

Thursday, December 11, 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 6:02pm..

I. Pledge of Allegiance & Moment of Silence

II. Board Member Roll Call

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

Rebecca Hudock  
 Tim Laubach  
 Karen Mustonen

Sergio Rivas  
 Chuck Schubert  
 Margaret Smith  
 Loren Speziale

Braden arrived at 6:10pm.

Speziale arrived at 6:14pm.

Administration:

Dr. Christina Lincoln, CEO  
 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 6:04 pm for Personnel, Legal, and Property discussion.

MM:Filipos

SM:Smith

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

IV. Open Session:

The Board of Directors returns to Open Session at 6:08 pm.

Opening Remarks:

Mr. Acerra, Board President

President Acerra thanked the Board for serving and wished the Board a wonderful holiday season.

Dr. Christina Lincoln, CEO

Dr. Lincoln thanked the Board for serving and invited the Board to the many performances during the holiday season.

V. CEO Report

Dr. Christina Lincoln, CEO - see PowerPoint report

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

VII. Acceptance of Consent Agenda Items:

Acceptance of Consent Agenda Items

Principal Reports

Operations Report

Motion: The Board of Directors accepts the Consent Agenda Items.

MM: Braden

SM:Filipos

Motion Carried:Yes-10,No-0,Abstention-0

VIII. Approval of October 9, 2025 Board Minutes:

Motion: The Board of Directors approves the October 9, 2025 Minutes.

MM: Rivas

SM:Laubach

Motion Carried:Yes-10,No-0,Abstention-0

IX. Personnel Report

Approval of December 2025 Personnel Report

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

MM: Laubach

SM:Mustonen

Motion Carried:Yes-10,No-0,Abstention-0

X. Foundation Report

Foundation Report by Margaret Smith

The School hired Robert Young as the FT Development Director. The Foundation will reimburse the school for his salary and benefits. Please see the "Employee Lease Agreement" in your Board Drive. Mr. Young will work with the Foundation Gala committee in planning the Gala. He will also contact Stakeholders and develop a Marketing Plan. The Foundation is seeking new Foundation Board members and Giving Circle members.

XI. Committee Reports

Finance Committee report by John Filipos

Acceptance of November 2025 Financial Reports

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

MM:Finance Committee

Motion Carried:Yes-10,No-0,Abstention-0

The Finance Committee met with Bill Fisher from North East Financial to discuss the oversight and due diligence of the schools 403b pension plan. The plan is very cost effective. The Finance Committee meets with Mr. Fisher once a year.

Approval of the PCCD Non Profit Security Grant Application

Motion was withdrawn.

Board President Assigns Audit Committee Members

President Acerra assigns the following Board Members to the Audit Committee

Mario Acerra, exofficio

Paul Braden and Chuck Schubert

**Acceptance of School and Foundation 2024-2025 Financial Audits**

**Motion: Based upon the recommendation of the Audit Committee, the Board of Directors accepts the School and Foundation 2024-2025 Financial Audits.**

**MM:Finance Committee**

**Motion Carried:Yes-10,No-0,Abstention-0**

**Resource Development Committee Report**

Mr. Laubach reviewed the outdoor advertising and programmatic plan.

**Board Development Committee report by Margaret Smith**

Mrs. Smith reminded the Board of upcoming Act 55 training in May. Please email your certificates to Mrs. Schurz.

**Curriculum Committee Report by Sergio Rivas**

**Approval of Literary Luminarias Club**

**Motion: Based upon the recommendation of the CEO, and the Principal, the Board of Directors approves the Literary Luminarias Club.**

**MM:Curriculum Committee**

**Motion Carried:Yes-10,No-0,Abstention-0**

**Presentation by Mrs. Weaver, Dance Director**

**XII. Old Business Policy 208 Student Withdraw: Will be reviewed at February Meeting**

**XIII. New Business**

**Approval of Contract**

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

**1. Accepted**

**MM:Braden**

**SM:Speziale**

**Motion Carried:Yes-10,No-0,Abstention-0**

**2. Employee Lease Agreement with Charter Arts Foundation**

**MM:Smith**

**SM:Mustonen**

**Motion Carried:Yes-10,No-0,Abstention-0**

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

**XIV. Adjournment**

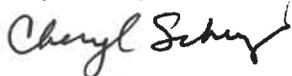
**Motion to adjourn at 7:03 pm.**

**MM:Rivas**

**SM:Hudock**

**Motion Carried:Yes-10,No-0,Abstention-0**

Respectfully submitted,



Cheryl Schurz, Board Secretary

**Next Meeting: February 12, 2026, 6pm**

