

Premier Arts and Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, June 20, 2013

A meeting of the Board of Trustees of Premier Arts & Science Charter School was held on Thursday, June 20, 2013, 6:00 p.m., at 500 N. State Street, Harrisburg, PA.

Members present:

Gina Finley
Royce Morris
Peter Speaks

Also present:

Jennifer Mock
Darlene Smith

Members not present:

Lois Griffiths
Katie Hicks
Amber Moore

Call to order:

Peter Speaks called the meeting to order at 6:10 p.m. and Darlene Smith recorded the minutes. A quorum of trustees was not present, and the meeting having been duly convened was ready to proceed with an informal discussion session.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Reading of Agenda:

Motion: to approve minutes for:
May 15, 2013 board meeting

Resolved: motion to approve above minutes will be presented at the next regular board meeting.

Noted: minutes for the April 3, 2013 special board meeting are not yet available.

No public comments.

New Board Members

Darlene Smith introduced Terrence Jackson, Founding Member of Becoming the Sum of One, as a prospective board member. Mr. Jackson gave further discussion of his background and interests. Questions were asked and answered.

Since a quorum was not present, Peter Speaks asked that a vote on Mr. Jackson's membership be tabled until the next regular board meeting.

Updates:

Sales Agreement

Peter Speaks recommended that a discussion of the Sales Agreement be tabled until the next regular board meeting.

Financial Report

Darlene Smith presented an update on the status of the Line of Credit with Meridian Bank. Peter Speaks noted that the documentation that Meridian Bank had requested from him had been sent. Several questions were asked and answered.

Jen Mock provided a detailed discussion of the application of the Non-SEA Charter School Grant. The application deadline is July 12, 2013. A number of questions were asked and a discussion ensued. A copy of the vision and mission statement will be sent to Peter as per his request.

The following insurance coverages in the limits set forth in the Charter have been sent to the solicitor for review: professional liability, property and general liability, automobile, and worker's compensation.

For all competitive bids, the board is asking that at least 3 bids be obtained and a summary of the bid proposals, together with the school's recommendation and explanation, be emailed to each board member for review.

A copy of all bids should also be sent to the solicitor.

A policy regarding the competitive bidding process will be included in the school's bylaws as well as the policies and procedures manual.

Darlene Smith provided a detailed update on the School's Start-up Budget and financial status and answered questions regarding expected funding sources.

Hiring Report

Peter Speaks provided for our files a signed Professional Letter of Engagement from Patricia Hennessy of Latsha Davis & McKenna law firm. The letter of agreement is to provide legal services as solicitor for Premier Arts & Science Charter School. Royce suggested that we seek to expand the due date of the bills from 30 days to 45 days.

Darlene Smith discussed newly hired and prospective employees and provided detailed position title and salary information for board review and approval. Several questions were asked and answered.

Enrollment Report

Darlene Smith provided a detailed update of the status of the applications received for enrollment in the charter school. Of the 140 slots available, 139 applications have been received, 1 opening remains.

Construction Report

Competitive bid proposals are currently being requested for the following projects:

- Front entrance handicap accessible ramp
- Back entrance driveway
- Electrical wiring for building
- Network setup for computers

Additional Business:

Peter Speaks reminded the board of the Orientation and Retreat planned for the Board of Trustees on Friday, July 12, 2013 from 9:00 a.m. to 12:00 noon.

The solicitor, Pat Hennessy, and the Business Manager, Tom Taylor, will be asked to facilitate the meeting.

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 7:10 p.m.

Premier Art and Science Charter School
Minutes of a Special Meeting of the Board of Trustees
Wednesday, July 3, 2013

A special meeting of the Board of Trustees of Premier Arts and Science Charter School was held on Wednesday, July 3, 2013, 6:00 pm, at 500 N. 17th Street, Harrisburg, PA.

Members present:

Gina Finley
Katie Hicks
Royce Morris
Peter Speaks

Also present:

Jennifer Mock
Darlene Smith

Members not present:

Lois Griffiths
Amber Moore

Call to order:

Peter Speaks called the meeting to order at 6:12 pm and Jennifer Mock recorded the minutes.

