

**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**June 11<sup>th</sup>, 2024**

**Call to Order**

This CSL School Board meeting was held via Zoom. Board President, Heather Humienny, called the meeting to order at 4:46 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 May 14<sup>th</sup>, 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 approve that Peter Hackney be hired to the position of Chief Executive Officer effective immediately.*

Motions A under personnel was 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 **May 31<sup>st</sup>, 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 **May 2<sup>nd</sup>, 2024, May 9<sup>th</sup>, 2024, May 16<sup>th</sup>, 2024, May 24<sup>th</sup>, 2024, and May 30<sup>th</sup>, 2024**, be approved for payment.*

Motion C:       *Move that the board approve payment to McKenna Snyder LLC for invoice #15702 in the amount of \$55.00.*

**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**June 11<sup>th</sup>, 2024**

- Motion D: *Move that the board approve payment to McKenna Snyder LLC for invoice #15703 in the amount of \$308.00.*
- Motion E: *Move that the board approve payment to McKenna Snyder LLC for invoice #15803 in the amount of \$1677.50.*
- Motion F: *Move that the board approve payment to McKenna Snyder LLC for invoice #15710 in the amount of \$336.50.*
- Motion G: *Move that the board approve payment to McKenna Snyder LLC for invoice #15711 in the amount of \$579.50.*
- Motion H: *Move that the board adopt The Center for Student Learning Charter School at Pennsbury Budget for the 2024-2025 school year.*

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

**CEO REPORT**

Mr. Hackney presented the following CEO report:

**Student Life**

- Middle School Career Readiness Program – Mrs. Downing and Mrs. Tvarok implemented and completed the program with simple yet effective career activities with our middle school students. We are now in full compliance with the career readiness regulations for the 23-24 school year.
- Day of Design - Mrs. Donahue and the science department planned the annual event. The day went off as a hit as usual. The students created and designed boats and chairs out of cardboard and duct tape. They also designed fashion out of minimal materials. This culminated in a fashion show and prizes for the best designers.
- Senior Picnic – Mr. Ely and Mr. Smith took the seniors to Tyler park for a day of fun.
- Senior Trip – 17 seniors attended the trip to Hershey Park that concluded with a dinner event. All the students had a wonderful time. Several of the students had never been to Hershey Park, making this a special event for these students.
- Senior Breakfast was at IHOP yesterday. The class of 2024 students and some school staff enjoyed breakfast together one last time.
- Graduation will be held June 13<sup>th</sup> at Pennsbury High School East. The event will start at 5 p.m. and end approximately at 6:15 pm.

**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**June 11<sup>th</sup>, 2024**

**Academic**

- The 4<sup>th</sup> marking period ended on June 10<sup>th</sup>, 2024.
- Students in Math, ELA, and Science participated in CDT's as a part of their final grade. We use this data for our ATSI plan reporting and to measure student growth.
- [Summer Program](#) – CSL is offering both enrichment and credit recovery to high school students.
- Rick Moretti and Tom Perri from the ISY program at BCCC came to CSL to speak to our incoming juniors and seniors. This program has proven to be very valuable for our kids. We had several students complete this program this year. They got a certificate of completion and swag.
- Mrs. Downing met with Andrea Dent at BCCC to confirm and review our Dual Enrollment process with the school. We are set up and in good standing with the program. CSL will coordinate with Mrs. Dent to enroll several of our students for the upcoming fall semester.
- Michelle Siegle (our Health & PE teacher) has been awarded a grant from [PHIT America](#). Mrs. Siegle has worked on grants and got a tennis equipment and speakers to use in her health and physical education classroom.

**PDE Compliance / Monitoring**

- Special Education Cyclical Monitoring (4/22/24) – We are still waiting to hear back from PDE concerning our Special Education Monitoring. Christen has reached out to our contact on this matter, and they said they are still writing the official report.

**School Security**

- *The 23-24 School Safety & Security report presented by Mr. Hackney.*
- *Follow up from previous safety and security discussion: 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. Follow Up on this item is that we have been able to find a local person to do this training. We will continue to train our staff for school safety and hold regular drills. A review of our current threat assessment was that we had one incident that needed to be reviewed by our threat assessment team. Using the CSTAG model we were able to determine that it was not a serious threat. Thus far we have deemed the process to be effective.*

**Staff / Personnel**

- Thank you to Mr. Ely for his service for the second part of the school year. He has come in and done a great job with a diverse set of roles and responsibilities.



**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**June 11<sup>th</sup>, 2024**

- Nurse Donna has decided to move on from CSL. We will have other Bayada nurses coming to support us for the 2024-2025 school year.

**Technology**

We have asked our students to return their home use Chromebook to CSL for inventory and updating. We have also had DG Network put together a quote for 30 Chromebooks in anticipation of needing to replenish our current inventory. We may also seek to get 20 more added to this quote to replace three classroom sets. We have about \$7500 that we had set aside from our ESSERS III budget to help support the cost of these devices.

**Physical Plant**

- Waterproofing estimates
  - We have 3 estimates available for review. I have scheduled two of the three to return to CSL to add to their original estimates to get the outside wall done.
- Expansion Committee Update – The expansion committee sent out RFP for the project. Three firms reviewed the RFP and two visited CSL. We are awaiting their proposals that are due by June 18<sup>th</sup>, 2024.

**Other**

- PCPCS – We need to consider if we want to move forward with paying to be a part of this organization.
- Enrollment – We have approximately one hundred and twenty four students confirming that they will be returning to CSL for the 24-25 school year. We have sixty three parents who have requested to enroll their child at CSL for the upcoming year. We have assigned all of these parents to an enrollment team member to ensure they complete the enrollment process. See the end of year enrollment numbers on the next page.

**PUBLIC COMMENT**

There was no public present at this school board meeting.

**ADJOURNMENT**

At 5:29 p.m. Tom Gillette made a motion to adjourn the board of trustees meeting and move into executive session to discuss personnel. This was seconded by Betty Zubrzycki. At 5:29 the meeting was adjourned, and the board went into executive session to discuss personnel.