

Nittany Valley Charter School - Board of Trustees Meeting

Via Zoom Conference

6/11/2020 Meeting Minutes - Approved 9/10/20

1. Call to order: 5:37PM
2. Introductions/Absences: Emily absent at first, Heather Lee taking notes in her absence.
3. Parent/Community Comments and Concerns: Board grateful for how well the teachers responded to the online learning situation. Great job to everyone!!
4. Secretary's Report: February Meeting Minutes
 - a. Motion to approve - Gina T; Second - Heather M. - all approve
5. CEO Report:
 - 1st meeting since COVID 19 closure and last meeting of the school year. Will there be any School Board member/officer changes for the upcoming school year?
 - Discussed a new day for meetings, second Tuesday of the month at 5:30 seems to work for everyone. Agreed to change to the second Tuesday of the month at 5:30
 - Everyone present will continue in their positions on the board
 - PSERS update
 - Everything turned over to the lawyer, he answered all their questions, spoke with PSERS and it sounds like they were most concerned with the current employees. Since all are currently enrolled, it seems they may be appeased. Waiting on hopeful "forgiveness" from IRS.

- Quarterly Financial Report and 20-21 School Budget Proposal
 - Budget includes flat increases for staff, also included enough to hire another full-time staff - ideally would be for a certified teacher with a background in emotional support
 - Field trip fund is a little bit lower due to not having the fun run
 - Motion to pass the budget - All in favor of passing the budget.
- **COVID-19 Health and Safety Plan for re-opening our school in the fall.**
 - Questions about how to respond to a student having any kind of symptoms, how long do they stay home, do they need to go to the doctors or get a doctors note in order to return? Concerns that it would be a financial hardship if they're required to go to the doctors.
 - Discussed the preference for two buses for field trips - Kara will find out if buses will be available.
 - This policy is a living document and will be updated as needed.
 - **Motion to approve - all agree.**

6. Committee Report:

FYI: Alyssa Johnson and Jennifer Malik-Williams wish to offer to create a Nittany Valley PTO. They would like to take the lead to recruit people to participate in groups like a gardening group, and plant sale group, and a Fun Run group. Mike and I are in agreement that we would encourage their support and welcome the help it takes to plan these events.

7. Adjournment: Motion to adjourn at 7:09PM Gina, seconded by Aimee

Nittany Valley Charter School - Board of Trustees Meeting

Via Zoom Conference

Meeting Minutes from 9/10/2020, approved 10/13/2020

1. Call to order: Kristin called to order at 5:36

2. Introductions/Absences:

All Present: Kara, Emily, Gina, Heather, Kristin, David, Aimee

3. Parent/Community Comments and Concerns: Do we have a large waiting list? We do have some people waiting, but they are for classes that are already considered full. We probably would not be in a position to add anyone anyway, unless a student chooses to leave.

4. Secretary's Report: June Meeting Minutes, Heather motioned to approve, Gina seconded

5. CEO Report:

a. Can students join distance learning at any point? *Yes*

b. Does the state recommend full distance learning for us even if we are in the severe transmission rate for the county? No, we are fine choosing whichever we would like. They recommend changing mode of instruction when moving into severe transmission rate, which we are doing with the addition of remote. No other schools except for State College and Young Scholars are at this point planning to go fully remote.

Updated COVID Policy recommendations from our staff:

- Since the recommendation from PDE and the DOH will most likely be that we change our model of instruction if tomorrow's numbers indicate that we are now showing week two for Centre County to be in the "substantial" range of infection, the staff and I propose changing from all in-person learning to offering our distance learning program to families who opt for that choice. Verna has agreed to teach these students, with the classroom teachers providing the work for her. Kathleen will cover for Verna during those times of the day that she will need to meet with the distance learning students. She will meet with them daily via zoom and additional schoolwork will be sent home weekly. Those that opt for the distance learning program will commit to doing so for the rest of this tri-mester, ending November 13th. At that point, they should return to in-person instruction if our numbers are no longer in the "substantial" range or they remain in the distance learning program if the numbers are still so high.
- If we have many families opt for the distance learning program, we will assign additional teachers to help educate those students. We are not anticipating many families choosing this option. (If only Victor's family wishes to go to the remote model, Brandy will just handle his zoom meeting lessons.)
- For the students and staff who decide to stay the course and continue with in-person learning, we wish to change our current policy to close the whole school for a one week period should we even have one known positive case in our in school community. That way, we can all have the time to remain at home to watch for the signs and symptoms to help prevent the spread of the

virus. (Review school work will be ready to go home with each student. We will not provide zoom sessions though during the one week closure.) We will report any case to the DOH and follow the guidelines for contact tracing and keep all families informed about their exposure. People who do show signs or symptoms during the week closure should seek testing and wait for the results to be negative before returning to school, and the positive cases must receive a negative test result before returning to school.

