

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, January 21, 2016**

Members Present:

Terrence Jackson
Lois Griffiths
Katie Hicks

Also Present:

Darlene Smith

Members Not Present:

Virginia Travis
Jen Mock

Call to Order:

Meeting was called to order at 6:01 pm. Terrence Jackson called for a moment of silence and reflection. Katie Hicks, Board Secretary, transcribed and recorded 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 December 17, 2015

Resolved: motion duly made, seconded and unanimously adopted, the monthly minutes of December 17, 2015. Vote of approval of three board members present (Griffiths, L, Jackson, T. and Hicks, K.) and one not present (Travis, V.).

Public Comments:

Ms. Gina Finley, parent, had a question regarding the status update of the report card matter and the ladies bathroom being renovated in the basement area.

Ms. Darlene Smith reported that she followed up with Ms. Sharon Thomas about this matter and the information was correct. In addition, Darlene said that Ms. Q stated that she followed up with Ms. Gina Finley regarding this matter. In addition, Ms. Q stated that several teachers were confused on how to fill out that particular section. Ms. Smith said that she will review this section with all of the teachers (including Ms. Q) and how to properly complete it prior to next report card.

Mr. Terrence Jackson responded to the inquiry regarding the ladies restroom. Terrence stated that the restroom is functional but a bit dated. And at this point in time funding isn't available to make the renovations that we want due to the financial status. But we are hoping to make it a little more updated.

Business Manager's Report:

The Monthly Financial Results were presented by Mr. Tony Repice on behalf of Repice and Taylor.

Monthly Financial Results – As of December 31, 2015:

Motion: to approve the Monthly Financial Results, as of December 31, 2015.

Resolved: motion duly made, seconded and unanimously adopted, the Monthly Financial Results were approved as presented. Vote of approval of three board members present (Griffiths, L, Jackson, T, and Hicks, K.) and one not present (Travis, V.).

Other Business:

None.

Darlene Smith, CAO, presented her Monthly Report**Construction Report:**

PASCS has received the refund from Visual Sound. Tentatively, JP Lilley is scheduled

Board Member Representation:

A copy of the resignation letter of Mr. Royce Morris dated December 31, 2015 was given to all of the Board Members. As well as recognition of response letter from Ms. Darlene Smith dated January 16, 2016. The Board and CAO are very appreciative of Royce's tireless commitment and assistance with his service as a board member.

Ms. Darlene Smith placed an ad with Leadership Harrisburg in an effort to recruit new board members. This is part of our succession plan. Staff was also made aware of the recruitment of board members with a memo request placed in their mailboxes.

A request from potential board member candidate will be followed up with Ms. Pat Hennessey to ensure that there isn't any conflict due to their ties to Premier Arts and Science Charter School.

Charter School Status Report:

The 2nd grade teacher, Susanna Corzada-Hudson has been a permanent teacher since January 2016. Ms. Corzada has been doing a great job.

After school tutoring was offered to the 3rd, 4th and 5th grade classes to assist with preparation with the upcoming PSSA testing. We have 65 children enrolled in the tutoring sessions. This is all being conducted by 8 teachers and instructional aides volunteering their time.

PASCS has started a basketball league and cheerleading squad that began on Thursday, December 17th. Further games are to be scheduled on Thursday's. This extracurricular activity is all due to Mr. Anwar Curtis and Ms. Shalinda Macon.

PASCS did not get approval of the 21st Century Grant application. We are hoping to follow-up to see what we can do to possibly receive the funding once we get the official results back.

Enrollment Report:

We currently have 219 students enrolled as of December 31, 2015 for the 2015-16 school year.

Hiring Report:

We are looking to hire Secretary, Lunch Aide and an Administrative Assistant/Grant writer.

Public Comments:

None.

Additional Business Items:

None.

Executive Session:

None.

Adjournment:

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

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, February 18, 2016**

Members Present:

Terrence Jackson
Lois Griffiths
Virginia Travis

Also Present:

Darlene Smith
Jen Mock

Members Not Present:

Katie Hicks

Call to Order:

Meeting was called to order at 6:04 pm. Terrence Jackson, Board President called for a moment of silence and reflection. Darlene Smith, CAO, recorded the minutes. Katie Hicks, Board Secretary, transcribed the minutes. A quorum of Trustees was present at 6:06 pm, 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 January 21, 2016

Resolved: motion duly made, seconded and unanimously adopted, the monthly minutes of January 21, 2016. Vote of approval of three board members present (Griffiths, L, Jackson, T. and Travis, V.) and one not present (Hicks, K.).

Public Comments:

None.

Business Manager's Report:

The Monthly Financial Results were presented by Ms. Dariene Smith on behalf of Repice and Taylor.

Monthly Financial Results – As of January 31, 2016:

Motion: to approve the Monthly Financial Results as of January 31, 2016.

Resolved: motion duly made, seconded and unanimously adopted, the Monthly Financial Results were approved as presented. Vote of approval of three board members present (Griffiths, L, Jackson, T, and Travis, V.) and one not present (Hicks, K.).

