

Thursday, June 12, 2025

School Board Meeting Minutes

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

Zoom link: <https://zoom.us/j/2534557756>

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

I. Pledge of Allegiance & Moment of Silence

II. Board Member Roll Call

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Mario Acerra, President | <input type="checkbox"/> Tim Laubach | <input checked="" type="checkbox"/> Chuck Schubert-arr. 6:10 |
| <input checked="" type="checkbox"/> Paul Braden, VP | <input checked="" type="checkbox"/> Karen Mustonen-arr. 6:20 | <input checked="" type="checkbox"/> Margaret Smith |
| <input checked="" type="checkbox"/> John Filipos, Treasurer | <input checked="" type="checkbox"/> Sergio Rivas | <input type="checkbox"/> Jasmine Woodson |

Administration:

- ☒ Dr. Christina Lincoln, CEO
- ☒ Jessica Diana, Asst. Principal (Executive Session Only for Safety Report)
- ☒ Jennifer Levernier, Principal
- ☒ Cheryl Schurz, Director of Finance & Board Secretary

III. Executive Session:

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

MM:Braden

SM:Filipos

Motion Carried:Yes-5No-0,Abstention-0

IV. Open Session:

The Board of Directors returns to Open Session at 6:35pm.

Opening Remarks:

Mr. Acerra, Board President

President Acerra thanked the Gala Committee and everyone involved in the Gala event. He declared the event was well done and a wonderful time was had by all.

President Acerra also thanked the Board for their service in 2024-2025 fiscal year and looks forward to new successes in the 2025-2026 fiscal year.

V. CEO Report

Dr. Christina Lincoln, CEO

Dr. Lincoln thanked the Board for their service to Charter Arts in 2024-2025. Please see the CEO Report for the end of year wrap up.

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

VII. Acceptance of Consent Agenda Items:

Acceptance of May 8, 2025 Minutes

Principal Reports

Operations Report

Motion: The Board of Directors approves the Consent Agenda.

MM:Smith

SM:Filipos

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

IX. Personnel Report

Approval of June 2025 Personnel Report

Motion: Based upon the recommendation of the CEO, the Board of Directors approves the June 2025 Personnel Report.

MM:Rivas

SM:Filipos

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

X. Foundation Report

Foundation Report by Margaret Smith

Mrs. Smith reported the Foundation's Capital Campaign has been reinstated with the goal to pay off the mortgage prior to the contracted end date of December 2052.

XI. Committee Reports

Finance Committee report by John Filipos

Acceptance of May 2025 Financial Reports

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors accepts the May 2025 Financial Reports.

MM:Committee

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

Approval of 2025-2026 Foundation Budget

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors accepts the 2025-2026 Foundation Budget.

MM:Committee

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

Approval of 2025-2026 School Budget and Assigned Fund Balance

Motion: Based upon the recommendation of the Finance Committee, the Board of Directors accepts the 2025-2026 School Budget and Assigned Fund Balance = \$500,000.

MM:Committee

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

Resource Development Committee Report No Report

Board Development Committee report by Paul Braden

Approval of Updates to 2025-2026 Board Meeting Schedule

Motion: Based upon the recommendation of the CEO, the Board of Directors approves the update to the 2025-2026 Board Meeting Schedule.

MM:Braden

SM:Smith

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

Rev. Braden reported that he will be meeting with 2 Board candidates, both are Charter Arts parents.

Curriculum Committee Report by Sergio Rivas

Approval of Updates to 2025-2026 Course Catalogue

Motion: Based upon the recommendation of the CEO and the Principal, the Board of Directors approves the 2025-2026 Course Catalogue.

MM:Committee

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

Approval of Staff Trips

Motion: Based upon the recommendation of the CEO and the Principal, the Board of Directors approves the following Staff Trips:

Theatre Department attended the Poetry Out Loud National Competition, May 7-8, 2025, Washington, DC

Sophia Betancourt to attend the American Association of Teachers of Spanish and Portuguese, June 26-29, 2025, Panama City, Panama (reimbursement of Conference Fee only)

MM:Committee

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

XII. Old Business None

XIII. New Business

Approval of Updated Policies

Motion: Based upon the recommendation of the CEO, the Board of Directors approves the following updated policies:

Policy 626a Federal Procurement Programs Policy

MM:Braden

SM:Smith

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

Approval of Contracts

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

Behavioral Health Associates

Constellation NewEnergy, Inc.

Counselr

Docusign

Johnson Controls

ProAsys

St. Lukes Sport Medicine (handout at meeting)

MM:Filippos

SM:Rivas

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

Appointment of Providers

Motion: Based upon the recommendation of the CEO, the Board of Directors appoints the following providers for the 2025-2026 fiscal year.

Appointment of Alera Group as Liability Insurance Broker

Appointment of Executive Security Service, LLC as Security Provider

MM:Filippos

SM: Smith

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

Discussion of Strategic Plan 2023-2028 - see Handout

Mrs. Levernier highlighted the PLCs. The Instructional Leadership Team met last summer and established specific Professional Learning Communities (PLCs) to support the implementation of the Strategic Plan. The Committees are working on

recommendations that align with the Strategic Plan. The Committees are collecting and reviewing data as evidence for their recommendations and are working on short-term, mid-term, and long-term recommendations.

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

XV. Adjournment

Motion to adjourn at 7:12pm.

MM:Smith

SM: Rivas

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

Respectfully Submitted,



Cheryl Schurz
Board Secretary

Next Meeting: August 28, 2025, 6pm