

Board Meeting Minutes

June 2, 2022 - 8:25 a.m.

In-Person at Muhlenberg College's Hoffman House and via Zoom

Present: Dr. Julie Ambrose (Executive Director), Vicki Newhard (Administrator), Dan Bosket (President), Angela Nolan (Vice-President), Maria Tjeltveit (Secretary), Joshua Dodd (Treasurer), Laudy Allan, Michael Bruckner, Dr. Mark Emerick, Tonya Harris, Peter Kareha, Kay Kurtz, Jane Marks, Joseph Petro, Rashid Santiago, Rob Schmidt, Dr. D'nese Sokolowski, Dr. John Stanford (Superintendent), Dr. Erika Sutherland, Ralph Todd, and Donald Wieand

Emeritus Board Directors Present: Dennis Blankowitsch, Barry Halper, and John Stevens

Absent: Ibolya Balog, Donald Hinkle, Ellen Kern, and Jennifer Ortiz

Prior to the Call to Order, Julie welcomed everyone and asked everyone to introduce themselves.

Call to Order

D. Bosket

Dan called the meeting to order at 8:25 a.m.

Approval of April 7, 2022 Minutes (A)

M. Tjeltveit

Don Wieand pointed out that there are two people named Don on the board, and we should include their last name or initial in the minutes to differentiate.

Motion: 1st Mike B. 2nd Kay K. No Nays or Abstentions **Conclusion:** Approved

Governance Items

R. Santiago

Emeritus Board Members (B): At last year's retreat, there was an idea to elect Emeritus Board Members. A process was developed, the bylaws were modified, and we now have five nominated individuals for our inaugural Emeritus class: Barry Halper, Debora Roberson, Tony Muir, Dr. John Stevens, and Dr. Dennis Blankowitsch. These former ASDF board members are interested in staying involved with the organization, attending events, and serving as ambassadors. Upon election, they will be invited to attend our board meetings, and will be non-voting members.

Motion: 1st Josh D. 2nd Pete K. No Nays or Abstentions

Conclusion: All approved as Emeritus Board Directors

New Board Members (C): There are openings for new board members since three board members are ending their terms this month. Several people were nominated to serve on the board or committees, and four of them filled out a profile sheet and were interviewed: Laudy Allan, Ibolya Balog, Dr. Mark Emerick, and Joseph Petro. All of them are connected to ASD/ASDF and expressed a strong interest in joining the board.

Motion: 1st Mike B. 2nd Rob S. No Nays or Abstentions

Conclusion: All approved as new board members

Erika asked what efforts have been made towards diversity and inclusion on our board. Rashid stated that board members need to nominate people to join the board, and Dan pointed out that people often start out as committee members. Julie added that committees provide additional opportunities for participation and representation. Erika expressed that we should be more intentional in cultivating people to join our committees and the board so that ASD's majority Latino population is better represented.

Election of Officers for 2022-23 (D): Rashid thanked the current officers for their past year of service. He then explained the nomination and selection process and presented the following slate of officers for election for the 2022-23 fiscal year: Daniel C. Bosket (President), Tonya M. Harris, Esq. (Vice-President), Ibolya (Ibi) Balog (Treasurer), and Rev. Maria W.E. Tjeltveit (Secretary).

Motion: 1st Angela N. 2nd Pete K. No Nays or Abstentions

Conclusion: All approved as officers for 2022-23

ASD Update

J. Stanford

Copies of the *Superintendent Entry Plan Report* were distributed, and the Superintendent thanked us for allowing him additional time at today's meeting to go over the plan which gives ASD direction for 3 years and then 5 years.

He said he noticed there's a lot of pride in ASD, and a lot of people in the City of Allentown were born here, graduated here, and are still involved which is rare for an urban school district. This is a strength that ASD needs to tap into as the district evolves and grows, and it needs to expand and nurture partnerships including with ASD Foundation.

The 4 Priorities are:

- 1) Accelerate academic achievement of all students with a focus on building a foundation in reading and math.
- 2) Improve culture, climate, and equity conditions district wide.
- 3) Expect and achieve high quality governance and leadership.
- 4) Achieve fiscal and financial stability.

The Superintendent pointed out that the document contains a lot of strategies for each priority and then invited questions or comments.

- Dan B. stated that it's important for ASDF to know how we can support ASD such as with our literacy program to help build foundational reading skills.
- Jane M. commented that we attempt to align with ASD via our Teacher Innovation Grant Program as the proposals are reviewed by the curriculum team.
- Mike B. asked if the financial issues stem from charter schools, and the Superintendent said it's a factor and the best strategy is to meet the needs of students in ASD so they don't leave for charter schools.
- Joe P. stated that athletics seemed to be a bigger focus when he was an ASD student, and the Superintendent said there is a new position in ASD that's focusing on athletics.

- John S. asked about plans for school security, and the Superintendent mentioned installing alarms on school doors and conducting emergency trainings.
- Rob S. commented on the gang situation in Allentown and suggested that more mentorship is needed.

