

**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**December 14<sup>th</sup>, 2021**

**Call to Order**

This CSL School Board meeting was held at CSL and virtually via Zoom. Board President, Heather Humienny, called the meeting to order at 4:45 p.m. Other Board members present were Dan DiLorenzo (via zoom), Betty Zubrzycki and Mike Wolverton (via zoom). Ruth Demshick and Tom Gillette were not in attendance. School administration Dr. Charles Bonner (Chief Executive Officer) and Peter Hackney (Dean of Students) were in attendance. Leigh Ann Bonck (Omnivest) and Keisha McMillan (Omnivest), and Ian Croggon (Omnivest) were also in attendance. Edmund Fosu-Laryea (Barbacane, Thorton, and Company) was also in attendance.

**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 9<sup>th</sup>, 2021.*

Motion A under minutes was moved by Dan DiLorenzo and seconded by Betty Zubrzycki. The motion was approved by a 4-0 voice vote.

**PUBLIC COMMENT**

There was no public present at this school board meeting.

**NEW BUSINESS**

*Motion A: Move that the Board of Trustees approve the attached 2020-2021 audit report submitted by Barbacane, Thorton & Company LLP.*

Motion A under new business was moved by Betty Zubrzycki and seconded by Dan DiLorenzo. The motion was approved by a 4-0 voice vote.

*Motion B: Move that the Board of Trustees approve the attached Internal Controls Policy, pending final review by attorney.*

Motion B under new business was moved by Betty Zubrzycki and seconded by Dan DiLorenzo. The motion was approved by a 4-0 voice vote.

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**PERSONNEL**

There were no personnel items on the agenda.

**BUSINESS**

*Motion A: Move that the Board of Trustees approve the following financial statements for the month ending **November 31<sup>st</sup>, 2021**, 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 listing on **November 4<sup>th</sup>, 2021, November 19<sup>th</sup>, 2021, and November 21<sup>st</sup>, 2021**, be approved for payment.*

*Motion C: Move that the board approve payment to McKenna Snyder LLC for invoice #8665 in the amount of \$544.32.*

*Motion D: Move that the board approve payment to McKenna Snyder LLC for invoice #8664 in the amount of \$75.*

*Motion E: Move that the board approve payment to McKenna Snyder LLC for invoice #8986 in the amount of \$75.*

*Motion F: Move that the board approve payment to McKenna Snyder LLC for invoice #8987 in the amount of \$1585.*

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

**EXECUTIVE SESSION**

Heather Humienny asked to go into executive session at 5:50 p.m. to discuss salaries and staff. The motion was moved by Dan DiLorenzo and seconded by Betty Zubrzycki.

The board came out of executive session at 5: 57 p.m.

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**CEO REPORT**

The school board reviewed the following CEO report:

- District Special Ed. Directors Meeting, Tuesday, November 2 CC CB
- Monthly Meetings for School Leaders and IU SIFs, Wednesday, November 10 CB
- Veterans day. No School November 11
- The nurse will be doing the State Mandated screenings, vision, hearing, height, weight, and color testing (Color testing is to check for conditions such as partial to complete color blindness, and Deuteranopia which is difficulty distinguishing between red and purple and green and purple), starting Monday November 15. Hopefully they will be completed by Mid-December
- Financial Aid Night for Parents, Monday, November 15• 6:00 – 7:30pm ES AF

Had 4 parents attend. The presenter was Donna Wilkowski. She is the Bucks County College Financial Aid Director.

- Comprehensive Support and Improvement (CSI)- 2nd Cup of Coffee (third Tuesday of the month), Tuesday, November 16 CB
- Counseling Team Meeting, Tuesday, November 16 CB PH AF ES
- Comprehensive Support and Improvement (CSL) Quarterly Meeting 1, Tuesday, November 16 PH CC CB
- Comprehensive Support and Improvement (CSI)-3rd Wed-Behind the Scenes, Wednesday, November 17 CB
- DQN Meeting November 17, 2021 CC
- Transition Coordinator MTG, Thursday, November 18 CC
- Parent/Teacher Conferences & Art Show, Thursday, November 18 4:30 – 6:30 pm
- Staff Development/No Students, Friday, November 19
- Comprehensive Support and Improvement (CSI)-4th Wed-After Party, Wednesday, November 24 CB
  
