

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
September 10th, 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, Mike Wolverton, Ruth Demshick, Dan DiLorenzo, and Betty Zubrzycki. School administrator Peter Hackney (CEO) was in attendance. Jack Whelan (Dean of Students) and Heather Lambert (Dean of Students) were also present. Keisha McMillan (Omnivest) was in attendance via zoom.

PLEDGE of ALLEGIANCE

ANNUAL MEETING ELECTIONS

APPOINTMENT OF TEMPORARY PRESIDENT

Annual election of officers is required by the by-laws. The process begins with the appointment of a temporary president who presides for the nomination and election of the president. The newly elected president then presides for the nomination an election of other officers and any other business.

Motion A: Move that Mike Wolverton be appointed Temporary President of the Center for Student Learning to preside for the nomination and election of President.

Motion A under appointment of temporary president was moved by Betty Zubrzycki and seconded by Tom Gillette. This motion was approved by a 6-0 voice vote.

ELECTION OF PRESIDENT

Motion B: Move that Heather Humienny be elected President of the Center for Student Learning for a term to expire at the annual meeting in September 2025.

Motion B under election of president was moved by Mike Wolverton and seconded by Tom Gillette. This motion was approved by a 6-0 voice vote.

ELECTION OF VICE PRESIDENT

Motion C: Move that Thomas Gillette be elected Vice President of the Center for Student Learning for a term to expire at the annual meeting in September 2025.

Motion C under appointment of vice president was moved by Betty Zubrzycki and seconded by Demshick. This motion was approved by a 6-0 voice vote.

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
September 10th, 2024

ELECTION OF SECRETARY

Motion D: Move that Betty Zubrzycki be elected Secretary of the Center for Student Learning for a term to expire at the annual meeting in September 2025.

Motion D under election of secretary was moved by Tom Gillette and seconded by Mike Wolverton. This motion was approved by a 6-0 voice vote.

ELECTION OF TREASURER

Motion E: Move that Dan DiLorenzo be elected Treasurer of the Center for Student Learning for a term to expire at the annual meeting in September 2025.

Motion E under election of treasurer was moved by Tom Gillette and seconded by Betty Zubrzycki. This motion was approved by a 6-0 voice vote.

ELECTION OF TRUSTEES

Motion A: *Move that Dan DiLorenzo be elected to the position of Trustee with a term of office to expire at the annual meeting in September of 2027.*

Motion B: *Move that Heather Humienny be elected to the position of Trustee with a term of office to expire at the annual meeting in September of 2027.*

Motion C: *Move that Mike Wolverton be elected to the position of Trustee with a term of office to expire at the annual meeting in September of 2027.*

Motions A through C under election of trustees was moved by Tom Gillette and seconded by Betty Zubrzycki. These motions were approved by a 6-0 voice vote.

APPROVAL of MINUTES

Motion A: *Move that the Board of Trustees approve the minutes from the previous Board of Trustees meeting held on August 13th, 2024.*

Motion D under approval of minutes was moved by Tom Gillette and seconded by Mike Wolverton. This motion was approved by a 6-0 voice vote.

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
September 10th, 2024

PERSONNEL

Motion A: *Move that the Board of Trustees approve the hire of Nicole Caton as the middle school reading teacher at the pro-rated salary of \$44,000.00 for the 2024-2025 school year.*

Motions A under personnel was moved by Betty Zubrzycki and seconded by Dan Dilozenzo. These motions were approved by a 6-0 voice vote.

BUSINESS

Motion A: *Move that the Board of Trustees approve the following financial statements for the month ending **August 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 **August 1st, 2024, August 8th, 2024, August 15th, 2024, and August 22nd, 2024**, be approved for payment.*

Motion C: *Move that the board approve payment to McKenna Snyder LLC for invoice #17311 in the amount of \$137.50.*

Motion D: *Move that the board approve payment to McKenna Snyder LLC for invoice #17309 in the amount of \$825.00.*

Motions A through D under business were moved by Tom Gillette and seconded by Betty Zubrzycki. The motions were approved by a 6-0 voice vote.

