

Premier Arts & Science Charter School
Minutes of a Special Meeting of the Board of Trustees
Conference Call
Friday, January 17, 2014

Members Present:

Katie Hicks
Terrence Jackson
Royce Morris
Virginia Travis

Members Not Present:

Lois Griffiths
Amber Moore

Call to Order:

A conference call in which members were asked to call-in their votes on 4 agenda items was convened from 3:00p.m. to 5:00p.m. Darlene Smith, CAO recorded the votes. A quorum of Trustees participated, and the conference vote having been duly convened was ready to proceed.

The Board of Trustees took the following actions:

Legal Services Engagement letter:

Solicitor Patricia A. Hennessy has left the law firm of Latsha Davis & Mckenna to become a partner at the law firm of Conrad O' Brien, P.C. The PASCS file has been transferred to Conrad O' Brien. The rate at Conrad O' Brien is comparable to the rate at Latasha Davis & Mckenna. The Board is voting whether to approve the Conrad O' Brien Legal Services Engagement Letter.

Vote: Unanimous

Resolved: To approve the Conrad O' Brien Legal Services Engagement Letter

General Healthcare Resources, Inc. Agreement:

The Board is voting
to provide a school nurse.

Vote: Unanimous

Resolved: To approve the contract presented by General Healthcare Services to provide nursing services

Business Manager's Report

On Thursday, January 16, 2014, Business Manager, Tom Taylor, provided a report of the Charter School's Financial Results as of December 31, 2013. The Board is voting whether to approve the Business Manager's Report of the Charter School's Financial Results as of December 31, 2013.

Vote: Unanimous

Resolved: To approve the Business Manager's Report of the Charter School's Financial Results as of December 31, 2013

A full report has been provided in a handout for each board member.

Termination of Membership

According to Article III, Section 7, Paragraph 2, of the Bylaws, "Any member of the Board of Trustees may be removed from office by the Board whenever in its judgment the best interests of the Corporation will be served. The Board may remove any member who fails to attend three consecutive meetings; fails to adhere to the mission of the Charter School; violates Article III, Section 8, or Article V, Section 3 of these Bylaws."

Amber Moore, Board Secretary, has failed to attend more than three consecutive meetings. The board is voting whether to terminate the membership of Amber Moore.

Vote: Unanimous

Resolved: To terminate the membership of Amber Moore

Adjournment:

There being no further discussion items to come before the board, the conference call was concluded at 5:00 p.m.

Members Present:

- Lois Griffiths
- Katie Hicks
- Terrence Jackson (Chairman)
- Virginia Travis

Also Present:

- Jen Mock
- Darlene Smith

Members Not Present:

- Royce Morris

Call to Order:

Meeting was called to order at 6:06 pm. Terrence Jackson called for a moment of silence and reflection. Mauricia Watson, PASCs Secretary, 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:
Friday, January 17, 2014

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

Business Manager's Report - Tom Taylor

Business Manager Tom Taylor reported that as of January 31, 2014, there is \$26,000 in the bank account at Meridian Bank. Tom also reported that the charter school has been approved for Public School Employees' Retirement System (PSERS).

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

Motion: to approve PASCS Financial Results as of January 2014

Resolved: motion duly made, seconded and unanimously adopted.

Darlene Smith, CAO, presented her monthly reports.

Construction Report

Mrs. Smith reported that Smart Boards have been installed in each of the 7 classrooms. Smart Board training is in the process of being scheduled.

Financial Report

The current balance in the Susquehanna Bank petty cash account is \$29,605.36. We have begun receiving reimbursements from the school lunch program, retroactive to October 2013.

Title I Schoolwide Planning Grant has been approved. We are now eligible to receive funding designed to upgrade the entire educational program at PASCS.

The two first grade and two second grade classrooms have taken field trips to the Whitaker Center. Whitaker Center Educational Outreach Funds are made available to "assist with the cost for students and their chaperons who would otherwise be unable to benefit from Whitaker Center programs." The Kindergarten and two third grade classroom Teachers are planning their field trips to the Whitaker Center.

E-Rate Application Request for Proposals (RFPs) were released January 9, 2014 for High-Speed Internet Access/Service. A Bid Opening was held on February 7, 2014. We are in the process of reviewing the two bids that were received as a result of the RFP.

Lorriane Margolies, the new School Nurse started on January 22, 2014. She is from the personnel service General Healthcare Resources. The staff and children welcome her and are delighted by her enthusiasm.

Robin Porter was hired as a Lunch Aide. Her start date was January 27, 2014. Mrs. Smith asked that the pay rate of Shanna Hymon, a Lunch Aide, be increased from \$10 to \$11 per hour, effective March 1, 2014. Ms. Smith also requested that Rachael Arnold, the School Counselor's schedule be changed from part-time to full-time effective March 1, 2014. Her full-time annual salary is \$43,000.

