

**Lehigh Valley Dual Language Charter School**  
**Board of Trustee Meeting**  
**Agenda**  
**Tuesday – October 22, 2019**  
**6:00 p.m.**

1. Welcome, Introduction and Roll Call
2. Election of New Board Member – Ms. Deborah Siderias
3. Approval of LVDLCS September 24, 2019 Board Meeting Minutes
4. CEO/COO and Principal’s Report
5. Financial Report and Approval of Payments for the prior month
6. Old Business
  - 2018-2019 External Audit – Update
  - Landscape – Update
  - Outdoor Play Area – Update
  - Furniture Purchased – Update
  - Professional Development – Update
  - LVDLCS Gala - Update
7. New Business
  - Lincoln Leadership Gala
  - Discard List to be Donated/Discarded - Approval
  - Pennsylvania Coalition of Public Charter School Conference Report - Ms. Roman, Dr. Rance-Roney
  - Diversity Conference Report - Ms. Perez
  - Holiday Incentive - Approval
8. Personnel
  - Maria Gonzalez – Termination
  - Aracelis Figueroa – Resignation
  - Pricilla Rivera – Enrollment & Transportation/Attendance Support – New Hire
  - Jorge Gomez – Custodian – New Hire – Full Time
9. Public Comment and Correspondence
  - Color Outside the Lines – Campaign for Racial and Ethnic Justice
10. Other
  -
11. Next Board Meeting-Tuesday, November 19, 2019, at LVDLCS at 6:00 p.m.
12. 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, September 24, 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. E. Gonzalez, Ms. I. Vasquez, Ms. A. Gonzalez, Ms. Roman, Ms. L. Figueroa

**Parents:** Richard Rivera, Cynthia Tavarez, Ana Rodriguez

**Students:** Jayden Rivera, Leslie Rodriguez, and Jayden Ciprian

**Visitor:** Deborah Siderias

### Approval of Minutes

Ms. Roman requested a review of the board meeting minutes for the month of August 27, 2019.

Ms. Weaver called for a motion to approve the August 27, 2019 meeting minutes. Motion was seconded by Mr. Santana. Motion was approved unanimously.

### CEO/COO and Principal's Report

#### 1. School Activities

- Fire Drill – 9/9/19 at 10:30 AM (2 minutes 12 seconds),  
**UNANNOUNCED WITH FIRE DEPT-- 9/20/19 at 10:30 (2 minutes 42 seconds)**
- Open House – 9/5/19
- ELA Assessments – 9/10 – 9/12
- After School Program Began – 9/16
- Math Assessments – 9/17 – 9/18

#### Upcoming Events

- PAYS Survey for 6<sup>th</sup> and 8<sup>th</sup> Grade – 10/2
- Fiesta Latina – 10/4 (6:00 – 8:00 p.m.)
- School Closed/Offices Open – 10/9
- Professional Development Day – 10/14
- Picture Day – 10/18

#### 2. Facilities

- Technology – No issues
- Building – School age desks arrived on 9/20/19, Special education furniture ordered and waiting arrival.

**3. Business Office**

- Enrollment – Fully enrolled as of 9/23/19
- 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.

**4. Community Support**

- Head start attended Open House
- Center for Humanistic Change attended Open House

**5. Student Services**

- Smiles Dental will be scheduled for a Fall visit
- SAP team trainings on 9/20, 9/25, and 9/26

**6. Programs**

- After School Program began 9/16/19 – Current Enrollment: 74

**Leadership Team Meetings – held weekly**

**Student Presentation – 4<sup>th</sup> Grade “Interpreting Our Own Events”** Students have to guess what the other student event was by describing the artifacts from that student on the table.

**Financial Report and Approval of Payments:**

Ms. Roman guided the Board through the review of finances as of August 31, 2019. The balance sheet, cash as of 8/31/2019 was \$1,396,397 this includes a total of \$300 in petty cash and \$637,292 in CD's to cover the lines of credit. The current school year fund balance is \$2,648,231. Accounts payable as of 8/31/2019 are \$18,214 with estimated bills of \$335,555 for payroll accrual and PSERS liability. For the two months ending 8/31/2019 the school had a surplus of \$172,586 compared to a planned surplus of \$154,580 resulting in a favorable variance of \$18,006.

**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](mailto:ttaylorl@reptay.com)  
Attn: Tom Taylor**

Ms. Roman called for a motion to approve the fiscal year financial report ending August 31, 2019 and for the list of bills to be paid. Motion was made by Mr. Santana seconded by Dr. Rance-Roney. Motion was passed unanimously.

## Old Business

- **LVDLCS 10<sup>th</sup> Anniversary Gala** – Ms. Perez shared, Mr. Lopez is working with Leah Alicea, Campus Scheduling & Events Coordinator at DeSales, the gala's date has been changed to May 1, 2020, the hours will be from 7:00 p.m. to 11:00 p.m. A comparison of prices from heavy appetizer to a dinner is being reviewed. DeSales University is donating, \$2,500 which is the cost of renting the facility to the LVDLCS.