Meridian Bank has requested that our line of credit be paid off by April 1, 2016. Tom Taylor does not see how we will be able to accomplish paying it all off by the due date. However, Tom is going to contact the loan department at BB&T to see if they would be willing to assume our line of credit from Meridian Bank. In the meantime, PASCs will endeavor to pay down the loan to an amount that, hopefully, would be acceptable to BB&T.

Other Business:

Food Service Equipment Grant Agreement:

Motion: to approve the Food Service Equipment Grant agreement.

Resolved: motion duly made, seconded and unanimously adopted, the Food Service Equipment Grant agreement was approved as presented. Vote of approval of three board members present (Griffiths, L, Jackson, T, and Travis, V.) and one not present (Hicks, K.).

Darlene Smith, CAO, presented her Monthly Report

Construction Report:

On Friday, February 12, 2016, JP Lilley installed a new Smart Board in the 3rd grade classroom and reinstalled the Smart Board in the 2nd grade classroom in February 2016.

Board Member Representation:

An announcement for the recruitment of new board members has been placed in the Leadership Harrisburg newsletter.

The Solicitor has determined that Mr. Gary L. Smith, the father of one of our 5th grade teachers, would not be eligible for membership on the PASCs board of trustees because his membership would constitute a conflict of interest.

Charter School Status Report:

The application for the 21st Century Grant Cohort 8 was not approved for the 2015-16 school year. The reason for their decision is the same as it has been for the past 2 years. The point scores awarded to PASCs "were not sufficiently high enough to justify selection for funding." We have requested a copy of the reviewer's comments since we intend to apply again in the upcoming school year.

We were, however selected to receive a Food Service Equipment Grant. The funds will allow PASCs to purchase a large reach-in freezer so that we may have greater capacity for food storage. Many thanks to PASCs school nutritionist, Erin Giles for her hard work in writing this grant. The amount of the grant is \$7,056.11. The equipment must first be purchased by PASCs. We will then be reimbursed using the funds from the grant.

After school tutoring was offered to the 3rd, 4th and 5th grade classes to assist with preparation with the upcoming PSSA testing. Tutoring in math and reading will be offered Wednesdays from 3:30-5:30 pm at PASCs in the multipurpose hall on the lower level of the school.

The PASCs basketball league has begun. Mr. Anwar Curtis, Instructional Aide, is the organizer. The teams consist of boys and girls in grades 3rd through 5th. Games will be

The PASCS cheerleading squad has begun practice. Ms. Shalinda Macon, Instructional Aide, is the organizer. The squad will consist of both boys and girls in grades 3rd through 5th.

Enrollment Report:

We currently have 215 students enrolled as of January 31, 2016 for the 2015-16 school year.

Hiring Report:

The PASCS School Nurse, Jessica Johnson, has resigned effective January 29, 2016. Ann Mellott, RN is now the full-time nurse for PASCS. Ms. Mellott is employed by PA Lifesharing. Ms. Cherry Cook began working as a full-time Lunch Aide on February 1, 2016.

The positions that we currently have open at PASCS are a Secretary position, School Nurse position and Administrative Assistant/Grant Writer position.

Public Comments:

None.

Additional Business Items:

None.

Executive Session:

None.

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 6:46 p.m.

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, March 24, 2016**

Members Present:

Terrence Jackson
Katie Hicks
Virginia Travis, via phone

Also Present:

Darlene Smith

Members Not Present:

Lois Griffiths
Jen Mock

Call to Order:

Meeting was called to order at 6:23 pm. Terrence Jackson, Board President called the emergency board meeting to order. Katie Hicks, Board Secretary, transcribed and recorded minutes. A quorum of Trustees was present, and the meeting having been duly convened was ready to proceed with business.

Overview:

An emergency meeting of PASCS Board members was called due to a boiler failure for the building. Meeting was called to discuss whether to fix or replace the furnace. A proposal from H.B. McClure was given to board members to review both options. H.B. McClure has been the service team from the conception of PASCS.

Other Action Items:

Motion: to approve contract with H.B. McClure for boiler replacement with financing with Belco Credit Union.

Resolved: motion duly made, seconded and unanimously adopted, the contract with H.B. McClure with a contingency with any possible asbestos costs. Vote of approval of three board members present (Jackson, T., Hicks, K. and Travis, V.) and one not present (Griffiths, L.).

Executive Session:

None.

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 6:32p.m.

**Premier Arts & Science Charter School
Minutes of a meeting of the Board Trustees
Thursday, April 21, 2016**

Members Present:

Terrence Jackson
Virginia Travis

Also Present:

Darlene Smith
Jen Mock

Members Not Present:

Lois Griffiths

Call to Order:

Meeting was called to order at 6:10 pm. Terrence Jackson, Board President 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 March 17, 2016

Resolved: motion duly made, seconded and unanimously adopted, the monthly minutes of March 17, 2016. Vote of approval of two board members present (Jackson, T. and Travis, V.) and one not present (Griffiths).

Motion: to approve minutes for March 24, 2016, Emergency Board Meeting

Resolved: : motion duly made, seconded and unanimously adopted, the monthly minutes of March 24, 2016. Vote of approval of two board members present (Jackson, T. and Travis, V.) and one not present (Griffiths).

