



MINUTES

NITTANY VALLEY CHARTER SCHOOL BOARD OF TRUSTEES MEETING

DATE: MARCH 27, 2023 TIME: 5:30 PM

1612 NORMA STREET STATE COLLEGE, PA 16801 (VIA ZOOM)

DATE APPROVED: 5/22/23

1. Call to Order: 6:03 p.m.

2. Attendance:

Members	Guests
Gina Thompson (President) - p	Mike Manni
Stephanie Yager (Secretary) - p	Brandy Prebble
Aimee Parmelee (Treasurer) - p	Alyssa Johnson
Emily Hooper - p	
Emily Stausbaugh - p	
Heather McIntosh - p	
Lauren Shurgalla - p	
Kara Martin, CEO - p	
David Parmelee (Alternate) - a	

3. Parent/Community Comments and Concerns:

The lottery for the 2023-24 school year will be held on April 3. Kara needed a parent volunteer. Aimee volunteered.

The logo has been redesigned and is ready to be used in school merchandise. Aimee and Kara need to make an order form and items will be made to order so we don't have an overstock of one sized t-shirts, for example.

There was a consensus to return to in-person meetings in April.

There was follow-up to the parking lot concerns expressed at the February meeting. There was discussion of pavement markings to facilitate one-way traffic flow through the front parking lot for safety, as used to be established prior to the pandemic.

4. **Secretary's Report:** Aimee moved to approve the minutes from the February 27, 2023 meeting. Emily H. seconded. The motion passed unanimously.

Gina will be compiling all the meeting minutes for a year in Google Drive.

5. **CEO Report:**

The annual Statements of Financial Interest forms are due if you served on the school board in the 21-22 school year. Forms are still needed from three members.

Stephanie moved to approved the replacement of a school furnace by Good Co Mechanical for the amount of \$10,600. This quote is only good for one month because they expect the cost to go up if we wait. Board member, David Parmelee, confirmed this fact. Heather seconded. The motion passed unanimously.

Emily H. moved to approve the proposed 2023-24 school calendar which has been amended since the last meeting. The teachers approved of the updated proposal. Emily S. seconded the motion. The motion passed unanimously.

Kara moved savings money from a matured CD at Truist Bank to a Municipal Advantage account with Kish Bank. This has a higher interest rate (currently 4.4%) and there are no penalties for early withdrawals if it is ever necessary. Once the CD at M&T bank matures, Kara will move that saving money over to this new account as well.

Grades 3-6 will all be taking PSSA testing in late April/early May.

Grades 3-6 will then be rewarded with an overnight camping trip on May 11th at Golden Pond's Palmer Lodge. The younger grades will go on another field trip.

6. **Committee Report:**

Fundraising: The Centre Gives Fundraiser will take place on May 10th. We will be hosting an Open House at NVCS for parents/family members/and guests to come and see the student's artwork on display, learn a little more about our environmental education program and the new Science of Reading program (led by Brandy) we are using. We will encourage donating to Centre Gives for the power hour between 4-5pm as well, and have computers set up to easily facilitate donating to NVCS! Kara will talk to Lilah about helping with fundraisers.

Alyssa Johnson and Kathleen need to have a conversation about social media posts.

7. **Adjournment:** The meeting concluded at 6:57.



MINUTES

NITTANY VALLEY CHARTER SCHOOL BOARD OF TRUSTEES MEETING

DATE: FEBRUARY 27, 2023 TIME: 6:00PM

1612 NORMA STREET STATE COLLEGE, PA 16801 (VIA ZOOM)

DATE APPROVED: 3/27/23

1. **Call to Order: 6:13 p.m.**
2. **Attendance:**

Members	Guests
Gina Thompson (President) – p	
Stephanie Yager (Secretary) – p	
Aimee Parmelee (Treasurer) – a	
Emily Hooper – p	
Emily Stausbaugh - p	
Heather McIntosh - a	
Lauren Shurgalla - a	
Kara Martin, CEO- p	
David Parmelee (Alternate) - a	

3. **Parent/Community Comments and Concerns:**

One board member brought up safety issues in the parking lot with children running around or being unattended. Kara said she'd put out a message to the whole school with the next newsletter.

4. **Secretary's Report:** Minutes from the January meeting were unanimously approved.
5. **CEO Report:**

The annual Statements of Financial Interest forms are due if you served on the school board in the 21-22 school year. As of the meeting, forms were still due from four board members.

We participated in *Education Day for Leadership Centre County* where the current class was touring the three State College brick and mortar charter schools. It is always a good opportunity to explain to people in our community about the need for alternative schools and how we get the funding.