Motion: to approve a rate change for Shanna Hymon, Lunch Aide. The rate change is from \$10.00 to \$11.00 per hour, effective March 1, 2014.

Resolved: motion duly made, seconded and unanimously adopted.

Motion: to approve a schedule change for Rachel Arnold, School Counselor, from part-time to full-time. The full-time annual salary is \$43,000, effective March 1, 2014.

Resolved: motion duly made, seconded and unanimously adopted.

Enrollment Report

139 students are currently enrolled. PASCs is seeking to enroll one second grader for the current school year.

Charter School Status Report

Two IT service contracts, Kenneth Green and Derrick DessaTech LLC, were presented for review. A copy of each contract was also sent to the Solicitor. The board had a number of questions regarding cost, length of the contract, as well as, language in the contract.

Motion: to table the vote on both contracts pending a review and advice from the Solicitor.

Resolved: motion duly made and seconded.

PSSA tutoring for third grade students began January 27, 2014. All third grade students were asked to participate in tutoring sessions being held on Mondays, Wednesdays, and Saturdays. PSSAs are scheduled to be given March 25 through April 4, 2014.

Ms. Simmons' First Grade class will be participating in a Black History Month Tribute. The Tribute will be held on Thursday, February 27, 2014, at the Forum Auditorium. They will be reciting an excerpt from the Martin Luther King Jr "I Have a Dream Speech."

Public Comments

No public comments were presented.

Adjournment

There being no further discussion items to come before the board, the meeting was adjourned at 6:51pm.

Members Present:

Lois Griffiths
Katie Hicks
Terrence Jackson (Chairman)
Royce Morris

Also Present:

Jen Mock
Darlene Smith

Members Not Present:

Virginia Travis

Call to Order:

Meeting was called to order at 6:06 pm. Terrence Jackson called for a moment of silence and reflection. Mauricia Watson, PASCs Secretary, 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, February 20, 2014

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

Public Comments:

No public comments were presented.

Monthly Financial Results

The monthly financial results were presented by Andrejz, an associate at Repice and Taylor, via conference call. The report included a Cash Flow Forecast for March 2014 through May 2014. This forecast was developed in response to the Harrisburg School District Letter dated March 4, 2014. A question and answer discussion ensued. An Executive Session was announced for the purposes of consulting with the business manager and solicitor regarding the March 4 letter.

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

Motion: to approve Financial Results as of February 2014

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

Executive Session

An Executive Session was held on Tuesday, March 25, 2014 at 6:00 p.m., to discuss legal and financial matters with the charter school's Solicitor and Financial Advisor. This meeting was held in accordance with the Pennsylvania Sunshine Act 65 Pa.C.S.A. ss 708.

A phone conference was held on Wednesday, April 2, 2014 to continue the discussion of legal and financial matters with the charter school's Solicitor and Financial Advisor. This meeting was held in accordance with the Pennsylvania Sunshine Act 65 Pa.C.S.A. ss 708.

Wellness Policy

In compliance with the National School Lunch Program, the school must adopt a nutritional policy that ensures the health and well being of all students. Sharon Thomas, Administrative Assistant/Grant Writer presented a Wellness Policy to be reviewed and approved by the board. She explained that the school has formed a Wellness Committee that will serve as an advisory committee regarding student health issues and is responsible for developing the current Student Wellness Policy. She further stated that this policy complies with the law and it is recommended to the Board for adoption.

Motion: to approve wellness policy

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

Darlene Smith, CAO, presented her Monthly Reports.

Since the regular monthly Board Meeting for April occurs during Spring Break, and the school will be closed, the next Board Meeting will be rescheduled for Thursday, April 24, 2014, at 6 p.m.

Construction Report

Some teachers are still having issues with SmartBoards. Visual Sound, the company that installed the SmartBoards, has been notified. The school is still in the process of scheduling training.

Financial Report

The current balance in the Susquehanna Bank account is \$17,990.98.

Sharon Thomas, along with Darlene Smith, met with Christopher Rockey, Vice President Community Development at PNC Bank. It was determined that the school could qualify for a grant through PNC's Community Development Grant Program. Grant awards are generally between \$2,500 to \$10,000. The school will be applying for a grant in the amount of \$10,000.

Katie Hicks suggested that the STEM Programs are also a viable place to pursue grants as well.

The school received a letter from the Harrisburg School District stating that after PDE recalculated the tuition to be paid to charter schools, it was determined that the difference between the estimated rates and the actual rates is significant and will result in the school not receiving tuition payments for March and possibly April. Since the impact of this reduction will indeed be significant, an Executive Session was called, so that Tom Taylor and solicitor Pat Hennessy could meet with the board to discuss legal and personnel matters.

A Right to Know request was received from Frontier Communications. The request has been forwarded to the Right to Know Officer.

Hiring and Enrollment Reports

There have been no new hires at this time. Student enrollment remains at 139.

Charter School Status Report

The Special Ed. Teacher and School Counselor are continuing to identify and evaluate students in need of special educational services.

