

**ASDF Board Meeting
June 1, 2023, @ 8:15 a.m.
Muhlenberg College—Seegers Union—GQ Annex**

Present: Dr. Julie Ambrose (Executive Director), Vicki Newhard (Administrator), Dan Bosket (President), Tonya Harris (Vice President) Maria Tjeltveit (Secretary), Laudy Allan, Hon. Rashid Santiago, Dr. D'nese Sokolowski, Peter Kareha, Dr. Mark Emerick, Don Wieand, Ralph Todd, Dr. Michael Roth, ASD Chief Academic Officer. Student Rep: Julia Eschner
Board Members Emeriti: Barry Halper
Guests: Dick Button, Scholarship Committee Chair, Elizabeth Sowards, Humberto Ortiz

Call to Order

D. Bosket

Dan called the meeting to order at 8:16 a.m.

Approval of April 13, 2023 Minutes (A)

M. Tjeltveit

Julie drew attention to page 2 with Board commitment to raise \$1000 to cover cost of scholarships. We are still accepting funds if anyone wants to contribute. Still working on the possibility of co-mingling smaller scholarship funds.

Motion: 1st Kay 2nd Mark **Conclusion: Accepted unanimously**

Approval of Treasurer's Report (B)

D. Bosket for I. Balog

April 2023 Financials

We were at 95% of budget of income at the end of April. EITC is a little low but Gala and Annual Appeal ahead of budget.

Expenses 75%. All of expenses are less than budget YTD so far.

Motion to Approve April 2023 Financials: 1st Joe 2nd Don W **Conclusion: Approved unanimously**

2023-24 Budget

Income

- Line 25: STEAM Club: This is new. Funded by an individual donor.
- Line 31: New TIG looking to increase funding.
- Lines 54-69: Increased budgeting for EITC.
- Line 71: Budgeting for scholarships same amount of income and expenses.
- FY 2022-23 income was \$405,750. FY 2023-24 is \$499,500

Expenses

- p. 3 line 237: Accounting and Payroll Processing is lower than last year for audit because last year we had to pay for the Single Audit.
- This year we are budgeting toward breaking even.
- FY 2022-23 expenses were \$477,700. FY 2023-24 are \$497,190

Motion to Approve 2023-24 Budget: 1st Rashid 2nd Don W **Conclusion: Approved unanimously**

Governance Committee (C)

R. Santiago

An Immediate Past President position is being created. We need to change our bylaws to create this, by amending Article IV, Section 9, as follows:

“The most recent former President of the ASDF Board of Directors may serve as the Immediate Past President. Appointment as the Immediate Past President shall be made by a motion of the Governance Committee with the approval of the Board of Directors. The Immediate Past President shall serve as an advisor and an ambassador, representing the Board and what the Board stands for; yet serve only in an advisory capacity, shall not be entitled to vote, and shall serve at the discretion of the President, as needed.”

Discussion:

The Immediate Past President could serve more than one year if the President serves longer than one year.

The Vice President ideally transitions to being President but the President can serve longer than one year if he or she chooses, and is reelected.

**Motion to amend bylaws to create Immediate Past President position: 1st Rob 2nd Laudy
Conclusion: Approved with one abstention (Dan)**

Slate of Board Officers: President: Tonya Harris; Vice President: Rob Schmidt; Treasurer: Ibi Balog; Secretary, Maria Tjeltveit

Motion to accept Slate of Officers: 1st Pete 2nd Mark Conclusion: Approved

Emeritus Board Member: Dick Button (chair of the Scholarship Committee and literacy volunteer. Very involved with ASD.)

Motion to elect Dick Button as an Emeritus Board Member: 1st Joe 2nd D’nese Conclusion: Approved unanimously

Board Members: Humberto Ortiz and Elizabeth Swards (both Allen alumni, 2002 and 2005 respectively. Both have a vested interest in the community and ASD, energy and passion as ambassadors of ASDF in the community. Both are in the medical field.)

Motion to elect Dr. Humberto Ortiz and Elizabeth Swards as Board members: 1st Dan 2nd Don W Conclusion: Elected unanimously

Public Relations Committee (D)

L. Allan

The Public Relations Committee reviewed and revised a Communications Policy, that was drafted about 4 years ago, and made some changes.

It is helpful to have clarification of who the spokespersons are for the ASDF.

Motion to Approve the Communications Policy (as presented in the Board agenda): 1st Tonya 2nd Rob Conclusion: Approved unanimously

Strategic Planning Committee (E)

D. Bosket

Strategic Plan document was presented in the Board packet. The Strategic Planning Committee began in October. Due to the transition in Superintendents, there was not as much input from the ASD administration as we had hoped. Since the document was created, Dr. Birks has expressed a commitment to bringing back enrichment programming, especially in arts and music; these are the areas that ASDF focuses on. We need to see the Strategic Plan as a live document so that we can continue to identify concrete ways to align and collaborate with the ASD administration to support the ASD's educational and enrichment efforts.

Motion to Approve the Strategic Plan (as presented in the Board agenda): 1st Maria 2nd D'nese **Conclusion: Approved unanimously**

Planning and Programming Committee (F)

R. Todd

The STEAM Jr. program came out of a TIG grant for 2nd and 3rd graders at Union Terrace. It is expanding to Mosser Elementary. A philanthropist has made a commitment to fund the program in 2023-24.

The committee is working on developing an assessment process for the ASDF programs. This year they are doing an assessment of the Raub Middle School's Strings Program with El Sistema. A Muhlenberg student and Dr. Mark Emerick are working on interviews with students and community partners.