The weather kept some participants away in the morning session, but the people who came really enjoyed the tour and had lots of great questions! It is great publicity for our school. Bellefonte and Bald Eagle Area School districts didn't send any representatives for the tours. There was some discussion of home districts contacting families about their choosing charter schools.

Nurse Nancy has retired. All schools should employ a certified School Nurse. Brian (from CLC) and Kara are working together to look for a replacement. There is a very large shortage of school nurses currently, so we may not be able to fill the position right away. We have completed all nursing needs to complete this school year. (screenings, immunization reports, etc.) The board was asked to make anyone they know who may have interest aware of our need.

Our current PSA with C-Net will be expiring on March 31st. The Board unanimously voted to renew the video with C-NET for a cost of \$100 for a year of airings (300-350 times).

Windows 10 will reach end of life support in October 2025. Many of our current systems may not be capable of being upgraded, and therefore may need to be replaced over the next two years. This will be taken into account with the next budget. The staff hasn't expressed interest in changing platforms (going to Mac, for example).

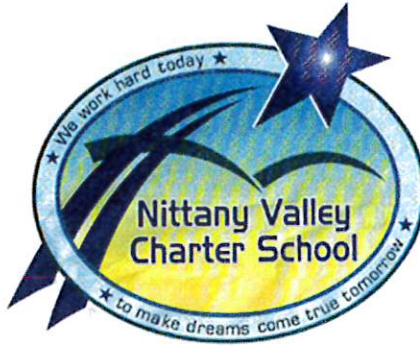
Finally, the NVCS Staff all met to discuss and create the proposed 23-24 school calendar. There was a fair amount of discussion by the board, and more is needed. The board requested comparison with the BASD calendar as well as the SCASD calendar (which was presented with the packet and proposed calendar). Some of the conflicts people have involve child care ceasing after SCASD starts and syncing calendars/days off between schools and districts. There was discussion about the possibility of child care support being organized by NVCS but nothing was established or decided, and no specific assignment made to work toward organizing care.

6. Committee Report:

There were not committee reports.

7. Adjournment:

The meeting was adjourned at 7:04 p.m.



AGENDA

NITTANY VALLEY CHARTER SCHOOL BOARD OF TRUSTEES MEETING

DATE: JANUARY 23, 2023 TIME: 5:30 PM

1612 NORMA STREET STATE COLLEGE, PA 16801 (VIA ZOOM)

DATE APPROVED: 2-27-23

1. **Call to Order:** Meeting was called to order at 5:40 PM.
2. **Attendance:**

Members	Guests
Gina Thompson (President) -P	Mike Manni (teacher) -P
Stephanie Yager (Secretary) - absent	
Aimee Parmelee (Treasurer) -P	
Emily Hooper -P	
Emily Stausbaugh - absent	
Heather McIntosh -P	
Lauren Shurgalla -P	
Kara Martin, CEO -P	
David Parmelee (Alternate)	

3. **Parent/Community Comments and Concerns:**

A parent and board member said that she was able to hand out brochures for recruiting kindergarteners at the pre-school where she works.

A parent and board member mentioned how much they and their child enjoyed the Holiday Shop!

It was recommended to have a family get together in October/November: Fall Harvest Potluck. And encourage families to bring their Holiday Shop donation items then and have sign-ups to help with the shop.

4. **Secretary's Report:** October Meeting Minutes for approval. Heather motioned to approve and Emily seconded. The minutes have been approved.

5. **CEO Report:**

Thank you from all of the staff for the appreciation shared with us at Christmas time and for the generous bonuses from the School Board!

New LED lighting replacements in progress throughout the school, which will also reduce our carbon footprint as a school!

I have been giving several tours of our school to families interested in Kindergarten this fall, so we should be in good shape as far as enrollment for the 23-24 school year!

Update on plans for staffing to cover when Kara retires.

Mike has decided to not train to be the business manager and give up teaching time. Kara plans to work one more year after this year, so we will have time still to find replacements.

Quarterly Financial Report was presented. Lauren motioned to approve, and Aimee seconded. The report was unanimously approved.

We realize we are over budget on repairs due to the unexpected need to replace a furnace, but are balanced in other areas. No concerns.

The annual Statements of Financial Interest forms are due if you served on the school board in the 21-22 school year. I will send those home and you can contact me if you have questions about how to complete them.

The annual Financial Audit has been completed by Baker Tilly. There were no concerns expressed. I will forward you the report for some light reading. 😊

6. **Committee Report:**

We raised \$500. from the Kids Holiday Sale in December and the students all had the opportunity to shop for great gifts for their families! This was the best Holiday Sale yet! A big thank you to all who helped by donating and volunteering.

