

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
October 8th, 2024

Call to Order

This CSL School Board meeting was held in person and via Zoom. Board President Heather Humienny called the meeting to order at 5:30 p.m. Board members present were Tom Gillette, Ruth Demshick, Dan DiLorenzo, and Betty Zubrzycki. Board member Mike Wolverton was not present. School administrator Peter Hackney (CEO) was in attendance. Keisha McMillan (Omnivest) was in attendance via zoom.

PLEDGE of ALLEGIANCE

APPROVAL of MINUTES

Motion A: *Move that the Board of Trustees approve the minutes from the previous Board of Trustees meeting held on September 10th, 2024.*

Motion A under approval of minutes was moved by Tom Gillette and seconded by Betty Zubrzycki. This motion was approved by a 5-0 voice vote.

PERSONNEL

There were no personnel motions moved at this meeting.

BUSINESS

Motion A: *Move that the Board of Trustees approve the following financial statements for the month ending **September 31st, 2024**, which include profit and loss statement actual versus budget, balance sheet, accounts receivable aging, check register for Univest Operating, and accounts payable aging as provided by OmniVest in the financial packet provided.*

Motion B: *Move that all the bills on the accounts payable transmittal listings on **September 5th, 2024, September 13th, 2024, September 19th, 2024, and September 26th, 2024**, be approved for payment.*

Motion C: *Move that the Board of Trustees approve the attached updated Title IX Grievance policy.*

Motion D: *Move that the Board of Trustees approve the attached Evaluation and Re-evaluation policy.*

Motion E: *Move that the board approve payment to McKenna Snyder LLC for invoice #17819 in the amount of \$264.00.*

Motion F: *Move that the board approve payment to McKenna Snyder LLC for invoice #17818 in the amount of \$704.00.*

Motion G: *Move that the board approve payment to McKenna Snyder LLC for invoice #17817 in the amount of \$000.00.*

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Motion H: *Move that the board approve payment to McKenna Snyder LLC for invoice #17816 in the amount of \$852.50.*

Motions A through H under business were moved by Tom Gillette and seconded by Betty Zubrzycki. The motions were approved by a 5-0 voice vote.

CEO REPORT

Mr. Hackney presented the following CEO report:

Business Office / Financials

- Several CSL staff need to be moved to Alerus from Penserv. This is in process. We are working with the Penserv staff to move this along.

- We are working with Mitch from BMC to explore new offers for supplementary insurance. There are two groups interested in working with CSL. We have supplied all of the necessary information and are waiting for Mitch to provide us with options.

- Staff Arrival and Departure: We have moved away from using the fingertech system to sign in during arrival. We have the staff signing in on a clipboard during arrival and departure. We note the late sign ins and file this in a binder for review.

State Reports / Monitoring

- First quarter progress monitoring for our schools ATSI plan is due by October 31st. Mrs. Cartolaro and Mr. Hackney will be putting this information into the FRCPP.

Building / Physical Plant

- Bohler Engineering came to finish the site survey on 10/7/24. We are still awaiting the results. An update from Matt Heckendorn is below:
 - Had Bohler complete 90% of the fieldwork survey and develop their initial drawings.

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- Bohler will be completing their final fieldwork soon in order to finalize (add courtyard) to their drawings.
- Completed initial title search with Integrity Title.
- Had Bohler plot one of the easements based on Integrity Title's search, onto their drawings.
- Internally, at HSA, begun to develop several blockplan/siteplans illustrating potential expansion options (some of which are impacted by the potential easement, noted below).

As we further discussed, there has been a great deal of back and forth with on the Easements. While one easement is plotted on Bohler's drawings, and several 'blanket' easements exist, an easement from the Sewer/Municipal Authority appears to exist, but the 'attachment' which should illustrate the dimensional configuration of the easement was not recorded at the County. Thus, Integrity Title has reached out directly to the Municipal Authority and is somewhat at the Municipal Authority's mercy from a timing perspective. This delay has been frustrating to TJ and I, but in the long-run it is critical that we confirm as much site information as possible to inform our planning process.

We would like to plan to meet with the CSL team to review several blockplan/siteplans but would prefer to give Integrity Title and Bohler a little more time to complete their efforts. Thus, our preference would be to meet sometime the week of the 14th or the 21st of October. We could accommodate an evening or during business hours meeting – in person or virtual.

- Our bell system is not working. We have been researching a new system that would be internet based and powered via the ethernet cables in our building with a company called Wasega.

Academic / Curriculum

- Our students have been participating in several mental health educational experiences at a part of suicide prevention month. I have linked the letter we sent out to our community. [September 2024 Prevention Month](#)
- CSL's back to school night was held on September 18th, 2024. Mrs. Lambert and Mr. Whelan report that it was a success!! We had around 40 families participate in the event.
- On September 20th we had our first professional development day. Mr. Whelan and Mrs. Lambert led the professional development with a focus on student engagement, data, and structured literacy.

School Safety & Security

- CSL has a planned fire drill with the Tullytown Fire Marshall on site on September 4th, 2024.
- Omega (our alarm company) sent out a service tech to activate our door sensors. The doors sound an alarm if left open too long. CSL administration is also alerted via email if there is a door alarm that goes off.

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- We met with Omega Security to discuss potential additional panic buttons and cameras. I have attached a quote they put together.

Other:

- CSL has a visitor from the Pennsylvania Department of Education scheduled to visit our school on Thursday, October 19th, 2024. Randy Seely, Charter School Division Chief, will be here to tour the building and learn about our school.

PUBLIC COMMENT

There was no public present at this school board meeting.

NEW BUSINESS

There were no motions under new business during this meeting.

ADJOURNMENT

At 6:15 pm Tom Gillette motioned that the board adjourn. The motion was seconded by Betty Zubrzycki. Heather Humienny adjourned the meeting at 6:15 p.m.