The Superintendent concluded that strong partnerships are needed in a more intentional/systematic way. Partners will need to honor ASD policies. MOU's (memos of understanding) will be created for major dollar partnerships and LOAs (letters of agreement) will be created for smaller partnerships.

Finance: Budget Approval (E)

J. Dodd

Josh explained the budget process and highlighted some of the items from his agenda brief and budget draft for 2022-23 which was approved by the finance committee at their May 26 meeting:

- Overhead must be paid first using annual appeal, Gala proceeds, and percentages allowed from conduit gifts, grants, and other contributions. We don't have a rent charge, fortunately.
- For EITC, Embassy Bank made two years' worth of contributions in one year.
- EITC list on budget reflects our consistent givers, and we are trying to find a new donor for \$5,000.
- We have two audits coming up, our regular audit and an additional audit for the CARES money we received for ASD via Lehigh County which will cost us around \$6,000.
- For program expenses, a 10% increase has been applied due to inflation. Some programs have fund balances, as noted on the budget, which can be used in the coming year.

Josh asked ASDF staff members to leave the meeting temporarily so that salary increases could be discussed, and then called for a motion to approve the budget.

Motion: 1st Mike B. 2nd Erika S. No Nays or Abstentions

Conclusion: Approved

Planning and Programming (P & P) Committee Update

R. Todd

Ralph stated that the committee has been trying different ways to evaluate programs. The goal is to determine how our programs impact the lives of ASD students while they participate in them and long-term which has been challenging. The committee doesn't want to create more work for the teachers to get their input.

Ralph mentioned I Am on a Bookshelf as a program that we may be able to expand from Lehigh Parkway to other schools. Barry mentioned the DRIVE Middle School Baseball Program as a program that helped resurrect baseball in ASD prior to high school and aided some students in receiving college scholarships for baseball.

Teacher Innovation Grant (TIG) Committee Update

J. Marks

Jane thanked everyone on the committee for helping to review the proposals, along with the ASD team. She invited board members to attend the TIG Reception to be held on June 6 at Building 21 as a project showcase. Jane pointed out that TIG is often an incubator for P & P, and Barry added that two of the five programs P & P is evaluating started off as TIG projects: I Am on a Bookshelf and Latin Dance.

High Notes Gala Committee Update

D. Sokolowski

D'neese stated that the 2022 gala was great with funding generated for various programs, and the Americus Hotel worked out well as a new venue. Our gala fundraising goal has increased for 2023, and board members will receive a survey soon to aid the committee in their planning.

Executive Director's Report

J. Ambrose

Mission Moment: Julie showed and briefly discussed pictures from a music related TIG, I Am on A Bookshelf, and the Canary Games.

Student Board Reps: To have students' voice in ASDF, Julie is working with William Hargett, ASD Board Secretary, to tap into their student representative recruitment process. She would like to have one student from each high school attend our board meetings from October through June, and she may need help with interviewing candidates.

Grants Update: Julie stated that most local educational foundations are just starting to apply for grants at the same level as we do, and this will create more competition for us. EITC has also become more competitive with funders giving to more organizations and many requiring a grant application and report. For the Gala, some sponsors distribute funds through a grant application process as well. Julie asked that board members let us know about funding opportunities they hear about.

Programs/Events: Our art residencies have a science/environmental theme this spring. Student art from past residencies was displayed at Mayfair where we grossed \$2,410. Some of these funds will go to the William Allen Arts Alliance since we shared our booth with them. Everyone is invited to the ASD science fair awards at Allen on 6/3 and the El Sistema strings concert at Miller Symphony Hall on 6/9. Other upcoming events include the scholarship caravans for Dieruff (June 8-9) and Allen (June 14-15) and graduation at the PPL Center: Allen on 6/16, Dieruff on 6/17, and Building 21 on 6/20.

Board Meeting Schedule (F)

V. Newhard

Vicki referred to the 2022-23 board meeting schedule on the last page of the agenda packet and asked everyone to mark the dates on their calendars. She will send a reminder email two weeks before each meeting with a request for agenda briefs and RSVPs. Please try to get back to her at least a week before the meeting so that she can prepare the agenda and distribute the agenda packets sooner than the day before the meeting.

Vicki pointed out that the Executive Committee has decided to hold all six of its 2022-23 meetings via Zoom, and the format/location of the board meetings is to be determined. She asked if members have any preference for Zoom or in-person board meetings and got a mix of responses. The consensus was that most people would like the option of meeting in-person or via Zoom, but some meetings could be held as Zoom only. Vicki said she would work with Julie on this and get back to everyone as soon as possible.

Meeting Adjournment

D. Bosket

The board meeting was adjourned by Dan at 10:25 a.m. with retreat activities to begin after a short break and to continue until 12:00 p.m.

A to F were attachments.

Upcoming Committee Meetings: Executive – 7/7 @ 8:00 a.m. (Zoom)

Next Board Meeting: 8/4 @ 8:00 a.m. (Format/Location TBD)