

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, September 17, 2018

Present:

Torrie Winder (phone), Laura Kurtz, Merita Marek, Elizabeth DuVall, Ed Jaroch, Tracey Jennings, and Nancy Neusbaum were present. Andre Johnston, Carol Chase, and Shalla Miller were absent. Timothy Hess and Mrs. Lauver (STEM Coordinator) were also in attendance.

Call to Order:

The meeting was called to order by Dr. Kurtz at 5:32 pm.

Approval of Agenda:

Mrs. DuVall made a motion to approve the agenda. It was seconded by Mrs. Neusbaum. The motion was approved 6-0.

Recognition of Guest and Scheduled Speakers:

There being no guest or scheduled speakers present, the meeting moved forward.

Public Comment Period:

There were no public comments, the meeting moved forward.

Staff Comment Period:

Mrs. Lauver reported on two upcoming after school STEM clubs that are being offered to students in September and early October. Mrs. Lauver thanked the Board for their continued support of the School's STEM programs.

Finance and Facilities Committee Report:

There being no report, the meeting moved forward. It was noted that the Finance and Facilities Committee will meet on Thursday, October 4, 2018 at 6:00 PM.

Principal's Report:

Mr. Hess reported that the School's application for the Community Eligibility Provision of the National School Lunch and Breakfast programs was approved for the next three years. Mr. Hess announced that PDE has scheduled a McKinney-Vento monitoring visit for December 6, 2018. Mr. Hess reported that the 2017-18 financial audit is well underway. Mr. Hess reviewed student behavior data, enrollment statistics and items

listed for Board Action. Mr. Hess reported that the Harrisburg Young Professionals will again be sponsoring a Jr. Sports League for first and second grade students starting in mid-October.

By-Laws and Policies:

Dr. Kurtz reported that the By-Laws and Policies Committee met on September 11, 2018. The Committee reviewed the Breast Feeding Support Policy and recommends its presentation to the Board for a first reading at tonight's meeting. The Committee also reviewed the By-Laws, with respect to the Nominating Committee and Board Membership in preparation for the Annual Meeting in October.

Family Advisory Committee:

Mr. Hess reported that the Family Advisory Committee held its first meeting on Tuesday, September 11, 2018. Four parents were present.

Personnel Committee:

There being no report, the meeting moved forward. It was noted that the Personnel Committee is scheduled to meet on Tuesday, October 9, 2018 at 5:30 PM.

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 Mr. Jaroch. Following a brief discussion, the last line of the first paragraph under the Guidelines section of the Breastfeeding Support policy was removed, the word experience was added to the end of the third paragraph in the same section, and two references to Supervisor(s)/HR were replaced with Principal/CAO, or designee. The motion was approved 6-0.

- Approve the minutes of August 2018 meeting.
- Accept the minutes of the September 11, 2018 By-Laws & Policy Committee meeting.
- Approve the check register #882 through #933 and listed ACH transaction.
- Ratify the hiring of Sarabeth Mazzurco as an Instructional Assistant effective September 17, 2018 with an annual salary of \$23,139.

- Ratify the promotion of Jacqueline Miller as a teacher effective August 13, 2018 with an annual salary of \$39,287.
- Approve the IDEA-B sub-grant agreement with CAIU for the 2018-19 school year.
- Approve the agreement with Capital Area Intermediate Unit for English Language Development (ELD) and English as a Second Language (ESL) Support Services.
- Accept the first reading of Personnel Policy 422 Breastfeeding Support as recommended by the Bylaws and Policy Committee.
- Approve of the donation of 3- large computer tables, 3- wheeled metal teacher tables, a laptop cart, and several computer monitors which are no longer needed to Harrisburg School District.

Old Business

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

New Business

Following a brief discussion, Dr. Kurtz appointed Elizabeth DuVall, Ed Jaroch, Nancy Neusbaum and herself to the Nominating Committee.

Dr. Kurtz adjourned the meeting at 5:55 PM.

Immediately following the meeting, the Nomination Committee met, discussed and prepared the following recommended list of Nominations for October's Annual Meeting:

Elections for Continued Service as Board Directors

- Torrie Winder to serve additional term of year, as permitted by our By-Laws, as immediate past Board President
- Ed Jaroch to serve a three year term as Board Director (Just completed the last year of J. Michael Troutman's term.)

Election of New Board Directors

- Lyndsay Bryce, parent, to serve a three year term
- Amechie Walker, parent, to serve a three year term
- Margaret Burton Connors, community representative, to serve a three year term

Removal from Board

- Shalla Miller, 1st term expires in October of 2019 (parent) for non-attendance as required by the By-Laws

Resignation from Board

- Carol Chase, 1st term expires in October of 2019, Mrs. Chase's grandchildren no longer attend Sylvan Heights and she would like to be more active at their new school.

Exiting Board Due to Serving 2 Consecutive Terms (No Vote Is Required)

- Merita Marek, 2nd term expires October 2018 – We are grateful for her faithful service

Continuation of Service (No Vote is Required)

- Laura Kurtz, 2nd term expiring October 2019
- Tracey Jennings (serving the remainder of Yolanda Haywood's 2nd term expiring October 2019)
- Elizabeth DuVall, 1st term expires in October of 2019 (nominated February 2016) (parent)
- Andre Johnston, 1st term expires in October of 2019 (parent)
- Nancy Neusbaum, 2nd term expires October 2020

Officers (elected to serve 2 year terms):

- President – Laura Kurtz
- Vice-President – Ed Jaroch
- Secretary – Elizabeth DuVall
- Treasurer – Andre Johnston (Mr. Johnston was elected in December to complete J. Michael Troutman's term)