

Lehigh Valley Dual Language Charter School
Board of Trustee Meeting
Agenda
Tuesday – August 27, 2019
6:00 p.m.
Executive Session

1. Welcome, Introduction and Roll Call
2. Approval of LVDLCS July 23, 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
 - Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Policy & Procedures – Second Reading – Approval
 - Landscaping Quotes
 - PSSA Results / Incentives
6. New Business
 - Discard List- Approval
 - Letter to Allentown School District
 - Casa Guadalupe – 50th Anniversary
7. Personnel
 - Jorge Gomes – New Custodian Contractor - Approval
8. Public Comment and Correspondence
 - Governor's Charter School Article
9. Other
 - None
10. Next Board Meeting-Tuesday, September 24, 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, July 23, 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: Ms. Roman, Mr. Santana, Ms. Weaver, Dr. Rance-Roney

Excused: Mr. Lopez

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

Approval of Minutes

Ms. Roman requested a review of the board meeting minutes for the month of June 25, 2019.

Ms. Weaver called for a motion to approve the June 25, 2019 meeting minutes. Motion was seconded by Mr. Santana. Motion was approved unanimously.

CEO/COO and Principal's Report

1. School Activities

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

Upcoming Events

- Pre-Kindergarten Information Session – 8/12 (9:00 a.m.– 12:00 p.m.)
- Kindergarten Smart Start – 8/13-/15 (9:00 a.m.– 12:00 p.m.)
- 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

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 – 28
- PIMS – All reports have been submitted on time.

4. 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

5. Student Services

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

7. Programs

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

8. Leadership Team Meetings – held weekly

Financial Report and Approval of Payments:

Ms. Roman guided the Board through the review of finances as June 30, 2019. The balance sheet, cash as of 6/30/2019 was \$1,468,306 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 \$2,453,612. Accounts payable as of 6/30/2019 are \$51,486 with estimated bills of \$605,752 for payroll accrual and PSERS liability. For the twelve months ending 6/30/2019 the school had a surplus of \$219,982 compared to a planned surplus of \$31,780 resulting in a favorable variance of \$188,202.

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: ttaylor1@reptay.com
Attn: Tom Taylor**

Ms. Roman called for a motion to approve the fiscal year financial report ending June 30, 2019 and for the list of bills to be paid. Motion was made by Dr. Rance-Roney, seconded by Ms. Weaver. Motion was passed unanimously.

Old Business

- **LVDLCS 10th Anniversary Gala** – Dr. Rance-Roney will be confirming the use of DeSales University as a potential venue. The event would be co-sponsor with the university event, perhaps the LVDLCS could ask for a discount for the location cost. Catering will be provided by Sodexo. The capacity would be for 150 people. The tentative date is the first week of November 2019.
- **Gorman and Associates, PC** – The auditors came and completed a preliminary audit June 26, 2019. Everything was provided as requested. They will be coming for three days (Aug 26-28, 2019) to do the audit. The board will be updated with the results.

- **Title 1 & Grant Chart Schedule** – This was an informational schedule provided to board members about Title monies and grants that are process by Repice & Taylor. The information is to provide a better knowledge of when grants are processed on behalf of the school, including application and due dates.

New Business

- **PSSA Results** – It was shared with the Board, an increase in all three content areas (English, Math and Science.) The Future Ready Index and PVAAS (growth) data will be available at the end of September. Ms. Pluchinsky also shared the students celebrate their progress achievement right away when discussing their results in September, when they come back to school.
- **LVDLCS Strategic Plan** – The strategic plan was previously presented to the Board. The plan actually was prepared twice one for Middle States Accreditation and also for PDE; the plan it includes the goals for both and also student achievement plans. As examples of student achievements, Ms. Pluchinsky reminded the Board of programs the school has tried such as sending teachers to homes to help students, the homework bags that were send home monthly. These programs as examples, were reviewed and due to results were revised to better quality results such as the after school program
- **Landscaping Quotes** – The administration is working on getting quotes to improve the side of the parking lot to be more appealing as a school.
- **Organizational Chart** – The 2019 - 2020 organizational chart has been updated to reflect all changes throughout the year.
- **Pennsylvania Coalition of Charter Schools Conference** - The conference dates are October 10th and 11th. On the 10th they offer a reception dinner to all participants. Ms. Roman is interested in attending for sure. Anyone else interested please contact the administration.