Pledge of Allegiance:

The Pledge of Allegiance was recited.

Reading of Agenda:

discussion of the letter from Solicitor: "Premier Arts & Science Charter School Public Official and Employee Ethics Act"

A discussion was initiated by Peter Speaks. It was determined that a conflict of interest was discovered regarding the lease and sale of the property at 500 N 17th Street. A discussion took place as to how to resolve the conflict.

Motion by Royce Morris: To disapprove and rescind the approval of the lease agreement entered in to between Darlene M. Smith, acting as CAO of PASCs, and Memorial Evangelical Lutheran Church for the property at 500 N 17th Street, Harrisburg, PA, 17103.

Peter Speaks inquired about changes to the bylaws. Royce Morris recommended that everyone review the Bylaws and that all changes are made to the bylaws after the board training on July 12, and that any amendments to the bylaws be made at one time.

Darlene Smith announced that we were approved for our \$95,000 grant from TRF. Everyone congratulated and thanked Jennifer Mock for writing the proposal.

Enrollment update was given to the board from Darlene Smith. 133 out of a possible 140 children were sent to the district for enrollment for the July billing. Check for payment for this enrollment could be approved during the Harrisburg School District board meeting in July. Jennifer Mock will email a contact at the school district and find out if there is a July board meeting scheduled.

Peter Speaks suggested that for the sake of transparency we notify the school district about the conflict with the sales agreement and lease of the property at 500 N 17th Street. After a brief discussion, it was concluded that it was not necessary.

Chairman's Remarks

Two letters of resignation were accepted by the board for Gina Finley and Peter Speaks. Each of them gave a brief statement about their resignation. Peter Speaks notified the board that copies of the letters of resignation were forwarded to the Harrisburg School District. Darlene Smith thanked each of the resigning board members for their time and hard work.

There was a reminder from Peter Speaks that board training is on Friday, July 12, 2013 at 9:00 am at our 500 N 17th Street Location.

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 7:30 pm.

Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, August 15, 2013

Members present:

Katie Hicks
Terrence Jackson, Chairman ~~Jennifer Mock~~
Royce Morris

Also Present:

Jennifer Mock
Darlene Smith

Members not present:

Amber Moore

Call to Order:

Terrence Jackson called for a moment of silence and reflection. The meeting was called to order at 6:10. Sharon Thomas, Administrative Assistant & Grant Writer for PASCs, recorded the minutes. A quorum of trustees was present and the meeting, having been duly convened, was ready to proceed with business.

Pledge of Allegiance:

The Pledge of Allegiance was recited.

Reading of Agenda:

Motion: to approve minutes for:
Thursday, July 18, 2013

Resolved: motion duly made, seconded and unanimously adopted, the minutes were approved as presented.

Public Comments:

No public comments were presented.

New Board Members:

Virginia Travis was invited, per Darlene Smith, to be considered for a board member position. Darlene Smith shared that Virginia Travis has a financial background.

Terrence Jackson asked whether the board was looking to fill a specific spot or whether it was important to vote on an individual to fill the open seats.

PASCS needs 7 total board members, including 2 non-voting members. Currently, the Board consists of 5 members. PASCS still needs 2 voting members. PASCS still needs to vote on a Treasurer.

Business Manager's Report:

Tom Taylor disseminated and discussed PASCS's financial results, which included a Balance Sheet as of July 31, 2013; Budget vs Actual accrual breakdown; Student Revenue Variance Analysis; Cash Flow Forecast at August 14, 2013; and a Summary Budget for Fiscal 2013/2014.

Tom Taylor addressed financial questions from the Board. Regarding PSERS, employees contribute 7.5% and PASCS contributes 16.93% of total gross salary (including employees paid by the hour). This is due quarterly—first payment is December 20, 2013; subsequent payment is due March 20, 2014. PASCS is not set up with PSERS, yet. So, the money sits in the account.

Other notes from Tom Taylor:

Cash flow is heaviest at the commencement of a charter school and beginning of each academic year.

Student must attend first five days to be counted as a student. An annual reconciliation will commence, based on student attendance.

