

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, June 20, 2017

Present:

Torrie Winder, Laura Kurtz, Carol Chase, Elizabeth DuVall, Andre Johnston, Merita Marek, and Nancy Neusbaum were present. J. Michael Troutman, Yolanda Haywood, Chad Hotsko and Shalla Miller were absent. Timothy Hess, Brooke Say, Louise Pfeifer, Nicole Jordan (arriving late), Alfreada Woodyard (arriving late) and Carmen Dones (arriving late) were also in attendance.

Call to Order:

The meeting was called to order by Mrs. Winder at 5:30 pm.

Approval of Agenda:

Mrs. Neusbaum made a motion to approve the agenda. It was seconded by Mrs. Chase. The motion was approved 7-0.

Public Comment Period:

There were no public comments.

Staff Comment Period:

There were no staff comments.

Finance and Facilities Committee Report:

Mr. Hess reviewed the proposed 2017-18 general fund budget, which was also reviewed and revised by the Finance Committee at its meeting on Thursday, June 16, 2017.

Principal's Report:

Mr. Hess updated the Board on the progress made during the first year of implementation of the Comprehensive Plan, as well as discussions and updates assembled by the planning team which held its annual meeting on Monday, June 5, 2017. Mr. Hess provided updated enrollment statistics. Mrs. Marek applauded the work of the staff in coordinating and presenting a pleasant and meaningful graduation ceremony for the fourth grade students and their families. A brief discussion was held

regarding Board Director's attendance at Board of Trustee Meetings as related to the By-Laws. It was decided that Mr. Hess would develop a procedure and draft correspondence to inform Board Directors of potential Board action relating to non-attendance.

By-Laws and Policies:

Mr. Hess presents the first reading of the Public Records Policy (#801) as suggested by the School's Solicitor. This policy will replace the previous policy to include changes in Right-to-Know laws. The By-Laws and Policies Committee will meet on July 29, 2017 at 5:30 PM to continue its review of the Student Code of Conduct policies.

Family Advisory Committee:

A Family Advisory meeting is scheduled for July 11, 2017 at 6:00 PM in conjunction with the Health and Wellness Team to plan for Back-to-School Night and to incorporate highlighting server community resources to the evening's agenda.

Personnel Committee:

Dr. Kurtz reported that Mr. Hess' has received his annual evaluation, which was compiled from the Board Director's survey responses. The Personnel Committee will meet on July 11, 2017 at 5:30 PM to continue its review of the personnel policies.

President's Report:

There being no report, the meeting moved forward.

Action items

A motion was made by Mr. Johnston to approve the consent calendar. It was seconded by Dr. Kurtz. The motion was approved 7-0.

- Approve of the minutes of May 2017 meeting
- Approve the check register #11005 through # 11049 and listed ACH transactions.
- Approve of the agreement with Sager, Swisher and Company, LLP to audit the financial statements for the 2016-17 school year.
- Approve of the agreement with Sager, Swisher and Company, LLP to prepare the federal non-profit tax return for 2016.
- Approve of the General Fund budget for the 2017-18 school year.

- Accept the resignation (for retirement) of Patricia Peffley.
- Approve of the agreement with Substitute Teacher Service, Inc. to provide substitute coverage for the 2017-18 and 2018-19 school years.
- Approve of the first reading of Policy 801, Public Records.

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 6:14 PM.