Dr. Rance-Roney called for a motion to approve a total of five individuals that could attend the conference and includes both the registration and lodging costs. Motion was seconded by Mr. Santana. Motion was accepted unanimously.

- **Latino State Conference** – The conference is a comprehensive statewide coverage of all aspects of Latino life in the state. Leaders of the Pennsylvania Latino Convention will be held at Historic Hotel Bethlehem in October.
- **Transforming Women Seminar**- The seminar will be July 27 from 12:00 to 2:30 p.m. The school will be a sponsor at this activity. The cost is \$10.00 per person.

Ms. Weaver called for a motion to approve five individual to attend the conference and cover the cost. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

- **Pennsylvania Association for Supervision and Curriculum Development (PASCD) Conference** – Ms. Pluchinsky will be attending the conference PASCD Supervision Leadership Academy. The

academy meets three times (8/6, 10/10, and 11/13) to work with administrators to effectively promote teacher growth through the supervisory process.

Ms. Roman called for a motion to approve the cost of \$400 for Ms. Pluchinsky to attend the PASCD annual conference as presented. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

- **Propose \$250,000 Expenditure** – This is a running list of cost for planed expenditures for student, staff and building needs as follow:

1	\$	75,000.00	Kindergarten Equipment/ other
2	\$	30,000.00	Classroom Furniture
3	\$	3,000.00	Emergency Part-Time Custodial -7 wks
4	\$	30,000.00	Chromebooks - Kindergarten
5	\$	25,000.00	Science Classroom
6	\$	3,500.00	Update 3 Desktops
7	\$	15,000.00	for Kindergarten Enrichment Activities
8	\$	8,000.00	Student Desks

Roman called for a motion to approve the proposed \$250,000 expenditures as presented by the administration. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

- **Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Policy & Procedure – First Reading** - The intent of this document is to ensure the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until such time as the information is purged or destroyed in accordance with applicable record retention rules. The information was developed using the FBI’s Criminal Justice Information Services (CJIS) Security Policy. The Lehigh Valley Dual Language Charter School (LVDLCS) complements this information with this local policy.

Personnel

- Samantha Vazquez – Kindergarten Teacher Assistant Position
- Nytiesha Zervos – 1st Grade Teacher Assistant Position
- Noemarie Zayas – 5th Grade Teacher Assistant Position
- Ingris Duran – Personal Leave

Ms. Weaver called for a motion to approve all personnel as presented. Motion was seconded by Mr. Santana. Motion was accepted unanimously.

Public Comment and Correspondence

- Ms. Weaver shared an incident about the Easton charter school that did not follow proper notification procedure to inform parents of something that happens at school.

Other

- None


Next Board Meeting will be Tuesday August 27, 2019 at 6:00 p.m.

Adjournment –A motion to adjourn was made by Ms. Weaver, seconded by Ms. Roman. There were no questions or comments. Motion was approved unanimously. Meeting was adjourned at 6:43 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

August 27, 2019

1. School Activities

- Fire Drill – will try to schedule an announced drill this week
- Kindergarten Smart Start – 8/13-/15 (9:00 a.m. - 12:00 p.m.)
- First Day of School – 8/26/19

Upcoming Events

- Open House - 9/5/19 (6:00 -7:30 p.m.)
- After School Program Start Date – 9/16/19

2. Facilities

- Technology – Kinder chrome books arrived
- Building – All summer work completed. Sink/Cabinets in Mr. Tinti's room installed, Kinder and First Grade classroom furniture arrived, still waiting on 75 school age desks and chairs.
- **Business Office**
 - Enrollment – Enrollment as of first day of school 451
 - Transportation – All ACT 372 forms completed and provided to districts
 - Waiting List – Number changes daily based upon enrollments and withdrawals
 - PIMS – All reports have been submitted on time.
- **Community Support**
 - Center for Humanistic Change presented SAP workshop during August professional development. Will also be partnering throughout the school year for additional classroom programming and SAP meeting support
 - Pinebrook presented Trauma Informed Schools/Classroom workshops during August professional development
- **Student Services**
 - Smiles Dental will be scheduled for a Fall visit
 - SAP team had their first meeting on Thursday, August 22nd.
- **Programs**
 - After School Program start date will be 9/16/19 – This year's program will include a SPORTS program for students in grades 6, 7, and 8. Sports offered will be volleyball and possibly soccer (2 days a week each).
- **Leadership Team Meetings – held weekly**