There are 26 pays. Checks cut every two weeks. Itemized details appear on disbursed checks. PASCS will receive a monthly report of financial status.

A five-year plan will be discussed between March and June of 2014. A compiled and approved budget must be submitted by June 30 of every year.

Motion: to accept the budget proposal.

Resolved: motion duly made, seconded and unanimously adopted, the budget proposal was approved as presented.

Noted: the budget proposal was signed by Terrence Jackson, Darlene Smith and a signature needs to be obtained by the Secretary. Once all three Board Members sign the budget proposal, a copy must be sent to Meridian.

Tom Taylor invited the board to contact him with any questions or concerns and noted that he would be available to assist the elected Treasurer with interpreting the financial data.

Updates:

Financial Report

PASCS has an account with Susquehanna Bank. Uniforms for the Maintenance Staff were purchased. Tom Taylor requested a copy of the bank statement to include in the financial update.

PASCS is awaiting a response to a three-year, \$540,000 grant. The grant proposal was sent prior to the August 12, 2013 deadline.

Hiring Report

PASCS still needs 1 Special Education Teacher, 2 Teaching Assistants and 1 Nurse. Interviews for the Special Education and Teaching Assistant positions will commence, next week. Darlene Smith has a telephone number of a person of interest for the Nurse position. Tom Taylor noted that the Nurse position is the hardest position to fill.

The Receptionist position was re-filled, as the previous hire decided not to take on the full-time position.

Entire staff will report to work Monday, August 19, 2013.

A representative from Kelly & Associates will meet with all employees to explain the employee benefits package on August 20, 2013 at 11:00 AM.

Enrollment Report

140 students are currently enrolled. PASCS is at full-enrollment.

A second parent orientation was held on Wednesday, August 14, 2013. All students must wear black shoes with their uniforms.

Construction Report

An update on the following projects:

1. Front entrance handicap ramp—COMPLETE
2. Back door parking—COMPLETE
3. Electrical wiring—COMPLETE
4. Wireless network—still in progress. Boosters are quoted under \$700.

Additional Business Discussion Items:

PASCS is seeking approval of rental agreement with New Beginnings Church to utilize their parking lot for employee parking, since residents are concerned about parking issues. Discussion ensued about the nature of the agreement. Concerns were raised about the financial and date terms of the agreement.

Recommendations were made to consider including a specific term of the contract that would include a 60 day notice of contract termination, specific financial terms for rental parking, number of allotted parking spaces and decision on parking arrangement for employees.

Motion: to approve a rental agreement between PASCS and New Beginnings Church.

Resolved: this motion was tabled.

Noted: a draft of the rental agreement should be sent to PASCS's solicitor/lawyer and, then, New Beginnings Church.

Before and After School Program

Jessica Jones, Vice President and Director of Enrollment for Premier Learning Center, was present to seek approval to operate the Before and After School Program in the basement of PASCS and terminate the payment of fees for utilities.

Board members expressed a conflict of interest, due to the nature of relationship of one board member and an employee of Premier Learning Center. Darlene Smith recused herself from being present for discussion on this item of business. Discussion ensued.

Gaining legal counsel was recommended. The following recommendations for further consideration were also made:

1. Designate someone to present idea and initiate contract.
2. Mr. and Mrs. Smith should be excluded from decision making process of the Before and After School Program.
3. Establish and invoicing procedure.
4. Contract a portion of the utilities bill.

Jennifer Mock agreed to be the liaison for PASCS and contact Pat Hennessy about best way to draft a possible agreement between PASCS and Premier Learning Center.

Motion: to accept the proposal for the Before and After School Program to be held in basement of PASCS and for Premier Learning Center to forego contributing to utilities bill.

Resolved: no motion to approve the proposal was made, as it was discerned that this was not the proper motion to be on the table.

Noted: this proposed motion was deemed an agenda item for discussion. Also, the voting on this item can take place via a teleconference.

Public Comments (2 minutes each):

“It is nice to see a board be interactive and ask questions. [...] A board that asks questions is a board that does things correctly,” said Thomas Taylor.

Royce Morris noted that he was impressed by the progression of PASCS and the people with whom he has interacting.

