Premier Arts and Science Charter School Board of Trustees Regular Meeting Minutes Thursday, August 13, 2020 6:00 P.M. AGENDA

l.	Call to	order	and	Pledge	of	Allegiance

- II. Roll Call and Announcements
- III. Approval of Agenda
- IV. Approval of Minutes

 Regular Board Meeting Minutes July 15, 2020

 Special Board Meeting Minutes July 30, 2020
- V. Public Comments
- VI. Action Items
 - A. Approval of CAIU ESL Contract
- VII. Updates
 - A. Personnel Committee Report
 - B. Finance Committee Report
 - C. Education Advisory Committee Report
 - D. CAO Monthly Reports
 - 1. Construction/Building Maintenance Report
 - 2. Financial Report
 - 3. Hiring Report
 - 4. Enrollment Report
 - 5. Charter School Status Report
 - a. Principal's Report
 - b. Educational Consultant's Report
 - c. Administrative Team's Report
- VIII. Additional Business Discussion Items
- IX. Old Business
- X. Public Comments
- XI. Adjournment



500 N 17th Street, Harrisburg, PA 17103 717-234-3200; pascs500@yahoo.com; www.pascs.net

SPECIAL BOARD MEETING MINUTES Thursday, July 30, 2020

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Board of School Directors of the Premier Arts & Science Charter School held a Special Board Meeting on Thursday, July 30, 2020 via Zoom pursuant to due notice to each Board Member. Eric Hicks Sr., President, Board of School Directors, called the meeting to order at 6:32 p.m.

II. Roll Call & Announcement

Roll Call:

Eric Hicks Sr.

Present

Carmen Calderon

Present

Dana Lumpkin

Present

Pamela Spencer

Present

Present:

Darlene Smith, CAO

Thomas Fitzpatrick, Solicitor

Absent:

Sultan Ali

III. Approval Of Agenda

Motion: Ms. Spencer moved to approve the Agenda

Second: Ms. Lumpkin **Discussion: None**

Roll Call:

Ms. Lumpkin

Yes

(4) Yes

Ms. Calderon

Yes

(0) No

Mr. Hicks Sr.

Yes

Motion Carried

Ms. Spencer

Yes

IV. Public Comments:

None

V. Action Items

A. Approval of Health and Safety Plan

Motion: Ms. Spencer moved to approve the Health and Safety Plan.

Second: Ms. Calderon Discussion: None

Roll Call:

Ms. Lumpkin Yes (4) Yes Ms. Calderon Yes (0) No

Mr. Hicks Sr. Yes Motion Carried

Ms. Spencer Yes

B. Approval of Emergency Instructional Time

- 1. Signatures
- 2. Minutes

Motion: Ms. Spencer moved to approve the Emergency Instructional Time

Second: Ms. Lumpkin Discussion: None

Roll Call:

Ms. Lumpkin Yes (4) Yes Ms. Calderon Yes (0) No

Mr. Hicks Sr. Yes Motion Carried

Ms. Spencer Yes

C. Expulsion Hearing Schedule

Discussion: The hearing should be held before the start of the school year. Ms. Smith-Lewis (Principal) will set up the meeting with the parents, then advise the board members of the scheduled meeting time.

VI. Updates

None

VII. Additional Business Discussion Items

Thomas Fitzpatrick gave a brief update on the Charter renewal.

VIII. Old Business Discussion Items

None

IX. Public Comments

Ms. Tonya asked if a date has been determined for the first day of school.

X. Adjournment

Motion: Ms. Spencer moved to adjourn at 7:01 p.m.

Second: Ms. Calderon Discussion: None

Roll Call:

Ms. Calderon

Yes

(4) Yes

Mr. Hicks Sr.

Yes

(0) No

Ms. Lumpkin

Yes

Motion Carried

Ms. Spencer

Yes



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REGULAR MEETING MINUTES Wednesday, July 15, 2020 Rescheduled from Thursday, July 9, 2020

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Board of School Directors of the Premier Arts & Science Charter School held a regular meeting on Wednesday, July 15, 2020 Via Zoom, pursuant to due notice to each Board Member. Eric Hicks Sr., President, Board of School Directors, called the meeting to order at 6:04 p.m. followed by the flag salute.

