

Nittany Valley Charter School - Board of Trustees Meeting

2/10/2020 Agenda

Approved 6-11-20

1. Call to order: Kristin called to order at 5:38
2. Introductions/Absences:
 - a. Bob Etchells had to step down.
 - b. David Parmelee absent, all other members present
3. Parent/Community Comments and Concerns:
4. Secretary's Report: January Meeting Minutes
 - a. Heather M. voted to approve, Aimee seconded
5. CEO Report:
 - C-Net Public Service Announcement: 30 second on-location filming and use of the video on our website/broadcasts on C-Net for one year costs \$300.
 - Unanimous approval of renewal.
 - Value the benefits of physical activity and outdoor time, environmental education, hands on/immersive learning, individualized instruction, alternative seating/classroom setup, personalized progress tracking and evaluation, whole child approach
 - Mr. Bob O'Donnell, Lawyer from Philadelphia, will call in at 6pm for discussion about what he perceives as the concerns PSERS will raise after learning about our alternative Simple IRA retirement plan not meeting their approval.

- PSERS has not specifically disapproved of the current plan, but does have questions about the previous plans.
- Requirement in charter school law says all employees must be placed in PSERs
 - Originally approved application failed to apply for exception (was no approval process through PSERS at the time)
 - School district did not catch exception in charter renewals
 - PSERS did not catch exception (first employee enrolled in PSERS in 2002)
 - Audit in 2015 said we were compliant
- All current employees (who work > 1000 hrs per school year) are either in PSERs or new plan (not yet approved by PSERs)
- Can we provide documentation of all retirement enrollments over the years?
- Quarterly Financial Report. We are running under budget, would like to hire another teacher or para for the next year.
- Statement of Financial Interest Forms
- Tours of school by interested parents and siblings entering Kindergarten are easily going to fill enrollment for next school year.

6. Committee Report:

7. Adjournment: Heather M. and Heather L. motioned and seconded to adjourn at

7:38

Nittany Valley Charter School - Board of Trustees Meeting

1/13/2020 Agenda

Approved: 2-10-20

1. Call to order: Kristin called to order at 5:41 PM
2. Introductions/Absences: Bob Etchells
3. Parent/Community Comments and Concerns: Continuing concerns about speech therapist/personnel issues. New working guidelines for services being met is a recommendation of discussion of services if 15 days behind.
4. Secretary's Report: December Meeting Minutes, Kristin motioned to approve, Heather L. seconded.
5. CEO Report:
 - \$380.00 was raised through the Kids Holiday Sale
 - Thank you notes to share from staff for generous bonuses
 - All employees who work more than 1000 hours/year, who are not participating in the PSERs plan, have elected to participate in our new 403(b) alternative plan. We have still not received "approval" for this plan from PSERs but started with a 1/1/20 date expecting it will be approved. Cannot
 - Requesting approval for ESL policy. Gina motioned to approve. Board voted unanimous yes.
 - Requesting approval for 20-21 school calendar. 66 hours over instructional hours needed. Unanimously approved.

- Requesting approval for AED purchase with an approximate cost of \$1300.

Unanimous approval.

6. Committee Report:

7. Adjournment: Kristin adjourned at 7:02, Gina approved.

Nittany Valley Charter School - Board of Trustees Meeting

12/09/2019 Agenda

Approved 1/13/20

1. Call to order: Kristin called to order at 5:37
2. Introductions:
3. Parent/Community Comments and Concerns: Should board create a policy of expectations for contractors?
4. Secretary's Report: October Meeting Minutes, approved by Heather L., seconded by Aimee.
 - a. Retirement plan update:
 - i. Waiting for PSERs approval for new retirement plan moving forward from Jan 2020.
 - ii. IRS Letter of forgiveness for previous alternative retirement plan has been sent.
5. CEO Report:
 - * I am requesting cards from school board members and families to thank our awesome staff this Christmas. The generous amount approved by the school board in our annual budget will be divided and dispersed to all staff members in those cards.
 - * Parent-teacher conferences are mostly complete and went very well. Having the new MAP testing student report in both reading and math has been a big help in showing parents how their kids are performing. Looking forward to seeing how the PSSA projections will correlate with actual test results.

* As was stated in the November update, our annual financial audit through Baker Tilly has been completed with no citations or concerns. I have brought copies for anyone interested in reading the results more thoroughly.

* The annual Holiday Sale for the students will take place on Friday, 12/13. We have received quite a lot of donations and volunteers to help. Still collecting wrapping supplies.

*The following Friday, 12/20, we will have a Christmas Performance for the Foxdale Village residents. Parents are welcome, and it will start at 1:00pm.

*SCASD is interested in incorporating some of the charter schools into the district, creating delta opportunities for other age groups, only talk at this point.