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 7:23 PM.

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, September 19, 2013**

Members present:

Katie Hicks
Terrence Jackson, Chair
Royce Morris

Also Present:

Jen Mock
Darlene Smith

Members not present:

Amber Moore
Lois Griffith

Call to Order:

Terrence Jackson called the meeting to order at 6:07. Terrence Jackson called for a moment of silence and reflection. Sharon Thomas, Administrative Assistant & Grant Writer for PASCs, recorded the minutes. A quorum of trustees was present and the meeting, having been duly convened, was ready to proceed with business.

Pledge of Allegiance:

The Pledge of Allegiance was recited.

Reading of Agenda:

Motion: to approve minutes for:
Thursday, August 15, 2013

Resolved: motion duly made, seconded and unanimously adopted, the minutes were approved as presented.

Public Comments:

No public comments were presented.

New Board Members:

Virginia Travis was in attendance and expressed interest in becoming a new board member. Darlene Smith noted that Ms. Travis is a strong supporter of PASCS and has a daughter who attends. Travis shared her passion for the youth—"anything for the kids..." Travis has a financial background and has expressed her commitment to the children and the community. She believes that she would bring that same passion and commitment to her responsibilities as a PASCS board member.

Opening Day Report:

Darlene Smith shared the dynamics of the first day of school. Smith mentioned that the organization of parent pick-up and PM student transportation was initially very challenging, in that a couple of students who rode the bus were returned back to the school (due to coordinating bus arrival and parent pick-up times from the bus stop). Transportation and other logistical kinds of engagements are running much more smoothly, as weeks progressed. "The students are happy to be here," said Smith.

Business Manager's Report:

Thomas Taylor, III was not physically present but shared the Budget Report via conference call.

Taylor noted that he received \$51,000 from the Harrisburg School District on September 19, 2013. No money has been received from the TRF grant, yet. Taylor also noted that PASCS is one month behind in balancing the budget. Pay is reflected in monthly student enrollment. Taylor looks to have \$82,000 in the bank by the end of October 2013.

A full report was outlined in a handout for each board member.

Updates:

Financial Report

The current balance in the Susquehanna Bank petty cash account is \$2,189.36. PASCS requested \$5,000 from the Business Manager for the purchase of additional operating materials.

PASCS is awaiting a response to the non-SEA, three-year, \$540,000 grant. The grant proposal was sent prior to the August 12, 2013 deadline. A decision is proposed for the end of September 2013.

PASCS is currently utilizing the TRF (\$95,000) grant.

Hiring Report

Currently, PASCs is looking to interview and hire a School Nurse. A person was hired but her license expired, before she was to start. PASCs has been advertising and calling agencies, including the Hamilton Health Center. PASCs was advised to approach the Visiting Nurses Association but was declined, due to them having too many contracts, according to Jennifer Mock. The hired person must be School Certified. One avenue that PASCs could approach is to interview and hire an individual with an LPN and find a supervisor who has earned a Bachelor's degree.

Terrence Jackson, chair, mentioned that PASCs may want to consider building a community partnership with the Hamilton Health Center—there may even be grants associated with such partnerships.

Enrollment Report

139 students are currently enrolled. PASCs is seeking to enroll a third grader. A few enrolled students did not show up on the first day.

Policies and Procedures Report

PASCs received a copy of the policies and procedures from Pat Hennessy. The document is approximately 500 pages in length. Darlene Smith will email the document to the board and discussion of the policies and procedures will ensue.

The document must be adopted by the board. Adjustments can be made, per the conference and approval of board members. It will be placed on the agenda for the next board meeting.

Contracts

Principal

The decision to uphold Steven Rayzer's, hired principal, contract was on the table for discussion. Rayzer was present to share his sentiments about the start of the academic year. "Every week, we've improved and we've continued with the pace...good feedback from parents and the community...love seeing our kids walk through the doors and go home safely."

Motion: to approve the contract for principal, Mr. Steven Rayzer.

Resolved: motion duly made, seconded and unanimously adopted, Mr. Steven Rayzer's, Principal of PASCs, contract was approved as presented.

