

**Board Meeting Agenda – December 2, 2021 @ 8:15 a.m.  
Muhlenberg College and via Zoom**

**Present:** Julie Ambrose (Executive Director), Vicki Newhard (Administrator), Dan Bosket (President), Angela Nolan (Vice President), Maria Tjeltveit (Secretary), Joshua Dodd (Treasurer), Ellen Kern, Rashid Santiago, D'nese Sokolowski, Erika M. Sutherland, Nancy Wilt, Kay Kurtz, Peter Kareha, Don Wieand, Mike Bruckner, Tonya Harris, and Dr. John Stanford (Superintendent)  
**Absent:** Don Hinkle, Rob Schmidt

Call to Order & Welcome Dan Bosket called the meeting to order at 8:14 a.m.

**Approval of October 7 Minutes (A)**

M. Tjeltveit

**Motion:** 1<sup>st</sup> Mike 2<sup>nd</sup> Kay Conclusion: **Approved**

**ASD Superintendent, Dr. John D. Stanford Introduction**

N. Wilt

Nancy Wilt introduced Dr. Stanford. Began Nov. 15. He spent the month of October getting to know School Board members. Had School Board meeting last night.

**ASD Update**

J. Stanford

Met with Exec Director yesterday. Impressed how much the community loves ASD. Trying to live up to expectations. Can't do this alone. Need every segment of the community to partner to address non-academic barriers that students face. Thrilled to be here. Leveraging the opportunities to have ASD become great.

Born Tuskegee AL, grew up in Muskegan, MI. Went to Ohio State Univ for grad school. Lived in Columbus for 35 years. His parents were working class people who believed in the power of education to transform lives. Using every day to get better. Treat others as want to be treated. Poem called "Attitude" is very important to him: "Life is 10% what happens to you and 90% how you react to it." Always opportunities to grow and do better.

Impressed with ASDF and what we are doing for the schools

Went to Middle School Latin Dance. It was awesome. Not just because of students but because of joy of families. ASDF did a wonderful job of getting the media there.

Dan welcomed Dr. Stanford and thanked him. Emphasized that it's all about the kids

**Treasurer's Report on Form 990 Submission (B)**

J. Dodd

Finance Committee met to do audit for Board in Oct. and for 990 for internal procedures. Thanks to the Finance Committee. Still have to do single audit for CARES funds. Will be about \$2500 for that audit. Dan is talking with Geoff Brace to see if Lehigh County can help pay for that audit. Bill Oswald is our auditor with Morey, Nee, Buck & Oswald. They charge us around \$6500 and they contribute back through EITC. Checking options for auditors every 5 years.

**Emeritus Board Status Policy & By-Laws (C)**

R. Santiago

At last meeting had discussion with issue of term so got removed any language about a term. Read policy to make someone Emeritus and also to remove them. Kept the description narrow but added some fuller description, with examples in Board Director Emeritus Policy.

This idea was initiated at June Board meeting.

**Motion to change Bylaws:** 1<sup>st</sup> Erika 2<sup>nd</sup> Josh Conclusion: **Approved**

**Motion, to approve Policy:** 1<sup>st</sup> Mike 2<sup>nd</sup> Kay Conclusion: **Approved**

### **Executive Director's Report**

J. Ambrose

#### Mission Moment

Surprise email and call to go to photo event. Laudy Allan (a Dieruff grad who had received an ASDF scholarship) won a United Way Challenge for Crayola employees to give \$5000 to a charity of her choice. She chose the ASDF. Elias Makhoul established a scholarship for his brother (Laudy's cousin), a student who had been in the special needs program and who passed away. Julie took the Annual Report and Laudy saw her cousin's scholarship listed. We never know how the work that we do touches people!

#### Endowed Program Policy (D)

New for ASDF. Allows donors make a donation of \$10,000 or more for endowing a program. Based on the scholarship funds model and same timeline. New avenue for donors. 2 donors eager to do this before the end of the year.

**Motion to approve Endowed Program Policy:** 1 Nancy 2 Peter Conclusion: **Approved**

#### Proposal for 2-Day Gala (E)

Issue of safety and Miller Symphony Hall's vaccination policy. Keep the first part of event at the Americus Hotel. Strolling performers at Americus. Don't want to short-change the students in shows and their parents. Use relationship with Digital Feast. Have a short video for Gala but have a longer video to show in Dieruff HS (not confirmed) probably at 3 p.m. Concern about having to wait until January to find out about the Symphony Hall policy change which wouldn't give enough time.

2 videos are different. Clips of things ASDF has supported. Live intervals of music.

Discussion followed about issue of vaccinations in the ASD, and that we don't know where we will be in the spring.

Making the video positions us to either be in person or to be virtual.

Jane thanked committee for being so creative

Mike suggested that we vote on this to document that we are supportive.

**Motion to approve a 2-day Gala:** 1<sup>st</sup> Nancy 2<sup>nd</sup> Mike Conclusion: **Approved**

Note: Draft of Sponsorship proposal is in the board meeting packet.

ASDF was recognized by the Liberty Bell Museum at their event. Liberty Bell Museum received ASDF grant for civic engagement.

#### Fundraising Update

Annual Report sent to 682, to School Board, email blast with link. On website also.

Annual Appeal: 2796 letters created; reduced to 2741 with valid or changed addresses. Email blast, Facebook and Twitter.

We were on Giving Tuesday.

