

## **SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL**

### **Board of Trustees Meeting Minutes**

**Monday, April 16, 2018**

#### **Present:**

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

#### **Call to Order:**

The meeting was called to order by Mrs. Marek at 5:37 pm.

#### **Approval of Agenda:**

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

The agenda was then amended to add discussion of the proposed charter renewal agreement to New Business. Mr. Johnson made a motion to approve the amended agenda. It was seconded by Mrs. DuVall. The motion was approved 7-0.

#### **Public Comment Period:**

There were no public comments, the meeting moved forward.

#### **Staff Comment Period:**

Mrs. Lauver reported that the Trout in the Classroom project will be scheduling a release of the trout raised by students in early May.

#### **Finance and Facilities Committee Report:**

The Finance and Facilities Committee met on Thursday, April 5, 2018 at 6:00 PM to prepare a draft version of the Annual Budget for the 2018-19 school year. Mr. Johnson reported key components of the 2018-19 budget draft including the addition of an Assistance Principal position, an increase in salary for the reading specialist, an overall 2% salary schedule increase for all staff and a 25% increase in health insurance premiums.

#### **Principal's Report:**

Mr. Hess once again reminded Board Directors of requirements for completing and submitting annual Statements of Financial Interest forms. Mr. Hess reviewed the

differences between the proposed charter renewal agreement and the previous renewal agreement. A brief discussion regarding academic goals was discussed. Mr. Hess highlighted several events held during the past month, as well as current enrollment statistics.

**By-Laws and Policies:**

Dr. Krutz indicated that the committee will be meeting on Tuesday, May 8, 2018 at 5:30 PM.

**Family Advisory Committee:**

There being no report, the meeting moved forward.

**Personnel Committee:**

Dr. Kurtz reported that the April committee meeting was not held; the next committee meeting is scheduled for Tuesday, June 11, 2018 at 5:30 PM.

**President's Report:**

There being no report, the meeting moved forward.

**Action items**

A motion was made by Mrs. DuVall to approve the consent calendar. It was seconded by Mrs. Jennings. The motion was approved 7-0.

- Approve the minutes of March 2018 meeting.
- Approve the check register #716 through #737 and listed ACH transactions.
- Accept the first reading of the 2018-19 general fund budget.
- Accept the resignation of School Counselor, Amelia Perry, effective April 27, 2018.
- Approve the amended 2017-18 school calendar to add Monday, June 4, 2018 with 12:30 PM dismissal as a make-up day for Wednesday, March 28, 2018 when the school was closed for snow and add Wednesday, June 6, 2018 as a make-up day for staff.
- Approve the calendar for the 2018-19 school year.

- Approve of the schedule for regular meetings of the Board of Trustees for the 2018-19 school year, in accordance with Act 84 of 1986, (The Sunshine Act) 65PS279.
- Approve of the schedule for Board of Trustees committee meetings for the 2018-19 school year, in accordance with Act 84 of 1986, (The Sunshine Act) 65PS279.
- Approve of the special education service agreement with the Capital Area Intermediate Unit for the 2017-18 school year.
- Approve the proposal from Hershocks to replace a metal exterior door at a cost of \$1,894.00.
- Approve the proposal from Morefield Communication to replace the telephone control panel at a cost of \$4,955.16.
- Approve the first reading of the revised enrollment policy.

### **Old Business**

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

### **New Business**

A motion was made by Mr. Johnson to approve the charter renewal agreement with Harrisburg School District subject to final review and approval by the School's Solicitor. The motion was seconded by Mrs. Jennings. A roll-call vote was taken and the motion was approved 7-0.

Mrs. Marek adjourned the meeting at 6:28 PM.