Public Comments:

A parent was concerned about the number of days children are out of school. The parent suggested that we decrease professional development days. Ms. Darlene Smith explained that the school calendar has 990 hours, as opposed to the 900 required hours, built into the school year to make up for extra days off. The parent also suggested that we use colored paper to

in a timely manner to give them time to prepare for upcoming activities. Lastly, there were concerns about the bowling field trip being cancelled on Friday, April 22, 2016. It was suggested that parents schedule a meeting with Dr Bradley to get a specific reason why field trip was cancelled.

Business Manager's Report:

Tom Taylor was not present, therefore discussion and approval of the financial report was tabled until next meeting.

Updated Rates for Humanus were reviewed.

Motion: to approve updated Humanus Rates

Resolved: motion duly made, seconded and unanimously adopted, the updated Humanus rates were approved as presented. Vote of approval of two board members present (Jackson, T., and Travis, V.)

The contract for Special Ed Coordinator/Consultant Pam Zebrine was discussed.

Motion: To approve the contract for Special Ed Coordinator/Consultant Pam Zebrine.

Resolved: motion duly made, seconded and unanimously adopted, to approve Pam Zebrine's contract with Premier Arts & Science Charter School. Vote of approval of two board members present (Jackson, T., and Travis, V.)

Darlene Smith, CAO, presented her Monthly Report

Construction Report

3 Point Group has expanded and completed the schools internet access. The Internet is much faster and staff complaints are far fewer. This service is included in the E-Rate contract (lap tops, computers, and smart boards).

After H.B McClure arrived to install the new boiler; they discovered that they were unable to install the boiler because the old burner also had to be replaced; this was an additional cost and, therefore, the paper work for the current loan had to be revised.

BB&T bank is the petty cash account. The current balance is \$165.04.

The large, reach- in freezer that was approved for food service is scheduled for delivery May 2, 2016. A tailgate fee of \$280.00 has to be paid to ensure the freezer gets off of the truck in a safe manner.

The positions that we currently have open at PASCS are: Secretary, School Nurse, Administrative Assistant/Grant Writer, and Instructional Aide.

Enrollment Report

We currently have 212 students enrolled as of March 17, 2016. We are still accepting applications for the 2016-2017 school year. The lottery will be held on May 13, 2016.

Charter School Monthly Report:

As of May 12, 2016 the available balance in BB&T account is 1,663.90.

Monthly Calendar:

Picture day is Monday, May 9, 2016; Early Dismissal is Wednesday, May 18, 2016; Next board meeting is May19, 2016; Prom is Friday May 20, 2016.

Public Comments:

A parent asked if we would be offering summer school. Ms. Darlene explained that Mr. Hartzell in Special Ed is putting together a summer schedule and is looking into offering summer school. Appreciation for Katie Hicks was given by Mr. Jackson.

Additional Business Items

None.

Executive Session:

None.

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 7:24p.m.

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, May 19, 2016**

Members Present:

Terrence Jackson
Lois Griffiths

Also Present:

Darlene Smith
Jen Mock

Members Not Present:

Virginia Travis

Call to Order:

Meeting was called to order at 6:07pm. Terrence Jackson, Board President 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 April 21, 2016

Resolved: motion duly made, seconded and unanimously adopted, the monthly minutes of April 21, 2016 were approved. Vote of approval of two board members present (Jackson, T. and Griffiths, L.); not present (Travis, V).

It was noted that Ms. Mock was not present at the April Board meeting.

Public Comments:

Ms. Gina Finley thanked the PASCS staff involved in resolving the issue regarding her son's report card. She also thanked her son's teacher, Ms. Querida Smith-Lewis for the outstanding job she is doing. Ms. Finley expressed that she is happy with her son's progress, particularly in the area of language arts and literature.

Business Manager's Report:

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

Monthly Financial Results – As of March 31, 2016:

Motion: to approve the Monthly Financial Results as of March 31, 2016.

Resolved: motion duly made, seconded and unanimously adopted, the Monthly Financial Results were approved as presented. Vote of approval of two board members present (Jackson, T., and Griffiths, L.); not present (Travis, V.).

Monthly Financial Results – As of April 30, 2016:

Motion: to approve the Monthly Financial Results as of April 30, 2016.

Resolved: motion duly made, seconded and unanimously adopted, the Monthly Financial Results were approved as presented. Vote of approval of two board members present (Jackson, T., and Griffiths, L.; not present (Travis, V.).

Repice and Taylor are currently working on a preliminary budget for the next school year. Salary increases for employees of PASCs will be included in the 2016-17 budget. The percent of the increase does not have to be across the board. Mrs. Smith and Mr. Jackson will meet to discuss the criteria upon which the raises will be based.

Darlene Smith, CAO, presented her Monthly Report**Construction Report:**

The new boiler, as well as the new burner, have been installed and are operating at maximum efficiency.

The large reach-in freezer has been delivered and is operating at maximum efficiency.

Financial Report:

The current balance in the BB&T account is \$1,663.90

No applications for grants have been written at this time.

Hiring Report:

Ayo Faley has been hired as the School Nurse, effective May 23, 2016. Mr. Faley is under contract with PA Lifesharing personnel service.