II. Roll Call & Announcement

Roll Call:

Eric Hicks Sr.

Present

Carmen Calderon

Present

Dana Lumpkin

Present

Pamela Spencer

Present

Present:

Darlene Smith, CAO

Thomas Fitzpatrick, Solicitor

Absent:

Sultan Ali

III.Approval Of Agenda

Motion: Ms. Spencer moved to approve the agenda.

Second: Ms. Calderon Discussion: None

Roll Call:

Ms. Lumpkin

Yes

(4) Yes

Ms. Spencer

Yes

(0) No

Mr. Hicks Sr.

Yes

Motion Carried

Ms. Calderon

Yes

iV. Approval of Minutes - June 11, 2020

Motion: Ms. Lumpkin moved to approve the minutes

Second: Ms. Spencer Discussion: None

Roll Call:

Ms. Lumpkin

Yes

(4) Yes

Ms. Spencer

Yes

(0) No

Mr. Hicks Sr.

Yes

Motion Carried

Ms. Calderon Yes

V. Public Comments

None

VI. Action Items

A. Business Managers Report

Motion: Ms. Calderon moved to approve the Business Managers Report

Second: Ms. Lumpkin Discussion: None

Roll Call:

Ms. Lumpkin

Yes

(4) Yes

Ms. Calderon

Yes

(0) No

Ms. Spencer

Yes

Motion Carried

Mr. Hicks Sr.

Yes

Monthly Financial Results - Check Ledgers

Motion: Ms. Calderon moved to approve the Financial Results – Check Ledgers

Second: Ms. Lumpkin Discussion: None

Roll Call:

Ms. Lumpkin

Yes

(4) Yes

Ms. Calderon

Yes

(0) No

Ms. Spencer

Yes

Motion Carried

Mr. Hicks Sr.

Yes

B. Consultant Contract Approval – Dr. Christian Anderson

Motion: Ms. Spencer moved to approve the Consultant Contract

Second: Ms. Calderon Discussion: None

Roll Call:

Ms. Lumpkin

Yes

(4) Yes

Ms. Calderon

Yes

(0) No

Ms. Spencer

Yes

Motion Carried

Mr. Hicks Sr.

Yes

C. Approval of Calendar Revisions

Motion: Ms. Lumpkin moved to approve the Calendar Revisions

Second: Ms. Calderon

Discussion: Add information about transportation in the parents letters

Roll Call:

Ms. Lumpkin

Yes

(4) Yes

Ms. Calderon Ms. Spencer Yes Yes (0) No Motion Carried

Mr. Hicks Sr.

Yes

VII. Updates

A. Personnel Committee Report:

Motion: Ms. Spencer moved to approve the Personnel Committee Report

Second: Ms. Lumpkin Discussion: None

Roll Call:

Ms. Lumpkin

Yes Yes (4) Yes (0) No

Ms. Calderon Ms. Spencer

Yes

Motion Carried

Mr. Hicks Sr.

Yes

B. Finance Committee Report

Motion: Ms. Spencer moved to approve the Finance Committee Report

Second: Ms. Calderon

Discussion: Also approved invoices from KIT

Roll Call:

Ms. Lumpkin

Yes

(4) Yes

Ms. Calderon

Yes

(0) No

Ms. Spencer

Yes

Motion Carried

Mr. Hicks Sr.

Yes

C. Education Advisory Committee Report

Motion: Ms. Calderon moved to approve the Education Advisory Committee Report

Second: Ms. Spencer Discussion: None

Roll Call:

Ms. Lumpkin

Yes

(4) Yes

Ms. Calderon

Yes

(0) No

Ms. Spencer

Yes

Motion Carried

Mr. Hicks Sr.