## New Business

- **Saturday Professional Development Proposal** – The objective of the training is to ensure that all staff members receive adequate, focused professional development targeted to the educational needs of both LVDLCS students and staff. Each Saturday session will provide a unique professional development experience and topic to allow maximum interest to LVDLCS instructional staff.

October 19<sup>th</sup> – How to Use the Resources We Have to Meet Students Needs and Standards

November 2<sup>nd</sup> – Relationships to foster Academic Growth

November 16<sup>th</sup> – New Google Classroom and Class DoJo Features

Total Cost of 3 Saturday Professional Development Sessions - \$20,250.00

Dr. Rance-Roney called for a motion to approve the Saturday Professional Development Proposal as presented. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

- **Safety Grant – Part Time Security Position** – The new application for the security grant will need to be filled out by November 1<sup>st</sup>. LVDLCS will be adding to the application a security system for the school, motion sensor lights to the outside and a part time security position.
- **Transparency Audit Proposal** – Mr. Lopez had requested information from the school's attorney to conduct a transparency audit in order to demonstrate to the public and to ensure the Board that the work of the school on a day-to-day basis continues to be in a manner that is transparent in accordance with the obligations of the law and with accordance with the obligations of best practices for an organization that is funded by the taxpayers.

The McMains Law Group, LLC proposes to conduct this audit for LVDLCS and evaluate the school the following areas:

1. Communication with the public
2. Financial transparency of the School
3. Access to public information
4. Transparency with regard to admission of students
5. Board meetings conduct and documentation
6. Access to other public information
7. Procedures for protection of private information; and
8. Staff training on public vs. private information

Upon completion of the audit, a report would be provided to the Board with a report identifying areas of strength and suggestions for improvements. The Board would also be notified of any conduct or policy

that violates the obligations of the School under Pennsylvania or Federal Law. The cost of the audit would be a flat fee of \$2,500.

Dr. Rance-Roney called for a motion to approve the McMain Law Group, LLC Transparency Audit Proposal as presented. Motion was seconded by Mr. Santana. Motion was accepted unanimously.

- **Student Conflict Resolution Training** – Student's from 4<sup>th</sup> and 5<sup>th</sup> grades will be working with Ms. Sarmiento (Social Worker) on social and peer student conflict resolution. In addition, Ms. Sarmiento would like to work with Student Government once they are elected this year. Conflict resolution education provides practices and skills to help students address conflicts effectively.
- **Internal Modification to Administrative Office** – This is a similar project as previously approved for the science classroom. This modification will be creating a more private area for "H.R." It will be removing a wall and adding to others to make an office space. The cost of the modification will be \$3,950.00 and Jim Pearson will be doing the work.

Ms. Weaver called for a motion to approve the Administration Office Modification as presented. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

- **Form PDE-418 Application for Charter School Lease Reimbursement Program for 2018-2019** – This is the application for tuition reimbursement for the 2018- 2019 school year.

Ms. Weaver called for a motion to approve Form PDE-418 Application for Charter School Lease Reimbursement Program for 2018-2019 for submission. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

- **LV Advisory Council of the PA Human Relations Commission Regional Diversity Conference– Friday October 11, 2019 - Highlights** the Services that the PA Human Relations Commission offers the Community Share the successes of local organizations addressing community needs.
- **2<sup>nd</sup> Annual PA Latino Convention – October 29-31 2019- Historic Hotel Bethlehem-** The Pennsylvania Latino Convention is created to serve as the annual gathering to ignite positive change in local communities across the state while ensuring key stakeholders are accessible, accountable and responsive to the needs of the Latino community while strengthening opportunities for business development, professional development and state/regional collaboration. LVDLCS would like to place quarter page advertising in their program with a cost of \$200.00. In addition, the school wants to take 8<sup>th</sup> grade students to attend part of the conference,

Ms. Weaver called for a motion to approve the quarter page advertising and to take the 8<sup>th</sup> grade students to the 2nd Annual PA Latino Convention as presented. Motion was seconded by Mr. Santana. Motion was accepted unanimously.

- **Boy Scouts of America Outreach Award Reception** – Thursday October 24, 2019 from 5:00 – 7:00 p.m. at American on Wheels Museum. Please let the administration know if any board member would like to attend the event.

**Personnel**

- Ingris Duran – Returned from Leave / Termination
- Priscilla Rivera – Front Office Consultant - \$15.00 per hour

Ms. Weaver called for a motion to approve personnel changes as presented. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

**Public Comment and Correspondence**

- LVDLCS Fiesta Latina – Oct 4<sup>th</sup> from 6:00 – 8:00 p.m.