Capital Area Intermediate Unit (IU) (Special Education)

Parents have expressed a need to have their students evaluated. As per state law, we must provide service within 60 days of the request. The Capital Area Intermediate Unit, also referred

to as the IU, specializes in working with Special Education needs. Students' abilities range from academic/cognitive needs to gifted accommodations.

One board member asked whether there were any budget concerns involved with working with the IU. The response was no. Royce Morris asked whether the legal counsel reviewed the association. The response was yes.

Motion: to approve the contract between PASCs and the Capital Area Intermediate Unit (IU).

Resolved: motion duly made, seconded and unanimously adopted, the contract between the PASCs and the IU was approved as presented.

New Beginnings Church (Parking)

Hired staff members do not currently have a need for parking spaces at New Beginnings Church, per Darlene Smith. The available parking spaces in front of the school, the daycare and Lincoln seem to be sufficient.

No reports have been brought to PASCs, regarding Liberty Street. Virginia Travis cited that the city still needs to address the one-way issue. Royce Morris suggested that a community member show up at a Public Safety Meeting.

Additional Business Discussion Items:

Before and After School Program

An update of the Before and After School Program being held at PASCs was discussed. Terrence Jackson, chair, stated that, after a review of the by-laws, the board followed the appropriate procedure. The following two items from the by-laws were identified:

1. Must disclose the conflict of interest.
2. Must recuse any person or people whose presence would create a conflict of interest.

Partnership with Farm(er)

Steven Rayzer expressed interest in forming a partnership with a farmer to expose PASCs students to the environment, agriculture and animals. Katie Hicks mentioned that she has a professional connection with Joshua Farms and Sam Talbot, both CSAs, through the Whitaker Center. Hicks will look further into the possibility of creating a rapport and building a partnership.

Public Comments (2 minutes each):

No public comments were shared.

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 6:43 PM.

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, October 17, 2013**

Members present:

Katie Hicks
Terrence Jackson, Chairman
Royce Morris
Virginia Travis

Also Present:

Jen Mock
Darlene Smith

Members not present:

Amber Moore
Lois Griffith

Call to Order:

Terrence Jackson called the meeting to order at 6:08 pm. Terrence Jackson called for a moment of silence and reflection. Mauricia Watson, PASCs secretary, recorded the minutes.

Pledge of Allegiance:

The Pledge of Allegiance was recited.

Reading of Agenda:

Motion: to approve minutes for:
Thursday, September 19, 2013

Resolved: motion duly made, seconded and unanimously adopted, the minutes were approved as presented.

Public Comments:

No public comments were presented.

New Board Members:

Darlene Smith stated that Virginia Travis would be a great addition to the Board. Ms. Smith also stated that Ms. Travis has a financial background and has a daughter that attends PASCs. Terrence Jackson also stated that Ms. Travis would be a very good addition to the board. Ms. Travis did attend the last board meeting and expressed her interest in becoming a board member. A motion was made and seconded to approve Virginia Travis as a PASCs board member. She then joined the panel for the remainder of the meeting.

Inteligent Resources- Remy Bibaud, Strategic Technology Planning and Funding

Ms. Bibaud was present at the board meeting to give a presentation about the E-Rate Program. She explained in detail the difference between priority 1 and priority 2 funding.

E-Rate provides funding for up to 90% of what it would cost to upgrade the school's wiring. Qualifications are based on free and reduced lunch applications. Eligibility also can be determined by alternative income survey method or direct certification.

A full report was outlined in a handout for each board member.

Business Manager's Report - Tom Taylor

Tom Taylor reported that we are still awaiting a check from Harrisburg School District in the amount of \$136,000. They are now starting to pay on a monthly basis. They did, however, call to check on Special Ed enrollments, and we are currently evaluating students. Tom also reported that we have until November 15th to report revenue for food service. Teacher's payroll for summer will be 1/10 of salaries.

A full report was outlined in a handout for each board member.

Updates:

Parking Report

Liberty Street has been approved by Harrisburg City Council to become a one way going west from 17th to 15th. No date has been set as to when the signs will be put in place.

