Committee. Social Media Posts have increased, The Foundation Board is working on initiating Alumni Events. EITC has been approved by the state. The Committee is working on Donor matching and the website design. The Committee is closely monitoring admission events and auditions. Our Grant Writer, Amy Silver, is working on grants and establishing an annual grant calendar.

**Board Development Committee report by Paul Braden**

Rev. Braden reported that he will be meeting with Alumni Cora Savage who is interested in joining the Board.

**Appointment of Chuck Schubert to the Board of Directors**

**Motion: Based upon the recommendation of the Board Development Committee, the Board of Directors appoints Chuck Schubert to the Board of Directors with an term expiration date of May 2026.**

**MM: Committee**

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

**Curriculum Committee Report by Jasmine Woodson**

The Committee is working on the 24-25 Course Catalog and the document will be presented to the Board in April for approval.

**Approval of Updated 2024-2025 Induction Plan**

**Motion: Based upon the recommendation of the CEO and the Principal, the Board of Directors approves the 2024-2025 Induction Plan.**

**MM: Committee**

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

**XI. Old business None**

**XII. New business**

**Approval of Policies**

**Motion: Based upon the recommendation of the CEO, the Board of Directors approves the following Policies:**

**610 Purchases Subject To Bid - Quotation**

**611 Purchases Budgeted**

**626a Federal Procurement Program - tabled till the April 2024 Board meeting**

**807 Opening Exercises**

MM: Smith

SM: Rivas

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

**Approval of Updates to EDNA**

Motion: Based upon the recommendation of the CEO, the Board of Directors approves the following update to EDNA:

Mrs. Cynthia Evans - Federal Programs Coordinator

Mrs. Cheryl Schurz - Business Director

MM: Filipos

SM: Smith

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

**Approval of PCCD Mental Health Grant 42320 Application and PCCD Competitive Safety Grant 42710 Application**

Motion: Based upon the recommendation of the CEO, the Board of Directors approves the PCCD Mental Health Grant 42320 Application and PCCD Competitive Safety Grant 42710 Application.

MM: Filipos

SM: Smith

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

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

XIII. Adjournment

Motion to adjourn at 6:54pm.

MM: Filipos

SM: Rivas

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

Statement of Financial Interests to be completed by Board Members and Administration who served during the calendar year 2023. Please return the completed form to Mrs. Schurz, as soon as possible.

[https://www.ethics.pa.gov/How-To/Documents/Statement%20Of%20Financial%20Interests%20REV%2001\\_24.pdf](https://www.ethics.pa.gov/How-To/Documents/Statement%20Of%20Financial%20Interests%20REV%2001_24.pdf)

Next Meeting: April 11, 2024, 6pm

Respectfully submitted,



Cheryl Schurz, Board Secretary