Mayor Papenfuse visited the third grade classroom on February 25. The children and the Mayor had a fun-filled and lively discussion.

Ms. Simmon's first grade class performed at the Black History Month Program at the Forum. Their performance ended with cheers and a standing ovation from the audience.

The Kindergarten class and the two Third Grade classes are planning trips to the Whitaker Center as part of their science curriculum.

Public Comments

No public comments were presented.

Adjournment

There being no further discussion items to come before the Board, the meeting was adjourned at 6:58 p.m.

**Minutes of a Meeting of the Board of Trustees
Thursday, April 24, 2014**

Members Present:

Lois Griffiths
Katie Hicks
Terrence Jackson (Chairman)
Royce Morris

Also Present:

Darlene Smith

Members Not Present:

Virginia Travis
Jen Mock

Call to Order:

Meeting was called to order at 6:08 pm. Terrence Jackson called for a moment of silence and reflection. Kenisha Washington, PASCs Receptionist, 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, March 20, 2014

Resolved: motion duly made, seconded and unanimously adopted, the minutes were approved, with corrections.

No public comments were presented.

Action Items:

Monthly Financial Results

Motion: to approve the Monthly Financial Results as of March 2014

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

PASCS 2014-2015 School Calendar

The PASCS 2014-2015 School Calendar was presented for approval. The calendar was reviewed, and questions regarding calendar dates were clarified by Darlene Smith.

Motion: to approve the PASCS 2014-2015 School Calendar

Resolved: motion duly made, seconded and unanimously adopted, the 2014-2015 school calendar was approved as presented.

Business Manager's Report – Via telephone conference with Tony Repice

The Monthly Financial Results were presented by Tony Repice, Business Manager at Repice and Taylor, via conference call. The report included a Cash Flow Forecast for April 2014 through May 2014. This forecast was developed in response to the Harrisburg School District Letter dated March 4, 2014.

Updates:

Darlene Smith, CAO, presented her Monthly Reports.

Construction Report

Some teachers are still having issues with SmartBoards. Visual Sound, the company that installed the SmartBoards, has been notified. The school is still in the process of scheduling SmartBoard training.

The current balance in the Susquehanna Bank account is \$4,683.19.

Sharon Thomas, Admin. Asst. and Grant Writer, is still working on the PNC Grant and expects to have the grant application completed by May 5, 2014.

Mrs. Smith reported that through the efforts of Board member Royce Morris, working in conjunction with Sen. Rob Teplitz's office and State Rep. Patty Kim, the School District has agreed to make a tuition payment to the charter school in the amount of \$50,000.

Hiring Report

Admin. Assistant, Mauricia Watson's, last day of employment was March 28, 2014.

An Executive Session was announced for the purposes of discussing personnel matters.

Enrollment Report

Student enrollment is at 138. This is down one student since the last report.

Charter School Status Report

On Friday, February 28, 2014, four members of the Harrisburg School District conducted an unannounced visit to the Charter School. The four members included William R. Gretton III, Business Consultant; Peggy Morningstar, CFO; Mary Lou Spolt, Coordinator of Pupil Services; and Sherry Roland-Washington, Curriculum and Instruction Administrator. To date, no follow-up letter or report has been generated regarding the School District's findings or reason for the unannounced visit.

Solicitor Pat Hennessy will follow up with the School District regarding their visit.

The PSSA's have been administered and sent to PDE to be scored. Great care was taken to ensure the integrity of the testing materials, as well as the testing environment. Results will not be known until September 2014 returned.

Students are taking part in a program called Premier Pride which emphasizes academic excellence and school pride. Parents are being asked to support these effort by making sure that their child comes to school each morning wearing the required uniform, ready to learn and grow as leaders and scholars.

Mr. Jackson suggested that the school involve the PTA in Premier Pride activities as well.

PASCS students were described as well mannered, and the staff was very organized and attentive.

Mrs. Smith discussed the school's efforts to encourage specific parents to become more involved in their child's educational development in order to ensure future success. It was suggested that Dr. Umar Johnson be contacted because of his knowledge and years of experience in working with families in similar situations.

Public Comments

No public comments were presented.

Additional business discussion items

No additional business discussion items were presented.

Adjournment

There being no further discussion items to come before the board, the meeting was adjourned at 7:09 pm.

Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, May 15, 2014

Members Present:

Lois Griffiths
Katie Hicks
Terrence Jackson (Chairman)
Virginia Travis

Also Present:

Darlene Smith
Jen Mock

Members Not Present:

Royce Morris

Call to Order:

Meeting was called to order at 6:05 pm. Terrence Jackson called for a moment of silence and reflection. Kenisha Washington, PASCs Receptionist, 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.

Executive Session

Executive Session was held Thursday, May 1, 2014 at 6:00 p.m.

Reading of Agenda:

Motion: to approve Minutes for:
April 24, 2014

Resolved: motion duly made, seconded and unanimously adopted, the minutes

No public comments were presented.

