

**Center for Student Learning Charter School at Pennsbury**  
**MEETING MINUTES from**  
**April 9th, 2019**

**Call to Order**

Tom Gillette called the meeting to order at 4:40 p.m. Present were Board Members, Betty Zubrzycki, Dan DiLorenzo (via phone) and Norm Shore (via phone). Also in attendance were Dr. Charles (Chief Executive Officer), Peter Hackney (Dean of Students), James Cella (Omnivest) and Samantha Osborne (Omnivest). Board members Mike Wolverton, Heather Humienney, and Ruth Demshick were absent.

**PLEDGE of ALLEGIANCE**

**MINUTES**

Motion A: *Move that the Board of Trustees approve the minutes from the previous Board of Trustees meetings held on **March 9<sup>th</sup>, 2019.***

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

**NEW BUSINESS**

Motion A: *Move that the Board of Trustees approve the attached calendar for the 2019-2020 school year for The Center for Student Learning Charter School at Pennsbury.*

Motion B: *Move that the Board of Trustees adopt the Pennsbury School District's recommendations to establish a Finance Committee to ensure proper oversight of the Charter School's financial activities.*

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

**BUSINESS**

Motion A: *Move that the Board of Trustees approve the recurring bill pay list.*

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 **April 3<sup>rd</sup>, 2019.***

Motion C: *Move that all the bills on the accounts payable transmittal listing on **March 1<sup>st</sup>, 2019, March 8<sup>th</sup>, 2019, March 22<sup>nd</sup>, 2019, and March 22<sup>nd</sup>, 2019** be approved for payment.*

Motion D: *Move that the board approve payment to Latsha, Davis & McKenna for invoice # 67302-116774 in the amount of \$347.50.*

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- Motion E: *Move that the board approve payment to Latsha, Davis & McKenna for invoice # 8060-118059 in the amount of \$271.*
- Motion F: *Move that the board approve payment to Latsha, Davis & McKenna for invoice # 51418- 118058 in the amount of \$460.*
- Motion F: *Move that the board approve payment to Buchanan Ingersoll & Rooney for invoice # 11082711 in the amount of \$8,710.31.*

Dan DiLorenzo moved Motion A through F under business. This was seconded by Betty Zubrzycki. The motion was approved with a 4-0 voice vote.

### **CEO REPORT**

The board read and reviewed the following CEO report:

Mrs. Cartolaro is working to complete the Civil Rights data collection for PDE. She will upload the excel spread sheet soon to complete the request. Mrs. Osborn from OmniVest has been helpful in providing needed information for the collection.

With the help and guidance of Mrs. Ostrich we are on target to complete the School Improvement Plan by April 30<sup>th</sup>. We will then present the SIP to the Board of Trustees at our May meeting. While we have the majority of the information we have about 3 weeks to complete the action plan, finalize the interventions, plan necessary professional development and to keep in dialogue with PDE to determine what and how the money will be made available so we can then nail what we are purchasing for the plan and cost.

As you all know we suffered a great loss recently with the passing of one of our students. During that time, we received quite of bit of support from some of surrounding school districts. Mrs. Rogers found a very kind and thoughtful thank you card which we all signed and sent to the folks that helped us get through that difficult time.

We have reached the end of the marking period. Mr. Hackney created an informative letter that was sent home providing the parents with needed information for the rest of the year. Report cards were also sent along in this mailing.

CSL will be renewing its contract with The Council for SAP services. This year went well. We are working with a new SAP liaison who has been very helpful.

Ms. Harrsion and Ms. Rinaldo were finally able to take students on the BCCC Trip. The trip was cancelled its first two time due to snow. This time, however, our students and staff were lucky enough to have a past CSL graduate as the BCCC tour guide. It was a great motivator for our current students seeing Joey Alvarez as their tour guide.

Staff and students who participate in the 21st Century programs had the chance to go to Conwell Egan High School to talk to PDE representatives about their experience in our 21<sup>st</sup>

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Century programs. The day went exceedingly well, are students receiving wonderful feedback. One of the representatives stated – “Kudos to your students and teachers for such a wonderful and insightful demonstration of the 21st. Century in action for the recent PDE Monitoring. Those kids and their wonderful teachers left us a bowled over, touched by their simple and touching words, and left a grand testimony about the wonders of the Center for Student Learning, for sure.”

Mrs. Bernhart and Mr. Hackney worked hard to complete the upcoming PSSA / Keystone schedules. The middle school PSSA window begins on April 15. The high school Keystone window begins on May 13. Mrs. Bernhart and Mrs. Cartolaro are also doing one PASA standardized test for one student tomorrow.

Our Executive Functioning sessions are continuing. Mrs. Donahue has developed some exceptional lessons and our teachers keep doing a great job implementing the lesson.

Mrs. Cartolaro had worked with OVR and the BCIU PETS program. This program has been very helpful for a select group of students needing some additional preparation for the work place.

CSL has received our exemption from federal income tax paperwork. We now need forward this information to the state of Pa. to complete the process. Once done we can move forward with moving the van leases to the purchase process. Bob Fisher Chevrolet has been contacted. As soon as the final paperwork is done we will move to the purchase process.

Spring break for CSL begins on April 17<sup>th</sup>.

Our next professional development day will be on April 22<sup>nd</sup>.

The Day of Silence is Friday, April 12th. This day is for those LGBTQ students who have been bullied in the past.

### **FINANCIALS**

Samantha Osborne and James Cella (Omnivest) presented the monthly financials report.

### **PERSONNEL**

### **PUBLIC COMMENT**

Tom Gillette asked if any public would like to make a comment. Seeing no public present he closed public comment.

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**ADJOURNMENT**

Betty Zubrzycki 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 4:48 p.m.