

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, December 17, 2018

Present:

Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Lyndsay Bryce, Margaret Burton Conner, Nancy Neusbaum, Torrie Winder, Tracey Jennings were present. Amechie Walker and Andre Johnston were absent. Susan Roth (Interim Principal), Louise Pfeifer (Administrative Assistant), Mrs. Lauver (STEM Coordinator), Jessica Nordai (Special Education Teacher), Michael Furry, Anu Reynolds, Diane Frampton (Teachers), Nicole Jordan (Instructional Assistant) were also in attendance. Also in attendance was Janilynn Elias from the CAIU.

Call to Order:

The meeting was called to order by Dr. Kurtz at 5:33 pm.

Board President, Laura Kurtz, announced that the Board held an (2) executive session on December 5, 2018 at 5:30pm, and December 17, 2018 at 11:30am, to discuss a personnel matter.

Approval of Agenda:

Ms. Duvall made a motion to approve the agenda. It was seconded by Mrs. Neusbaum. The motion was approved 8-0.

Recognition of Guest and Scheduled Speakers:

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

Public Comment Period:

Laura Kurtz reviewed the Public Participation of Board Meetings policy. There were no public comments, the meeting moved forward.

Staff Comment Period:

There were no staff comments.

Finance and Facilities Committee Report:

There being no report, the meeting moved forward.

Principal's Report:

Mrs. Roth would like to remind families that December 21, 2018 will be an early dismissal for all students. Students are slated to return from Holiday Break on January 3, 2019. School staff is scheduled to return on January 2, 2018 for a Professional Development day. Note: Our school building will be operating with very limited hours during the holiday break.

We are also in the process of preparing for Holidays Around the World. On Thursday and Friday, December 20th and 21st, our students will be traveling to Israel, United Kingdom, the Netherlands, France and the United States. Mrs. Roth would like to thank all of the parent, staff and student volunteers in advance for their help and hard work in bringing this worthwhile school event to fruition.

Additionally, we are happy to announce that our students earned their PBIS reward for November. As a result, on Friday, December 7, 2018, students were allowed to bring a non-electronic game to play in the classroom.

Mrs. Roth also reported that we had a fire inspection from the City of Harrisburg. They informed Mrs. Roth that the Knox box on the exterior of the building would need to be relocated for ease of access. Mrs. Roth reported that she is in the process of finding a handy man in order to get this completed. Mrs. Roth also reported that the emergency lights throughout the building were in need of maintenance.

By-Laws and Policies:

No report.

Family Advisory Committee:

No Report

Personnel Committee:

Dr. Kurtz noted that Mrs. Roth's contract would be extended to January 30, 2019. The Board will be meeting regarding how to move forward with the Principals position.

President's Report:

There being no report, the meeting moved forward.

Action items

A motion was made by Mrs. Neusbaum to approve the consent calendar. It was seconded by Mrs. Burton-Connors. The motion was approved 8-0.

APPROVAL OF BOARD MINUTES

- a) Approve the minutes of November 2018 meeting.

FISCAL ITEMS

- a) Approve the check register #991 through #1010 and listed ACH transactions.

PERSONNEL

- a) Ratify the promotion of Sarabeth Mazzurco to the position of teacher with an annual salary of \$39,287.00, effective December 3, 2018.
- b) Approve the transfer of up to fifteen (15) days of unused PTO (Paid Time Off/Sick Leave) for recently hired teachers from prior public school employment to their available PTO balances, provided documentation of unused PTO has been received from their previous school employer.
- c) Approve the hiring of Sacha Garnes to the part-time position of Cafeteria Aide with an hourly wage of \$10.80, effective January 3, 2019 (pending the receipt of current clearances).
- d) Approval of the stipend adjustment for Jessica Melhorn from 10.30/hr. to \$13.20/hr.

Old Business

No old business, meeting moving forward.

New Business

Dr. Kurtz reported that there is a need to add an authorized check signer to the business account. Current signers are Mr. Hess, Dr. Kurtz, Torrie Winder and former Board member Michael Troutman. Dr. Kurtz proposed Andre Johnston, current Board Treasurer be added. Motion was made by Dr. Kurtz, seconded by Ed Jaroch, motion carried 8-0.

Dr. Kurtz adjourned the meeting at 5:49 PM.