

Lehigh Valley Dual Language Charter School
Board of Trustee Meeting
Agenda
Tuesday – July 23, 2019
6:00 p.m.

1. Welcome, Introduction and Roll Call
2. Approval of LVDLCS June 25, 2019 Board Meeting Minutes
3. CEO/COO and Principal's Report
4. Financial Report and Approval of Payments for the prior month
5. Old Business
 - LVDLCS 10th Anniversary Gala - Update
 - Gorman & Associates - Update
 - Title 1 & Grant Chart Schedule - Review
6. New Business
 - PSSA Results
 - LVDLCS 2019 Strategic Plan
 - Landscaping Quotes
 - Organizational Chart
 - Pennsylvania Coalition of Charter School Conference - Approval
 - Latino State Conference
 - Transforming Women Seminar – Approval
 - Propose \$250,000 Expenditure – Approval
 - Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Policy & Procedures – First Reading
7. Personnel
 - Samantha Vazquez – Kindergarten Teacher Assistant – Approval
 - Nytiesha Zervos – 1St Grade Teacher Assistant – Approval
 - Noemarie Zayas – 5th Grade Teacher Assistant - Approval
 - Ingris Duran – Medical Leave – Approval
8. Public Comment and Correspondence
 - None
9. Other
 - None
10. Next Board Meeting-Tuesday, August 27, 2019, at LVDLCS at 6:00 p.m.
11. Adjournment

Our vision is a community of bilingual/bicultural, life-long learners committed to excellence and dedicated to learning and leadership

Lehigh Valley Dual Language Charter School

Board of Trustees Meeting

Tuesday, June 25, 2019 - 6:00 p.m.

Welcome and Introductions

Ms. Roman welcomed those in attendance and called the meeting to order. Ms. Roman informed the attendees that the meeting was being recorded, so that accurate minutes could be created. She also noted that, after minutes are approved and signed, the recording is deleted. There were no objections to the recording of the meeting.

Board Members Present: Mr. Lopez, Ms. Roman, Mr. Santana, Ms. Weaver

Excused: Dr. Rance-Roney

Staff Present: Ms. Perez, Ms. Pluchinsky, Ms. Otero, Ms. Montes

Approval of Minutes

Ms. Roman requested a review of the board meeting minutes for the month of May 21, 2019.

Ms. Weaver called for a motion to approve the May 21, 2019 meeting minutes. Motion was seconded by Mr. Santana. Motion was approved unanimously.

CEO/COO and Principal's Report

1. School Activities

- Fire Drill – 5/24/19 at 10:30 – 1 minute and 57 seconds
- Field Day K – 4 – 5/24
- After School Extravaganza – 5/30 (5:30 – 6:30)
- End of Year Celebration / MDP Expo (11:00 – 1:00) – Event Report Attached
- Kinder Moving Up Ceremony – 6/4 (9:30 – 10:30) – Event Report Attached
- 8th Grade Moving On Ceremony – 6/5 (9:30 – 10:30) – Event Report Attached
- Last Day of School for Students – 6/7
- Kindergarten Screening – 6/18, 6/19, and 6/20

Upcoming Events

- Summer Academic Program including Art Program and Early Literacy Program – 7/8 – 8/1

2. Facilities

- Technology – Kinder chrome books ordered
- Building – Completing summer cleaning, painting, and floor waxing

3. Business Office

- Enrollment – Enrollment for 2019-2020 will be available after system rollover

- Transportation – All ACT 372 forms completed and provided to districts
- Waiting List – 25
- PIMS – All reports have been submitted on time
- Volunteer Hours exceeded to 103%

4. Community Support

- Center for Humanistic Change will be presenting SAP workshop during August professional development

5. Student Services

- Smiles Dental program visited from 5/28 through 6/3

6. Programs

- Summer Program enrollment - 37

7. Leadership Team Meetings – held weekly

Financial Report and Approval of Payments:

Ms. Roman guided the Board through the review of finances as May 31, 2019. The balance sheet, cash as of 5/31/2019 was \$1,919,241 this includes a total of \$300 in petty cash and \$637,292 in CD's to cover the lines of credit, and the DLP Investment of \$250,000. The current school year fund balance is \$2,690,778. Accounts payable as of 5/31/2019 are \$6,560 with estimated bills of \$640,335 for payroll accrual and PSERS liability. For the eleven months ending 5/31/2019 the school had a surplus of \$457,148 compared to a planned surplus of \$58,797 resulting in a favorable variance of \$330,264.