Enrollment Report:

We currently have 212 students enrolled as of May 17, 2016 for the 2015-16 school year, and have begun accepting applications for the next school year.

The Lottery was held on May 13, 2016. There were 104 participants, of which 54 were selected to fill openings for the 2016-17 school year.

Charter School Status Report:

Regular classroom schedules and activities have resumed. In addition, PASCS 5th grade students are preparing for Prom and Graduation.

Monthly Calendar:

PASCS 5th grade graduation is Friday, June 3, 2016; last day of school for students is Tuesday, June 7, 2016; last day for teachers is Thursday, June 9, 2016; school will be closed Monday June 13, 2016 through Friday, June 17, 2016; Board Meeting Thursday, June 16, 2016.

Public Comments:

Ms. Gina Finley inquired about the use of the car wash money and about the Title 1 funds.

Additional Business Items:

Ms. Begonna Boynton, a parent, was present and submitted her name as a candidate for board membership.

Executive Session:

None.

Adjournment:

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

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, June 16, 2016**

Members Present:

Terrence Jackson
Lois Griffiths
Begonia Boynton
Starkisha Williams

Also Present:

Darlene Smith
Jen Mock

Members Not Present:

Virginia Travis

Call to Order:

Meeting was called to order at 6:07pm. Terrence Jackson, Board President 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 May 19, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the monthly minutes of May 19, 2016 were approved. Vote of approval of two board members present (Jackson, T., and Griffiths, L.); not present (Travis, V).

Motion: To vote in two new board members. Begonia Boynton and Starkisha Williams

Resolved: Motion duly made, seconded and unanimously adopted, voting in of two new board members. Vote of approval of two board members present (Jackson, T. and Griffiths, L.)

Motion: To appoint Starkisha Williams as board secretary

Resolved: Motion duly made, seconded and unanimously adopted, appointing Starkisha Williams as new board secretary. Vote of approval of four board members present (Jackson, T., Griffiths, L., Boynton, B., and Starkisha Williams).

Public Comments:

Parent Kean Jennings inquired about the dates and purpose of the board meetings. Ms. Jennings wanted to clarify that the purpose of the meetings were to come and voice concerns as well as ask questions. Board President T. Jackson advised parent that the board meetings are for parents to come and voice their questions and concerns.

Business Manager's Report:

The Monthly Financial Results, the Lease Reimbursement as well as the 2016-2017 Budget were presented via phone by Tony Repice of Repice and Taylor.

Monthly Financial Results – As of May 31, 2016:

Motion: To approve the Monthly Financial Results as of May 31, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the Monthly Financial Results were approved as presented. Vote of approval of four board members present (Jackson, T., Griffiths, L., Boynton, B., and Williams, S.); not present (Travis, V.).

Motion: To approve the Lease Reimbursement

Resolved: Motion duly made, seconded and unanimously adopted, the Lease Reimbursement was approved as presented. Vote of approval of four board members present (Jackson, T., Griffiths, L., Boynton, B., and Williams, S.); not present (Travis, V.).

Motion: To approve the 2016-2017 Budget

Resolved: Motion duly made, seconded and unanimously adopted, the 2016-2017 Budget was approved as presented. Vote of approval of four board members present (Jackson, T., Griffiths, L., Boynton, B., and Williams, S.); not present (Travis, V.).

Darlene Smith, CAO, presented her Monthly Report

The next board meeting will be held on July 21, 2016.

Construction Report:

Preparation in the classrooms has begun for next school year. Minor repairs have begun as well as painting, stripping the floors for waxing, and curtains for all the classrooms. No major repairs are scheduled at this time.

Financial Report:

The current balance in the BB&T account is \$4,285.84.

Grant for \$2500.00 has been submitted to Integrity Bank to assist with the needs of PASCs. The grant will be used to erect a fence for safety purposes in the front of school to serve as a play area for children.

School Lunch/Title 1 Program funds total \$93,824.74. A check for \$92,000 has been sent to deposit into the Meridian account.

Hiring Report:

The positions we currently have open at PASCs are Secretary, School Nurse, Teachers, Administrative Assistant/Grant Writer, School Counselor and Instructional Aides.

Enrollment Report:

We currently are at capacity with 220 students enrolled. There are 90 students on the waiting list.

Charter School Status Report:

The 5th grade class held their Prom as well as their Graduation. Both events were successful. Parents were pleased as well as students. Members of the Harrisburg School Board were present at the graduation. It was an honor to have them in attendance.

PASCs is currently on Summer break until August 22, 2016, which is the first day of school. Administrative Summer Hours are 9:00a.m.-3:00p.m.

The Extended School Year Program begins on Tuesday, June 21, 2016 until Friday, July 15th, 2016. Two students are currently enrolled. Mr. Hartzell will be working with the students.

Public Comments:

Parent, Kean Jennings inquired about the requirements for the Extended School Year Program.

Additional Business Items:

None.

Executive Session:

Executive session was convened to discuss financial and personnel matters.

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 7:15p.m.

