

Center for Student Learning Charter School at Pennsbury
MEETING MINUTES from
July 23rd, 2019

Call to Order

Heather Humienny called the meeting to order at 3:00 p.m. Present were Board Members, Tom Gillette, Dan DiLorenzo (via phone), and Mike Wolverton (via phone). Also in attendance were Dr. Charles (Chief Executive Officer), Peter Hackney (Dean of Students), Robin Eglin, Leigh Ann Bonk (Omnivest) and Keisha McMillan (Omnivest). Board members Betty Zubrzycki, Ruth Demshick were absent.

PLEDGE of ALLEGIANCE

CEO REPORT

- We have begun interviewing to replace two science teachers on 7/2/19. We have also interviewed for a possible math position. We are hoping to have positions filled by the beginning of August.
- We have signed engagement letters with Barbacane Thornton for both our annual audit and the preparation for our Form 990 for our tax return. Both engagement letters have been reviewed by Joshua. He has oked both letters. Edmund has sent out a work schedule for completion of the audit.
- Tom, Pete and I have met with Rich Delp to begin the process updating the Fire and Alarm systems and replacing and updating our cameras.
- We have interviewed some new cleaning companies and are waiting for price quotes. We are hoping to have this process completed by mid-July so that we can have the building ready for the start of the school year.
- CSI Plan has been submitted to PDE and we are awaiting approval. Will move forward with purchasing programs and training for them once funding from the grant is available.
- We are gathering the information requested by Pennsbury School District.
- CSL will be changing its vendor for E-rate. We will be moving from Erateadvantage to using Omnivest.
- We informed IU 13 we would not be renewing the EES agreement. This agreement is a 3-year commitment and very costly. We only use the Microsoft Suite of the available programs from participation in the EES agreement consortium. We have ordered and installed the Microsoft Office suite licensing on our own. This was done in collaboration with CTI our IT provider. There will be a significant cost savings.
- Marketing: We have ordered more flyers to be distributed during the final week of July.
- Student scheduling has begun and will continue on an ongoing basis until all students returning and new have been scheduled.
- The charter school annual report is nearing completion. We will be submitting it to PDE this week.
- We have sent in our safe school report to pde.
- We will be reviewing a draft of our updated CSL Employee Handbook for 2019-2020.

FINANCIALS

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Leigh Ann Bonk (Omnivest) and Keisha McMillan (Omnivest) presented the monthly financials report.

BUSINESS

- Motion A: *Move that the Board of Trustees approve the recurring bill pay list as provided by Omnivest in the financial packet provided on **July 18th, 2019.***
- Motion B: *Move that the Board of Trustees approve the following financial statements: account receivable aging summary, Wells Fargo check register, Fulton Bank check register, PLGIT check register, and cash balance report as provided by Omnivest in the financial packet provided on **July 18th, 2019.***
- Motion C: *Move that all the bills on the accounts payable transmittal listing on **June 7th, 2019, June 19th, 2019, and June 26th, 2019** be approved for payment.*
- Motion D: *Move that the board approve payment to Buchanan Ingersoll & Rooney for invoice # 11101276, in the amount of \$1,512.90.*
- Motion E: *Move that the board approve payment to Latsha, Davis & McKenna for invoice # 81318 - 120914 in the amount of \$382.50.*
- Motion F: *Move that the board approve payment to Latsha, Davis & McKenna for invoice # 67302 - 120913 in the amount of \$821.50.*

Tom Gillette moved Motions A through F under business. This was seconded by Dan DiLorenzo. The motions were approved with a 4-0 voice vote.

MINUTES

- Motion A: *Move that the Board of Trustees approve the minutes from the previous Board of Trustees meetings held on **June 11th, 2019.***

Dan DiLorenzo moved Motion A under minutes. This motion was seconded by Tom Gillette. The motion was approved with a 4-0 voice vote.

PUBLIC COMMENT

There was no public present that wanted to comment.

NEW BUSINESS

There was no new business discussion or motions.

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EXECUTIVE SESSION

There was no executive session.

PERSONNEL

There was no personnel discussion or motions.

ADJOURNMENT

Tom Gillette moved to adjourn the meeting. This was seconded by Dan DiLorenzo. The motion was approved with a 4-0 voice vote. The meeting was adjourned at 3:44 p.m.