6. Committee Report:

7. Adjournment: Kristin adjourned at 6:24

Nittany Valley Charter School - Board of Trustees Meeting

10/23/2019 Agenda *approved 12/9/19*

- Call to order: Kristin called to order at 5:39
- Introductions:
- Parent/Community Comments and Concerns:
- Secretary's Report: Gina motioned to approve, Aimee seconded.
- CEO Report:
 - * Working on speech therapist and ESL personnel issues
 - * MAP testing software update – happy with it so far, very comprehensive, can be used for reading and writing as well as math. We will be able to track progress by student and by class.
 - * Trauma Sensitive Schools: Video
https://media.dpi.wi.gov/sspw/av/trauma_sensitive_schools_mod_1/story_html5.html
 - * All staff is participating in the full online professional development training series, and we will follow up with whole staff discussions in November at staff meetings.
 - * A lot of the subjects covered are already being handled here.
 - * Quarterly Financial Report – doing well financially.
 - * Update on the not approved Simple IRA Plan vs. PSERs, and what our lawyer, Bob O'Donnell, has learned thus far is that we have to get new plan to go into effect January 1, plus will have to make it retroactively fair. Going back to 2002, any employee who did not participate will need to be entered into PSERs or the alternative plan. If the employee still chooses to enter 0%, is this ok?
 - * Holiday Sale will be Friday, December 13 this year. Will start asking for donations, set up a box to put out.

6. Committee Report:

Nittany Valley Charter School - Board of Trustees Meeting

5/20/2019 Meeting Minutes

Approved: 9-9-19

1. Call to order: Kristin called to order at 5:38
2. Introductions: 19-20 School Board Membership
 - a. New member: Bob Etchells
 - b. New member: Alyssa Johnson
3. Parent/Community Comments and Concerns:
 - a. Aimee volunteered for Vice President position
4. Secretary's Report: April Meeting Minutes – Heather L. and Heather M.
motioned to approve
 - a. Follow up on Received on one more transition survey results, student expressed need for higher level math
 - b. Follow up on heat pump – still need to work out service contract details
5. CEO Report:
 - * Sixth and final section of School Board Training; *Ethics*
 - We don't necessarily need to make any changes at this time, but do need to be careful about email consensus as a decision making tool to be in compliance with Sunshine act
 - Suggestion to move voting decisions that do occur online to a Google Poll so that they are easily archived
 - * Executive board member trainings are not yet available

* Covered School Board Manual

- May need to look at by-laws to see if anything needs to be updated, they

were last updated in 2015

* Interior painting proposal with/without ceilings.

- Found one contractor available to perform over the summer, proposal

\$18,000

- All approve

* Paving and bumper blocks proposal to contend with people driving into the lawn,

\$3,000

- All approve

* 19-20 Budget proposal, including cost for ESL certification for Chelsea and increase in salaries for all full-time employees.

- All approve

* Special Education Compliance Monitoring completed with no citations.

- Will be 6 years until next monitoring activity

6. Committee Report: Facilities to meet again soon.

7. Adjournment: Heather L. motion to adjourn, Aimee second

Nittany Valley Charter School - Board of Trustees Meeting

9/9/2019 Agenda

Approved: 10/23/19

1. Call to order: Gina motioned to call to order at 5:48
2. Introductions: N/A
3. Parent/Community Comments and Concerns: At 46 students currently enrolled, all applicants given offers.
4. Secretary's Report: May Minutes approval – Heather M. motioned to approve, all agree
 - a. Changes since May – Ann Rohan doing the ESL certification because of Chelsea's resignation
5. CEO Report:

* Math MAP testing software purchase approval. Initial cost: \$2500. , then yearly the cost is \$1500.

Teachers agree it is worth it.

- State College uses this software to track progress. Online, cumulative testing to assess students' mastery to drive instruction. This fills a hole in our assessment tracking.
- Gina motioned to approve. All in favor.

* Signed School Board Requirement letters are due. (I have copies here to complete if needed.)

* Reminder for all new school board members to complete the PDE online training.

School Board Directors training is still not available!

Trainings can be found here:

<https://www.education.pa.gov/Schools/Governance/Act55/Pages/default.aspx>

* Information/discussion about Governor Wolf's Charter School Reform Proposal

- Plan to send out link to parent petition for PA Coalition of Public Charter Schools.

* Painting has been completed and looks great! Mike is completing the renovations in the all-purpose room.

* Heat Pump replacements were complete and seem to be running well.

* Sidewalk blocks were replaced and the new paving "skirt" completed. Waiting on the SC Borough to complete sidewalk inspection. (Mini "field trip" of school.)

*We are looking forward to camping this Thursday!

6. Committee Report:

7. Adjournment: Dave motioned to adjourn at 6:40, Heather L. seconded