*Beyond the one week closure: Students who remain out because of positive tests, while waiting for a negative test result, or are continuing to show signs and symptoms will be temporarily added to the distance learning model.

- At this point, we will only go to a complete remote school model should it be recommended by the government that we close.
- This is a living policy, so as changes and recommendations change, so shall our policy. There are many “what ifs” that we will address as they arise.
- For all of the staff, students and families who wish to continue with in-person learning: Please remain vigilant by doing all of those things that we can to limit our exposure here at Nittany Valley Charter School. Thanks!

Motion Approved unanimously.

Other updates:

- PSERS update: We received the letter back from the IRS already. We have submitted it to PSERS and believe this whole situation is behind us.

- *IRS has forgiven the incorrect years. PSERs is ok with current employees being enrolled in one plan or another from here on out, which we are doing.*
- The Annual Financial Audit is being completed. If you would like Baker Tilly to join our next school board zoom meeting to make the report, they will. Or they will send the report and I will share the document.
 - *Agreed that we will read the report and if we have questions will ask for further reporting from Baker Tilly.*
- Before the start of school, the HVAC heads have had the Nu-Calgon UV light filters installed, increasing the safety of our ventilation system.
- New flooring is still being installed as handyman is only able to come in to work on it at odd hours.
- Discussed outdoor classrooms and if there are any needs there to make them better. So far, they are working well.

6. Committee Report:

7. Adjournment: 6:38 motion to adjourn by Heather, seconded by Gina

Nittany Valley Charter School - Board of Trustees Meeting

Via Zoom Conference 10/13/2020 Meeting Minutes, approved 1/12/21

1. Call to order: Kristi called to order at 5:36 pm
2. Introductions/Absences: Gina may be joining late, Kristin, Heather, Emily, David, Aimee present.
3. Parent/Community Comments and Concerns: none
4. Secretary's Report: September Meeting Minutes Heather motioned to approve, Kristin seconded
5. CEO Report:
 - COVID-19 update: Only one student joined the “distant learning program”, so that student’s teacher is providing the work until November 13th. At that point, the family will withdraw and join SCASD’s distance learning program.
 - We have had a former student return to NVCS because the district’s program has not suited his learning style. So we are still at full enrollment.
 - No reported cases still in our NVCS community.
 - Discussion about free local testing that is still available. Maybe send an email about what is available to the school community.
 - Kristin and I have signed and sent out a letter requesting charter renewal to the SCASD Board. To date, I have not heard anything back.
 - Only communication from SCASD has been regarding COVID enrollment/opening/shutdown information.
 - A family request for taking up an “NVCS Cares” donation.

- Student has not qualified for identified services through the school, requests fundraising efforts for tutoring services. Board agrees that this program is for immediate needs and emergencies, not applicable in this case.
 - Discussion about making changes to our school calendar since PSU announced it is not returning until January 18th
 - Add vacation days to January and April?
 - End spring semester earlier in the year?
 - Does staff have plans over spring break? Will come up with 2 solid options and hold a vote.
 - I have not yet received the Annual Audit Report from Baker Tilly. I will send it electronically once I do.
6. Committee Report: See the report from the PTO group. They are planning a pie fundraiser.
7. Adjournment: Kristin adjourned at 6:27

Nittany Valley Charter School - Board of Trustees Meeting

Via Zoom Conference

1/12/2021 Meeting Minutes

1. Call to order: 5:39pm
2. Introductions/Absences: *Heather will be late, Emily absent*
3. Parent/Community Comments and Concerns: *none*
4. Secretary's Report: October Meeting Minutes *approved* – *Gina motioned to approve and David seconded*
5. CEO Report:
 - The SCASD has replied to our renewal request with a list of information and data documentation that they will require to complete the process. I am gathering these requested materials for their review and will submit them electronically. (The letter from SCASD is attached)
 - Statement of Financial Interest Forms need to be completed again. I will send them home, please return.
 - Gov. Wolf signed House Bill 703 into law which will require that we publicize contact information for all school board members on our website. (name and email address only)

All members would like to have generic NVCS email accounts set up for use so their personal email accounts will not be made public. Kara will take care of this and enter them on the website before the deadline.

- Covid Update: *Still no known positive cases in our school community! Some families have had to quarantine or be tested, but all tests returned are negative.*
- Quarterly Financial Report: *No questions about our financial status at this time. The school board did bring up the desire to have a fun end-of-the-year event for the students, should our budget allow.*

6. Committee Report:

Fundraising Report: \$590 profit from the sales for Art 2 Remember.

7. Adjournment: 6:05pm