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REGULAR MEETING MINUTES
Wednesday, March 13, 2024

I Call to Order

The Board of School Directors of the Premier Arts & Science Charter School (PASC5) held a regular meeting on Wednesday, March 13, 2024, at PASC5, pursuant to due notice to each Board Member. Pamela Spencer, President, Board of School Directors, called the meeting to order at 6:03 p.m.

II. Roll Call & Announcement

Roll Call:

Pamela Spencer	Present
Anita Ashe	Absent
Chanel Miller	Absent

Present:

Samantha Beyzaei, COO
Meghan Havener, Teacher Representative

NOTE: Tonight's board meeting will be held for informational purposes only due to the lack of quorum of Board Members in attendance. No action items will be voted on, and items discussed are for informational purposes only.

III. Approval of Agenda

Motion:

Second:

Discussion: None

Roll Call:

Ms. Spencer

Motion Carried

IV. Approval of Minutes

A. Regular Board Meeting Minutes

Motion:

Second:

Discussion: None.

Roll Call:

Motion Carried

V. Public Comments

None

VI. Action Items

A. SST (Student Support Team) name change to SAP (Student Assistance Program)

Motion:

Second:

Discussion:

Roll Call:

Motion Carried

B. Guidance Counselor - New Hire

Motion:

Second:

Discussion:

Roll Call:

Motion Carried

C. Budget for graduation ceremony items

Motion:

Second:

Discussion:

Roll Call:

Motion Carried

D. Mileage reimbursement for transportation of Steelton student

Motion:

Second:

Discussion:

Roll Call:

Motion Carried:

VII. Updates

A. Approval of Personnel Committee Report

Motion:

Second:

Discussion: None.

Roll Call:

Motion Carried

- B. Approval of Finance Committee Report including the Monthly Financial Results as of February 29, 2024.**

Motion:

Second:

Discussion: None.

Roll Call:

Motion Carried

- C. Approval of Education Advisory Committee Report**

Motion:

Second:

Discussion: None.

Roll Call:

Motion Carried

- D. Approval of COO Monthly Report, including new hires and the principals report.**

Motion: Ms. Ashe motioned to approve the COO Monthly Report

Second: Ms. Spencer

Discussion:

Construction Report

Knight Security to address the alarm code system at front doors.

HB Mclure was on site to address clogged bathrooms on the first floor and basement level.

Keystone was on site to address issues with the freezer and oven, both have been resolved.

KIT has been on site to address phone systems. Updated training for the phone system will be on March 13, 2024.

Financial Report

Truist Account total balance as of 2/29/2024:

Operating Account: \$1,455,338

Food Account: \$193,541

Student Activity: \$1,475

Petty Cash: \$9,249

Total cash balance: \$1,659,603

Total Accounts receivable: \$637,516

Hiring Report

The following are new hiring recommendations:

<u>NAME</u>	<u>POSITION</u>	<u>TIME; RATE</u>	<u>START DATE</u>
Shy Lawing	Guidance Counselor	Maxim Staffing (\$80/per hour contractual rate)	2/22/24

It is recommended that the following changes be made to staff positions/salaries:

Guidance Counselor resigned on 3/5/24.

Continue interviews for the following positions; teacher, support staff, special education support, school counselor, school nurse(for the following year).

Enrollment Report — 2023-2024 SY

As of 3/7/2024 there are 163 students enrolled (Kindergarten through third grade)

Charter School Status Report

2023-2024 Student Enrollment & Recruitment

- Student Enrollment Count 2023-2024
 - As of March 7, 2024, we have a total of 163 students enrolled (returning and new students).
 - Serving 5 school districts; 140 plus are from the Harrisburg School District

<u>Date</u>	<u>Event</u>	<u>Time</u>	<u>Place</u>
February 16, 2024	Professional Development	All Day	PASCS
February 30, 2024	Zumba Night	6:00pm	PASCS
March 2, 2024	Read Across America	9:00-11:00am	PASCS
March 7, 2024	Art Classes (2nd/3rd)	10:00am	PASCS
March 18, 2024	Cookie Fundraiser	Take Home	Home Event
March 18, 2024	Wear Green Day	All Day	PASCS
March 27, 2024	Founders Day Event	9:00-11:00am	PASCS
March 28-April 1 2024	Spring Break	All Day	
*April 11, 2024	Board Meeting	6:00pm	PASCS

Roll Call:

Motion Carried

VIII. Additional Business Discussion Items

None.

IX. Old Business

- a. **The Board President noted that there are potential candidates for new board members.**

XI. Public Comments

None.

XII. Adjournment

Motion: Ms. Spencer moved to adjourn at 6:16 p.m.

Second:

Discussion: None

Roll Call:

Motion Carried