Construction Report

A vehicle crashed into the north side of the school building damaging the stairs Thursday, October 10, 2013. Fortunately the driver does have insurance, and we have been in touch with his insurance company. We are currently waiting for our insurance company, Brotherhood Mutual Insurance Company, to send out a claims adjuster. Meashey Construction Company has been asked to submit an estimate to repair the damage.

Financial Report

The current balance in the Susquehanna Bank Petty Cash is \$2,189.36. We are still awaiting a decision on the Non-SEA Charter School Grant that was submitted June 5, 2013.

We now have group dental, group life insurance, and vision eye care with Met Life. Comprehensive medical insurance is with Geisinger. However, premium costs are a cause of concern, we will rebid insurance in January.

We will no longer be shopping at Sam's Club. All shopping will be done at Sysco. Sam's is not approved for reimbursement by the National School Lunch Program.

Hiring Report

The Guidance counselor, Dawn Kaloz, resigned. We have now hired Rachael Arnold as a part time guidance counselor. Ms. Arnold will be assessing the children. Mr. Singleton has been hired part-time as Dean of Students and Community Liaison. He will be observing the classroom management and giving feedback (not an evaluation). Erin Giles was also hired as a nutritionist. She will be working with Ms. Margaret to put menus together and give recipes to ensure the children are getting healthy meals.

Terrence Jackson inquired as to whether the school is over budget, and Tom Taylor responded that while the school is over budget, but it is not a cause for concern at this time.

Motion: to approve new hires

Resolved: motion duly made, seconded and unanimously approved.

Enrollment Report

139 students are currently enrolled. PASCs is seeking to enroll one third grader.

Contracts

A proposal from A+ Teacher's contract was discussed. A+ Teachers provides substitute teachers and also provides thorough background checks. A service contract from the Capital Area Intermediate Unit was discussed. The CAIU will provide nursing support for 725 hours at a total cost of \$40,600.00. We will get reimbursed for hours not used. CAIU will be interviewing a certified school nurse for PASCs. In addition, CAIU provides the services for blind and visually impaired students. We will also be utilizing the services of Dr. Umar Johnson, a psychologist who will be doing an in depth evaluation to determine Special Education students.

Motion: to approve the service contracts with A+ Teachers, the Capital Area Intermediate Unit, and Dr. Umar Johnson.

Resolved: motion duly made, seconded and unanimously approved.

Upcoming Events

There is a Staff Development Day Friday, October 25th, 2013, and there will be no school for students.

Additional Business Discussion Items

Mr. Jackson requested an update on the children's progress. Ms. Virginia reported that her daughter is enjoying school, especially Spanish, and sings songs that she has learned from school all the time. She also teaches the children in her neighborhood the language. Ms. Jen spoke for the teachers and said that from a teacher's perspective she is having a great time teaching children. She takes pleasure in seeing the children improve. One of her goals is to make learning fun.

Public Comments:

No public comments were shared.

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 7:28 PM.

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, November 21, 2013**

Members Present:

Virginia Travis
Royce Morris
Katie Hicks

Also Present:

Darlene Smith

Members Not Present:

Lois Griffiths
Terrence Jackson
Jen Mock
Amber Moore

Call to Order:

Meeting was called to order at 6:08 pm. Mauricia Watson, PASCs Secretary, recorded the minutes. A quorum of Trustees was not present, and the meeting having been duly convened was ready to proceed with an informal discussion session.

Pledge of Allegiance:

The Pledge of Allegiance was recited.

Reading of Agenda:

Motion: to approve minutes for:
Thursday, October 17, 2013

Resolved: motion to approve minutes will be presented at the next board meeting.

Public Comments:

No public comments were presented.

Business Manager's Report-Tom Taylor

Business Manager Tom Taylor reported that as of the end of October the charter school has \$42,000 in the bank. We are awaiting payments from the Harrisburg School District. We are currently still waiting on PSERS to approve us for the Months of September and October. A full report was outlined in a handout for each board member.

Updates:

Parking Report

Liberty Street is now a one way street. On Monday, November 18, 2013, the City placed two "Do Not Enter" signs on the west end of Liberty Street. Because it is a new system, cars are continuing to utilize it as a 2 way street. The city is considering having a police officer patrol Liberty St in order to issue tickets to the cars that do not follow the new one-way signs.

