



**Thursday, May 8, 2025**

## **School Board Meeting Minutes - Reorganization Meeting**

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

The Executive Director and CEO called the meeting to order at 6:02pm.

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

### **II. Board Member Roll Call**

Board:

☒ Mario Acerra, President  
☒ Paul Braden, VP  
☒ John Filipos, Treasurer

☒ Tim Laubauch  
☐ Karen Mustonen  
☐ Sergio Rivas

☒ Chuck Schubert  
☒ Margaret Smith  
☒ Jasmine Woodson

Administration:

☒ Christina Lincoln, CEO  
☐ Jennifer Levernier, Principal  
☒ Cheryl Schurz, Director of Finance & Board Secretary

### **III. Reorganization/ Governance Actions:**

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

**Terms Expire May 2026-May 2028**

**MM: Laubach    SM:Schubert    Motion Carried:Yes-7, No-0, Abstentions-0**

### **BOARD OF DIRECTORS AND ADMINISTRATIVE INFORMATION**

#### **Term Expires - May 2028**

Mario Acerra, NCC, Professor  
Paul Braden, Retired Pastor  
John Filipos , Buckno Lisicky & Co, CPA

#### **Term Expires - May 2027**

Tim Laubach, Adams Outdoor Advertising, Sr Account Executive - NEW APPOINTMENT  
Karen Mustonen, Bethlehem Vo-Tech, Lead Teacher  
Jasmine Woodson, Lehigh University, Education and Learning Design Librarian

#### **Term Expires - May 2026**

Sergio Rivas, Bethlehem Vo-Tech, Video & Media Arts Instructor  
Chuck Schubert, One Financial Services, CPA  
Margaret Smith, Stafeld & Smith, Chief Operating Officer

The Executive Director& CEO welcomes the new board.

Action then proceeds to the nomination of officers.

After soliciting nominations from the Board, the Executive Director & CEO recommends the following Officer Nominations for the 2024-2025 school year:

President: Mario Acerra  
Vice-President: Paul Braden  
Treasurer: John Filipos

If there are no further nominations, the Executive Director and CEO will consider a motion to elect the slate of officers.

MM: Laubach SM:Schubert Motion Carried:Yes-7, No-0, Abstentions-0

AT THIS POINT IN THE MEETING, THE NEW PRESIDENT TAKES OVER THE CHAIR

#### IV. Executive Session:

Motion: The Board of Directors moves to go into Executive Session for Personnel, Legal, and Property discussion at 6:05pm.

MM: Braden SM:Smith Motion Carried:Yes-7, No-0, Abstentions-0

#### V. Open Session:

The Board of Directors returns to Open Session at 6:48 pm.

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

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

Acceptance of April 10, 2025 Meeting Minutes

Motion: The Board of Directors approves the Consent Agenda.

MM: Braden SM:Smith Motion Carried:Yes-7, No-0, Abstentions-0

#### VIII. Old Business None

#### IX. Personnel Report and 2025-2026 Staff Roster

Approval of May 2025 Personnel Report

Motion: Based upon the recommendation of the Executive Director & CEO and the Principal, the Board of Directors approves the May 2025 Personnel Report.

MM: Filipos SM:Laubach Motion Carried:Yes-7, No-0, Abstentions-0

Approval of the 2025-2026 Staff Roster

Motion: Based upon the recommendation of the Executive Director & CEO and the Principal, the Board of Directors approves the 2025-2026 Employee Roster.

MM: Filipos SM:Smith Motion Carried:Yes-6, No-0, Abstentions-1  
Yes - Braden, Filipos, Laubach, Schubert, Smith, Woodson  
Abstention - Acerra

#### **X. Appointment of Providers 2024-2025**

**Based on the recommendation of the Executive Director & CEO, the Board of Directors appoints MVA, as auditors.**

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

**Fitzpatrick, Lentz, Bubba, Center Valley, PA, Real Estate Specialists  
King, Spry, Herman, Freund & Faul, LLC, Bethlehem, PA, Public School Law Specialists  
Latsha Davis Yohe & McKenna, P.C., Exton, PA, Charter School Specialists**

**Based on the recommendation of the Executive Director & CEO, the Board of Directors appoints Equinox as Benefits broker.**

**Based on the recommendation of the Executive Director & CEO, the Board of Directors appoints HMK as liability Insurance broker. - Removed from Agenda. Will be appointed at the June Meeting.**

**Based on the recommendation of the Executive Director & CEO, the Board of Directors appoints PenServ as 403b administrator.**

**Based on the recommendation of the Executive Director & CEO, the Board of Directors appoints Carbon Lehigh IU 21 as technology support and PowerSchool support.**

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

**Based on the recommendation of the Executive Director & CEO, the Board of Directors appoints Bayada as sub nurse provider.**

**Based on the recommendation of the Executive Director & CEO, the Board of Directors appoints ESS as sub teacher service provider.**

**Based on the recommendation of the Executive Director & CEO, the Board of Directors appoints Executive Security as security provider. - Removed from Agenda. Will be appointed at the June Meeting.**

**Based on the recommendation of the Executive Director & CEO, the Board of Directors appoints Mek Tek as HVAC provider.**

**Based on the recommendation of the Executive Director & CEO, the Board of Directors approves Cintas, Cutting Edge, Johnson Controls, JP Mascaro, ProAsys, and Otis Elevator as building and grounds maintenance contractors.**

**Motion: The Board of Directors accepts the provider approvals as outlined above.**

**MM: Filipos SM:Smith**

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

## **XI. Committee Reports**

### **Finance Committee report by John Filipos**

**First Review of 2025-2026 School Budget - will be approved in June.**

**The Foundation Budget will be presented and approved in June.**

### **Board Development Committee report by Paul Braden**

**Proposed 2025-2026 Meeting Schedule**

**Motion: Based upon the recommendation of the Executive Director & CEO, the Board of Directors approves the proposed 2025-2026 Meeting Schedule.**

**MM: Braden      SM:Filipos      Motion Carried:Yes-7, No-0, Abstentions-0**

### **Curriculum Committee report by Jasmine Woodson**

**Carnegie Hall NYC Trip**

**Motion: Based upon the recommendation of the Executive Director & CEO and the Principal, the Board of Directors approves the Carnegie Hall NYC trip, May 23-27, 2025.**

**MM: Curriculum Committee      Motion Carried:Yes-7, No-0, Abstentions-0**

**Revised 2024-2025 School Calendar**

**Motion: Based upon the recommendation of the Executive Director & CEO and the Principal, the Board of Directors approves the Revised 2024-2025 School Calendar.**

**MM: Curriculum Committee      Motion Carried:Yes-7, No-0, Abstentions-0**

## **XII. New Business   None**

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

## **XIV. Adjournment**

**Motion to adjourn at 7:12pm.**

**MM: Filipos      SM:Smith      Motion Carried:Yes-7, No-0, Abstentions-0**

**Respectfully submitted,**



**Cheryl Schurz, Board Secretary**

**Next Meeting Date and Time: Thursday, June 12, 2025, 6pm.**