

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, April 15, 2019

Present:

Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Lyndsay Bryce, Margaret Burton Conner, and Nancy Neusbaum were present. Torrie Winder, Tracey Jennings, Amechie Walker and Andre Johnston were absent. Susan Roth (Interim Principal), Mrs. Lauver (STEM Coordinator), Jessica Nordai (Special Education Teacher), Jaqueline Miller, Teacher were also in attendance.

Call to Order:

The meeting was called to order by Dr. Kurtz at 5:38 pm. Dr. Kurtz took attendance of the board members.

Approval of Agenda:

Mrs. Connors made a motion to approve the agenda. It was seconded by Mrs. Neusbaum. The motion was approved 6-0.

Recognition of Guest and Scheduled Speakers:

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

Public Comment Period:

- A. Public
- B. Staff

Finance and Facilities Committee Report:

A joint meeting of the Finance committee and the Personnel committee was held April 11, 2019. In attendance: Ed Jaroch, Andre Johnson, Margaret Burton Connors, Laura Kurtz, Susan Roth, Jessica Nordai and Lori Lauver.

The following agenda items were discussed.

1. Proposed purchase of Envision Math Curriculum for grades K-12 for the 2019-2020 school year. Families will be able to preview on 5/23/2019 during Science night.
2. Student information systems; approved the recommendation for Power School.

3. Website proposals: Approve the recommendation for ZUMU.

Principal's Report:

Mrs. Roth reported the calendar changes due to weather emergency day make-ups. Those days are April 18th and 22nd, June 3rd, 4th, and 5th.

The trimester ended on March 8th, 2019 and parent teacher conferences were held the week of March 25th.

Mrs. Roth proposed changes to the 2019-2020 calendar- moving to a 4 marking period each consisting of 45 school days, totaling 180 school days for students.

Moving forward with a partnership with Capital Area Head Start.

Happenings at Sylvan Heights

- Four volunteers for the 500 men Program came and read to our students on March 6.
- Sunshine McCrae spent some time with our 3rd and 4th graders on March 29, 2019. She spoke to our students about the importance of sportsmanship both on and off the court.
- Once again this year, the Harrisburg Young Professionals hosted a Junior Sports League for our students during March and April from 5:30 PM to 7:00 PM
- 3rd and 4th grade Family Math night was held on March 21st. due to the high participation we rewarded them with a pizza reward
- K-1-2 Family math night was held 4-11-2019
- PSSA Pep Rally was held on 4-12-19, A breakfast was held on Saturday to get the families excited about the PSSA's.

STEM updates

- Kid Wind competition took place at PSU main campus on April 3rd. 3rd and 4th grade students participated.
- 24 Game Challenge, on May 13th at CAIU for fourth graders.
- What's Growing on (1st and 2nd graders gardening club)
- Three-D Printer
- Recognition for Academic Achievement in 1st in Math and Imagine Learning.

Upcoming Events

- Kindergarten Reading Night, April 25th
- Arts and Information night, May 9th
- Chorus Night, May 14th
- Science Night, May 23rd
- Kindergarten enrollment lottery: May 14, 2019
- 4th grade graduation is on May 30th

Committee Updates

- Safety Committee
 1. Safety and Security drills- we successfully conducted our first safety and security drill at the end of February
 2. One Call-Forms were sent out to the families asking them for their updated information.
 3. Emergency Lighting: Flook Inc. completed the emergency light project.
 4. School Gate Guardian: Our equipment has arrived. Gary Johnson is working on the installation and we will be running a trial prior to introducing it to our families.
- Family Wellness and Community Connections Committee. Please see the April newsletter.

PBIS Tier 1 and Tier 2 Committee Meetings:

- Tier 1 team met at the end of March. Discussed were incentives for the 2019-2020 school year. The team also conducted an annual review to determine action plans for the next school year.
- Irene from the IU (PBIS consultant) came and did her annual walk through. The school passed by a wide margin.
- Tier 2 continues to meet monthly.
- Mrs. Nordai and Mr. Stevens will be attending the state-wide PBIS conference in May.

By-Laws and Policies:

Meeting Dates; March 12 & April 9th, 2019

Those in attendance Susan Roth, Marita Merek and Elizabeth Duvall

Action Items;

1. Current web site (recommendations are in your board packet)
2. Need to verify the Board policies on the website to see if up to date
3. Compare and verify Board policies when creating the 2019-2020 school handbook.
4. Discovered discrepancies when comparing the Uniform policy with the student code of conduct. We are looking at expanding the colors that can be worn for the upcoming student handbook.
5. Uniform policy is under current review.
6. Reviewed and approved the proposed changes to the Child Abuse Policy.

7. Diabetes policy; under current review.

Family Advisory Committee:

The FAC has re-schedule the Talent show for Friday, May 17, 2019 at Foose School.

Personnel Committee:

1. Meeting date; April 11, 2019

- Agenda Items; Employee Resolution Policy, currently under review
- Review of proposed new contract for Susan Roth

President's Report:

There being no report, the meeting moved forward.

Action items

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

APPROVAL OF BOARD MINUTES

- a) Approve the minutes of February 2019 meeting.

FISCAL ITEMS

- a) Approve the check register #1056 through #1110 and listed ACH transactions for the months of February and March.
- b) Recommendations from the Finance Committee;
 - Approve Power School quote for \$29,875.00
 - Approve ZUMU website proposal for 2019-2020, \$1,400.00
 - Approve recommendation to extend the line of credit with Citizens bank for \$100,000.00 for one year
 - Approve Envision math Curriculum purchase

PERSONNEL

- a) Approve the hiring of Kathy Haley effective March 6, 2019 at the annual salary of \$24,145 in the role of Instructional Assistant.
- b) Approve the hiring of Nicole Renshaw effective April 10, 2019 in the roll of Instructional Assistant.
- c) Approve the hiring of Kelly Cropper effective May 6, 2019 to the full-time position of Building Substitute Teacher with an annual salary of \$31,743
- d) Approve the hiring of Susan Roth effective May 1, 2019 to Principal and CAO with an annual salary of \$82,500.00
- e) PTO discussion: regarding un-used PTO time extending the time to December 31, 2019. Discussion postponed to allow the Personnel committee to review.

AGREEMENTS/CONTRACTS/POLICIES

1st Reading: Approve the recommended changes to the Child Abuse Policy, Number 806

Approve the Agreement between Sylvan Heights Science Charter School and Keystone Systems Inc. DBA Capital Area Head Start Memorandum of Understanding.

Approve the administration change from Timothy Hess to Susan Roth for Pennsylvania Chambers Insurance (PCI) effective March 26, 2019

May I have a motion to approve the consent calendar

Motion: Margaret Burton Conners

Second: Nancy Neusbaum

Motion carried 6-0

Old Business

None

New Business:

Approval of stipends for Mrs. Lauver and Mrs. Nordai in the amount of \$2,000.00 for the additional work having been done during the transition of the Principal. Dr. Kurtz made a motion to approve, Margaret Burton Conners seconded. Motion carried 6-0

Meeting adjourned: 6:20pm