7. Discussed time for the Board to meet. A survey was sent out in November. There was not a better consensus for moving the day from Monday. But some folks felt that a later time would be better for some. If we meet virtual, it can work for folks to meet later. But if we are meeting in person, a later time can be hard for some. A hybrid model has been discussed. We all agree that meeting in person is better, but virtual is more convenient. If we do meet in person, it was suggested to meet after school. We will continue meeting on Mondays at 5:30 virtually, but will revisit this topic for next year.

8. 2023-2024 School Calendar will be proposed at the next meeting.

9. **Adjournment:** The meeting was adjourned by 6:04 PM.



MINUTES

NITTANY VALLEY CHARTER SCHOOL BOARD OF TRUSTEES MEETING

DATE: OCTOBER 24, 2022 TIME: 5:30 PM

1612 NORMA STREET STATE COLLEGE, PA 16801 (VIA ZOOM)

DATE APPROVED: 1/23/23

1. **Call to Order:** 5:46 p.m.

2. **Attendance:**

Members	Guests
Gina Thompson (President) P	Michael Manni (teacher) P
Stephanie Yager (Secretary) P	
Aimee Parmelee (Treasurer) A	
Emily Hooper P	
Emily Stausbaugh P	
Heather McIntosh P	
Lauren Shurgalla A	
Kara Martin (CEO) P	
David Parmelee (Alternate) A	

3. **Parent/Community Comments and Concerns:** N/A

4. **Secretary's Report:** September 26, 2022 Meeting Minutes for approval -

- Motion to approve minutes made by Emily H., Seconded by Heather
- Unanimously approved minutes

5. **CEO Report:**

Enrollment change: One student has withdrawn. There is not a significant impact on the budget from that withdrawal.

November 8th will be school portrait day with Go Photo.

School Time Matinee's are returning. Verna and Matt's classes will be going to see Soweto Gospel Choir from South Africa on November 29. The Board expressed their excitement.

NVCS won a Teacher Appreciation Lunch from Subway. On Thursday, October 27th, our staff will receive subway sub platters for lunch. The Board expressed their appreciation.

Kara presented the Quarterly Financial Report. There was a question about how well the online payments for school accounts are working. We discovered PayPal charges 3% per transaction. Kara will make families aware of that so they can be better informed about making payments/adding funds.

6. Committee Report:

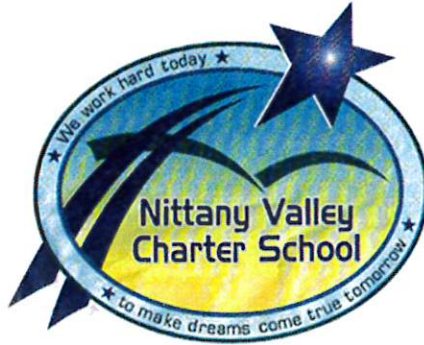
Color Fun Run information was presented by Mike. The Color Fun Run is Friday, October 28 from 1 - 2 pm. Four volunteers from Delta will be assisting in spraying colors. Rubber bands will be used to tally laps. Money will go toward the cost of building an outdoor theater in the peace garden. This will be a huge improvement to our school and will benefit our students. Mike suggested that e-payments might solicit more generosity, but there is the issue of the 3% fee of PayPal.

Trunk or Treat will be held in the parking lot on Saturday, October 29 from 4:30 - 6 p.m.

7. Other Matters:

The meeting time seems to be increasingly problematic. Kara will send a doodle poll about changing the time. There was agreement that the Zoom format seems to keep the meeting length shorter. The Zoom format is beneficial, especially for staff and especially if the meeting time is moved later.

8. Adjournment: 6:12 p.m.



AGENDA

NITTANY VALLEY CHARTER SCHOOL BOARD OF TRUSTEES MEETING

DATE: SEPTEMBER 26TH 2022 TIME: 5:30 PM

1612 NORMA STREET STATE COLLEGE, PA 16801 (VIA ZOOM)

DATE APPROVED: 10-24-22

1. **Call to Order: at 5:36**
2. **Attendance:**

Members	Guests
Gina Thompson (President) - P	Michael Manni (teacher)
Stephanie Yager (Secretary) - P	
Aimee Parmelee (Treasurer) - A	
Emily Hooper - P	
Emily Stausbaugh - P	
Heather McIntosh - A	
Lauren Shurgalla - P	
Kara Martin, CEO -P	
David Parmelee - P as Alternate	

3. **Parent/Community Comments and Concerns:** N/A
4. **Secretary's Report:** July 19, 2022 Meeting Minutes
 Amendment to July 19 minutes: Kara is no longer taking Temperatures at the door, which is in line with other local practices i.e at SCASD and medical facilities.
 - Motion to approve amended minutes made by Emily H., Seconded by Emily S.
 - Unanimously approved amended minutes.

