

**Lehigh Valley Dual Language Charter School**  
**Board of Trustee Meeting**  
**Agenda**  
**Tuesday – September 24, 2019**  
**6:00 p.m.**

1. Welcome, Introduction and Roll Call
2. Approval of LVDLCS August 27, 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
6. New Business
  - Saturday Professional Development Proposal – Approval
  - Safety Grant – Part Time – Security Position
  - Transparency Audit Proposal - Review and Approval
  - Student Conflict Resolution Training
  - Internal Modification to Business Office - Approval
  - Form PDE-418 Application for Charter School Lease Reimbursement Program for 2018-2019 - Approval
  - PA Human Relations Commission Diversity Conference –October 11, 2019
  - 2<sup>nd</sup> Annual PA Latino Convention - Oct 29-31 2019 Attendance for Students and Staff - Review and Approval
  - Boy Scouts of America – October 24, 2019 - Attendance
7. Personnel
  - Ingris Duran – Returned from Leave and Termination
  - Priscilla Rivera – Consultant – Front Office
8. Public Comment and Correspondence
  - LVDLCS Fiesta Latina – October 4, 2019 6:00 p.m.
9. Other
  - Open House Reflection
  - Summer Hours Reflection
  - Thank You Notes from Staff and Bethlehem Early Learners, LLC
  - News Article
10. Next Board Meeting-Tuesday, October 22, 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, August 27, 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, Dr. Rance-Roney

**Staff Present:** Ms. Perez, Ms. Pluchinsky, Ms. Otero, Ms. Gonzalez, Ms. Montes, Ms. E. Figueroa, Ms. Terefinko, Ms. Blanco-Padilla, Ms. Neyra

### Approval of Minutes

Ms. Roman requested a review of the board meeting minutes for the month of July 23, 2019.

Mr. Lopez called for a motion to approve the July 23, 2019 meeting minutes. Motion was seconded by Dr. Rance-Roney. Motion was approved unanimously.

### CEO/COO and Principal's Report

#### 1. School Activities

- Fire Drill – Will schedule an announced first drill
- 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.

#### 3. 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

#### 4. Community Support

## LVDLCS Board Meeting Minutes – August 27, 2019

- 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

### 5. Student Services

- Smiles Dental will be scheduled for a Fall visit
- SAP team had their first meeting on Thursday, August 22<sup>nd</sup>.

### 6. 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).

### 7. Leadership Team Meetings – held weekly

#### **Financial Report and Approval of Payments:**

Ms. Roman guided the Board through the review of finances as of July 31, 2019. The balance sheet, cash as of 7/31/2019 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, and the DLP Investment of \$250,000. The current school year fund balance is \$2,595,937. Accounts payable as of 7/31/2019 are \$1,000 with estimated bills of \$444,610 for payroll accrual and PSERS liability. For the one month ending 7/31/2019 the school had a surplus of \$171,586 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 July 31, 2019 and for the list of bills to be paid. Motion was made by Ms. Weaver, seconded by Mr. Santana. Motion was passed unanimously.

#### **Old Business**

- **LVDLCS 10<sup>th</sup> Anniversary Gala** – Dr. Rance-Roney and the administration continue to work the details of the gala.

- **Gorman and Associates, PC** – The auditors are conducting the financial audit onsite from August 26 to the 28. Ms. Fulginiti from Repice & Taylor has been at the school assisting with the audit and it should be complete by midday Aug 28.
- **Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Policy & Procedure – Second 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.

Ms. Weaver called for a motion to approve the Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Policy & Procedure Policy as presented. Motion was seconded by Mr. Lopez. Motion was accepted unanimously.

- **Landscaping Quotes** – The administration has been working on getting quotes to improve the side of the parking lot so it is more appealing however, companies are not responding to administration's request for quotes. The school received two quotes, one from RL Landscapes and Design Inc. with a cost of \$5,380 and is available to start as soon as possible, and the other from Creative Landscape, Inc. with a cost of \$5,500 and up with a \$300 charge for creating a design. The administration made the recommendation to work with RL Landscapes and Design Inc. as they are available as soon as possible.

