

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
September 8th, 2020

Call to Order

This CSL School Board meeting was held via Zoom video conferencing. Board President, Heather Humienny called the meeting to order at 4:01 p.m. Other Board members present were Betty Zubrzycki, Tom Gillette, Ruth Demshick, Mike Wolverton and Dan DiLorenzo. Dr. Charles Bonner (Chief Executive Officer of CSL), Peter Hackney (Dean of Students at CSL) were in attendance. Leigh Ann Bonck (Omnivest) and Keisha McMillan (Omnivest) were also in attendance.

PLEDGE of ALLEGIANCE

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: Dan DiLorenzo moved that Tom Gillette be appointed Temporary President the Center for Student Learning to preside for the nomination and election of President. This motion was seconded by Mike Wolverton.

Motion A under APPOINTMENT OF TEMPORARY PRESIDENT passed unanimously with a 6-0 vote.

ELECTION OF PRESIDENT

Motion B: Dan DiLorenzo moved that Heather Humienny be elected President of the Center for Student Learning for a term to expire at the annual meeting in September 2021. This motion was seconded by Betty Zubrzycki.

Motion B under APPOINTMENT OF TEMPORARY PRESIDENT passed unanimously with a 6-0 vote.

ELECTION OF VICE PRESIDENT

Motion C: Dan DiLorenzo moved that Tom Gillette be elected Vice President of the Center for Student Learning for a term to expire at the annual meeting in September 2021. This motion was seconded by Mike Wolverton.

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Motion C under APPOINTMENT OF TEMPORARY PRESIDENT passed unanimously with a 6-0 vote.

ELECTION OF SECRETARY

Motion D: Tom Gillette moved that Mike Wolverton be elected Secretary of the Center for Student Learning for a term to expire at the annual meeting in September 2021. This motion was seconded by Dan DiLorenzo.

Motion D under APPOINTMENT OF TEMPORARY PRESIDENT passed unanimously with a 6-0 vote.

ELECTION OF TREASURER

Motion E: Mike Wolverton moved that Betty Zubrzycki be elected Treasurer of the Center for Student Learning for a term to expire at the annual meeting in September 2021.

Motion E under APPOINTMENT OF TEMPORARY PRESIDENT passed unanimously with a 6-0 vote.

ELECTION OF TRUSTEES

Motion A: *Move that Betty Zubrzycki be elected to the position of Trustee with a term of office to expire at the annual meeting in September of 2022.*

Tom Gillette moved motion A under Election of Trustees. The motion was seconded by Dan DiLorenzo.
The motion passed with 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 meetings held on **August 11th, 2020.***

Motion A under minutes was moved by Tom Gillette and seconded by Dan DiLorenzo. The motion was approved by a vote of 6-0.

CEO REPORT

Dr. Bonner verbally presented the following CEO report.

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The SIG grant has been submitted and is under review the obligation date is 8/21/20. The School can then start purchasing items. We received \$77,665 for the 19/20 school year which was fully spent, and \$75,000 for the 20/21 school year.

As of 8/25/20 the Center for Student Learning Charter School at Pennsbury signature page with my signature has been uploaded to the “uploads” section in the 19-20 Title I School Improvement Grant application.

Information from Leigh Ann - CSL has many pots of money with lots of moving parts! Here are the following sources:

PCCD - \$90,000 – mainly for COVID related preparedness, response, and cleaning supplies. Purchases should be made between March 1, 2020 through October 31, 2020.

Update as of 9/4 from Kim - Our PCCD Grant ID 33638 has been approved. We just need to sign and send back form!

ESSER - \$20k – fully spent no further action needed. We have also complied with State Representative Stanley Saylor who requested a list of what this money was used for. The list has been sent in.

SIG FY19/20 for \$77,665 – fully spent no further action needed from the Business Office at this time.

SIG FY20/21 for \$75,000 – should only begin being spent after the budget/application is submitted (Pete and Christen are aware of this). The budget currently has personnel costs (time above their normal contract), GoGuardian, Remind Texting Program software, Carnegie Learning curriculum, and supplies for mentoring meetings.

Regular Title I, Title II, and Title IV – these are mainly contracted salaries, so no action is needed except to retain the counselor position. OmniVest will be able to review the general ledger for the professional development and tuition reimbursement items.

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We are in the process of handing out Chromebooks to students. Mr. Hackney and Mr. Whelan have catalogued all Chromebooks and who is receiving them. The process has worked very well.

We received our full order of backpacks (150) from the Stuff the Bus program. Many thanks to Katie Matarazzo and Tim Philpot of the United Way of Bucks County.

Our engagement letter from Barbacane was revised by Mr. Pollack. The revised letter was accepted by Barbacane. The engagement letter was signed and sent to Barbacane on 8/25/20. Information has been uploaded and shared and Alex from Barbacane has been out to CSL to work here.

We have updated our Workers Comp insurance with Judy Trudeau *Account Coordinator* at "Workpartners | the people activation company". We now have new contacts for Lost time – Megan Mills, Medical only – Kayla Donaldson and premium billing/reporting payroll question - Katelyn Zazworsky

As it turns out, due to our starting the year online we will stay with nurse Shauna to complete required paperwork. If or when we bring students back into the building we will re-implement our plan of having Christine Burger or Robin Bernstein in the building.

I spoke with Litwin HVAC and they are waiting on the manufacturer for a shipping confirmation. Judy will try again today.

We were trained today on our new CM3 ExacqVision Security System. The cameras look very clear and there were a number of helpful options for us to use. This training also included working the front office monitor

NEW BUSINESS

There was no new business discussed at this meeting.

PERSONNEL

Motion A: Move that the Board of Trustees accept the resignation of
Nicole Huber dated **August 21st, 2020**.

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Motion A under personnel was moved by Tom Gillette and seconded by Dan DiLorenzo. The motion was approved by a vote of 6-0 voice vote.

BUSINESS

*Motion A: Move that the Board of Trustees approve the following financial statements for the month ending **July 31, 2020**, 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 **July 2nd, 2020, and July 16th, 2020**, be approved for payment.*

Motion C: Move that the board approve payment to McKenna Snyder LLC for Invoice # 4422 in the amount of \$2,050.

Motion D: Move that the board approve payment to McKenna Snyder LLC for Invoice # 4423 in the amount of \$50.

Motion E: Move that the board approve payment to McKenna Snyder LLC for Invoice # 4424 in the amount of \$505.

Motions A through E under business were moved by Tom Gillette and seconded by Dan DiLorenzo. The motions were approved by a vote of 6-0.

PUBLIC COMMENT

There was no public present at this school board meeting. A request for access to the Zoom session was posted on our school door and on our school website for any citizen who wanted to attend the school board meeting.

EXECUTIVE SESSION

Tom Gillette moved to move the meeting into executive session at 4:42 p.m. and this was seconded by Dan DiLorenzo. Executive session began and ended when the meeting was adjourned.

ADJOURNMENT

Tom Gillette move to adjourn the meeting at 4:49 p.m. and this was seconded by Dan DiLorenzo. This was approved with a 6-0 voice vote. The Board President, Heather Humienney, adjourned the meeting at 4:49 p.m.