

SCHOOL LANE CHARTER SCHOOL
3340 Tillman Drive
Bensalem, PA 19020
Phone: 215-245-6055 Fax: 215-245-6058
www.schoollane.org

December 14, 2023

Board of Trustees Work Session/Action Minutes

Executive Session: Held to discuss student issues, personnel and legal concerns.

Public Meeting: 7:00 pm and Live Streamed via Zoom

Call to order: The meeting was called to order at 7:08 pm

In Attendance: Joe Cummons, Ed Guster, Pete Hyams, Kelly Magee, Heather O'Donnell, Vivek Patel, Surya Vedula, Joy Snyder (virtual) Tim Garvey, Esq. and Karen Schade, CEO

Pledge of Allegiance

Adjourn the Adjourn the meetings November 16 & 29, 2023

MM: Ed Guster

SM: Kelly Magee

Action: Approved 8-0

NAME	YES	NO	ABSTAIN	ABSENT
Joe Cummons	x			
Ed Guster	x			
Peter Hyams	x			
Kelly Magee	x			
Heather O'Donnell	x			
Bharvin Patel				x
Vivek Patel	x			
Joy Snyder	x			
Surya Vedula	x			

Adopt the Agenda

MM: Ed Guster

SM: Kelly Magee

Action: Approved 8-0

NAME	YES	NO	ABSTAIN	ABSENT
Joe Cummons	x			
Ed Guster	x			
Peter Hyams	x			
Kelly Magee	x			
Heather O'Donnell	x			
Bharvin Patel				x
Vivek Patel	x			
Joy Snyder	x			

Surya Vedula	x			
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REPORTS:

Administrative Report: Sent in advance nothing to add

Financial: Nothing to add and no questions

Personnel Report:

- New hires: 1
- Resignation: 6
- Change in pay rate: 1
- Other: 1

PUBLIC COMMENT: none

MOTION ITEMS

1. Accept Board Meeting Minutes from November 16 & 29, 2023

MM: Ed Guster

SM: Kelly Magee

Action: Approved 8-0

NAME	YES	NO	ABSTAIN	ABSENT
Joe Cummons	x			
Ed Guster	x			
Peter Hyams	x			
Kelly Magee	x			
Heather O'Donnell	x			
Bharvin Patel				x
Vivek Patel	x			
Joy Snyder	x			
Surya Vedula	x			

2. - 4. Accept Academic, Financial, and Personnel Reports

MM: Ed Guster

SM: Kelly Magee

Action: Approved 8-0

NAME	YES	NO	ABSTAIN	ABSENT
Joe Cummons	x			
Ed Guster	x			
Peter Hyams	x			
Kelly Magee	x			
Heather O'Donnell	x			
Bharvin Patel				x
Vivek Patel	x			
Joy Snyder	x			
Surya Vedula	x			

5. Accept December 2023 & January 2024 payments to vendors

MM: Ed Guster

SM: Kelly Magee

Action: Approved 8-0

NAME	YES	NO	ABSTAIN	ABSENT
Joe Cummons	X			
Ed Guster	X			
Peter Hyams	X			
Kelly Magee	X			
Heather O'Donnell	X			
Bharvin Patel				X
Vivek Patel	X			
Joy Snyder	X			
Surya Vedula	X			

6. Accept December 2023 & January 2024 payments of hourly, per diem, and salaried employees

MM: Ed Guster

SM: Kelly Magee

Action: Approved 8-0

NAME	YES	NO	ABSTAIN	ABSENT
Joe Cummons	X			
Ed Guster	X			
Peter Hyams	X			
Kelly Magee	X			
Heather O'Donnell	X			
Bharvin Patel				X
Vivek Patel	X			
Joy Snyder	X			
Surya Vedula	X			

7. Approve the Federal Programs Fiscal Compliance Policy

We have had this in the past there are new requirements from Federal government we need to follow

MM: Ed Guster

SM: Kelly Magee

Action: Approved 8-0

NAME	YES	NO	ABSTAIN	ABSENT
Joe Cummons	X			
Ed Guster	X			
Peter Hyams	X			
Kelly Magee	X			
Heather O'Donnell	X			
Bharvin Patel				X
Vivek Patel	X			
Joy Snyder	X			
Surya Vedula	X			

8. Approve the Anti-Fraud Policy

MM: Ed Guster

SM: Kelly Magee

Action: Approved 8-0

NAME	YES	NO	ABSTAIN	ABSENT
Joe Cummons	x			
Ed Guster	x			
Peter Hyams	x			
Kelly Magee	x			
Heather O'Donnell	x			
Bharvin Patel				x
Vivek Patel	x			
Joy Snyder	x			
Surya Vedula	x			

9. Accept Settlement for case #364-23

MM: Ed Guster

SM: Kelly Magee

Action: Approved 8-0

NAME	YES	NO	ABSTAIN	ABSENT
Joe Cummons	x			
Ed Guster	x			
Peter Hyams	x			
Kelly Magee	x			
Heather O'Donnell	x			
Bharvin Patel				x
Vivek Patel	x			
Joy Snyder	x			
Surya Vedula	x			

10. Approve the Nutrition Group increase in cost of contract

With the inclusion of breakfast there is more work on behalf of the group. They are asking for an additional dollar an hour for each employee. Two of the employees will be extended to full time that would raise an additional \$12,000 in cost for benefits. Ms Bauer and Mrs Schade have looked at the funds and believe the cost will be covered by the program itself.

MM: Ed Guster

SM: Kelly Magee

Action: Approved 8-0

NAME	YES	NO	ABSTAIN	ABSENT
Joe Cummons	x			
Ed Guster	x			
Peter Hyams	x			
Kelly Magee	x			
Heather O'Donnell	x			
Bharvin Patel				x
Vivek Patel	x			
Joy Snyder	x			
Surya Vedula	x			

NEW BUSINESS

1. ESSER Federal Funds Review Report: We did have a few issues with procurement that we are working through resolution. One thing that was surprising was that we need to put something like textbooks out for bid. We learned in the process that we need to have a specific letter indicating the exception so we need to fix the things that are found moving forward. We have discussed putting a procurement process in place and we are also looking at having some local templates in place to make sure that we are following the correct procedures moving forward.
2. Adjustment to SLCS extended school year calendar: Some of the feedback we are getting from staff that leaves is in regard to the extended school year in terms of number of days and extended school day is an issue for the employee. We are considering reducing the school year by 5 days. We do need to then reconsider the holidays. We think it is important to get feedback from some of our families and staff as we are not sure where to possibly remove those 5 days from the calendar. We will be putting out a survey in January to see how it comes back and discuss with the board. We will put out a calendar based on those recommendations in March.

PUBLIC COMMENT: none

Recess Meeting of December 14, 2023

MM: Ed Guster

SM: Kelly Magee

Action: Approved 8-0

NAME	YES	NO	ABSTAIN	ABSENT
Joe Cummons	x			
Ed Guster	x			
Peter Hyams	x			
Kelly Magee	x			
Heather O'Donnell	x			
Bharvin Patel				x
Vivek Patel	x			
Joy Snyder	x			
Surya Vedula	x			

Board Meeting: The next Board of Trustees Public Meeting will be Thursday, December 14 , 2023, at 7:00pm.

Minutes recorded by:

Kristin Hokanson

Attested by:

[Signature]

Date:

Kelly Magee