

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
May 14th, 2024

Call to Order

This CSL School Board meeting was held via Zoom. Board President, Heather Humienny, called the meeting to order at 4:45 p.m. Other Board members present were Tom Gillette, Dan DiLorenzo, and Betty Zubrzycki. Mike Wolverton and Ruth Demshick were not present. School administrator Peter Hackney (Dean of Students) 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 April 9th, 2024.

Tom Gillette moved motion A under approval of minutes. This was seconded by Betty Zubrzycki. This motion was approved with a 4-0 voice vote.

PERSONNEL

Motion A: Move that the Board of Trustees ratify the Executive Committees unanimous yes vote to approve Peter Hackney, effective immediately, as the interim Chief Executive Officer at a salary of 160,000 to be pro-rated retroactively to the date of 4/29/24.

Motion B: Move that the Board of Trustees ratify the Executive Committees unanimous yes vote to approve the hiring of Gail McMaster for the remainder of the 2023-2024 school year as a part time paraprofessional at a rate of \$23.00 per hour.

Motion C: Move that the Board of Trustees ratify the Executive Committees unanimous yes vote to approve the hiring of Benjamin Wagner for the remainder of the 2023-2024 school year as a part time Teacher's Aide at a rate of \$17.00 per hour.

Motions A through C under personnel were moved by Tom Gillette and seconded by Betty Zubrzycki. The motion was approved by a 4-0 voice vote.

NEW BUSINESS

There were no new business items presented at this meeting.

BUSINESS

*Motion A: Move that the Board of Trustees approve the following financial statements for the month ending **April 30th, 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.*

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
May 14th, 2024

- Motion B: *Move that all the bills on the accounts payable transmittal listings on **April 2nd, 2024, April 12th, 2024, and April 25th, 2024**, be approved for payment.*
- Motion C: *Move that the board approve payment to McKenna Snyder LLC for invoice #15101 in the amount of \$3316.24.*
- Motion D: *Move that the board approve payment to McKenna Snyder LLC for invoice #15102 in the amount of \$332.00.*
- Motion E: *Move that the board approve payment to McKenna Snyder LLC for invoice #15103 in the amount of \$1146.50.*
- Motion F: *Move that the board approve payment to McKenna Snyder LLC for invoice #15104 in the amount of \$1709.43.*
- Motion G: *Move that the board approve the Healthcare Benefits Package from BMC Benefits Service for the 2024-2025 school year.*
- Motion H: *Move that the board adopt The Center for Student Learning Charter School at Pennsbury Draft Budget for the 2024-2025 school year.*

Motions A through H under business were moved by Tom Gillette and seconded by Dan DiLorenzo. The motions were approved by a 4-0 voice vote.

CEO REPORT

Mr. Hackney presented the following CEO report:

Student Life

- Aquarium Field Trip - Seventy-three students and seven staff members attended the trip. The students had a wonderful time observing all the ocean life. According to reports from both students and staff they especially like the shark tunnel.

- Franklin Institute Field Trip - Ms. Donahue planned and led a middle school science field trip to the Franklin Institute. Fifty students, seven teachers, and five future leaders from the high school attended the field trip. Students were able to take in the attraction, participate in the planetarium viewing and see live demos of science concepts by the Franklin Institute staff.

- Upcoming School Events
 - Senior Picnic (5/17/24)
 - Day of Design (5/22/24)

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
May 14th, 2024

- CSL Field Day (5/23/24)
 - Prom (5/24/24)
 - Senior Trip - Hershey Park (5/30/24)
 - Senior Breakfast (6/10/24)
 - Graduation (6/13/24)
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- CSL Spring Enrollment Night - On Thursday, May 9th, 2024, CSL held our annual enrollment event. We gave a presentation to the prospective students and parents. Parents were welcome to tour the facility and ask questions. Thirteen enrollment packets were handed out to parents. Some parents scheduled to attend were unable to make it. We have already made arrangements to meet with them individually.
 - Graduation Planning - We have confirmed with PSD (Ms. Becki Baldinger) that our graduation ceremony reservations at PHS East are good to go.

PDE Compliance / Monitoring

- Special Education Cyclical Monitoring (4/22/24) - A number of monitors from PDE office of special education reviewed selected files. Additionally, they interviewed students, parents, and teachers.
- ECYCH Monthly data has been submitted for April.

Staff / Personnel

- We welcome back Gail McMaster to CSL. Gail worked at CSL for several years before retiring at the end of last year. Gail was delighted at the opportunity to return to CSL. She has done a terrific job since she has returned to CSL.
- We also welcome a new staff member in Ben Wagner. Ben is an aspiring educator who is helping to bolster our staff as a teacher's aide in the classroom.
- Javonne Griffin from Tilly Staffing started last week as a one-to-one Behavioral Support for one of our middle school students.

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
May 14th, 2024

- Potential nursing office change for school year 2024-2025. Three nurses will work together to cover our need for a full-time nurse. All three nurses have been involved with the school previously as well.

Funding & Grants

- Cat 1 Services FCDL - CSL has received the school's Funding Commitment Decision Letter (FCDL) for the funding approved in the amount of \$25,650 for the requested Cat 1 services for FY24 starting on July 1, 2024.
- CSL applied for the latest PCCD Mental Health grant funds to be used during the 2024-2026 school years. The grant is currently under review. Leigh Ann is checking in regularly in the e-grants system to see if we were awarded the grant. The grant award will be \$70,000.

School Security

- Mr. Whelan and I had a meeting with Navigate 360 to request ALICE training for our staff. The price was steep. We were quoted \$6,500 for a four-hour in-person training. We are exploring other options. Another option is to have a staff member complete the train the trainer course at a cost of \$749. This training is in Conshohocken on May 20-21.

Technology

- On Friday April 19th John from DG Networks came on site to complete the Quarterly IT report for CSL. The Quarterly IT report was provided with this month's board information for your review.
- Phishing policy - We have had a number of phishing attempts being sent to our staff. We are working with DG networks to provide some email phishing training for our staff. We have addressed this issue at several board meetings as well.

Physical Plant

- Waterproofing estimates
 - We have 3 estimates available for review.

PUBLIC COMMENT

There was no public present at this school board meeting.

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
May 14th, 2024

ADJOURNMENT

At 5:45 p.m. Tom Gillette made a motion to adjourn the board of trustees meeting and move into executive session to discuss personnel. Heather Humienny seconded this motion. The motion passed with a 4-0 voice vote.