

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, May 15, 2017

Present:

Torrie Winder, J. Michael Troutman, Elizabeth DuVall, Andre Johnston, Merita Marek, and Nancy Neusbaum were present. Laura Kurtz, Yolanda Haywood, Carol Chase, Chad Hotsko and Shalla Miller were absent. Timothy Hess, Lori Lauver, and Dionne Anderson were also in attendance.

Call to Order:

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

Approval of Agenda:

Mr. Troutman made a motion to approve the agenda. It was seconded by Mr. Johnston. The motion was approved 6-0.

Public Comment Period:

There were no public comments.

Staff Comment Period:

Ms. Dionne Anderson, Instructional Assistant, reported on the upcoming Health and Wellness team's initiative to promote staff and student participation in the American Cancer Society Relay for Life event on Saturday, June 24, 2017. Relay for Life is a team fundraising event where team members take turns walking around a track or designated path. The funds raised help the American Cancer Society fulfill their mission to save lives and celebrate life. Ms. Anderson also highlighted the school's participation in the Boscov's Community Days events. She highlighted the enthusiasm that several of our students experienced as they staffed a table at the store during the event, sharing information about their school with shoppers entering the store.

STEM Coordinator, Mrs. Lauver, reported on the Trout in the Classroom field experience where third and fourth grade students released the trout that they had cared for during the school year. Mrs. Lauver also updated the Board on the status of the school-wide gardening project, including collaboration with the Harrisburg Garden Club.

Finance and Facilities Committee Report:

Mr. Troutman reported that the finance committee met on May 10, 2017 to prepare a preliminary draft the 2017-18 operating budget. Considerations were given to fixed revenues and increased staffing costs. A final draft will be presented to the Board for approval at the June meeting.

Principal's Report:

Mr. Hess reported that Special Education Compliance Monitoring, which occurs every six years, has been scheduled for March 2018. Mr. Hess reported that James Crummel from ABC 27 news, was present at Sylvan Heights to film an upcoming segment of Crummel's Classroom, highlighting the school's outdoor gardening project. The broadcast will air on Wednesday, May 24th during the 4:30 AM, 5:30 AM, and 6:30 AM newscasts. Mr. Hess reported regarding Extended School Year for Special Education students, fourth grade graduation to be held on June 1, 2017 at 6:00 PM at the State Museum, and an upcoming Staff Development session planned for Monday, June 5, 2017. Mr. Hess reported that the corrective actions relating to the Administrative Review of the food service program have been fixed and the Administrative Review has been closed. Mr. Hess provided updated enrollment statistics and reported that the Kindergarten lottery was held on Monday, May 15, 2017.

By-Laws and Policies:

There being no report, the meeting moved forward.

Family Advisory Committee:

A Family Advisory meeting was scheduled for May 4, 2017. As the Committee President was the only parent in attendance, the meeting was not held and Officers were not nominated nor elected for the upcoming school year. The next committee meeting is scheduled for Tuesday, July 11, 2017 at 6:00 PM.

Personnel Committee:

The Personnel Committee met on May 8, 2017. During the meeting, discussions were centered on the procedures and timeline for evaluation of the Principal/CAO, as well as considerations for revisions to the evaluation tool and job description to align with the Pennsylvania Department of Education's Framework for Leadership. The next Personnel Committee meeting will be held on July 11, 2017 at 5:30 PM to continue to review and revise Personnel Policies.

President's Report:

There being no report, the meeting moved forward.

Action items

A motion was made by Mrs. Marek to approve the amended consent calendar. It was seconded by Mr. Troutman. The motion was approved 6-0.

- Approve of the Minutes of April 2017 meeting.
- Approve the check register #10972 through 11004 and listed ACH transactions.
- Approve of stipends for two teachers at a rate of \$25.00/hour for two days per teacher to inventory the library, re-organize shelving to accommodate new library books and to catalogue new library books.
- Approve of the “Capital Blue Cross Platinum PPO 0/0/15 Rx O” and “Capital Blue Cross Gold PPO 0/0/35 Rx O” plans with employees contributing a portion of premium payments during the 2017-18 school year.
- Approve of the first reading of General Fund budget for the 2017-18 school year.
- Affirm the continuation of Attorney Brooke D. Say, of Stock and Leader, as School Solicitor for the 2017-18 school year.
- Approve of the purchase of an eight-yard dumpster at a cost of \$925.00 plus a delivery fee of \$150.00 from Graybill Equipment and Repair.

Old Business

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

New Business

Mr. Hess advised the Board of Ms. Miller's consecutive absences at monthly Board meetings due to the recent birth of her child as it relates to Board membership requirements. It was decided to table this matter for further consideration.

Mrs. Winder adjourned the meeting at 6:06 PM.