5. CEO Report:

Students with Disabilities

We are working hard to get some of our new students comfortable and situated at NVCS, especially a couple with certain disabilities, but our staff is rising to the occasion!

Auditor

Kara is working through the annual financial Audit with Baker Tilly accountants. They have significantly raised their price to complete the audit from \$8500. To \$12,000. This is a requirement for all schools. Kara's research online and this seems to be in-line with what others are charging. This will cause us to be over budget on this line item this year. There was some discussion including searching for pricing in context of non-profits or school districts. There was also the suggestion to inquire about locking in the rate out over a multiple year contract.

Cleaning Company

The previous cleaning service company has been let go due to their lack of service, and a new cleaner has been selected. The cost should be similar, but possibly a bit more. Some members of the board were familiar with the new service provider and spoke well of them. The staff are excited to have trustworthy nightly cleaning.

Liability Insurance and Abuse Prevention Manual

Our Liability Insurance Company would like a more comprehensive Abuse Prevention Manual for employees to review and sign yearly. Kara has used some templates that they provided to create a policy that fits our school needs. Kara was seeking approval of this policy. There was some discussion over the definition of sexual abuse and whether it was comprehensive enough. The consensus was that the document sufficiently meets the requirements of the insurance company. There was a request to add the NVCS logo at the top of the policy.

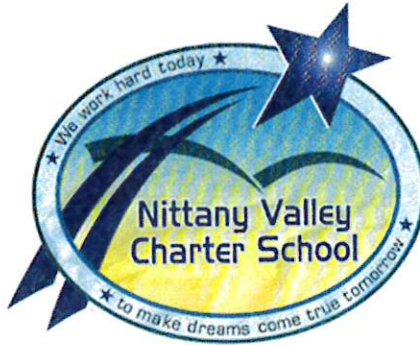
- Motion to approve made by Emily H., Seconded by Gina
- Unanimously approved.

6. Committee Reports:

Mike was invited to discuss the Fun Run to be held October 28. Some fliers have been created. SCASD Delta program students will be able to help for their Community Service hours. Mike would like to have 5 or 6 of those student volunteers to help for the Fun Run. Emily H. will look to recruit students and report back. The committee has been looking at t-shirts for sale but need to do more work on that. Mike asked for feedback on the format and use of Fun Run as a fundraiser and Color Run as a theme, and the Board responded positively all around. The suggested goal for the fundraiser is \$4000. Most of the funds raised go toward field trips because those are unique to our school.

Kara will have a financial update next time.

7. Adjournment at 6:14 pm



AGENDA / *minutes*

NITTANY VALLEY CHARTER SCHOOL BOARD OF TRUSTEES MEETING

DATE: JULY 19TH 2022 TIME: 6:00 PM

1612 NORMA STREET STATE COLLEGE, PA 16801

DATE APPROVED: 9/26/22

1. **Call to Order:** 6:21 pm
2. **Attendance:**

Members	Guests
Gina Thompson (President) - P	
Stephanie Yager (Secretary) - AB	
Aimee Parmelee (Treasurer) - P	
Emily Hooper – P	
Emily Stausbaugh - P	
Heather McIntosh - P	
Lauren Shurgalla - AB	
David Parmelee (alternate) - AB	

3. **Parent/Community Comments and Concerns:** N/A,
4. **Secretary's Report:** May 19, 2022 Meeting Minutes, Motion by Emily, 2nd Aimee
5. **CEO Report:**

Revisit the Health and Safety Plan for the 22-23 school year.

SCASD board had meeting yesterday July 18 – no longer requiring masks unless it is a government mandate. Even if they go into high transmission, recommended mask wearing but not required.

- Kara keep taking temperatures at the door.
- Visitors to a minimum. No bringing personal items (like stuffies and toys), unless a special day determined by teacher/staff.

- Snacks – bring your own snacks, not prepared by NVCS
- Pizza Mondays will come back – might have to raise price
- Providing milk – discussion. Kara will talk to teachers about this. Milk will be available for Monday.
- Lunch in classrooms, except for Shannon’s class, who will eat in all purposes room.
- Microwaves will be available in each classroom.

NVCS will follow its previous contact tracing policy (attached)

Important notice from Kara

Kara plans to retire in two years – the succession plan is to have her job split into two separate jobs: Business Manager and CEO, led by Mike and Verna. Spend the next two years training them to do the various jobs.

6. Committee Report: N/A

Back to school picnic – August 18

7. Adjournment: Heather motion, Emily B second: Adjourn at 7:20