

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, February 26, 2018

Present:

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

Call to Order:

The meeting was called to order by Dr, Kurtz at 5:44 pm.

Approval of Agenda:

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

Public Comment Period:

There were no public comments, the meeting moved forward.

Staff Comment Period:

There were no staff comments, the meeting moved forward.

Finance and Facilities Committee Report:

Mr. Hess reviewed the Budget to Actual report, which was also reviewed at the most recent finance committee. Aside from expenditures related to purchases for the iPad one-to-one initiative, revenues and expenditures are within budgetary expectations for this time in the school year. Mr. Johnson reviewed discussion from the Finance Committee meeting on February 1, 2018 recommending revisions to the capitalization policy to increase the capitalization limit to \$2000 on individual purchases and \$5000.00 on group purchases.

Principal's Report:

Mr. Hess reminded Board Directors of requirements for completing and submitting annual Statements of Financial Interest forms. Mr. Hess updated the Board regarding the status of the Charter Renewal process. Mr. Hess also reviewed the School Calendar with respect to make-up days, updated the Board concerning recent family curriculum night programming, and provided Positive Behavior Interventions and Supports (PBIS) updates. Mr. Hess reviewed the Smile Pennsylvania program and its benefits to the

School. Mrs. Marek commented that the Health and Wellness Team has been searching for a School Dentist since the beginning of the school year and this program appears to satisfy requirements while also providing students and families with access to dental care.

By-Laws and Policies:

There being no report, the meeting moved forward.

Family Advisory Committee:

Mr. Hess reported that the Family Advisory hosted a parent/student Donuts and Bingo event on Saturday, January 20, 2018 in an effort to build parent involvement, especially with respect to parent attendance at committee meetings.

Personnel Committee:

Mr. Hess reported to the Board regarding the Family Advisory Committee's upcoming Game Day family event that is scheduled for the afternoon of Saturday, March 24, 2018.

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 Mrs. Neusbaum. The motion was approved 7-0.

- Approve the minutes of January 2018 meeting.
- Approve the check register #648 through #682 and listed ACH transactions.
- Approve the revised Policy 918: Parental and Family Engagement.
- Approve the revised Students Requiring Surrogate Parents Policy.
- Approve the revised Policy 113.2: Behavior Support.
- Approve the Memorandum of Understanding with Big Smiles Pennsylvania P.C. (dba "Smile Pennsylvania") to provide preventive and, where appropriate, restorative dental services to students.
- Approve the submission of a request to the Pennsylvania Department of Health allowing the school to accept physical and dental exams performed as early as July 1 of the prior calendar year to the school year in which the exam is due.

Old Business

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

New Business

Mr. Johnson made a motion to increase the capitalization limits to \$2000 for individual purchases and to \$5000 for group purchases. Mr. Jaroch seconded the motion. The motion was approved 7-0.

Dr. Kurtz adjourned the meeting at 6:10 PM.

Following the meeting, the Board met in executive session from 6:10 PM until 6:20 PM regarding a personnel matter.