

**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**December 12<sup>th</sup>, 2023**

**Call to Order**

This CSL School Board meeting was held at CSL and via Zoom. Board President, Heather Humienny, called the meeting to order at 4:42 p.m. Other Board members present were Ruth Demshick, Tom Gillette, Mike Wolverton, and Dan DiLorenzo. Board members Betty Zubrzycki and was not present. School administration Dr. Charles Bonner (Chief Executive Officer) and Peter Hackney (Dean of Students) were in attendance. Keisha McMillan (Omnivest) was also 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 November 14<sup>th</sup>, 2023.*

Tom Gillette moved motion A under approval of minutes. This was seconded by Ruth Demshick. This motion was approved with a 5-0 voice vote.

**CEO REPORT**

Dr. Bonner presented the following CEO report:

Nurse Donna will be resuming yearly screenings on Monday Dec 4, 2023, starting at 9 am until 10:14. She will be starting with the ninth-grade students. She is hoping to do 10 students a day until the holiday break.

Mr. Hackney and I are working through staff evaluations. Most should be completed by January.

We are working with our fourth cleaning team. We are still working with Jan-Pro who will supply the new team of cleaners.

We will be completing the 22-23 performance goals that were submitted for the school's Titles Consolidated Application submitted in the Spring of 2023 during Funding Adjustment period. The Performance Goal reporting is due in eGrants by January 5th.

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Alex and Leigh Ann reviewed the revised AFR for CSL and the entries are accurate. Leigh Ann updated the \$21,300 of the capital improvements that were federally funded (4000 section) and the coding of the FSMC cost in the Proprietary Exp detail in the indirect special schedules. Once the validations are rerun it will be submitted!

We have scheduled a meeting with Jill Condo the Special Education Adviser from the Division of Monitoring and Improvement at Department of Education | Bureau of Special Education to discuss the Cyclical Monitoring for Continuous Improvement (CMCI) process. The meeting will be on Dec 15th at 9:30.

CSL had a busy Professional development day. Mr. Hackney did a great job developing the day's activity. Please see attached agenda.

Mrs. Donahue did a wonderful job developing our Career Pathways Project. All 9<sup>th</sup> through 12<sup>th</sup> graders were involved in the day's activities. Students completed several career-related activities as can be seen on the attached agenda.

Mr. Niwinski, our Ms. Niwinski's father, will purchase the staff lunch on 12/14. Many Thanks to Mr. Niwinski!!

CSL Ugly Sweater week starts on 12/18. The winner will be announced on 12/21.

Mrs. Tvarok is holding a CSL free library card registration event. All students are invited to sign up for a card. Anyone fourteen and younger requires parental permission. With that said, once students sign up, the library will contact Mrs. Tvarok and I will pick up the cards and give them to the students. With their library cards students have access to more than just books. Some

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options are available virtually and others in person. I put together a flyer that was shared with the students and families. Registration ends Friday 12/15. Please see the attached flyer. Many thanks to Mrs. Tvarok.

**PUBLIC COMMENT**

There was no public present at this school board meeting.

**NEW BUSINESS**

**PERSONNEL**

Motion A:     *Move that the Board of Trustees approve the attached tuition reimbursement for Jessica Rowlands in the amount of \$1000 for the course EDU 578 Legal, Social, and Political Issues, taken at Holy Family University.*

Motion A under personnel was moved by Tom Gillette and seconded by Ruth Demshick. The motion was approved by a 5-0 voice vote.

**BUSINESS**

Motion A:     *Move that the Board of Trustees approve the following financial statements for the month ending **November 30<sup>th</sup>, 2023**, 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 **November 2<sup>nd</sup>, 2023, and November 10<sup>th</sup>, 2023, November 17<sup>th</sup>, 2023, December 4<sup>th</sup>, 2023**, be approved for payment.*

Motion C:     *Move that the board approve payment to McKenna Snyder LLC for invoice #12253 in the amount of \$302.00.*

Motion D:     *Move that the board approve payment to McKenna Snyder LLC for invoice #12245 in the amount of \$163.00.*

Motion E:     *Move that the board approve payment to McKenna Snyder LLC for invoice #12255 in the amount of \$55.00.*

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Motion F:       *Move that the board approve payment to McKenna Snyder LLC for invoice #12256 in the amount of \$550.00.*

Motions A through F under business were moved by Tom Gillette and seconded by Ruth Demshick. The motions were approved by a 5-0 voice vote.

**EXECUTIVE SESSION**

At 5:07 Tom Gillette made a motion to go into executive session. Ruth Demshick seconded this motion. The motion passed with a 5-0 voice vote. Heather Humienny called the board into executive session at 5:07 p.m.

**ADJOURNMENT**

At 5:24 p.m. Tom Gillette made a motion to end the executive session and adjourn the board meeting. Ruth Demshick seconded this motion. The motion passed with a 5-0 voice vote. Heather Humienny ended the executive session at 5:24 p.m. adjourned the board of trustees meeting.