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, July 21, 2016**

Members Present:

Terrence Jackson
Lois Griffiths
Starkisha Williams

Also Present:

Dr. Charles Bradley

Members Not Present:

Begonia Boynton
Virginia Travis

Also Not Present

Jen Mock
Darlene Smith

Call to Order:

Meeting was called to order at 6:05pm. Terrence Jackson, Board President 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 June 16, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the monthly minutes of June 16, 2016 were approved. Vote of approval of three board members present (Jackson, T., Williams, S., and Griffiths, L.); not present (Travis, V and Boynton, B.)

Public Comments:

Business Manager's Report:

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

Monthly Financial Results – As of June 30, 2016:

Motion: To approve the Monthly Financial Results as of June 30, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the Monthly Financial Results were approved as presented. Vote of approval of three board members present (Jackson, T., Griffiths, L., and Williams, S.); not present (Travis, V. and Boynton, B.).

Humanus Staffing Service Agreement Proposal:

The Agreement remains the same as last year's contract. A question arose regarding the hourly wage shown in the proposal. Dr. Bradley will research the answer and present it at the next board meeting. Mr. Jackson requested to table this proposal until the next board meeting.

Rosetta Stone Proposal:

Several questions were asked about the classroom use for this product. Mr. Jackson requested to table this proposal until the next board meeting.

Potential Board Member Resume:

Resume of Nicole Renee Thomas was presented to the board. Many questions were asked, and a discussion ensued.

Mr. Jackson will be meeting with the candidate, as well as presenting the resume to the solicitor. Dr. Bradley stated that there was no conflict of interest with this potential candidate.

Dr. Charles Bradley, presented the Monthly Report

The next board meeting will be held on August 18, 2016.

Construction Report:

Preparation has begun on cleaning the classrooms as well as the school building. Painting and other minor repairs will be completed throughout the summer break. Lighting fixtures will be upgrading where necessary.

Financial Report:

The current balance in the BB&T account is \$28,000.

Deposits were made by Title 1 and the school lunch program.

Grant for \$2500.00 has been submitted to Integrity Bank to assist with the needs of PASCs. The grant will be used to erect a fence for safety purposes in the front of school to serve as a play area for children.

My school/My rewards program is a program that will reward \$2,500 to a school district that can identify a need.

Hiring Report:

The positions we currently have open at PASCs are School Nurse, Administrative Assistant/Office Manager, and 1 Instructional Aide.

Enrollment Report:

We currently are at capacity with 220 students enrolled.

Charter School Status Report:

PASCs is currently on Summer break until August 22, 2016, which is the first day of school. Administrative Summer Hours are 9:00a.m.-3:00p.m.

The Extended School Year Program concluded on July 15, 2016. Three students were enrolled. Dr. Bradley is looking to expand the program next year. The goal is to get more involvement by putting the word out to parents sooner.

PASCs will continue with the box tops for education which will generate more funds for the clothing bank. One hundred percent (100%) of these funds will go to the uniform clothing bank. A letter went out to stores who carry our uniforms asking for any special incentives for parents who go directly to them to purchase. A school uniform policy update regarding consequences for uniform violations, and reminders to parents will be expected at the next board meeting, as well as an update on the teachers uniform policy.

Several Clubs/Activities are in place such as the Etiquette Program, Cheerleading, Basketball, Reading Improvement Program, Box Tops for Education as well as the ADA (Average Daily Attendance) Competition that was put in place to address the parent involvement and truancy

Dr. Bradley shared that plans are being discussed to implement a new system to get information to parents such as an automated phone system to share announcements, updated website, mobile app, etc.

Monthly Calendar:

Dr. Jawanza Kunjufu is scheduled to present a one-day workshop during the Charter School's Professional Development week, on August 9, 2016. The topic of the workshop is "Developing Positive Self-Images and Discipline in Black Children." Parents and members of the community are invited.

Additional Business Items:

Bible Story Book Donations

Executive Session:

Executive Session was held on June 16, 2016

Adjournment:

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

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, August 18, 2016**

Members Present:

Terrence Jackson, Starkisha Williams

Also Present:

Darlene Smith
Dr. Charles Bradley
Jen Mock
Tom Taylor

Members Not Present:

Virginia Travis, Begonia Boynton

Call to Order:

Meeting was called to order at 6:06pm. Terrence Jackson, Board President called for a moment of silence and reflection. A quorum of Trustees was NOT present, and the meeting having been duly convened was ready to proceed with a discussion of business.

Pledge of Allegiance:

The Pledge of Allegiance was recited.

Reading of Agenda:

No corrections or additions to minutes.

No motion was made to approve minutes for July 21, 2016 due to not having a quorum of Trustees present. Voting will take place at the next scheduled meeting.

Public Comments:

No public comments.

Business Manager's Report:

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

Monthly Financial Results – As of July 31, 2016:

Humanus Staffing Service Agreement Proposal:

Agreement remains the same as last year's contract, and has been renewed for the 2016/2017 School Year. No motion was made to approve the Humanus Staffing Service Agreement Proposal due to not having a quorum of Trustees present. Voting will take place at the next scheduled meeting.