Business Manager's Report:

The Monthly Financial Results were presented by Tom Taylor, Business Manager at Repice and Taylor. The report included a proposed budget for fiscal year 2014-2015.

Action Items:

Monthly Financial Results – As of April 30, 2014

Motion: to approve the Monthly Financial Results as of April 2014

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

PASCS Proposed Budget – Fiscal 2014-2015

The Proposed Budget – Fiscal 2014-2015 was presented by Tom Taylor, Business Manager at Repice and Taylor. A discussion ensued and final results of the proposed budget will be presented at the next board meeting.

Employee Handbook

The Employee Handbook was presented by Darlene Smith, CAO, and reviewed by the Trustees present. Several policy items were discussed and required further clarification. All questions and revisions will be sent to the Solicitor. Approval of the handbook is pending the Solicitor's review.

CAIU Special Education Contract

The CAIU contract was discussed and approval is pending the Solicitor's review.

Memorandum of Understanding

Memorandum of Understanding between the Harrisburg Police Department and PASCS was discussed, and approval is pending the Solicitor's review.

The Staffing Plus Fee Schedule was presented by Darlene Smith. Staffing Plus is a personnel agency that assists with the hiring of staff and conducts background and reference checks of all applicants. A discussion ensued, and approval is pending the Solicitor's review.

Updates:

Darlene Smith, CAO, presented her Monthly Reports.

Construction/Building Maintenance Report

Some teachers are still having issues with SmartBoards. Visual Sound, the company that installed the SmartBoards, has been notified and has sent a technician to assess the problem. One board has been successfully repaired, and he has scheduled time to repair the other six boards.

Financial Report

The current balance in the Susquehanna Bank account is \$82,249.50.

The Food Program reimbursement is expected on May 28, 2014.

Sharon Thomas, Admin. Asst. and Grant Writer, is still working on the PNC Grant and expects to have the grant application completed by June 3, 2014.

Hiring Report

Instructional Aide, Juan Bratcher's last day of employment will be May 19, 2014.

Enrollment Report

We ended the 2013-2014 school year with 139 Students.

The Lottery was held on May 9, and we are finalizing the results for the 2014-2015 enrollment.

The last day of school for students is June 6, 2014, and the last day of school for the staff is June 10, 2014. It has been a successful year. Mrs. Smith noted that this year's success is largely due to a strong and supportive board of trustees, as well as the support and dedication of the parents, teachers, students and staff of Premier Arts and Science Charter School. Given the tremendous learning experiences of our first year, we look forward to putting into practice those lessons learned in order that we might reach a level of academic excellence that exceeds expectations.

Additional Business Discussion Items

Liberty Street still does not have a one way sign. Some drivers are starting to ignore the Do Not Enter Signs posted by the City at the west end of Liberty Street.

Additional Crossing Guards will be needed for the next school year.

All Board members must complete Personal Interest Statements. The deadline is May 15, 2014. Either Pat or Tom will be sending the forms to the Board members.

Public Comments

No public comments were presented

Adjournment

There being no further discussion items to come before the board, the meeting was adjourned
At 7:29 p.m.

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, June 19, 2014**

Members Present:

Lois Griffiths
Katie Hicks
Terrence Jackson (Chairman)
Royce Morris

Also Present:

Jen Mock
Darlene Smith

Members Not Present:

Virginia Travis

Call to Order:

Meeting was called to order at 6:09 pm. Terrence Jackson called for a moment of silence and reflection. Kenisha Washington, PASCs Receptionist, 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:
May 15, 2014

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

No public comments were presented.

Business Manager's Report:

In the absence of Tom Taylor, a summary of the Monthly Financial Results was presented by Mrs. Darlene Smith.

Action Items:

Monthly Financial Results – As of May 30, 2014

Motion: to approve the Monthly Financial Results as of May 30, 2014

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

PASCS Proposed Budget – Fiscal 2014-2015

In the absence of Tom Taylor, a summary of the Proposed Budget – Fiscal 2014-2015 was presented by Mrs. Darlene Smith

Motion: to approve the Proposed Budget - Fiscal 2014-2015

Resolved: motion duly made, seconded and unanimously adopted, the Proposed Budget – Fiscal 2014-2015 was approved as presented.

Statement of Financial Interests

Board members were reminded to complete their Statements of Financial Interests and return them to Mrs. Smith as soon as possible. These statements must be completed by all Board members and is also needed by Tom for financial auditing purposes.

Employee Handbook

The Employee Handbook is still under revision by the Solicitor.

In an email, the Solicitor expressed concerns about specific wording in the CAIU contract. She would like to consult with Tom Taylor before approving the signing of this contract.

Memorandum of Understanding

The Memorandum of Understanding between the Harrisburg Police Department and the Charter School is still under revision.