Construction Report

A vehicle crashed into the north side of the building damaging the stairs Thursday, October 10, 2013. Brotherhood Mutual Insurance Company sent out an insurance claims adjuster to assess the damage. Meashey Construction submitted an estimate to repair the damage and have begun the repairs. The stairs are about 90% finished.

Financial Reports

The current balance in the Susquehanna Bank petty cash is \$1,131.87.

The Non-SEA Charter School Grant application that was submitted on June 5, 2013, was not funded due to inadequate documentation to support our proposal.

Hiring Report

The Capital Area intermediate Unit was unsuccessful in hiring a school nurse. PASCS will interview a candidate for the school on Thursday, November 21, 2013.

Enrollment Report

139 students are currently enrolled. PASCS is seeking to enroll one third grader.

Charter School Status Report

October 30 marked the end of the grading period. Overall, students are performing on level, however, discipline is an issue with some students. More training and staff development in the area of classroom management needs to be provided.

A PTA meeting was held on Thursday, November 14, 2013. They elected a president and secretary. They are also working on a mission statement. The PTA will meet the second Tuesday of each month.

The School's sewage system has become a cause for concern because it has recently been backing up into the kitchen. HB McClure has been called, and they are currently working on the problem. City inspectors were also called and came in to assess the extent of the problem. In the meantime, lunch will be prepared at the daycare and will be served in the classrooms.

Additional Business Discussion Items

Since a quorum was not established at this meeting, it was suggested that another Board meeting be held to vote on items for approval.

Public Comments

No public comments were presented.

Adjournment

There being no further discussion items to come before the board, the meeting was adjourned at 6:36pm.

**Premier Arts & Science Charter School
Minutes of a Special Meeting of the Board of Trustees
Monday, November 25, 2013**

Members Present:

Terrence Jackson
Virginia Travis
Katie Hicks
Lois Griffiths

Also Present:

Darlene Smith
Jen Mock

Members Not Present:

Royce Morris

Call to Order:

Meeting was called to order at 6:05 pm. Mauricia Watson, PASCs secretary, recorded the minutes.

Pledge of Allegiance:

The Pledge of Allegiance was recited.

Reading of Agenda:

Motion: to approve minutes for:
Thursday, October 17, 2013

Resolved: motion duly made, seconded and unanimously adopted, the minutes were approved as presented.

Public Comments:

No public comments were presented.

Action Items:

E-Rate Proposal (Original and revised)

Members discussed the E-Rate proposal and why it would be financially beneficial to students and school. The original proposal from Inteligent Resources was for priority 1 and 2 services at a total cost of \$29,000. The revised proposal is for \$5,000 for basic priority 1 services such as internet, cell phones, and land lines.

Motion: to approve E-Rate Program

Resolved: motion duly made, seconded and unanimously approved.

Policies and Procedures

The Policies and Procedures were prepared by the solicitor for PASCs. Copies were emailed to all Board members for their review.

Motion: to approve Policies and Procedures

Resolved: motion duly made, seconded and unanimously approved.

Comparability Assurances-2013-2014

Comparability Assurances does not apply to PASCs because we only have one location, but the agreement still needs to be signed and emailed to Repice and Taylor. The agreement says that we must first use the state and local funds to make PASCs comparable to other schools then we would use Title 1 funds for additional school needs.

Motion: to approve Comparability Assurances

Resolved: motion duly made, seconded and unanimously approved.

PDE Resolution

The PDE Resolution is an agreement to accept electronic signatures in addition to written signatures. This document has to be signed by the Board Chairman and Secretary.

Motion: to approve the PDE Resolution

Resolved: motion duly made, seconded and unanimously approved.

Updates:

Liberty Street/ State Street

Liberty has become a one way street going west from 17th to 15th. "Do Not Enter" signs have been placed on both sides of the street. We are still awaiting a "One Way" sign. Now the speed limit on State between 18th and 16th street has been reduced to 35 mph. Signs have been put up and "School Zone" no parking signs have been placed in front of building.