Rosetta Stone Proposal:

This is a Spanish curriculum with instructional materials that are mainly completed online. This program will enable the Spanish teacher to do small group instruction within the classroom. No motion was made to approve the Rosetta Stone Proposal due to not having a quorum of Trustees present. Voting will take place at the next scheduled meeting.

CAO Monthly Report

The next board meeting will be held on September 15, 2016.

Construction Report:

Everything will be completed by Monday, August 22, 2016. Minor painting and movement of classroom furniture is the only thing remaining to be completed. Future construction projects will include constructing a wall within the current lounge location in order to provide adequate office space for the CAO.

Financial Report:

The current balance in the petty cash account is \$14,000.

PASCS was not selected to receive the \$2500.00 grant from Integrity Bank.

PASCS did receive the grant for the refrigerator that was purchased in the amount of \$7,056.11.

Hiring Report:

The positions we currently have open at PASCS are School Nurse, First Grade Teacher, and Second Grade Teacher.

PASCS is currently using PA Life Sharing for the Nurse position until one is hired in the future.

Enrollment Report:

Charter School Status Report:

Dr. Jawanza Kunjufu presented a one day workshop on August 9, 2016. His books were purchased and available to share with the staff.

Dr. Bradley updated everyone on the Clubs/Activities that are in place such as the Etiquette Program; Cheer leading, Basketball, Drama Club, Performing Arts Club, Multi-Cultural Day, Dr. Seuss Day, "All In" Day with a pep rally in the beginning of the year and a field day at the end of the year, also a school wide winter celebration.

Dr. Bradley shared information about the Empower our Future Symposium as well as a Lion King Play that will serve as a school fundraiser as well.

PTA Meetings are held every Second Thursday of the month.

Monthly Calendar:

PASCS will be closed on September 2, 2016 for a Professional Development Day.

PASCS will be closed on September 5, 2016 in observance of Labor Day.

There will be an early dismissal on September 14, 2016.

PASCS Open House will be on September 15, 2016.

Additional Business Items:

Ms. Jen Mock's last day on the board is August 18, 2016. Mr. John Allen is a possible candidate to serve as the next teacher liaison.

There will be a calendar of events that will be distributed to staff.

A special board meeting will be held on September 1, 2016 to meet potential new board member candidates as well as to vote on certain agenda items.

The Remind App is an app that could be used to communicate with parents. Every teacher just needs to be set it up. Parent welcome letters will be provided to Dr. Bradley.

Executive Session:

None

Adjournments

Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, September 15, 2016

Members Present:

Terrence Jackson
Starkisha Williams

Also Present:

Darlene Smith
Dr. Charles Bradley

Members Not Present:

Virginia Travis, Begonia Boynton

Call to Order:

Meeting was called to order at 6:05pm. Terrence Jackson, Board President called for a moment of silence and reflection. A quorum of Trustees was NOT present, and the meeting having been duly convened was ready to proceed with a discussion of business.

Pledge of Allegiance:

The Pledge of Allegiance was recited.

Reading of Agenda:

No corrections or additions to minutes.

No motion was made to approve minutes for August 18, 2016 due to not having a quorum of Trustees present. Voting will take place at the next scheduled meeting.

Public Comments:

No public comments.

Business Manager's Report:

The Monthly Financial Results were not presented by Repice and Taylor.

Monthly Financial Results – As of August 31, 2016:

CAO Monthly Report

The next board meeting will be held on October 20, 2016.

Construction Report:

No major construction projects to report.

Financial Report:

The current balance in the petty cash account is \$13,000.

Hiring Report:

The positions we currently have open at PASCs are School Nurse, First Grade Teacher, Second Grade Teacher and a school psychologist. We are currently using outside sources to staff these positions.

We are seeking a Personal Care Assistant that can serve as a personal aide for an individual student to assist with classroom management.

Enrollment Report:

We currently are at 217 students enrolled. Effective Monday, September 19, 2016 we will be at capacity.

Charter School Status Report:

First day of school was a success.

Dismissal Policy was discussed. System in place seems to be working.

We are looking to begin a Saturday school. This will be a program geared towards helping students to be better prepared for the PSSA test. Students will be taught the basic skills that are needed, to be proficient in English Language Arts, and Math.

Parents have the opportunity to complete volunteer hours within the school. Parents can assist with lunch duty, administrative assistance, field trips, morning meeting as well as classroom assistance.

Monthly Calendar:

No major activities to report at this time.

Additional Business Items:

Executive Session:

None

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 6:40p.m.

**Premier Arts & Science Charter School
Minutes of a Special Meeting of the Board of Trustees
Thursday, September 1, 2016**

Members Present:

Terrence Jackson
Starkisha Williams
Begonia Boynton

Also Present:

Darlene Smith
Dr. Charles Bradley
Jen Mock
Nicole Thomas

Members Not Present:

Virginia Travis

Call to Order:

Meeting was called to order at 6:07pm. Terrence Jackson, Board President 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.

Board Member Candidate Introduction:

Nicole Thomas was in attendance to be formally introduced to the board. Mrs. Thomas is a potential candidate for becoming a new board member.

Reading of Agenda:

No corrections or additions to minutes.