Staffing Plus Fee Schedule

The Solicitor expressed no serious legal concerns with the Staffing Plus Fee Schedule, except to point out a fee obligation that needs to be reviewed more closely before contracting with this service. The Board, however, expressed a desire to utilize traditional hiring methods at this time in an effort to maintain cost efficiency.

Charter School Bylaws

Board members were asked to review the current bylaws and make revisions. This is to ensure that the bylaws reflect current Charter School practices and procedures.

Updates:

Darlene Smith, CAO, presented her Monthly Reports

Construction/Building Maintenance Report

Visual Sound, the company that installed the SmartBoards, has been notified of the recurring problems in the operation of smart board and has sent a technician out to determine the cause. Each of the seven classroom teachers has reported problems with using their smart boards. One board has been successfully repaired, and the others are scheduled for repair during the summer recess.

Financial Report

Sharon Thomas, Admin. Asst. and Grant Writer, is still working on the PNC Grant and expects to have the grant application completed by the end of July 2014.

Board members were updated on the status of all employees and given a list of positions that need to be filled before the next school year.

Enrollment Report

Enrollment appointments are being scheduled, and enrollment is being finalized. The Charter school expects to enroll 40 additional students before the beginning of the next school year. Full enrollment for the coming school year will increase from 140 students to 180. The School expects to achieve full enrollment before the next school year.

Charter School Status Report

The last day of school for students was June 6, 2014. The last day for the staff was June 10, 2014.

The students, teachers, instructional aides, and food service staff are off for the summer. The administrative staff and maintenance staff are still working, however, the hours have been modified for the summer.

Summer office hours are 9:00 a.m. to 3:00 p.m.

Additional Business Discussion Items

Board member Katie Hicks was nominated for the position of board Secretary.

Motion: to approve Katie Hicks as Board Secretary

Resolved: motion duly made, seconded and unanimously adopted, Katie Hicks was approved as Board Secretary.

Public Comments

No public comments were presented.

Adjournment

There being no further discussion items to come before the board, the meeting was adjourned at 7:07 p.m.

**Minutes of a Meeting of the Board of Trustees
Thursday, July 17, 2014**

Members Present:

Lois Griffiths
Katie Hicks
Terrence Jackson (Chairman)
Virginia Travis

Also Present:

Jen Mock
Darlene Smith

Members Not Present:

Royce Morris

Call to Order:

Meeting was called to order at 6:09 pm. Terrence Jackson called for a moment of silence and reflection. Kenisha Washington, PASCs Receptionist, 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:
June 19, 2014

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

No public comments were presented.

Business Manager's Report:

The Monthly Financial Results were presented by Tom Taylor, Business Manager at Repice and Taylor.

Action Items:

Monthly Financial Results – As of June 30, 2014

Motion: to approve the Monthly Financial Results as of June 30, 2014

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

CAIU Special Education Contract

Motion: to approve the CAIU Special Education Contract

Resolved: motion duly made, seconded and unanimously adopted, the CAIU Special Education Contract was approved as presented.

Memorandum of Understanding

Motion: to approve the Memorandum of Understanding between the Harrisburg Police Department and PASCS

Resolved: motion duly made, seconded and unanimously adopted, the Memorandum of Understanding between the Harrisburg Police Department and PASCS was approved as presented.

Updates:

Darlene Smith, CAO, presented her Monthly Reports

Construction/Building Maintenance Report

Construction has begun on 4 of the classrooms to accommodate the new grades. We are obtaining estimates on a restroom which will be in the lounge, and a fence around the front

boards that need to be repaired, and there is a training set up for August 2014.

Financial Report

The independent Financial Audit will be conducted on August 25, 26, and 27, 2014. The audit will take place at the school and will be done by Citrin Cooperman.

The PNC Grant is still open and in the process of being completed.

The Non SEA Grant was submitted on June 10, 2014. Applicants will be notified by the Department of Education whether or not they have been approved. Notification is expected by the end of September 2014.

Hiring Report

We are currently conducting interviews for the following positions: Principal, Kindergarten teacher, 1st grade teacher, 2nd grade teacher, 5 instructional aides, and a physical education teacher.

Enrollment Report

We currently have 175 Students enrolled.

Charter School Status Report

The PDE Annual Report is due August 1, 2014. We completed this report and it was submitted on time.

Additional Business items:

None.

Public Comments

No public comments were presented.

Adjournment

There being no further discussion items to come before the board, the meeting was adjourned At 7:00 p.m.

Minutes of a Meeting of the Board of Trustees
Thursday, August 21, 2014

Members Present:

Katie Hicks
Terrence Jackson (Chairman)
Royce Morris
Lois Griffiths

Also Present:

Jen Mock
Darlene Smith

Members Not Present:

Virginia Travis

Call to Order:

Meeting was called to order at 6:04 pm. Terrence Jackson called for a moment of silence and reflection. Katie Hicks, board secretary, 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:
July 17, 2014

Unresolved: the minutes were unavailable for the board's approval. A motion was presented that both sets of Minutes for July and August be brought forth for Board approval for the September meeting.