Yes

D. CAO Monthly Reports:

1. Construction/Building Maintenance Report

Replacement of the floor tiles in the first floor hallway and in the first floor classroom has been completed. Floor tiles have been replaced in the second floor girl's bathroom and in the boy's bathroom as well.

2. Financial Report

Balance in petty cash account as of July 6, 2020 is \$20,085.23. Balance in the BB&T Food Service account is \$778.791.24. Balance in the BB&T Operating account is \$1,009,919.76

3. Grant Report

With the help of Repice and Taylor, Premier applied for the COVID-19 School Health and Safety Grant

4. Hiring Report

2020 - 2021 School Year

The following are new hiring recommendations:

Terrence Jackson – Crossing Guard at a rate of \$19.50 per hour Instructional Coach – Position to be posted, at a rate of \$62,000 annually Maintenance – Position to be posted, at a rate of \$14.00 per hour

Resignations:

Spanish teacher - Ms. Alpoyanis

It is recommended that the following changes be made to staff positions Vita Alpoyanis – Spanish teacher – not return for the 2020 – 2021 school year, no Spanish class

Anthony Day – Crossing guard – not return for the 2020 – 2021 school year Patricia Whitehead-Myers – rate change from \$19.50 per hour to \$21.00 per hour

5. Enrollment Report

We are currently at 207 enrolled

6. Charter School Calendar (Approval of Revisions/Letter to Parents

7. Charter School Status Report

Administration has begun the collection of computer devices from students who were loaned chromebooks for online learning during the pandemic. While the majority of the chromebooks were returned, there are still some chromebooks that need to be returned, and a few that were returned but are in need of repair.

Grab and Go breakfast and lunch meals distribution ended as scheduled, on Friday June 12, 2020.

An Executive Session was held on June 22, 2020 to discuss school renewal strategy.

On Saturday, June 27th, a Graduation Celebration was held for the 5th grade students and their families.

The Extended School year program will begin Monday July 13, 2020.

As directed by PDE, the Charter School has established a Pandemic Team to create a Health and Safety Plan which will serve as the local guidelines for instructional and non-instructional school reopening activities.

The following are preliminary suggestions from the Pandemic Team and need Board approval:

First two weeks of school will begin with online instruction on August 24, 2020.

In-person instruction for the 2020 – 2021 school year will begin Tuesday, September 8 instead of Monday, August 24, 2020.

Instruction will be a blended program with two days of in-school instruction and three days of online instruction. Friday's will include additional support for special education programming.

PASCS is seeking a partnership with Premier Learning Center to support families who need daycare when students are not scheduled for in-person instruction.

Principal's Report:

Presented by the principal Ms. Querida Smith-Lewis

Educational Consultant Report: None

Administrative and Leadership Team Report:

Presented by Ms. Sharon Thomas

Motion: Ms. Spencer moved to approve the CAO report

Second: Ms. Lumpkin

Discussion: None

Roll Call:

Ms. Spencer Yes (4) Yes
Ms. Lumpkin Yes (0) No

Mr. Hicks Sr. Yes Motion Carried

Ms. Calderon Yes

VIII. Additional Business Discussion Items

A. Letter to board member

IX. Old Business Discussion Items

None

X. Public Comments

None

XI. Adjournment

Motion: Ms. Lumpkin moved to adjourn at 6:58 p.m.

Second: Ms. Spencer Discussion: None

Roll Call:

Ms. Spencer Yes (4) Yes Mr. Hicks Sr. Yes (0) No

Ms. Lumpkin Yes Motion Carried

Ms. Calderon Yes

Premier Arts and Science Charter School Board of Trustees Regular Meeting Minutes Thursday, September 10, 2020 6:00 P.M.