Note & Disclosure to Financial Statements

* **The financial statements are prepared based on the expenses/bills that the charter school provides Repice & Taylor Inc. If bill is not received prior to the preparation of these statements, the expenses will be understated. Enrollment based on the summary sheet provided from the school. If student are not fully enrolled they will not be billed to the district until the actual and correct information is submitted.**

* **Upon review of the financial statements if you have any additional question please feel free to contact us at Repice & Taylor Inc.:**

**Repice & Taylor Inc.
Phone: 215-755-7603
Email: ttaylorl@reptay.com
Attn: Tom Taylor**

Ms. Roman called for a motion to approve the fiscal year financial report ending May 31, 2019 and for the list of bills to be paid. Motion was made by Mr. Lopez, seconded by Ms. Weaver. Motion was passed unanimously.

Mr. Lopez made a comment to the Board of the administration working on the use of \$250,000 for the purchase of replacement student's desk for EL classroom, new furniture, equipment and services for Kindergarten and first grade, Chromebooks and addition of cabinets to science classroom.

Old Business

- **2019-2020 LVDLCS Budget** - The Budget was presented and previously reviewed by The Board. The preliminary budget was posted on the school website for 30 days as required. An additional change to the budget was the starting salary for a teacher assistant position from \$33,280 to \$35,000. As a result, two Teacher Assistant's salaries were adjusted.

Mr. Lopez called for a motion to approve the 2019-2020 LVDLCS Budget. Motion was seconded by Mr. Santana. Motion was accepted unanimously.

- **Post Master's Continuing Education Salary Increase** - This is the second reading. This is an incentive beyond the Master's Degree to be added to the base salary as follows:

1. Masters plus 15 credits - \$1,500 increase
2. Masters plus 30 credits - \$1,500 increase

All credits taken must be: aligned with the Mission and Vision of the school and:

1. Be offered by an accredited college or university
2. Must lead to a PDE recognized certification, eligibility letter or doctorate
3. Must be preapproved by the administration as per the policies and procedures of the LVDLCS

Mr. Lopez called for a motion to approve the Post Master's Continuing Education Salary Increase as presented. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

- **LVDLCS Strategic Summary** – This item was tabled for next board meeting July 23, 2019.

New Business

- **Board Reorganization** – Resignation from all Board Members in attendance were accepted.

Mr. Lopez then called for a motion to approve the resignation of all Board Members present to their current positions. Motion was seconded by Mr. Santana. Motion was accepted unanimously.

Mr. Lopez opened the nominations for the role as president and asked if anyone would be interested in serving as a president for the board of trustees.

Ms. Roman expressed interest and was nominated for the role as president, no one else expressed interest and nominations were closed.

Mr. Lopez then called for a motion to approve Ms. Roman as President. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

Nominations for vice-president were opened and asked if anyone would be interested in serving as vice president for the board of trustees.

Ms. Weaver expressed interest for the role as vice-president. No one else expressed interest and nominations were closed.

Ms. Roman then called for a motion to approve Ms. Weaver vice-president. Motion was seconded by Mr. Lopez. Motion was accepted unanimously.

At this point nominations for secretary were opened and asked if anyone would be interested in serving as secretary for the board of trustees.

Mr. Santana expressed interest for the role as secretary. No one else expressed interest and nominations were closed.

Ms. Roman then called for a motion to approve Mr. Santana as secretary. Motion was seconded by Mr. Lopez. Motion was accepted unanimously.

At this point nominations for treasurer were opened and asked if anyone would be interested in serving as treasurer for the board of trustees.

Mr. Lopez expressed interest for the role as treasurer. No one else expressed interest and nominations were closed.

Ms. Roman then called for a motion to approve Mr. Lopez as treasurer. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

Dr. Rance-Roney will be asked if she will like to remain in the same position as a Board Member at the next meeting.

