

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, November 21, 2016

Present:

Torrie Winder, Laura Kurtz, J. Michael Troutman, Carol Chase, Andre Johnston (arriving late), Merita Marek, Shalla Miller, Nancy Neusbaum (arriving late) were in attendance. Yolanda Haywood, Chad Hotsko, and Charles Kern were absent. Timothy Hess, Lori Lauver, and Melena Overdorf were also in attendance.

Call to Order:

The meeting was called to order by Mrs. Winder at 5:32 pm.

Approval of Agenda:

A motion was made to approve the amended agenda, by Mrs. Marek. It was seconded by Mrs. Chase. The motion was approved 7-0.

Public Comment Period:

There were no public comments.

Staff Comment Period:

Mrs. Overdorf, our Health Teacher, reported on the Sexuality Education unit which was recently completed by half of our students. She reported that no parents chose to opt their children out of the program, nor were there any complaint. Additionally, several parents reported that they were pleased with the curriculum. Mrs. Overdorf also presented a few student work samples.

Mrs. Lauver, STEM coordinator, reported on several curriculum field experiences (field trips) as well as the status of the "Trout in the Classroom" project.

Finance and Facilities Committee Report:

Mr. Johnson expressed interest and was acknowledged as a member of the Finance and Facilities Committee. The Audited Financial Statements for the 2015-16 School Year are expected to be completed by Sager, Swisher and Company, LLP. A meeting will be scheduled with the Finance and Facilities Committee prior to the next regular Board meeting to review the audit report.

Principal's Report:

Mr. Hess presented current enrollment statistics, as well as challenges related to filling the vacant fourth grade seats. Mr. Hess reported that several donations were recently received by the school, including over 1400 books from Grace United Methodist Church in Mechanicsburg and a \$500 donation in honor of Mr. Sutliff, of Sutliff Chevrolet.

By-Laws and Policies:

A committee meeting was held on November 8, 2016 at 5:30 PM. The Committee established a meeting schedule for alternate months (January 10th, March 14th, May 9th) on the second Tuesday at 5:30 PM. During the meeting, the committee established a priority list for reviewing all policies related to students during the upcoming year, addressing the oldest policies first. Personnel policies will be forwarded to the Personnel Committee for initial review.

Personnel Committee:

Mr. Hess reported Mary Grissett-Havrilak was hired on October 24, 2016 as part-time Art teacher. Mary Grissett-Havrilak will work three days per week (8:00 AM – 4:00 PM). It is recommended that the position be classified as an “exempt” professional position following the job description of a teacher. Mary Grissett-Havrilak is currently also a part-time Art Teacher at Infinity Charter School, where she works two days per week.

President's Report:

There being no report, the meeting moved forward.

Action items

A motion was made by Mr. Troutman to approve the consent calendar. It was seconded by Mrs. Chase. The motion was approved 9-0.

- Approve of the Minutes of October 2016 meeting.
- Approve the check register #10750 through #10785, checks #1025 and #1026 paid to Substitute Teaching Service and listed ACH transactions.
- Approve the Annual Financial Report for the 2015-16 School Year.
- Ratify the hiring of part-time Art Teacher Mary Grissett-Havrilak effective October 24, 2016.
- Ratify the second three year board membership term for Yolanda Haywood and Laura Kurtz.

- Approve the first reading of the amended personnel policy 434 Sick Leave.

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 6:24 PM.