Mr. Lopez called for a motion to contract RL Landscapes and Design Inc. for the side of the parking lot landscape. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

An Executive Session was held from 6:24 to 6:42 p.m. to discuss the distribution of staff incentives and LVDLCS participation in community activities.

- **PSSA Results/Incentive** – As previously shared with the Board, the school has seen a positive growth increase in scores in all three content areas (English, Math and Science.) As a result of the positive growth, the board approved the distribution of staff incentives in the budget, based on last year salary not to exceed the budgeted amount of \$65,000 to be distributed.

Mr. Lopez called for a motion to approve the PSSA incentive for 2018-2019 staff as presented. Motion was seconded by Dr. Rance-Roney. Motion was accepted unanimously.

### **New Business**

- **Discard/Donation List** – A discard list was provided to the Board, it contained 19 student desks and 5 chairs with broken legs that no longer can be repaired. 4 broken bean bags and 15 student chairs for donation.

Mr. Lopez called for a motion to approve the discard/donation list of furniture as presented. Motion was seconded by Mr. Santana. Motion was accepted unanimously.

- **Letter to Allentown School District** - This letter addresses the request from the district to voluntarily reduce costs to the district by accepting an additional 10 percent deduction in tuition payments from the district beginning with the first tuition payment for the 2019-20 school years. A 10 percent reduction in tuition payment to public charter schools is not acceptable.
- **Casa Guadalupe 50<sup>th</sup> Anniversary Dinner Gala** –CASA GUADALUPE CENTER is a non-profit, community based organization established in 1969 to meet the needs of primarily the Latino residents of the Lehigh Valley. It offers services for children, youth, adults, and elderly residents in the areas of health, education, and social services. Casa works in partnership with other organizations in the community to promote economic empowerment, social mobility, and civic participation of all residents of the Lehigh Valley. The event will be held September 12<sup>th</sup>.

Mr. Lopez called for a motion to approve the cost for six people to attend the gala at \$50.00 per person. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

- **Northampton Community College Annual Spartan 5K Run/Walk** – The 6<sup>th</sup> Annual Spartan Sprint 5K Run/Walk will take place on Saturday, September 28<sup>th</sup> 2019. Price is \$10.00 for students (K-12 and college). All proceeds go to assist NCC students with financial difficulties in an effort to help them complete their education. T-Shirts will be given out. A donation of \$160 will add the LVDLCS logo to the shirt.

Mr. Lopez called for a motion to approve a \$160.00 donation and a \$300 payment for student, parents and staff interested to participate in the NHCC Annual Spartan 5K Run. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

### **Personnel**

- Jorge Gomez – Custodian Contractor – Pay would be \$15.00 per hour
- Elba Gonzalez –Increase to annual salary by \$1,000 for work done for the board meetings.

Mr. Lopez 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**

- Ms. E. Figueroa and Ms. Terefinko wanted to personally thank The Board for their support of the purchase of their new classroom furniture, the students love them.

### **Other**

- Dr. Rance-Roney would like to attend the Pennsylvania Coalition of Public Charter Schools (PCPCS) Annual 2019 Conference October 9-11, 2019. Lodging will need to be arranged.

Mr. Lopez called for a motion to approve Dr. Rance-Roney to participate in the PCPCS as presented. Motion was seconded by Ms. Weaver. Motion was accepted unanimously.

**Next Board Meeting** will be Tuesday September 24, 2019 at 6:00 p.m.

**Adjournment** –A motion to adjourn was made by Ms. Weaver, seconded by Mr. Lopez. There were no questions or comments. Motion was approved unanimously. Meeting was adjourned at 6:52 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**  
**September 24, 2019**

**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 – 9/2
- Fiesta Latina – 10/4 (6:00 – 8:00 p.m.)
- School Closed/Offices Open – 9/9
- 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.
- **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.
- **Community Support**
  - Headstart attended Open House
  - Center for Humanistic Change attended Open House
- **Student Services**
  - Smiles Dental will be scheduled for a Fall visit
  - SAP team trainings on 9/20, 9/25, and 9/26
- **Programs**
  - After School Program began 9/16/19 – Current Enrollment: 74
- **Leadership Team Meetings – held weekly**