- **PSSA Results Summary** – This item will be left to discuss at the next board meeting.
- **2019 Saturday School Report** – The program ran from Jan 12 to April 6, 2019. An average of 56 students participated every Saturday. Students were from third to eight grades. One Saturday session was missed due to snow. Approved budget amount for the programs was \$17,375 which only \$9,305 was actually used with a un-used balance of \$8,070.
- **Gorman and Associates, PC** – The auditors will be doing the preliminary audit June 26, 2019. Ms. Brianna Fulginiti will be here from our finance office Repice & Taylor. The auditors' office has requested information in advance and everything is ready for them to begin. An update will be provided at next board meeting.
- **Parent & Staff Survey** – As usual the annual survey, the parent survey actually had a 61% rate of returned. The overall survey says parents are satisfied. A 1% of all surveys disagreed or stronger disagreed. Common themes mentioned more than one time on a survey were; adding after school program options like sports, including younger grades and adding homework help/tutoring.
- **Addition of Cabinets to Science Classroom** – The board had approved \$17,000 for the cabinets however the school will be working with Mr. Pearson, he will be doing the installation of cabinets making the total cost including materials up to \$6,000. Plumbing will be up to \$4,000.

- **End of Year Disciplinary Report** – This report also indicative of how well the students did this year with a total of 86 discipline referrals for the year. A total of 45 students out of 447 with referrals. A referral to social worker category was added this year to consequences. Ms. Otero reported the decrease in referral is due to teacher-student-parent communication before calling for disciplinary action and also adding the social workers has been amazing.
- **LVDLCS 10th Anniversary Gala** – The administration is working with Dr. Rance-Roney hoping DeSales University would have availability to have employees and board members with a plus one to have the gala. A date and time is to be determined. At the same time the administration would like to celebrate with parents and students by having a 10th year celebration activity here at the school probably May 30, 2019.

The executive session for this meeting was cancelled

Personnel

- Jacqueline Morales – 2nd Grade Teacher Available Position

Mr. Lopez called for a motion to approve Ms. Jacqueline Morales for the 2nd grade teacher position as presented. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

Public Comment and Correspondence

- Rev. Medina's 9 years of service as a board member was acknowledge and was presented with a recognition award.
- A moment of silence was observed for Mr. Santana's mothers passing last week.

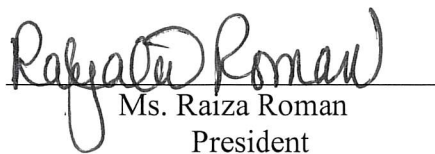
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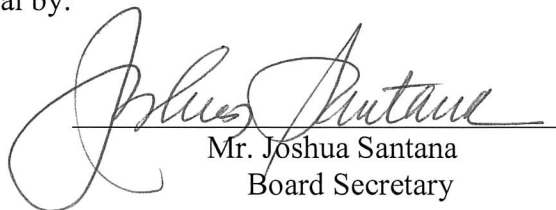
- None

Next Board Meeting will be Tuesday July 23, 2019 at 6:00 p.m.

Adjournment –A motion to adjourn was made by Mr. Lopez, seconded by Ms. Weaver. There were no questions or comments. Motion was approved unanimously. Meeting was adjourned at 6:58 p.m.

Respectfully signed and submitted for approval by:


Ms. Raiza Roman
President


Mr. Joshua Santana
Board Secretary

Lehigh Valley Dual Language Charter School
Board Meeting
CEO/COO and Principal's Report
July 23, 2019

1. School Activities

- Fire Drill – Not Applicable
- Summer Program – 7/8 – 8/1

Upcoming Events

- Pre-Kindergarten Information Session – 8/12 (9:00 – 12:00)
- Kindergarten Smart Start – 8/13-/15 (9:00-12:00)
- First Student Day – 8/26

2. Facilities

- Technology – Kinder chrome books ordered/existing chrome books serviced as needed
- Building – Completing summer cleaning, painting, and floor waxing

○ **Business Office**

- Enrollment – Enrollment for 2019-2020 will be available after system rollover
- Transportation – All ACT 372 forms completed and provided to districts
- Waiting List – 28
- PIMS – All reports have been submitted on time.

○ **Community Support**

- Center for Humanistic Change will be presenting SAP workshop during August professional development
- Pinebrook will be presenting Trauma Informed Schools/Classroom workshops during August professional development

○ **Student Services**

- Smiles Dental program visited from 5/28 through 6/3

○ **Programs**

- Summer Program average attendance – 37
- New Teacher Induction – 8/12 – 8/16
- Professional Development – 8/19-8/23

○ **Leadership Team Meetings – held weekly**