CEO REPORT

Mr. Hackney presented the following CEO report:

Business Office / Financials

- CSL Vans - We have purchased the vans. We purchased the school vans with a buyout. We are in the process of finishing the paperwork for the titles and other required state paperwork. We need to approve who will be signing the title and state required documentation for the van.
- Three CSL staff need to be moved to Alerus from PSERS. This is in process. We have met with them to sign the initial paperwork for Alerus. The staff will be enrolled starting with the pay on Friday, September 13th, 2024.
- Morrisville has paid their overdue balance for the 2023-2024 school year. Cindy has completed the reconciliation for the 2023-2024 school year.

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
September 10th, 2024

- Cindy conducted a review of our staff clearances on file. We had a few staff who needed to update their clearances. All staff have complied and now have necessary clearances on file. We also had staff sign and return the annual arrest and conviction forms.

State Reports / Monitoring

- Nurse Donna has provided the SHARRS report information to Cindy. The SHARRS report will be submitted next week. It is due September 30th, 2024.

Building / Physical Plant

- We had a break in prior to the start of the school year. Damages have been assessed and will be submitted to the authorities for restitution.
- We had several doors repaired by a locksmith for safety purposes. Some door handles needed to be replaced and some door mechanisms for opening and closing needed to be replaced or fixed.
- 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. **UPDATE** – We needed some additional information. Matt from Heckendorn & Shiles requested that we add a title search to get some clarification on the easements for the property. We are awaiting the results from Integrity title search company. These results will be shared with Bohler Engineering so they can complete the site survey.

Academic / Curriculum

- The new Deans of Students have been doing an awesome job with all daily operations of the school. They have been working with teachers and students to update schedules as needed, meeting with parents in person and on the phone (about any, and all topics), making necessary adjustments with scheduling logistics, and ensuring that the lunch program runs smoothly.
- Dual Enrolment – We have several students enrolled in this program. Mrs. Lambert and Mrs. Downing are working together to ensure our students are staying on track and helping them navigate their BCCC courses.
- Tom and Rick from the In School Youth (ISY) program at BCCC visited the school on September 5th, 2024, to talk the juniors and seniors about signing up for the ISY program. Student interest is very high for this program due to the success the student had last year.
- CSL's back to school night will be held on September 18th, 2024.

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
September 10th, 2024

- We are working with Jamie Lill on purchasing a structured literacy training from BCIU. This is a state requirement.
- We hired a new teacher for the middle school reading teacher position. Nicole Caton has been doing a great job stepping into this role despite being a late addition to the CSL teaching team. Mrs. Tvarok and Ms. Rowlands have been supporting her as she adjusts to CSL and the reading program in the middle school.
- The tested areas of Algebra, Biology, and English Language Arts all completed the CDT testing within the first week of school. This is an essential part of our data plan linked with our ATSI plan.
- Progress reports are going to be sent home for the first time this year on Friday, September 13th. We send home bi-weekly progress report to parent emails to keep parents informed of their child's progress.

School Safety & Security

- CSL successfully conducted its first fire drill on September 4th, 2024. Our panic button system was also tested on September 10th, 2024.
- One of our entrance fobs was broken. Mr. Whelan worked with the Omega service tech to repair the fob. It is now fully operational.
- We are still awaiting the replacement glass for the door and one window from the break in incident.
- We will be meeting with Omega Security to discuss potential additional panic buttons and cameras.

Other:

- Mr. Whelan and Mr. Hackney were subpoenaed to be at court on September 3rd, 2024, for the break in incident. We will share the outcomes at the BOT meeting.
- The St. Christopher's dental truck has been to CSL two days so far. Lots of CSL students, including newly enrolled students, have been getting dental care for free. Thank you Donna for all your efforts to ensure our community gets to take advantage of the opportunity.

PUBLIC COMMENT

There was no public present at this school board meeting.

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
September 10th, 2024

NEW BUSINESS

Motion A: Move that the Board of Trustees approve moving from Alerus to Penserv as the defined contribution retirement plan alternative to PSERS.

Motion A under new business was moved by Tom Gillette and seconded by Betty Zubrzycki . These motions were approved by a 6-0 voice vote.

EXECUTIVE SESSION /ADJOURNMENT

At 6:38 pm Tom Gillette motioned that the board move into executive session. Heather Humienny moved the board into executive session at 6:38 p.m.