

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, November 18, 2018

Present:

Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Andre Johnston, Lyndsay Bryce, Margaret Burton Conner, and Nancy Neusbaum were present. Torrie Winder, Tracey Jennings, and Amechie Walker were absent. Timothy Hess, Brooke Say (Solicitor), Susan Roth (Interim Administrator), Louise Pfeifer (Administrative Assistant), and Mrs. Lauver (STEM Coordinator) were also in attendance.

Call to Order:

The meeting was called to order by Dr. Kurtz at 5:37 pm.

Board President, Laura Kurtz, announced that the Board held an executive session on October 30, 2018 to discuss a personnel matter.

Approval of Agenda:

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

Recognition of Guest and Scheduled Speakers:

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

Public Comment Period:

There were no public comments, the meeting moved forward.

Staff Comment Period:

Mrs. Susan Roth was introduced as the interim administrator contracted from the Intermediate Unit.

Mrs. Lauver reported on STEM programming including a third and fourth grade after school STEM club that is ending in December, as well as, a new STEM club being designed for first through fourth grade students focused on coding to begin in January. Mrs. Lauver also reported that she is currently researching math and STEM challenges for students to participate.

Finance and Facilities Committee Report:

There being no report, the meeting moved forward.

Principal's Report:

Mr. Hess reported that the annual Financial was nearly complete and that the business office is presently working to enter the data into the annual Financial Report which is due to the Department of Education by the end of November. Mr. Hess reported on a school closure on Friday, November 16, 2018 due to severe weather. The scheduled make-up day, as per the school calendar, will be March 18, 2019. This was previously scheduled as a staff professional development day. Mr. Hess also reviewed current student behavior data and enrollment statistics. He also provided an overview of the Future Ready Index which was publically released on November 15, 2018 as the Department of Education's new school performance reporting platform.

By-Laws and Policies:

Dr. Kurtz briefly commented on the By-Laws and Policy Committee's recommendations for revision to the policies being presented to the Board for a first reading.

Family Advisory Committee:

It was noted that the Family Advisory Committee hosted a family bowling party of Saturday, November 17, 2018.

Personnel Committee:

The Personnel Committee did not meet as previously scheduled on Tuesday, October 9, 2018. The next Committee meeting is scheduled for Tuesday, December 11, 2018 at 5:30 PM. Dr. Kurtz appointed Margaret Burton Connors to serve on the Personnel Committee.

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

- Approve the minutes of October 2018 meeting.
- Accept the minutes of the November 13, 2018 By-Laws & Policy Committee meeting.
- Approve the check register #951 through #990 and listed ACH transactions.
- Accept the resignation of Stacy Erdman, teacher, effective October 12, 2018.

- Accept the resignation of Dionne Anderson, Instructional Assistant, effective December 31, 2018.
- Accept the first reading of revised Policy 903 Public Participation in Board Meetings.
- Accept the first reading of revised Policy 246 Student Wellness.

Old Business

Mrs. Lauver updated the Board regarding her inability to complete the furniture and equipment transfer that was approved by the Board in September due to a lack of response from the School District. Following a brief discussion, Mr. Jaroch made a motion to direct that the items be donated to another non-profit organization that is willing take them. Ms. Burton seconded the motion. The motion was approved 7-0.

New Business

Dr. Kurtz reported that the Capital Area Intermediate Unit has agreed to adding the services of an Interim Administrator for a period of fourth-five (45) days to the annual special education contract. Mr. Jaroch made a motion to add the Interim Administrator agreement to the current annual contract with the Intermediate Unit. Ms. Burton seconded the motion. The motion was approved 7-0.

Following a discussion of current staffing challenges, Mr. Jaroch made a motion to authorize the Administration to advertise for two full-time positions, one Elementary Education Teacher and one Art Teacher, with the intention of hiring at least one of the positions. Ms. Burton seconded the motion. The motion was approved 7-0.

Dr. Kurtz adjourned the meeting at 6:18 PM.

Immediately following the meeting, the Board entered executive session to discuss a personnel matter.

