9-7-23 REGULAR BOARD OF TRUSTEES MEETING MINUTES

REGULAR BOARD MEETING – REMOTELY CONDUCTED
9-7-23
5.30 PM. Young Scholars

Attendees: Baris Yilmaz, Crescent Miller, Crystal Confer, Levent Kaya, Melissa Landrau Vega, Ashley Patterson, Jamie Campbell, Rae Gallaher

I. CALL TO ORDER AT 5:44 p.m.

- YSCP Virtual Meeting Plan During Emergency Closures
- Counsel has determined we can still hold virtual meetings and will write up an update for us to change the Bylaws (Article VI. B. 2.), to note the minimum number of board members who should attend in person and the maximum number of members who could attend remotely.

II. – PUBLIC COMMENT

There were no public comments.

III. - ROUTINE APPROVALS

- Regular Board Meeting Minutes for June 8, 2023 - since Kathleen Phillips was not available, we will approve the minutes at the next meeting.

IV. –OLD BUSINESS

Board Officer Election

- Melissa was updated on the summer election discussion; she was not interested in the treasurer position. Officers' positions remain as follows: Jamie Campbell-president, Ashley Patterson-vice president, Crescent Miller-treasurer, and Kathleen Phillips-secretary.
- Move to approve – Jamie; Second – Melissa; No questions/discussion; Approved unanimously.
- At this point, the meeting was handed to Jamie to lead.

Development of an Inclusivity/Anti-Racism Policy

- There is no update by Dr. Kaya or the committee (Jamie, Ashley, Melissa).
- Jamie communicated that he would like the students and teachers to be involved in the discussions. The committee will have a meeting and then present ideas and will include the YSCP community in the discussion.
- Baris explained they are establishing a student government that can help with feedback and that they could use one of the teacher committees to get feedback or create a new committee.

ARP ESSER Health and Safety Plan

- Crystal shared the dates of reviews with the last review having taken place on August 8, 2023. There are no major changes in the plan. The masking, physical distancing, cleaning, ventilation, accommodations, and handwashing guidelines and efforts will continue to meet or exceed guidelines, mandates or requirements from the DOH or CDC.
- The school no longer conducts contact-tracing, but staff is available if it becomes necessary again. The State Health Department has asked not to receive reports any longer.

- This is the last year the Health and Safety Plan will need to be implemented, since the grant will conclude after this year.
- Move to approve – Crescent; Second – Melissa; No questions/discussion; Approved unanimously.

V. -NEW BUSINESS

- No new business

VI. -COMMITTEE REPORTS

- High School/Facility Committee: None
- Non-Union Staff Contract Committee: None

VII. -CHARTER SCHOOL'S ADMINISTRATORS REPORTS

CEO-Principal Report

Academics:

- School finished the sensory garden. Paraprofessional Ann Wittman was the creator and will be recognized for it. Board members will be invited. The garden will be known as the Wittman Sensory Garden.
- Summer Inservice Days, first day of school, PAC Back-to-School Fundraiser, Back-to-School Nights, and PAC Welcome Back Community Night all went well.
- There was an "eye safety" presentation by Nittany Eyes Associates, for 4-8 grades on 8/30/23.
- Kindergarten and new parent breakfasts will start next week (9/11-14/23).
- Picture Day will take place on 10/11/23.

Compliance:

- School conducted a safety drill on 8/31/23.
- A visiting speaker on trauma presented to staff and staff received a copy of his book.
- A table of all PIMS reports submitted was shared.
- Seventy-seven percent (77.4%) of professional staff is certified.

Enrollment:

- Enrollment is 346 as of September 6, 2023 (one of the lowest numbers in the past 6-7 years). There are 114 spaces open for all grades.

Personnel:

- Dr. Kaya shared the personnel report with 7 resignations and 17 hires. There were 6 extra pay/extra duty positions.

- Positions needed: school counselor, 4 paraprofessionals, 2 special education teachers (IU search) and director of student services (IU search).

Building/Facility Report: None

PYP Assistant Principal Report

- Some teachers participated in training this summer. The new teachers are doing great. They have had one of the better starts of the school year since Covid.

MYP Assistant Principal Report

- Baris is currently visiting the classrooms. There is a diagnostic assessment due at the end of September and it will help inform intervention enrichment groups.
- Terry Watson will be addressing racism with the middle school assembly tomorrow.
- They are updating curriculum online plans.
- The middle school is planning a trip to the Carnegie Science Center in Pittsburgh for earlier in the year.
- They are considering bringing back "team time" - advisory mentoring groups where each teacher will have a group of students with whom to meet biweekly, to talk about any socio-emotional or organizational skills (based on need of students). Helps create a more communal middle school.

Business Manager Report

- The financial report can be found in the Board's folders, in Google Drive. Reports include Statement of Activity, Statement of Financial Positions, bank statements and reconciliations, and Employee Retention Credit.
- The new audit began a few weeks ago and Rae is working with the auditors to get all the information requested.
- Employee retention credit report includes how much we have received from the U.S. Treasury and how much we have paid to our consulting group (who helped us file the amended 941 reports).
- Snapshot of Financial Position includes ERC credit received (we should not count on that revenue right now until we are sure we are not audited). As of 8/31/23 our total revenue is $1,139,992.47 and total expenses are $1,000,375.93. The District Accounts Receivable is still being determined and we will have an accurate account receivable, soon.
- Dr. Kaya will have a meeting with Kish Bank. The auditor alerted them that funds sit in two different banks, but only $250,000 is insured and that puts us at risk. If additional funds (in $250,000 increments) are assigned to other banks, it would ensure that the additional funds are also insured. He will find out more information on this issue and either he and Rae will present or will invite someone from the bank to explain more on this topic at the next meeting.
- School set up a deposit scanning machine to reduce trips to the bank. Checks can be deposited from Rae's office and cash will continue being deposited at the bank.
- Crescent asked if we have the employee retention money held by us at this time and asked if we should include it in a high interest account to have in case future audits. Rae explained that Kish Bank is probably going to help with that aspect too.

VIII- FUTURE AGENDA PLANNING

- Equity and inclusivity efforts
- Report on Kish Bank's discussions
- Lice policy

IX- EVALUATION OF THE MEETING

No items.

X- EXECUTIVE SESSION

- There are no matters to be discussed in an executive session.

XI- ADJOURNMENT AT 6:28 p.m.