No public comments were presented.

Business Manager's Report:

The Monthly Financial Results were presented by Andrejz of Repice and Taylor.

Action Items:

Monthly Financial Results – As of July 31, 2014

Motion: to approve the Monthly Financial Results as of July 31, 2014

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

Citrin Cooperman Contract

Motion: to approve the Citrin Cooperman Contract for the independent financial audit of Premier Arts & Science Charter School

Resolved: motion duly made, seconded and unanimously adopted, the Citrin Cooperman Contract was approved as presented upon review of our Solicitor.

Visual Sound Contract

Motion: to approve the Visual Sound Contract for three more Smartboards in the new classrooms.

Resolved: motion duly made, seconded and unanimously adopted, the Visual Sound Contract was approved as presented.

Teachers Contracts

Motion: to approve the Teachers Contracts for the 2014-15 school year

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

Motion to approve the hiring of Dr. Umar Johnson as PASCs Principal

Resolved: motion duly made, seconded and unanimously adopted, the hiring of Dr. Umar Johnson was approved as presented.

Accessible Construction, Inc. Contract

Motion: to approve the Accessible Construction, Inc. Contract for the Roby Stairclimber to assist any individuals with accessibility needs

Resolved: motion duly made, seconded and unanimously adopted, the Accessible Construction, Inc. Contract was approved as presented upon review of our solicitor.

Updates:

Darlene Smith, CAO, presented her Monthly Reports

Construction/Building Maintenance Report

Construction has begun on 4 of the classrooms to accommodate the new grades. We are obtaining estimates on a restroom which will be in the lounge, and a fence around the front yard for recess.

Visual Sound, the company that installed the Smartboards will be completing the work on the boards that need to be repaired, and there is a training set up for August 2014.

Financial Report:

The independent Financial Audit will be conducted on August 25, 26, and 27, 2014. The audit will take place at the school and will be done by Citrin Cooperman.

The PNC Grant is still open and in the process of being completed.

The Non SEA Grant was submitted on July 10, 2014. Applicants will be notified by the Department of Education whether or not they have been approved. Notification is expected by the end of September 2014.

the traditional learning structure. The grant period is three years, and we applied for approximately \$120,000 for each of the three years. The funds, if approved, will be used to provide an after school program. Notification is expected by the end of September 2014.

Hiring Report:

Following positions have been filled: Principal, Kindergarten teacher, 1st grade teacher, 2nd grade teacher, 4th grade teacher, school counselor, 5 instructional aides, physical education teacher, maintenance, crossing guard and a special education teacher.

Enrollment Report:

We currently have 180 Students enrolled as of August 21, 2014.

Charter School Status Report:

The PDE Annual Report was due August 1, 2014. We completed this report, and it was submitted on time.

Additional Business items:

None.

Executive Session:

Motion to move into Executive Session at 6:53 pm was made. This session was held to review and discuss legal issues related to charter school business.

Public Comments

No public comments were presented.

Adjournment

There being no further discussion items to come before the board, the meeting was adjourned At 7:17 p.m.

Minutes of a Meeting of the Board of Trustees
Thursday, September 18, 2014

Members Present:

Katie Hicks
Terrence Jackson (Chairman)
Royce Morris
Virginia Travis

Also Present:

Jen Mock
Darlene Smith

Members Not Present:

Lois Griffiths

Call to Order:

Meeting was called to order at 6:08 pm. Terrence Jackson called for a moment of silence and reflection. Katie Hicks, board secretary, 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:
July 17, 2014 & August 21, 2014

Resolved: motion duly made, seconded and unanimously adopted, the monthly minutes of July and August 2014 were approved as presented.

Public Comments:

No public comments were presented.

The Monthly Financial Results were presented by Tom Taylor of Repice and Taylor.

Action Items:

Monthly Financial Results – As of August 31, 2014

Motion: to approve the Monthly Financial Results as of August 31, 2014

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

PA Lifesharing Contract (School Nurse)

Motion: to approve the PA Lifesharing contract for a school nurse for Premier Arts & Science Charter School

Resolved: motion duly made, seconded and unanimously adopted, the PA Lifesharing contract was approved as presented upon review of our solicitor

Updates:

Darlene Smith, CAO, presented her Monthly Reports

Construction/Building Maintenance Report

We are obtaining estimates for a fence to enclose the front yard on 17th Street and for a staff restroom in the first floor lounge. One quote for fence estimate is \$7,800.

Financial Report:

The independent Financial Audit was conducted on August 25, 26, and 27, 2014. The audit was performed by Citrin Cooperman. It began at the school for the first three days and concluded at the offices of Repice and Taylor.

The PNC Grant is still open and in the process of being completed.

The Non SEA Grant was submitted on July 10, 2014. Applicants will be notified by the Department of Education whether or not they have been approved. Notification is expected by the end of September 2014.

the traditional learning structure. The grant period is three years, and we applied for approximately \$120, 000 for each of the three years. The funds if approved will be used to provide an after school program. Notification is expected by the end of September 2014.

