

**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**August 13<sup>th</sup>, 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 4:50 p.m. Board members present were Ruth Demshick, Dan DiLorenzo, and Betty Zubrzycki. Board members Tom Gillette and Mike Wolverton were 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 July 16<sup>th</sup>, 2024.*

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

**NEW BUSINESS**

**PERSONNEL**

Motion A: *Move that the Board of Trustees approve the hire of Christopher Ely as Building Substitute at the salary of \$44,000.00 for the 2024-2025 school year.*

Motion B: *Move that the board approve the hire of Heather Lambert as Dean of Students / Lead Teacher at the salary of \$94,461.00 for the 2024-2025 school year.*

Motion C: *Move that the board approve the hire of Jack Whelan as Dean of Students / Lead Teacher the salary of \$110,669.00 for the 2024-2025 school year.*

Motion D: *Move that the board approve the hire of Julia James for the part-time position of Teacher's Aide at a rate of \$21.00 per hour for the 2024-2025 school year.*

Motion E: *Move that the board accept the resignation of Julia Donahue, middle school science teacher.*

Motion F: *Move that the board approve tuition reimbursement for Rebecca Rowlands in the amount of \$1000 for completing EDSP 574 Special Education Systems at Holy Family University.*

Motion G: *Move that the board approve the hire of Lindsay Brewster for the part-time position of part time Spanish teacher at a rate of \$70.00 per hour for the 2024-2025 school year.*

**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**August 13<sup>th</sup>, 2024**

Motion H: *Move that the board approve the hire of Lindsay Brewster for the part-time position of part time school social worker at a rate of \$70.00 per hour for the 2024-2025 school year.*

Motions A through H under personnel was moved by Betty Zubrzycki and seconded by Dan Dilozenzo. These motions were approved by a 4-0 voice vote.

**BUSINESS**

Motion A: *Move that the Board of Trustees approve the following financial statements for the month ending **July 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 **June 6<sup>th</sup>, 2024, June 13<sup>th</sup> 2024, and June 27<sup>th</sup>, 2024**, be approved for payment.*

Motion C: *Move that the board approve payment to McKenna Snyder LLC for invoice #16509 in the amount of \$704.00.*

Motion D: *Move that the board approve payment to McKenna Snyder LLC for invoice #16510 in the amount of \$302.50.*

Motion E: *Move that the board approve payment to McKenna Snyder LLC for invoice #16515 in the amount of \$247.50.*

Motion F: *Move that the board approve payment to McKenna Snyder LLC for invoice #16516 in the amount of \$165.00.*

Motion G: *Move that the board approve payment to McKenna Snyder LLC for invoice #16517 in the amount of \$2392.50.*

Motion H: *Move that the board approve the attached engagement letter from Barbacane Thornton & Company for the 2024-2025 school year.*

Motion I: *Move that the board approve the attached proposal of insurance renewal from Assured Partners.*

Motion J: *Move that the board approve the attached ATSI (Additional Targeted Support & Improvement) Plan for the 2024-2025 school year.*

Motion K: *Move that the board approve the attached Credit Requirements for Graduation Policy.*

Motion L: *Move that the board approve the attached Title IX Policy.*

Motion M: *Move that the board approve the attached Title IX Grievance Procedure Policy.*

Motion N: *Move that the board approve the purchase buyout of CSL's leased school vans.*

**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**August 13<sup>th</sup>, 2024**

Motions A through N under business were moved by Dan DiLorenzo and seconded by Betty Zubrzycki. The motions were approved by a 4-0 voice vote.