Motion: To approve minutes for July 21, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the monthly minutes of July 21, 2016 were approved. Vote of approval of three board members present (Jackson, T., Williams, S., and Boynton, B.); not present

Public Comments:

No public comments.

Business Manager's Report:

Motion: To approve the Monthly Financial Results as July 21, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the Monthly Financial Results were approved as presented. Vote of approval of three board members present (Jackson, T., Boynton, B., and Williams, S.); not present (Travis, V.)

Humanus Staffing Service Agreement Proposal:

Motion: To approve the Humanus Staffing Service Agreement Proposal

Resolved: Motion duly made, seconded and unanimously adopted, the Humanus Staffing Service Agreement was approved. Vote of approval of three board members present (Jackson, T., Williams, S., and Boynton, B.); not present (Travis, V)

Rosetta Stone Proposal:

Motion: To approve the Rosetta Stone Proposal

Resolved: Motion duly made, seconded and unanimously adopted, the Rosetta Stone Proposal was approved. Vote of approval of three board members present (Jackson, T., Williams, S., and Boynton, B.); not present (Travis, V)

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 6:18p.m.

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, October 20, 2016**

Members Present:

Terrence Jackson
Starkisha Williams

Also Present:

Darlene Smith
Dr. Charles Bradley
Nicole Thomas

Members Not Present:

Begonia Boynton
Virginia Travis

Call to Order:

Meeting was called to order at 6:05pm. Terrence Jackson, Board President called for a moment of silence and reflection. A quorum of Trustees was NOT present, and the meeting having been duly convened was ready to proceed with a discussion.

Pledge of Allegiance:

The Pledge of Allegiance was recited.

Public Comments:

Myocean Hoskin was present to discuss some concerns regarding the disciplinary policy. She was advised that Mrs. Darlene Smith would provide her with a copy of the policy.

Reading of Agenda:

No corrections or additions to minutes.

No motion was made to approve minutes for August 18, 2016 and September 15, 2016 due to not having a quorum of Trustees present. Voting will take place at the next scheduled meeting.

Business Manager's Report:

No motion to approve the Monthly Financial Results for August 31, 2016 and September 30, 2016 due to not having a quorum of Trustees present. Voting will take place at the next scheduled meeting.

Board Membership

Potential new board member Nicole Thomas was present to be voted in. A quorum of Trustees was not present so no motion to vote in Mrs. Thomas was made. Voting will take place at the next scheduled meeting.

CAO Monthly Report

The next board meeting will be held on November 17, 2016.

Construction Report:

No new construction projects have been scheduled at this time.

Financial Report:

The current balance in the petty cash account as of October 17, 2016 is \$19,104.17.

Hiring Report:

We are seeking a Personal Care Assistant that can serve as a personal aide for an individual student to assist with classroom management. We are also looking for a Special Education Teacher.

Enrollment Report:

We currently are at 215 students enrolled.

Charter School Status Report:

There are currently 4 clubs active at PASCs and 1 beginning October 22, 2016. The Art Club is going very well and is held on Fridays. The Reading Improvement Program is held on Mondays and Thursdays and is going well. The Young Boy's Club is meeting once a month with young boys from 3rd to 5th grades. The Drama Club is going well and Premier's Saturday Academy is set to kick off this Saturday.

Monthly Calendar:

Monday, October 10, 2016 PASCs is closed for Professional Development Day.

Additional Business Items:

None

Executive Session:

None

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 7:45p.m.

Premier Arts & Science Charter School
Minutes of an Executive Session of the Board of Trustees
Thursday, November 3, 2016

Members Present:

Terrence Jackson
Starkisha Williams
Begonia Boynton

Members Not Present:

Virginia Travis

Call to Order:

Meeting was called to order at 6:00pm. Terrence Jackson, Board President 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.

Board Member Candidate:

Motion: To vote in new board member Nicole Thomas

Resolved: Motion duly made, seconded and unanimously adopted, the voting in of board member Nicole Thomas. Vote of approval of three board members present (Jackson, T.; Williams, S.; and Boynton, B.) not present (Travis, V.)

Reading of Agenda:

Motion: To approve minutes for August 18, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the monthly minutes of August 18, 2016 were approved. Vote of approval of three board members present (Jackson, T., Williams, S., and Boynton, B.); not present (Travis, V)

Motion: To approve minutes for September 15, 2016

Business Manager's Report:

Motion: To approve the Monthly Financial Results as of August 31, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the Monthly Financial Results for August 31, 2016 were approved as presented. Vote of approval of three board members present (Jackson, T., Boynton, B., and Williams, S.); not present (Travis, V.)

Motion: To approve the Monthly Financial Results as of September 30, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the Monthly Financial Results for September 30, 2016 were approved as presented. Vote of approval of three board members present (Jackson, T., Boynton, B., and Williams, S.); not present (Travis, V.)

Adjournment:

There being no further discussion items to come before the board, the meeting was adjourned at 6:20p.m.

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, November 17, 2016**

Members Present:

Terrence Jackson
Starkisha Williams
Begonia Boynton
Nicole Thomas

Also Present:

Darlene Smith
Greg Hartzell

Members Not Present:

Virginia Travis

Call to Order:

Meeting was called to order at 6:02pm. Terrence Jackson, Board President 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.