Hiring Report:

Following positions: 1-school counselor, 1-instructional aide, 1-crossing guard and 1-secretary

Enrollment Report:

We currently have 180 Students enrolled as of September 18, 2014.

Charter School Status Report:

The information requested by the Harrisburg School District was compiled and delivered to the school district on September 2, 2014.

Additional Business items:

None.

Executive Session:

Motion to move into executive session at 6:37 pm was made. Executive session was held
Until 7:07 pm.

Public Comments

No public comments were presented.

Adjournment

There being no further discussion items to come before the board, the meeting was adjourned
At 7:27 p.m.

Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, October 16, 2014

Members Present:

Katie Hicks
Terrence Jackson (Chairman)
Royce Morris
Virginia Travis

Also Present:

Jen Mock
Darlene Smith

Members Not Present:

Lois Griffiths

Call to Order:

Meeting was called to order at 6:07 pm. Terrence Jackson called for a moment of silence and reflection. Katie Hicks, board secretary, 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:
September 18, 2014

Resolved: motion duly made, seconded and unanimously adopted, the monthly minutes of
September 2014 were approved as presented.

Public Comments:

No public comments were presented.

The Monthly Financial Results were presented by Tom Taylor of Repice and Taylor via phone.

Action Items:

Monthly Financial Results – As of September 30, 2014

Motion: to approve the Monthly Financial Results as of September 30, 2014

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

Intelafunds – Strategic E-rate Services 2015/16 and 2016/17

Motion: to approve the Intelafunds – Strategic E-rate Services 2015/16 and 2016/17 contract for a school nurse for Premier Arts & Science Charter School

Resolved: motion duly made, seconded and unanimously adopted, the Intelafunds – Strategic E-rate Services 2015/16 and 2016/17 contract was approved as presented upon review of our solicitor

Updates:

Darlene Smith, CAO, presented her Monthly Reports

Construction/Building Maintenance Report

The installation of the chain-link fence to enclose the front yard on 17th Street is on hold due to zoning laws in the neighborhood. Fences higher than four feet tall are prohibited within this area. The fence we would like to install is six feet tall. We have requested an application for a variance from the city of Harrisburg and are now waiting to receive the application.

Financial Report:

The independent Financial Audit was conducted on August 25, 26, and 27, 2014. The audit was performed by Citrin Cooperman. It began at the school for the first three days and concluded at the offices of Repice and Taylor. The audit went very well.

The PNC Grant is still open and in the process of being completed.

Community Learning Centers Grant was submitted on August 14, 2014. Both of our applications were denied. We will challenge the disapproval of the Non-SEA Grant and hopefully gain the 2 points that are needed for approval. The grant period is for three years, and we applied for approximately \$250, 000 for each of the three years. The funds if approved will be used to provide an after school program.

Hiring Report:

Following positions: 1-school counselor and 1-secretary have been filled and we are seeking applications for 1 – principal and 1 – crossing guard.

Enrollment Report:

We currently have 180 students enrolled as of October 16, 2014.

Charter School Status Report:

A meeting between the PASCs and the Harrisburg School District was held on Tuesday, September 30, 2014. The school district is requesting that we begin providing copies of our monthly financial results as well as board meetings minutes. These copies may be provided on a quarterly basis. Additionally, they are asking that certain contractual agreements and staff documentation be provided as soon as possible.

Fire Inspector Report went well. The school was evacuated below the required time constraints as required by the state. A few things that will need to be changed are a few of the exit signs not being lit in a couple locations as well and the K-1st grade classes need to be located on the 1st floor. These changes need to be completed by January 2015.

Additional Business items:

None.

Executive Session:

None.

Public Comments

No public comments were presented.

Adjournment

There being no further discussion items to come before the Board of Education, the meeting adjourns at 7:00 p.m.

Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, November 20, 2014

Members Present:

Katie Hicks
Terrence Jackson (Chairman)
Lois Griffiths
Virginia Travis

Also Present:

Jen Mock
Darlene Smith

Members Not Present:

Royce Morris

Call to Order:

Meeting was called to order at 6:08 pm. Terrence Jackson called for a moment of silence and reflection. Katie Hicks, board secretary, 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:
October 16, 2014

Resolved: motion duly made, seconded and unanimously adopted, the monthly minutes of October 2014 were approved as presented.

Public Comments:

No public comments were presented.

The Monthly Financial Results were presented by Tom Taylor of Repice and Taylor via phone.

Action Items:

Monthly Financial Results – As of October 31, 2014

Motion: to approve the Monthly Financial Results as of October 31, 2014

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

Rental Agreement

Motion: to approve the rental agreement with the Memorial Evangelical Lutheran Church and Premier Arts and Science Center.

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

Hiring of Principal of Premier Arts and Science Charter School

Motion: to review potential principal candidate, Phyllis Lea Brown.

