

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, October 16, 2017

Present:

Torrie Winder (phone), Laura Kurtz, Carol Chase, Elizabeth DuVall, Andre Johnston, Chad Hotsko, Merita Marek, and Nancy Neusbaum (arriving late) were present. Yolanda Haywood, J. Michael Troutman, and Shalla Miller were absent. Timothy Hess, Tricia Freidman (Teacher), Jason Freidman (Teacher), Brooke Say (Solicitor), Gary Johnson (Technology Coordinator) and Lori Lauver (STEM Coordinator) were also in attendance.

Call to Order:

The meeting was called to order by Dr. Kurtz at 5:34 pm.

Approval of Agenda:

Mrs. Marek made a motion to approve the agenda. It was seconded by Mr. Hotsko. 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 check register reports.

Principal's Report:

Mr. Hess reported that Family Reading Night for Grades 1 & 2 was held Thursday, September 28, 2017 with 21 families attending. Family Reading Night for Grades 3 & 4 will be held Thursday, October 19, 2017. Mr. Hess reported that our Intermediate Unit Consultant conducted a PBIS walk-through during the month of October with favorable results. October's PBIS goal will be for students to collect 1500 ENCOURAGING tickets toward earning a dance party at the end of the month. October is also Bullying Prevention Month and staff will be using the School's social skills curriculum to support

student development of Bullying prevention skills. Third and fourth grades students participated in the Farm City Day field experience October 5, 2017 at the Farm Show Complex. The Farm City Day highlights PA environment and ecology standards related to agriculture. Kindergarten traveled to Paulus Farm on October 10, 2017 for a similar experience.

The Harrisburg Young Professionals will again provide two Jr. Sports League experiences for our students during October and November.

Mrs. Dionne Anderson continues to lead a Family Fitness Night each Tuesday evening 4:30-5:30 PM to promote family fitness as an extension of the Health and Wellness Team. Mr. Hess encouraged the Board to approve the purchase and set-up of 227 Apple student i-Pads, 10 Apple teacher i-Pads, 1 Apple Administrator i-Pad, 10 storage carts and related infrastructure totaling \$127,000 for our one-to-one technology initiative.

Mr. Hess has also requested that the Board approve of the Personnel Committee's recommendation for staff bonuses. Mr. Hess provided the Board with updated enrollment statistics.

By-Laws and Policies:

Dr. Kurtz reported that the By-Laws and Policies Committee met on Tuesday, September 12, 2017 at 5:30 PM to review the School By-Laws. Proposed revisions and questions were sent to School Solicitor for review prior to presentation to the Board. The next By-Laws and Policies Committee meeting will be held on Tuesday, November 14, 2017 at 5:30 PM.

Family Advisory Committee:

Mr. Hess reported that the Family Advisory Committee met on Tuesday, October 3, 2017. At this meeting, the committee discussed ways to increase parent involvement both with respect to attendance at meetings, as well as increasing parental engagement in the school. It was decided that a bowling party would be held and the committee would pay admission for the first 50 students whose parents registered on the Family Advisory Committee's Facebook page. It is hoped that the committee can use both its Facebook page as well as the event to connect parents with the work of the committee. The Family Advisory Committee will hold its next regularly scheduled meeting on Tuesday, November 7, 2017 at 6:00 PM.

Personnel Committee:

Dr. Kurtz reported that the Personnel Committee met on Tuesday, October 10, 2017. During the meeting, the committee began its review of employee job descriptions. It was also recommend that the Board approve bonuses for staff for the 2017-18 school year in the amounts of \$1000.00 for professional staff and \$500.00 for support staff to be paid in two installments, December 2017 and June 2018, to all staff who maintain a proficient performance rating. The Personnel Committee will hold its next regularly scheduled meeting on Tuesday, October 10, 2017 at 5:30 PM.

President's Report:

There being no report, the meeting moved forward.

Action items

A motion was made by Mr. Hotsko to approve the consent calendar. It was seconded by Mrs. Chase. The motion was approved 8-0.

- Approve the minutes of August 2017 meeting. (The September 2017 meeting was not held due to lack of a quorum of Board Directors present.)
- Approve the minutes of the September 12, 2017 By-Laws and Policy Committee meeting.
- Approve the check register #11117 through #11133, #500 through #524 and listed ACH transactions.
- Approve the check register #516 through #566 and listed ACH transactions.
- Approve of the purchase and set-up of 227 Apple student i-Pads, 10 Apple teacher i-Pads, 1 Apple Administrator i-Pad, 10 storage carts and related infrastructure totaling \$127,000.
- Approve of the Personnel Committee's recommendation for staff bonuses for the 2017-18 school year in the amounts of \$1000.00 for professional staff and \$500.00 for support staff to be paid in two installments, December 2017 and June 2018, to all staff who maintain a proficient performance rating.
- Ratify the hiring of Mrs. Jaqueline Miller as an Instructional Assistant effective September, 2017 with an annual salary of \$23,139.
- Accept the resignation of food server Vanessa Cruz effective September 8, 2017.

- Ratify the hiring of Rosemary Rodriguez as food server effective September 11, 2017 at an hourly rate of \$10.80.
- Ratify the hiring of Kristen Lessing as a teacher effective October 9, 2017 with an annual salary of \$39,287.
- Approve of the hiring of Leeann Rhodes as substitute for Mr. Hess in his absence in the amount of \$300.00 per day.
- Approve the IDEA-B sub-grant agreement with CAIU for the 2017-18 school year.
- Approve of the contract with Thomas Handshaw for Psychological Counseling Services.
- Approve of the contract with Dr. Meada McAllister as School Health Physician Consultant.
- Approve of the submission of the Charter Renewal Application upon final Solicitor review to the Harrisburg School District on or before the October 31, 2017 deadline.

Old Business

There being no discussion of old business, the meeting moved forward. Items related to Board membership and Charter Renewal were reviewed during the Principal's Report.

New Business

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

Dr. Kurtz adjourned the meeting at 6:21 PM.