Public Comments:

No public comments at this time.

Reading of Agenda:

Correction to minutes for 11-3-16 are: change heading to "Emergency Board Meeting."

Motion: To approve minutes for October 20, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the monthly minutes of October 20, 2016 were approved. Vote of approval of four board members present (Jackson, T., Williams, S., Boynton, B.; and Thomas, N.); not present (Travis, V)

members present (Jackson, T., Williams, S., Boynton, B.; and Thomas, N.); not present (Travis, V)

Motion: To vote in new teacher representative for PASCs, Mr, Greg Hartzell

Resolved: Motion duly made, seconded and unanimously adopted, voting in of new teacher representative for PASCs. Vote of approval of four board members present (Jackson, T., Williams, S., Boynton, B.; and Thomas, N.); not present (Travis, V)

Motion: To accept the ACS Consultants Staffing Service Contract

Resolved: Motion duly made, seconded and unanimously adopted, voting to accept the ACS Consultants Staffing Service Contract. Vote of approval of four board members present (Jackson, T., Williams, S., Boynton, B.; and Thomas, N.); not present (Travis, V)

Business Manager's Report:

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

Monthly Financial Results – As of October 31, 2016

Motion: To approve the Monthly Financial Results as of October 31, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the Monthly Financial Results were approved as presented. Vote of approval of four board members present (Jackson, T., Williams, S., Boynton, B.; and Thomas, N.); not present (Travis, V)

CAO Monthly Report

The next board meeting will be held on December 15, 2016.

Construction Report:

No new construction projects have been scheduled at this time.

Financial Report:

The current balance in the petty cash account as of November 17, 2016 is \$61,476.81

Hiring Report:

We are seeking a Personal Care Assistant that can serve as a personal aide for an

Enrollment Report:

We currently are at 220 enrolled.

Charter School Status Report:

There are currently 4 clubs active at PASCS as well as Saturday Academy. The Art Club will put on an art show on December 8, 2016.

Monthly Calendar:

School will be closed for Thanksgiving Break beginning Wednesday, November 23, 2016 thru Monday, November 28, 2016.

Motion: To accept CAO Monthly Report

Resolved: Motion duly made, seconded and unanimously adopted, the CAO Monthly Report was approved as presented. Vote of approval of four board members present (Jackson, T., Williams, S., Boynton, B.; and Thomas, N.); not present (Travis, V)

Additional Business Items:

None

Executive Session:

None

Adjournment:

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

**Premier Arts & Science Charter School
Minutes of a Meeting of the Board of Trustees
Thursday, December 15, 2016**

Members Present:

Terrence Jackson
Starkisha Williams
Begonia Boynton
Nicole Thomas

Also Present:

Darlene Smith
Greg Hartzell

Members Not Present:

Virginia Travis

Call to Order:

Meeting was called to order at 6:06pm. Terrence Jackson, Board President 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 a discussion of business.

Pledge of Allegiance:

The Pledge of Allegiance was recited.

Public Comments:

No public comments at this time.

Reading of Agenda:

Motion: To approve minutes for November 17, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the monthly minutes of November 17, 2016 were approved. Vote of approval of four board members present (Jackson, T., Williams, S., Boynton, B.; and Thomas, N.); not present (Travis, V)

Business Manager's Report:

The Monthly Financial Results were sent over by Renice and Taylor and presented by

Motion: To approve the Monthly Financial Results as of November 30, 2016

Resolved: Motion duly made, seconded and unanimously adopted, the Monthly Financial Results were approved as presented. Vote of approval of four board members present (Jackson, T., Williams, S., Boynton, B.; and Thomas, N.); not present (Travis, V)

CAO Monthly Report

The next board meeting will be held on January 19, 2017.

Construction Report:

No new construction projects have been scheduled at this time.

Financial Report:

The current balance in the petty cash account as of December 13, 2016 is \$86,902.57

Hiring Report:

We are seeking a Personal Care Assistant that can serve as a personal aide for an individual student to assist with classroom management. We are looking for a grant writer to work part time. We are also looking for a Special Education Teacher and a secretary for Special Education.

Enrollment Report:

We currently are at 213 enrolled.

Charter School Status Report:

There are currently 4 clubs active at PASCs as well as Saturday Academy. Art Club held their showcase on December 8, 2016. The turnout was successful.

Monthly Calendar:

The staff Christmas party will be held on December 16, 2016 from 7pm-10pm. December 17, 2016 is the YaZmine Dance Recital and Kwanzaa Celebration. School will be closed from December 21, 2016 thru January 2, 2017 for Winter Break. January 2, 2017 is a Staff Development Day. School will also be closed on January 16, 2017 in honor of Dr. Martin Luther King Jr. Day.

Motion: To accept CAO Monthly Report

Additional Business Items:

Meeting with French Toast Company in regards to some possible uniform changes. This company could be more cost efficient for parents. Presentation will be scheduled at a later date.

Remind App seems to working well for the teachers. The teachers have corrected in their settings the ability to receive replies from parents.

Executive Session:

None

Adjournment:

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