

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

January 25, 2024

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 7:06 pm

In Attendance: Joe Cummons, Ed Guster, Pete Hyams, Kelly Magee, Heather O'Donnell, Bharvin Patel, Surya Vedula, Joy Snyder (virtual), Surya Vedula, Ashley Schivner, ESQ. and Karen Schade, CEO

Pledge of Allegiance

Adjourn the meeting of December 14, 2023

MM: Joe Cummons

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: Joe Cummons

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: Presentation from Michelle Stride with Special Education Audit**

In October, SLCS went through cyclical Monitoring which happens every 6 years. Here were the findings

Child Find and Public School enrollment.

SLCS's policies and procedures to ensure the students who need special education are identified correctly and within a reasonable amount of time. If a child is suspected of having a disability, it's our responsibility to evaluate to determine if services are required.

Public School Enrollment:

Children with disabilities within each disability category have been identified, located, and evaluated.

Finding: SLCS was below state average.

The state's average is 19%

Last year, SLCS sat at 11% which is significantly below the state average of identifying students

This year, we are at 16%

Action Step:

Parent and Staff Training on procedures for initiating a referring when suspecting a disability

Evaluating when there's a suspected disability

When we reran the numbers for this year we were closer to the state average. Training is on the list of requirements we just need to be sure to focus on required Professional development.

Confidentiality

The second area was Confidentiality which looks at the policies and procedures in place to protect a child's information including child and parents' rights. As part of the requirements, staff need to be trained yearly on the procedures and policies.

Finding:

SLCS did not provide training to the entire staff on confidentiality

Action Plan:

Yearly training on confidentiality

Graduation and Dropout Rates.

Schools are required to report graduation and dropout rates for students with disabilities. We are required to establish goals and monitor the academic standards.

Finding:

SLCS did not meet the criteria for SSP

We did have 1 student who dropped out with a specific learning disability

Action Plan:

Reach out to the student/families to find out why and what happened to better improve the outcomes for students with disabilities

EXCLUSIONS: Suspensions and Expulsions

In this area, the BSE monitors the LEAs adherence to suspending students with disabilities. LEA will select at minimum 10% of the will review for compliance with the mandated procedural safeguards requirements. LEA will discuss LEA Team Discussion Points and complete the Data Collection Summary. LEA will provide a list of all students with disabilities who were suspended (in and out of school) during the prior school year. This list is

to include all removals. The information will include the student's name, birth date, primary disability, and each date the student was suspended. LEA will have available the files of all students on the list.

Finding:

SLCS suspended one student classified as having intellectually disabled for 2 days

SLCS may be required to owe Comp Ed for the 2 days

Action Plan:

Alternatives to suspensions specifically for students with ID

To note, the student who was suspended did receive his modifications, he just was outside of the classroom. Being intellectually disabled is the one category in which you have to have a different alternative to suspension.

Least Restrictive Environment

Next category was least restrictive environment which is a continuum of support. Each LEA must ensure that a continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services. The continuum of placements includes the following:

- Special Classes
- Use of Paras or 1:1 support staff
- Specialized schools
- Home instruction
- Instruction in hospitals
- Supplemental support
- Full time support
- Supplementary services such supplemental, itinerant, full time in conjunction with regular classroom placement.

Finding:

The states percentage for itinerant support is 61%

SLCS's percent of students receiving itinerant learning support is 80%

Corrective Action

Review SLCS's continuum of services for special education students

Our numbers are lower because of the inclusive environment. We will continue to look at the continuum of services. We try to push services into the classroom vs pulling them out to provide the services.

Provision of Extended School Year (ESY) Services

Finding:

Offering ESY via a NOREP by February 28th

Corrective Action:

Issuing NOREPs by 2/28 date

Parent Training

In regard to Parent Training, we need to provide opportunities for training and information sharing addressing the special knowledge, skills and abilities needed to serve the unique needs of children with disabilities. Parent training should address the following:

- assisting parents in understanding the special needs of their child
- Providing parents with information about child development

- Helping parents to acquire the necessary skills that will allow them to support the implementation of their child's IEP

Finding:

Parent training and methods of outreach

Corrective Action:

Surveying parents on specific trainings

Providing more trainings

Adding the training to our website

Outreach: ThrillShare, Facebook,

Summary of Academic Achievement and Functional Performance; Procedural Safeguards for Graduation; Indicator 13

For this area, the LEA provides a summary of the academic summary for students who are eligible for graduation. The LEA must evaluate a child with a disability before determining that the child is no longer a child with a disability. For a child whose eligibility terminates under circumstances, LEA must provide the child with a summary of the child's academic achievement and functional performance, which shall include recommendations on how to assist the child in meeting the child's postsecondary goals.

Finding:

Issue NOREP stating the child is graduating

Corrective Action:

Issue NOREPs for all special education students who are eligible for graduation

File review

There were no systemic concerns or issues.

All paperwork needs to be 100% in compliance.

One area to review is specially designed instruction

Location of supports

As a note, they would like us to be more specific about where the specialized services are being offered.

At the end of the report, Mrs Schade explained how cumbersome the process is but the fact that they were only onsite for a half a day vs 2 days shows how organized and prepared Michelle Stride and her team were throughout the process. One of the hardest things to get to happen is the parent training but we have done a good job of keeping records of all of the training opportunities we have shared that keeps us in compliance

Financial Report: Nothing to add to current quarterly but there was some information about the annual audit. It was done on time and everything was completed. This year there is a new requirement that requires us to do some sort of interest calculation so we need to collect any contracts that are longer than a year for them to do the calculations. Since this is new, it is taking more time. It needs to be complete by February 1.