AGENDA

l.	Call to	order	and	Pledge	of	Allegiance
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- II. Roll Call and Announcements
- III. Approval of Agenda
- IV. Approval of Minutes
 Regular Board Meeting Minutes August 13, 2020
- V. Public Comments
- VI. Action Items
 - A. Monthly Financial Results as of August 31, 2020
 - B. Employee Contracts Approval
 - C. Liability Release Waiver Approval
- VII. Updates
 - A. Personnel Committee Report
 - **B.** Finance Committee Report
 - C. Education Advisory Committee Report
 - D. CAO Monthly Reports
 - 1. Construction/Building Maintenance Report
 - 2. Financial Report
 - 3. Hiring Report
 - 4. Enrollment Report
 - 5. Charter School Status Report
 - a. Principal's Report
 - b. Educational Consultant's Report
 - c. Administrative Team's Report
- VIII. Additional Business Discussion Items
- IX. Old Business
- X. Public Comments
- XI. Adjournment



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REGULAR MEETING MINUTES Thursday, August 13, 2020

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Board of School Directors of the Premier Arts & Science Charter School held a regular meeting on Thursday, August 13, 2020 Via Zoom, pursuant to due notice to each Board Member. Eric Hicks Sr., President, Board of School Directors, called the meeting to order at 6:01 p.m. followed by the flag salute.

II. Roll Call & Announcement

Roll Call:

Eric Hicks Sr.

Present

Carmen Calderon

Present

Dana Lumpkin

Present

Pamela Spencer

Present

Present:

Darlene Smith, CAO

Thomas Fitzpatrick, Solicitor

Absent:

Sultan Ali

III. Approval Of Agenda

Motion: Ms. Spencer moved to approve the agenda adding Executive Session.

Second: Ms. Calderon **Discussion: None**

Roll Call:

Ms. Lumpkin

Yes

(4) Yes

Ms. Spencer

Yes

(0) No

Mr. Hicks Sr.

Yes

Motion Carried

Ms. Calderon

Yes

IV. Approval of Minutes - July 15, 2020

Motion: Ms. Spencer moved to approve the minutes

Second: Ms. Lumpkin **Discussion: None**

Roll Call:

(4) Yes Ms. Lumpkin Yes Ms. Spencer Yes (0) No

Mr. Hicks Sr. Yes **Motion Carried**

Ms. Calderon Yes

Approval of Special Board Meeting Minutes - July 30, 2020

Motion: Ms. Spencer moved to approve the minutes

Second: Ms. Calderon **Discussion: None**

Roll Call:

(4) Yes Ms. Lumpkin Yes Ms. Calderon Yes (0) No

Motion Carried Ms. Spencer Yes

Mr. Hicks Sr. Yes

V. Public Comments

None

VI. Action Items

A. Approval of CAIU ESL Contract

Motion: Ms. Calderon moved to approve the CAIU ESL Contract

Second: Ms. Spencer **Discussion: None**

Roll Call:

Ms. Lumpkin Yes (4) Yes Ms. Calderon Yes (0) No **Motion Carried**

Ms. Spencer Yes

Mr. Hicks Sr. Yes

VII. Updates

A. Personnel Committee Report:

Motion: Ms. Spencer moved to approve the Personnel Committee Report

Second: Ms. Calderon

Discussion: Position title should be changed to Instructional Coordinator not

Instructional Coach

Roll Call:

Ms. Lumpkin (4) Yes Yes Ms. Calderon Yes (0) No

Ms. Spencer Yes **Motion Carried**

Mr. Hicks Sr. Yes

B. Finance Committee Report

Motion: Ms. Spencer moved to approve the Finance Committee Report

Second: Ms. Lumpkin Discussion: None

Roll Call:

Ms. Lumpkin Yes (4) Yes Ms. Calderon Yes (0) No

Ms. Spencer Yes Motion Carried

Mr. Hicks Sr. Yes

C. Education Advisory Committee Report

No meeting was held

D. CAO Monthly Reports:

Construction/Building Maintenance Report
 Construction on the small kitchen in the 1st grade classroom has begun and is near completion. The bathroom in the 4th grade classroom has been cleaned and painted and is ready for use.

ServPro is also building dividers for the tables in the cafeteria to help with social distancing during the Pandemic.

Painting and other minor repairs are ongoing in preparation for the reopening of school on August 17th, when the staff returns to the building.