**CEO REPORT**

Mr. Hackney presented the following CEO report:

**Business Office / Financials**

- CSL Vans Lease - We are seeking to buyout the vans. We have been in contact with dealers, and we can buy them out minus the difference we have over paid.
- CSL's PCCD grant for mental health has been awarded in the amount of \$70,000. This grant can fund items related to mental health during the 25-27 school years. The grant proposal was based upon hiring a social worker as well as paying for programs to support student mental health.
- New Grant Opportunities: 2024-25 School Safety & Mental Health Grants Application due date: 9/26/2024 • Funding Announcement and Funding Announcement Q&A • Noncompetitive, formula-based solicitation of \$100 million. • Charters, IUs and CTCs eligible to apply for \$70,000 each. • Eligible to apply for physical security enhancements, behavioral health improvements, or both (see activities under Section 1306-B(J) allowed). • Level 1 Baseline Criteria is applicable, meaning that school entities must meet Level 1 prior to expending funds on eligible project activities.
- Josef Smith assisted me gaining access to the unemployment and worker compensation portal.
- Our Insurance renewal is due by 8/20/24.
- Three CSL staff need to be moved to Alerus from PSERS. This is in process.
- Cindy is in contact with Morrisville regarding the payments that were missed. They have a new CFO we have been sending email communications. We are waiting to see what their plan is to get up to date on payment. According to our records, Morrisville did not pay for November and December.

**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**August 13<sup>th</sup>, 2024**

**State Reports / Monitoring**

- Charter School Annual Report has been submitted in the FRCCP portal.
- 2024-2025 - ATSI Plan has been submitted to the FRCPP. Affirmations need to be signed.

**Building / Physical Plant:**

- Basement Repairs - All basement repairs have been completed.
- Dry Tech Inc. worked to fix an issue with hydrostatic water coming into the basement. The job was started on 7/15/24 and completed on 7/20/24. Upon inspection on 8/6/24 I noticed a small issue with the work completed outside. The ground compressed and some of the dirt did not hold up to level ground. I met with a Dry Tech representative on 8/12/24 and they are scheduled to come back to remedy the issue this week. There is no immediate concern.
- The leaking water main project was completed by MDC plumbing company on 8/5/24. We have been in contact with a licensed inspector to get the fixture inspected. The inspector said they are scheduled to come out in October and to keep that date for inspection.
- Lakeside Drive is being re-paved. Construction began on 8/12/24. We were not notified, but we are monitoring the situation so that we can address any issues with student transportation.
- Bohler Engineering came to do a site survey of our school's property from 7/30/24 -7/31/24. We are still awaiting the results.
- Steve's Locksmith is creating some keys for us as well as fixing a few of the door handles and fixtures. A few of our classroom door handles need to be replaced.

**Academic / Curriculum**

- Dean of Student training has begun. The new Deans of Students have been coming in and working on various small projects as well as diving into scheduling. Following their training they completed the ninth-grade scheduling independently.



**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**August 13<sup>th</sup>, 2024**

- CSL summer programming will conclude on 8/13/24. Grades will be reported by 8/16/24.
- Dual Enrolment - Seven CSL students are registered for the dual enrollment program at BCCC. Classes begin 8/21/24. Heather Lambert was very helpful with this process in contacting all the students and parents.
- Dual Enrollment Program in 2024-2025: We are working on the Dual Enrollment Partnership MOU for 2024-2025 with BCCC. Pricing for the Dual Enrollment Program in 2024-2025 has raised tuition and fees. The cost will be \$130/credit (increase of \$5 per credit, but still discounted off of full tuition rate)
- Supplies: Chromebook Purchase - 75 chromebooks ordered - ESSER III grant funding that needed to be spent by 9/30/24. These chromebooks have been delivered. Mr. Whelan has been completing schoolwide inventory and deploying the new chromebooks.
- Tech: On August 1, 2024, DG Networks came in and completed a quarterly monitoring of our servers and network. The quarterly report is available for the school board to review.
- Sadly, Ms. Julia Donahue has resigned from her middle school science teacher position. We have the position posted on PAREAP and will also source candidates to fill this position.

**Other:**

- Executive Session Request: To discuss personnel / Employee Handbook.

**PUBLIC COMMENT**

There was no public present at this school board meeting.

**EXECUTIVE SESSION /ADJOURNMENT**

Dan Dilorenzo motioned to adjourn the meeting and move into an executive session. This was seconded by Betty Zubrzycki. Heather Humienny moved the board into executive session at 5:30 p.m.