Personnel Report:

- 8 new hires
- 6 resignation dismissal or reduction in force
- 2 change in pay rate
- 4 Other

PUBLIC COMMENT: none

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MOTION ITEMS**1. Accept Board Meeting Minutes from December 14, 2023****MM:** Joe Cummons**SM:** Kelly Magee**Action:** Approved 7-1-0

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:** Joe Cummons**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 January & February 2024 payments to vendors**MM:** Joe Cummons**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 January & February 2024 payments of hourly, per diem, and salaried employees**MM:** Joe Cummons**SM:** Kelly Magee**Action:** Approved 8-0

January 25, 2024

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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 Curriculum Updates for K-6 English Language Arts and Performing Arts Electives – Music History & Theatre Arts

MM: Joe CummonsSM: Kelly MageeAction: 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

- Results of the 2024 School Calendar Survey:** Two surveys (Teacher/Staff and Parent/Guardian) were completed to gather input on the structure of the school calendar for 2024-2025 and beyond. Our intention was to gather information from community stakeholders as we look to investigate ways to reduce the number of in-session days from our current total of 190, while still offering an extended school day and an extended school year when compared to other districts. The survey looked to gather feedback on preferred start and end dates for the school year, Spring Break, Parent Teacher Conferences, and holidays. In addition, the Teacher/Staff survey gathered information on the structure of Professional Development. There were 143 Teacher/Staff responses and 432 Parent/Guardian responses. This was very well received and completed by both teachers and parents.

Start and end dates

It is important to me that the number of days students attend school in August is reduced.

Teacher/Staff: 82% Strongly Agree or Agree (12% neutral)

Parent/Guardian: 71% Strongly Agree or Agree (16% neutral)

It is important to me that the number of days students attend school in June is reduced.

Teacher/Staff: 50% Strongly Agree or Agree (37% neutral)

Parent/Guardian: 48% Strongly Agree or Agree (29% neutral)

January 25, 2024

It is important to me that the start and end of the year remains the same and more days off are taken during the school year.

Teacher/Staff: 11% Strongly Agree or Agree (34% neutral)

Parent/Guardian: 29% Strongly Agree or Agree (27% neutral)

Holidays and Spring Break

We found it interesting that religious holidays didn't have as much consideration from either families or staff. Because many fall in similar time frames we are going to have some challenges. A religious absence is always excused. Knowing this may be why the numbers weren't what we expected.

It is important to me that school is closed in observance of these holidays (Top Four Highest Included)

Teacher/Staff: MLK Jr. Day, Presidents' Day, Veterans' Day, Columbus Day/Indigenous Peoples Day

Parent/Guardian: MLK Jr. Day, Presidents' Day, Veterans' Day, Columbus Day/Indigenous Peoples Day

It is important to me that Spring Break remains as it has been.

Teacher/Staff: 46% Strongly Agree or Agree (34% neutral)

Parent/Guardian: 45% Strongly Agree or Agree (28% neutral)

It is important to me that Spring Break is extended to an entire week.

Teacher/Staff: 51% Strongly Agree or Agree (32% neutral)

Parent/Guardian: 49% Strongly Agree or Agree (25% neutral)

Parent/Teacher Conferences and Professional Development

Mrs Schade shared some of the challenges with professional development based on the differences between buildings. It is really a challenge with PD at the beginning of the year as there is a lot coming at folks all at once. Elementary teacher need more time for classroom set up than IB Campus teachers.

It is important to me that these meetings take place twice each year to discuss report card progress.

Teacher/Staff: 32% Strongly Agree or Agree (37% neutral)

Parent/Guardian: 67% Strongly Agree or Agree (20% neutral)

It is important to me that these meetings take place once each year to discuss report card progress.

Teacher/Staff: 60% Strongly Agree or Agree (27% neutral)

Parent/Guardian: 40% Strongly Agree or Agree (18% neutral)

I am satisfied with the traditional professional development schedule.

Teacher/Staff: 37% Strongly Agree or Agree (39% neutral)

It is important to me that professional development days in August are reduced, with the understanding that classroom setup and planning would be on my own time.

Teacher/Staff: 52% Strongly Agree or Agree (32% neutral)

Next Steps

- Review Bensalem Township School District's 2024-2025 calendar when it is approved in February.
- Develop SLCS' 2024-2025 calendar prioritizing feedback from community stakeholders as much as possible.
- Present a draft calendar at March's Board of Trustees meeting for approval.

Just recently, the Governor made some changes in the state requirement of 180 days AND 900 hours elementary | 990 high school hours at high school level. Instead of AND it is now and OR. We currently have an extended day (an hour longer than Bensalem) and an extended school year. This will be a big change across the state. Mrs. Schade expressed the difference the 4 day week made over covid and described some

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alternatives. In countries with high achievement, teachers are treated as professionals and given more time to plan for quality instruction. This is an opportunity to think innovatively

PUBLIC COMMENT: none

Recess Meeting of January 25, 2023

MM: Joe Cummons

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, February 22, 2024, at 7:00pm.

Minutes recorded by:

Kristin Hokanson

Attested by:

[Signature]

Date:

2/22/2024

January 25, 2024