- Thanksgiving Nov 24-26
- Comprehensive Support and Improvement (CSI)-1st Wed-Sneak Peek, Wednesday, December 1 CB
- Automotive Technology Center (ATC) - 10:30 am – 12:30 pm. December 6<sup>th</sup> Guidance
- Comprehensive Support and Improvement (CSI) 2nd Cup of Coffee (first Tuesday of the month), Tuesday, December 7 CB
- Monthly Meetings for School Leaders and IU SIFs, Wednesday, December 8 CB CC PH
- Transition Coordinator Meeting, Thursday, December 9 CC



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- Comprehensive Support and Improvement (CSI) Monthly Meeting, Thursday, December 9 CC CB PH
- Nurse Donna and the counseling team presented a 15 min class on how to manage hygiene issues. The presentations were held on Friday, 12/10. The girls' presentation was presented separately from the boys.
- Picture Retake Day, Monday the December 13<sup>th</sup>
- Civil Rights Data Collection (CRDC) data submission system for the 2020–21 school year (SY) will open on Monday, December 13, 2021. February 28, 2022, is the close date. Information for login will be sent the week of the 13<sup>th</sup>. CC
- As of Monday (13<sup>th</sup>) morning, a backhoe was dropped off for work to begin on the storm drain.
- Casey Grunmeier Assistant Director, Recruitment & Digital Outreach, Office of Admissions at Bucks County Community College will be conducting a tour for our students on Dec 14<sup>th</sup> at 10:30 am.

Thanks to Ms. Fedosenko and the guidance department!

- Child Nutrition Financial Report due, Tuesday, December 31 CC
- Counseling Team Meeting, Tuesday, December 14 CC PH CB ES AF
- Comprehensive Support and Improvement (CSI)-3rd Wed-Behind the Scenes, Wednesday, December 15
- Our guidance counselors have updated our students on the Safe2Say program They used the Safe2Say program Training Format of Online Videos + Discussion  
40 new students were trained and 128 returning student were trained in the program.
- Daniel Pasciullo Fire Marshal, Borough of Tullytown, alerted that the storm drain repair contract was approved by Borough Council at the November 9<sup>th</sup> meeting. The contractor is Donato Spaventa Inc. They have advised us that work will be starting work in about 3 weeks.
- Mallory Perrotti, MS, Prevention Supervisor at Bucks County Drug & Alcohol Commission, Inc., delivered our NARCAN on 11/18. Thanks so much Ms. Perrotti!!
- Bucks County Health Department completed their annual inspection of the building on 11/30/2021. Everything was in order.
- Working with Edmund and Alex to complete the AFR and the Audit Certification. Thanks to Mrs. Zubrzycki for her effort in getting the paperwork completed.
- We have confirmed a trip to the Automotive Training Center on December 6 Field Trip. - ES
- Nurse Donna had the Ronald McDonald House in conjunction with St. Christopher's Children's Hospital Dental truck come to CSL to examine students on 11/30. St Chris Dental Mobile saw 12 students for care and will be returning Dec 9th for a second visit.
- The Annual Financial Report (AFR) was uploaded to the Consolidated Financial Reporting System (CFRS) on 11/24/21.

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- The eGrants Application for Title I School Improvement Formula Final Expenditure Report has been submitted into eGrants.
- PDE has changed the requirements for distribution of funds coming from the American Rescue Plan Elementary and Secondary Schools Emergency Relief Fund – Homeless Children and Youth (ARP-HCY II) Allocation Notification. As of a previous email CSL was not going to receive our individual allocation due to falling below the federal minimum threshold of \$5,000 (\$2667). That has since changed, and the funding can be procured by way of joining a consortium led by your Homeless Regional Office, Bucks County Intermediate Unit 22. We have filled out the paperwork to join and are waiting for a response. This \$2667 will not be actual money but dispensed by way of services provided.

**ADJOURNMENT**

Heather Humienny adjourned the meeting at 6:05 p.m.