Unresolved: motion made to recruit multiple applicants to ensure a proper and viable candidate was placed in this position.

Updates:

Darlene Smith, CAO, presented her Monthly Reports

Financial Report:

The independent Financial Audit was conducted on August 25, 26, and 27, 2014. The audit was performed by Citrin Cooperman. We received an unqualified opinion.

The 21st Century Community Learning Centers Grant was submitted on August 14, 2014. Our application was denied. Since it was determined that the point scores awarded to our application were not high enough for selection for funding, we have filed an appeal of the

the points scored. The appeal was submitted via e-mail on November 14, 2014.

Hiring Report:

Following positions: 1-school counselor (Mrs. Phyllis Brown, 10/6/14 hired) and 1-secretary (Mrs. Raksha Authar, 10/6/14 hired) have been filled. We are seeking applications for 1 – principal and 1 – crossing guard.

Enrollment Report:

We currently have 178 students enrolled as of November 20, 2014.

Charter School Status Report:

In order to comply with the City of Harrisburg Fire Code regarding room locations, we have begun moving the Kindergarten classroom and two first grade classrooms to the first floor. We expect to have the move finalized by the deadline of January 14, 2015.

The Solicitor is currently reviewing our policy on student residency and enrollment. We are seeking clarification of the enrollment cap due to the circumstances of a potential conflict with a current student.

Additional Business items:

None.

Executive Session:

None.

Public Comments

No public comments were presented.

Adjournment

There being no further discussion items to come before the board, the meeting was adjourned
At 7:32 p.m.

Minutes of a Meeting of the Board of Trustees
Thursday, December 18, 2014

Members Present:

Terrence Jackson (Chairman)
Royce Morris
Lois Griffiths

Also Present:

Darlene Smith
Jennifer Mock

Members Not Present:

Katie Hicks
Virginia Travis

Call To Order:

The meeting was called to order at 6:12 p.m. Raksha Authar, PASCs' executive secretary, 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:
November 20, 2014

Resolved: motion duly made, seconded and unanimously adopted, the monthly minutes of November 2014 were approved as presented.

Public Comments:

No public comments were presented.

The Monthly Financial Results were presented by Tom Taylor of Repice and Taylor via phone.

Action Items:

Monthly Financial Results – as of November 30, 2014

Motion: to approve the monthly financial results as of November 30, 2014.

Resolved: Motion duly made, seconded and unanimously adopted, the monthly financial results were approved as presented.

Updates:

Darlene Smith, CAO, presented her Monthly Reports

Financial Report:

Expenses incurred included purchasing a new stove for the kitchen, vendor payments, reimbursements to two PASCs staff members, and the associated costs of hosting a fundraiser.

Deposits were made with respect to the NSLP and FFVP categories.

We are still awaiting the response from our appeal filed for the review of our Non-SEA grant application.

Hiring Report:

Beginning 2015, Mrs. Phyllis Brown will transition from being a part-time guidance counselor to full-time at Premier.

Mr. Kenneth Tate was laid off from his position in Maintenance Services.

The position of principal still remains open and actively recruited for. Postings were made on the school website and Penn Live, and no responses have yet been received. The targeted date for filling the position was decided upon as February 1, 2015.

Enrollment Report:

We are currently at full capacity with 180 students enrolled as of November 30, 2014.

Charter School Status Report:

Installation of Smart Boards

Smart boards have been installed in the remaining classrooms; cheaper/lower 600-series models, and not the 800 series installed last year. Jen Mock pointed out that the 600-series models are

considerable challenges using them effectively in classrooms. Further, the lower price charged did not reflect an applied discount, but the cheaper/lower model installed. Ms. Mock emailed the owner addressing the performance challenges of the 800-series boards installed last year, the delay in resulting on-site service provided, and how the 600 models were installed this year instead of the 800-series. Terrence Jackson suggested that the company be clearly informed of Premier's requests to resolve the problem. In agreement, Ms. Mock stated that she was first awaiting a reply to her email and would counter with the approach suggested by Mr. Jackson.

Lease with Memorial Evangelical Lutheran Church

The letter from Memorial Evangelical Lutheran Church, dated December 3, 2014 stipulates that the property will continue to be rented at the amount of \$4000/month/year as long as the school remains within the Harrisburg School District. Terrence Jackson suggested that the letter be filed for records in the Harrisburg School District folder.

Relocation of Classrooms

The relocation of classrooms, in accordance with the City of Harrisburg Fire Code regarding room allocations, has been successfully completed. Bitner Electric has also begun installing the illuminating Exit signs, also to meet the City's Fire Code. The Exit signs are expected to be completed when school resumes in January 2015.

School Closed for Winter Break

Premier will be closed for the Winter break for two weeks from December 19, 2014 and will re-open on January 5, 2015.

Additional Business Items:

None.

Public Comments:

None.

Adjournment:

There being no further discussion items to come before the Board, the meeting was adjourned at 7:11 p.m.