2. Financial Report

Balance in petty cash account as of August 11, 2020 is \$19,890.23. Balance in the BB&T Food Service account is \$670,573.69. Balance in the BB&T Operating account is \$785,718.40

3. Grant Report

None

4. Hiring Report

2020 - 2021 School Year

The following are new hiring recommendations:
Rachel Suter – 1st Grade Teacher at a rate of \$45,000 annually
Treena Sawyers – 1st Grade Teacher at a rate of \$45,000 annually
Ashley Stone – 4th Grade Teacher at a rate of \$45,000 annually
Eric Morrero – 4th Grade Teacher at a rate of \$45,000 annually
Jennifer Mock – Instructional Coordinator at a rate of \$62,000 annually

Rich Brown – Instructional Aide at a rate of \$27,500 annually Lapreis Winstead – Instructional Aide at a rate of \$27,500 annually

Resignations:

Anastasia Heim – 1st Grade Teacher

It is recommended that the following changes be made to staff positions None

5. Enrollment Report

We are currently at 206 enrolled

- 6. Charter School Calendar (Approval of Revisions/Letter to Parents)
- 7. Charter School Status Report

Administration is working on completing the inventory, labeling and assigning of chromebooks and tablets to be distributed to students before school begins.

The school is working in collaboration with the North 17th Street Church to coordinate Grab and Go breakfast and lunch meal distribution for students who will be learning virtually. The meal distribution is scheduled to begin August 24th.

The Health and Safety Plan and Emergency Instructional Time Template has been submitted to PDE and has been approved. A copy of the approval letter is included with this report.

Principal's Report:

Presented by the principal Ms. Querida Smith-Lewis

Educational Consultant Report: None

Administrative and Leadership Team Report:

Presented by Ms. Sharon Thomas

Motion: Ms. Spencer moved to approve the CAO report

Second: Ms. Calderon Discussion: None

Roll Call:

Ms. Spencer Yes (4) Yes Ms. Lumpkin Yes (0) No

Mr. Hicks Sr. Yes Motion Carried

Ms. Calderon Yes

VIII. Additional Business Discussion Items

Approval of the September 10th calendar change – moving back in the building for board meetings (Tabled)

IX. Old Business Discussion Items

- 1. No update from the School District
- 2. COVID liability question
- 3. Discussed when it is acceptable to make a student absent during the split schedule

X. Public Comments

None

XI. Executive Sessions

Personnel Discussions

Motion: Ms. Spencer moved to go into Executive Session at 7:04 p.m. and

we came out of Executive Sessions at 7:30 p.m.

Second: Ms. Lumpkin Discussion: None

Roll Call:

Ms. Spencer Yes (4) Yes Mr. Hicks Sr. Yes (0) No

Ms. Lumpkin Yes Motion Carried

Ms. Calderon Yes

XII. Adjournment

Motion: Ms. Spencer moved to adjourn at 7:35 p.m.

Second: Ms. Lumpkin Discussion: None

Roll Call:

Ms. Spencer Yes (4) Yes Mr. Hicks Sr. Yes (0) No

Ms. Lumpkin Yes Motion Carried

Ms. Calderon Yes

Personnel Committee Meeting Minutes – September 2020



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PERSONNEL COMMITTEE MEETING MINUTES Tuesday, September 1, 2020

CALL TO ORDER

The Personnel Committee of the Premier Arts & Science Charter School held a regular meeting on Tuesday, September 1, 2020 via Zoom. Pamela Spencer chairman, called the meeting to order at 6:00 p.m.

Roll Call & Announcement

Roll Call:

Pamela Spencer Present
Darlene Smith Present
Bruce Smith Sr. Present
Eric Hicks, Sr. Absent
Terrance Jackson Absent

- I. We discussed the Principal's recent health concerns. It was determined that further discussion with Ms. Smith-Lewis is warranted.
- II. We reviewed the Budget Revision which will be discussed at the finance committee meeting.
- III. Adjournment
 We adjourned at 6:30 p.m.