

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, December 19, 2016

Present:

Torrie Winder, Laura Kurtz, Yolanda Haywood, J. Michael Troutman, Carol Chase, Elizabeth DuVall, Andre Johnston, Merita Marek, Shalla Miller, and Nancy Neusbaum. Chad Hotsko and Charles Kern were absent. Timothy Hess, Lori Lauver, Patricia Carlson and Jason Friedman were also in attendance.

Call to Order:

The meeting was called to order by Mrs. Winder at 5:33 pm.

Approval of Agenda:

A motion was made to approve the amended agenda, by Mr. Troutman. It was seconded by Mrs. Chase. The motion was approved 10-0.

Public Comment Period:

There were no public comments.

Staff Comment Period:

Second grade teacher, Miss Carlson, briefly shared her parent communication efforts with the Board which included “parent tools”. It was recommended that this practice be expanded to parents in other classrooms.

Special Education teacher, Mr. Friedman, briefly discussed the planning and action planning process used by Child Study Teams to support struggling students. He also outlined the framework for Crisis Plans that are developed for students whose behaviors interfere with the learning process.

Mrs. Lauver, STEM coordinator, reported that the trout eggs have hatched (“Trout in the Classroom” project). She also reported on the status of the Schoolyard Garden project, in which each grade will participate.

Finance and Facilities Committee Report:

Mr. Troutman reviewed the details of Audited Financial Statements for the 2015-16 School Year that were completed by Sager, Swisher and Company, LLP. The Finance

and Facilities Committee met with the auditor team on December 8, 2016 to review the audit results.

Principal's Report:

Mr. Hess reviewed student discipline data for the first part of the school year, shared a recent proposal effort by the Department of Education to redesign the school performance profile (SPP), and presented current enrollment statistics.

By-Laws and Policies:

The By-Laws and Policy Committee will meet on January 10, 2017 at 5:30 PM. The committee will be reviewing the attendance policy at this meeting. Mrs. DuVall was volunteered and was appointed to join the Committee. By personal request, Mrs. Chase was re-assigned to serve on the Personnel Committee, in place of the By-Laws and Policy Committee, which is better aligned with her knowledge and expertise.

Family Advisory Committee:

Mr. Hess reported that the Family Advisory Committee is organizing a Community Resource day in March in collaboration with the Health and Wellness Committee. Earlier in the month, the Committee sponsored an Internet Safety workshop for parents as part of their Parent University initiative. The Committee will be entertaining field trip sponsorship requests at their upcoming meetings.

Personnel Committee:

The Personnel Committee will meet on February 13, 2017. The committee will begin reviewing the personnel policies at this meeting.

President's Report:

There being no report, the meeting moved forward.

Action items

A motion was made by Mrs. Marek to approve the consent calendar. It was seconded by Mrs. Chase. The motion was approved 10-0.

- Approve of the Minutes of November 2016 meeting.
- Approve the check register #10786 through #10813, checks #1027 and #1028 paid to Substitute Teaching Service and listed ACH transactions.

- Accept the Audited Financial Statements for the 2015-16 School Year that were completed by Sager, Swisher and Company, LLP.
- Accept the proposal from Diana M. Reed and Associates, PC to provide business management services commencing in January 2017.
- Approve the amended personnel policy 434 Sick Leave.
- Approve the revised Radiological Response Plan.
- Approve of the proposal with Fluss Flooring to replace the hallway carpeting.

Old Business

There being no discussion of old business, the meeting moved forward.

New Business

There being no discussion of new business, the meeting moved forward.

Mrs. Winder adjourned the meeting at 6:53 PM.