Hiring Report

A Nurse has been interviewed. She is an RN with an Associate's degree. She is working on her Bachelor's degree and has two classes left. If hired, a certified registered nurse would still have to come in and supervise this RN.

Charter School Status Report

Ten students have been evaluated. Three out of ten have existing IEP's and two additional Students needing IEP's have been identified.

Additional Business Discussion Items

The kitchen has been closed due to drain back up caused by grease, food and utensils trapped in drain. The kitchen cannot be opened until the system is flushed out and grease traps are in place. HB McClure is working on getting that in place and keeping the City updated on progress. Also, hot water was a cause of concern when the City was called in. Initially, the hot water was turned off in the bathroom because the temperature was too high. A valve has to be put on to regulate the temperature.

Public Comments

No public comments were presented.

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 6:39 PM.

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, December 19, 2013**

Members Present:

Katie Hicks
Terrence Jackson (Chairman)
Royce Morris
Virginia Travis

Also Present:

Darlene Smith

Members Not Present:

Lois Griffiths
Jen Mock

Call to Order:

Meeting was called to order at 6:12 pm. Terrence Jackson called for a moment of silence and reflection. A quorum of trustees was present and the meeting, having been duly convened, was ready to proceed with business.

Pledge of Allegiance:

The Pledge of Allegiance was recited.

Reading of Agenda:

Motion: to approve minutes for:
Thursday, November 21, 2013

Resolved: motion duly made, seconded and unanimously adopted, the minutes were approved as presented

Public Comments:

No public comments were presented.

Action Items:**Designation of Representation Form**

Solicitor Patricia A. Hennessy is leaving Latsha Davis & Mckenna to join the law firm of Conrad O'Brien, P.C. The Designation of Representation Form needs to be signed and dated and returned promptly to ensure continued effective representation.

Motion: file be transferred to Patricia A. Hennessy, Esquire at firm of Conrad O' Brien P.C.

Resolved: motion duly made, seconded and unanimously approved.

The CAO will contact Pat Hennessy to let her know the board's decision and to request a new agreement with Conrad O' Brian detailing their fee structure.

Business Manager's Report

Business Manager Tom Taylor reported that as of November 30, 2013 the charter school has \$32,647.00 in the bank. Harrisburg School District receivables are \$149,390; total accounts receivables are \$196,408.81. Were currently awaiting PSERS approval.

A full report was outlined in a handout for each board member.

Updates:**Parking Report**

Traffic on Liberty Street is improving, people are beginning to observe the One Way signs.

Construction Report

Smart Boards will be installed in each classroom during Christmas break, beginning the week of December 23rd.

Financial Reports

The current balance in the Susquehanna Bank petty cash account is \$4,744.05.

The insurance reimbursement for the vehicle crash on October 10, 2013 still needs to be paid.

We are currently working on the Title I School Wide Grant. The purpose of Title I funds is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments. A full report was outlined in a handout for each board member.

The Whitaker Center Educational Outreach Funds are available to assist with the cost for students and their chaperons who would otherwise be unable to benefit from Whitaker Center Programs. A full report was outlined in a handout for each board member.

Hiring Report

General Health Care Resources will be able to assist us in finding a school nurse. We also have been in contact with HACC to let us know when they have any nursing graduates that they can refer to us.

Enrollment Report

139 children are enrolled with one opening for a second grade student.

Charter School Status Report

Nineteen students have been evaluated by either the School Psychologist or the CAIU. Out of those 19 students, 8 have IEP's, and 6 have GIEP's. 3 did not need IEP's, 1 incomplete, 1 Section 504 Accommodation Plan Service was recommended.

The PTA held its first official meeting on Wednesday, December 11, 2013. The PTA elected a President, Vice President, Secretary and Treasurer.

The Hot water and drainage issue in the school's kitchen has been resolved. A new valve has been installed on the hot water tank, so now the water temperature can be regulated. HB McClure has thoroughly cleaned out drain pipes to prevent water from backing up again, and a new grease trap has been installed. The kitchen is once again open to serve breakfast and lunch each day.

Public Comments:

No public comments were shared.

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 7:00 PM.