**Other**


- Open House Reflection
- Summer Hours Reflection
- Thank you notes from staff for summer hours and PSSA incentive
- Field Trips for approval:
  - ✓ 1<sup>st</sup> Grade – October 8, 2019 – Seiple Farms
  - ✓ Kindergarten – October 11, 2019 – Unangst Farm
  - ✓ 3<sup>rd</sup> Grade – October 24, 2019 – DaVinci Science Center
  - ✓ 6<sup>th</sup> Grade – October 25, 2019 – Bethlehem Skate Away
  - ✓ 6<sup>th</sup> Grade – April 7<sup>th</sup>, 2020 – DeSales University
  - ✓ 8<sup>th</sup> Grade – May 5<sup>th</sup>, 2020 – Jacobsburg Environment Center
  - ✓ 7<sup>th</sup> & 8<sup>th</sup> Grade – 25 Students – May 11, 2020 – Bike & Boat at Sand Island
  - ✓ 8<sup>th</sup> Grade – May 14, 2020 – Medieval Times Dinner & Tournament
  - ✓ 7<sup>th</sup> Grade – May 26, 2020 – Jacobsburg Environment Center

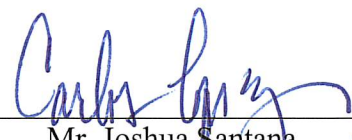
Ms. Weaver called for a motion to approve all field trips as presented to cover transportation expense. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

**Next Board Meeting** will be Tuesday October 22, 2019 at 6:00 p.m.

**Adjournment** –A motion to adjourn was made by Ms. Weaver seconded by Mr. Santana. 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:

  
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Ms. Raiza Roman  
President

  
\_\_\_\_\_  
Mr. Joshua Santana  
Board Secretary

# Lehigh Valley Dual Language Charter School

## Board Meeting

### CEO/COO and Principal's Report

October 22, 2019

#### 1. School Activities

- Fire Drill – To be scheduled
- Fiesta Latina – 10/4 from 6:00 – 8:45 PM (event report attached)
- Picture Day – 10/18

#### Upcoming Events

- 8<sup>th</sup> Grade to Charter Arts – 10/29
- 8<sup>th</sup> Grade to Latino Conference – 10/30
- Saturday Professional Development – 11/2
- Professional Development Day – 11/5
- Saturday Professional Development – 11/16

#### 2. Facilities

- Technology – New communication system is now in operation
- Building –
  - Special Education Furniture arrived on 10/14/19
  - Landscaping work began next to parent drop off door and in the green space next to The Park.
- **Business Office**
  - Enrollment – Fully enrolled as of 10/15/19
  - 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**
  - 8<sup>th</sup> Graders attended PA Human Relations Conference on 10/11/19
- **Student Services**
  - PAYS Student Survey – students in grades 6 and 8 completed survey
- **Programs**
  - After School Program – Current Enrollment: 74: ALL Middle school students in Sports Program have maintained academic eligibility
  - Saturday Professional Development – 10/19 total attendees: 21
- **Leadership Team Meetings – held weekly**



## Fiesta Latina

October 4, 2019 (6:00 – 8:00 PM)      Kindergarten – 8<sup>th</sup> Grade

<b>Purpose of the Event</b>	Fiesta Latina provides the LVDLCS community the opportunity to celebrate Hispanic Heritage Month and our school community's rich cultural diversity.
<b>Attendees of the Event</b>	<p><b>Board Members:</b> Ms. Raiza Roman, Mr. Carlos Lopez</p> <p><b>Administration:</b> Ms. Perez, Ms. Pluchinsky, Ms. Otero</p> <p><b>Staff and Faculty:</b> Ms. E. Gonzalez, Ms. A. Santiago, Ms. B. Perez, Mr. W. Rodriguez, Ms. G. Neyra, Ms. P. Rivera, Mr. J. Gomez, Ms. J. Vazquez, Ms. J. Morales, Ms. B. Velazquez, Ms. C. Valerio, Ms. A. Zullo, Ms. E. Figueroa, Ms. L. Colon, Ms. J. Blanco-Padilla, Ms. E. Deschamps, Ms. S. Gonzalez, Ms. M. Cygan, Ms. Tia Weaver, Ms. L. Bookman, Ms. A. Gonzalez, Ms. J. Yunez, Ms. A. Morales, Ms. L. Figueroa, Mr. N. Lewis, Ms. B. Pizarro, Ms. A. Mohring, Ms. S. Krock</p> <p><b>Other:</b> Four family members of faculty/staff also participated in the event by helping serve or deliver food</p>
<b>Positive Outcomes</b>	<ul style="list-style-type: none"> <li>• Families were exposed to a variety of dance performances and musical presentations – sixty students participated in the dance / musical performances!</li> <li>• Live music was available in the Cultural Center for parents to enjoy as they waiting for the student dance performances</li> <li>• As always there was a wide variety of Hispanic dishes available and seating in the cafeteria for families to enjoy dinner throughout the event. We again successfully used tickets to fairly control the amount of food served to each person.</li> <li>• We increased the number of chairs in the gym for the performances from 50 to 100 this year as well as placed a staff member at the door of the gym to control/monitor hallway traffic before and after the performances.</li> </ul>
<b>Recommendations</b>	<ul style="list-style-type: none"> <li>• Increase the number of chairs in the gym from 100 to 150 – this will allow us to decrease the number of performances from 3 to 2. This will help decrease the time parents spend in line waiting to see the performances.</li> <li>• Have more staff members to control the traffic in the hallways throughout the evening.</li> <li>• Ask for parent volunteers to help serve food and clean at the end of the event to decrease the amount of time it takes to serve food and clean up after the event.</li> </ul>