Goal for Annual Appeal is \$50,000 (last few years were over \$40,000)

#### Grants submitted:

Capital Blue-Healthy Living for Covid, uniforms, and Bach to School. 10/25/21

Capital Blue-EITC for Arts Residencies; Civic Education. 10/26/21

Keystone Savings Foundation for Latin Dance; Middle School Strings. 10/26/21

City Center for Gala Sponsor. 10/26/21

Iron Pigs Charities for Latin Dance 2022. 11/10/21.

Trexler Trust for Science Fair. 11/30/21

#### Received: all EITC

Morey, Nee, Buck & Oswald (Auditors). 10/15/21

Vistacom. 10/27/21 (Board Member Angela Nolan)

UGI. 11/4/21

PPL Services Corp. 11/16/21 (Board Member Tonya Harris)

American Bank. 11/17/21 (Board Member Josh Dodd)

Univest. 11/23/21. Award letter; awaiting check

Fulton Bank. 11/30/21. Award letter; awaiting check

#### Scholarship Income

Ilene & Robert Wood Striving to Make a Difference Fund for the LV Community Foundation: for Sarah Steinberg Scholarship. 10/14/21

Metro Decorators Inc. (Keven Hausman): for Jerry Hausman Memorial Tool Stipend. 11/24/21

31 Donors: for Kurt Zwinkl Memorial Scholarship. 11/24/21

Note: Outreach to expendable scholarship donors occurs in January.

#### General Fund

WAHS Class of 1966: in memory of Dr. & Mrs. Cressman. 10/27/21

36 Donors: Annual Appeal. As of 11/30/21

#### Conduit Income

Dr. Frank & Yvonne Schweighardt, for Science Fair. 10/20/21

Dr. John & Anita Stevens, for Rose Kurtz Memorial Girls' Volleyball programs at Allen/Dieruff. 11/24/21

Thanks to Dr. Stevens who is still on Development Committee and willing to call donors to thank them.

Cycle of Connectivity. Thanking everyone for what we do for the ASDF for the children/students in ASD.

Coming up on 1 year anniversary as Exec Dir. Board expressed thanks to Julie.

### **Administrator's Report**

V. Newhard

#### Latin Dance Program

Program management is part of what she does. She has been coordinating Latin Dance for a few years.

Did estimate of audience attendance. Mostly parents, family, teachers, administrators. 50 dancers, 11 high school ROTC. Had about 160 spectators. Thanks to everyone that helped.

Dan: Vicki does a great job and was given a bouquet of flowers in recognition of what she has done.

#### Visual Art & Music Residencies

Wrapping up fall programs. 4 visual arts residencies: Ro Geseck at Ramos and Union Terrace; Claire Marcus at Jefferson and Newcomer K-6. About 450 students from K-6. This year want to do more of a survey of students to see what they have gained.

El Sistema Program at Raub is part of Allentown Symphony. 25 violins and viola players Holiday Concert at Raub Dec. 20, at 6 p.m. Holiday concert also includes the chorus and band. [N.B. date was changed to 12/14 for choral concert and 12/21 for strings and band.]

#### Literacy Volunteer Program

Past 4 years doing almost monthly orientations. Trained about 150 community volunteers from college students to retired teachers. They help Kindergarten and 1<sup>st</sup> graders with literacy activities. Have some hesitancy with pandemic. About 45 volunteers in the same classrooms every week. Training/Orientation on December 6, with 6 people registered. Still hoping to have 100 volunteers/yr. It is a 1 hour a week commitment. One person is wheelchair bound but doing virtual reading at Jefferson.

#### Teacher Innovation Grants

They are back! Last time gave was in 2019. Invite educators to submit proposals for up to \$1200 for an innovative project. Fewer than 20 proposals this year. TIG Committee is our largest committee! In November had members divide applications for review. Funding 17 projects: 9 elementary and 8 secondary schools; over 12 schools for total of \$20,250. Before winter break will be going to schools to present the teachers with big checks. Actual funds will be going out in January. Digital Feast may be going with them to film. TIG Committee members will be invited to come along for presentations. Will be publishing names and projects after checks presentations. (Latin Dance was a TIG. Some programs grow to the whole school or district.)

If Dr. Stanford could attend one or two presentations of TIG, that would be great!

#### Other Items

Josh: In June the Budget Committee recommended 4% pay raises for staff, barring unforeseen circumstances. Didn't see any, so 4% increase will go into effect January 1, 2022.

2 requests for Conduit accounts:

1. Dieruff Class of 1970 set up a fund for an outside classroom.
2. Nick Miller (School Board member) to climb Kilimanjaro; wants to do as a fundraiser for weight rooms at Allen and Dieruff.

Need to decide if ASD and ASDF support these ideas. Superintendent ultimately decides for ASD. Dr. Stanford said to send it to him. Could it be as a proposal with benefits and costs?

Decided to apply 4% Administrative Services fee.

Dr. Stanford thanked us for work we are doing. Looking forward to continuing the partnership. Dan wished everyone a good holiday season.

#### Meeting Adjournment

D. Bosket

**Motion:** 1<sup>st</sup> Mike 2<sup>nd</sup> Nancy Conclusion: Meeting adjourned at 9:47 a.m.

**Upcoming Committee Meetings:** Gala – 12/7/21 @ 1:00 p.m.; Planning & Programming – 12/15/21 @ 3:00 p.m.; Executive – 1/6/22 @ 8:00 a.m.

**Next Board Meeting:** 2/3/22 @ 8:00 a.m.