Science Fair and National History Day: for students, it is not just about science or history but also about life skills, doing research and being interviewed, etc.

Mark reported on what he is learning about the El Sistema program. It is not just about teaching music but about engaging the families and making them feel welcome in Miller Symphony Hall. It is not just about a student playing an instrument but about responsibility, life skills, and building community. He didn't expect to hear a story that was so sweeping.

Teacher Innovation Grant Committee

K. Kurtz

Kay thanked the TIG Committee members. This coming Monday from 4:00-5:30 at Building 21, the TIG Fellows Reception will include demonstrations and displays of grant programs, as well as 3 brief presentations. Kay hopes everyone will stop by. She invited people to serve on the committee.

High Notes Gala Committee

D. Sokolowski

April 6, 2024, will be next year's Gala. This year we raised \$104,000 with an expected \$15,000 more for total of \$119,000. D'nese thanked the committee and attendees.

Executive Director's Report

J. Ambrose

Mission Moment

Scholarship Awards: William Allen High School went back to having an awards assembly. At least three donors.

Dieruff High School will be doing the caravan again to distribute scholarships.

Building 21 gives scholarships at graduation.

Science Fair: Harrison Morton swept 1st, 2nd, and 3rd prize for middle schools. The new STEM director, Kyle Kauffman gave an inspirational talk, addressing the students as scientists and scholars. The students really listened.

Mayfair:

- \$2198 gross receipts
- 133 customers
- 20 volunteers
- Countless visitors to the booth
- Incredible outreach

Animals on Stamps Awards: The reception is June 3 at 1:00 p.m. at the Allentown Art Museum's community space.

William Penn Alternative School had a TIG given to Kevin Boucher and Danielle Zeda. 14

Students came *on a Saturday (!)* to learn CPR/First Aid.

Cultural Fair at Sheridan Elementary 14 countries were represented. This was a TIG awarded in 2019 and hosted May 31, 2023. Students studied their country, created a trifold, and had food from the country. The Principal of the school was delighted. Families were there. The school hopes to make it a yearly event. Muhlenberg shadow student attended with Julie.

Art Gallery in the Café LVHN 17th & Chew: Tuesday Opening, June 6, at 4:00. They are starting with a Sunflower series led by Ro Gessek. Also will have the Allentown Landmarks series.

I Am On a Bookshelf: Awards ceremony will be Thursday, June 8, at Barnes & Noble, Whitehall, at 6 p.m. The program is funded by the Allentown Rotary. It has expanded to include Lehigh Parkway and Union Terrace. We have a partnership with Dan's Camera City.

Other: Beyond Expectations: Student Reps on the Board are appreciated.

The Strategic Plan is completed.

69 Students & Teachers went to Broadway, to see *Hadestown*, through the Gala Broadway Sponsorships.

Re-tooling the ASDF financial management process. ASDF recently hired new Bookkeeper.

Julie drew the Board's attention to the *Conflict of Interest* form and committee form, asking that they be filled out.

Annual Calendar (G)

Farewell and Thanks

Thanks to Ellen Kern (in absentia). Thankful to Student Reps Julia Eschner and Kenny Baptiste, WAHS, and their advisor, Ms. Nicole Singer; Davian Serrano, Dieruff, and his advisor, Ms. Petronio; Michael Deleon, Building 21, and his advisor, Ms. Shannon Salter.

Today is Dan's last meeting as President. He has served on the Board since 2015. Dan expressed his pleasure in having served. It was challenging during the pandemic, but we have come through it. Dan highlighted the Gala and its growth.

2023-24 Board Meeting Schedule (H)

V. Newhard

Phone holders were put at each person's place. They were made by Mr. Mark Hissam's students at Allen.

We will find locations for the three in-person meetings. The Board meetings are usually on the 1st Thursday, from 8:00-9:30 a.m.

Student Representative Comments

Julia Eschner spoke and said it was an honor to serve on the ASDF Board. She will keep track of ASD. She expressed her thanks for her scholarship. She is beginning at Drexel University in July.

ASD Update

M. Roth

Dr. Roth thanked the ASDF for its support of the Science Fair. He is thrilled with Mr. Kauffman and his work supporting Science in the district. He also thanked the ASDF for its support of National History Day. There is more to National History Day than learning the actual history itself; it provides opportunities to work together and learn life skills.

Dr. Birks is working on central office transformation, getting people into new positions. They are having experts inside the district for leading these things: There are new directors of Math, Career and College Readiness, and Related Arts in K-8. Dr. Roth has only been in position of Chief Academic Officer since August; ASD had not had one for 4 years. Over the next few years, ASD will be protecting the academic core and aligning their systems to make the student experience richer and deeper.

Graduations will be: June 12, Dieruff; June 13, Allen; June 14, Building 21.

On June 15, there will be a Curriculum Fair at Ann Mae Hays Elementary School, 10-2 and 4-7, looking at curriculum for core subjects.

ASD is offering Great Exploration Summer program.

ASD has partnered with 36 providers for summer programming.

The Allentown Youth Intern Corps has a target of 100 students. Over 300 students have expressed interest. The leaders are currently doing interviews and creating a curriculum for employment skills.

Motion to Adjourn 1st Laudy 2nd D'nese **Meeting adjourned at 10:02 a.m.** D. Bosket

A to H are attachments.

Upcoming Committee Meetings:

Public Relations –6/9 @ 9 a.m. (Teams)

Executive – 7/13 @ 8:00 a.m. (Zoom)

Next Board Meeting:

8/3 @ 8 a.m. (In-Person Location TBD)