

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, August 26, 2019

Present:

Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Andre Johnston, Lyndsay Bryce, Nancy Neusbaum were present; Margaret Burton Conners attended by phone. Amechie Walker was absent. Susan Roth (Principal/ CAO), Lori Lauver (STEM Coordinator), and Jessica Nordai (Special Education Teacher), and Brooke Say (Solicitor) were also in attendance.

Call to Order:

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

Approval of Agenda:

Meg Burton Conners made a motion to approve the agenda. It was seconded by Nancy Neusbaum. The motion was approved 7 – 0.

Recognition of Guests and Scheduled Speakers:

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

Public Comment Period:

- A. Public
- B. Staff

Finance and Facilities Committee Report:

The Finance and Facilities Committee and Personnel Committee held a joint meeting on August 12, 2019. Items discussed and recommended to the board were as follows:

1. Recommend approval of acceptance of a Feasibility Study Proposal by McKissick Architecture.
2. Recommend approval of acceptance of a contract with Boyo Transportation for one van at a total cost of \$180 per day to provide specialized transportation to school.
3. Provided status updates on building repairs:
 - a. Completed plumbing repairs: boy's bathrooms (2), nurse's office bathrooms (2), staff bathroom (1). Removal of non-functional hot water heater and water softener.
 - b. Completed door repairs: door to multipurpose room from 3rd grade hallway
 - c. Recommend approval to replace door from multipurpose room to Revere Street (unable to be repaired) at an estimated cost of \$1,219.

4. Recommend approval to repair to cracked heating unit discovered by H.B. McClure during heating and air conditioning inspection at an estimated cost of \$2,932.
5. Recommend approval to repair potholes in playground and walkways at side of building by Willie's Paving at a cost of \$2,500.
6. Recommend approval to upgrade internet service with Comcast for the 2019 -2020 school year.
7. Recommend approval to replace 8 teacher laptops at a total cost of \$7,814.
8. Recommend approval to replace breakfast/ lunch accounting system by WordWare at a cost of \$2,655.
9. Recommend approval to cancel State Workers Insurance Fund (SWIF) and contract with West American Insurance Company at the recommendation of our insurance broker.

Principal's Report:

Mrs. Roth provided an update on the curriculum and professional development. All curriculum materials for the 2019 – 2020 school year have been ordered. During the four professional development days prior to the start of the school year, teachers met extensively with their grade level team partners, the Reading Specialist, Tier II Math Resource Teacher, STEM Coordinator, and the Principal/ CAO.

Mrs. Roth provided an update on the first day of school (Monday, August 26th) and announced that the Back to School Night for all students and families will be held on Thursday, September 5th. The Principal's message is scheduled at 6:00 PM for families in grades K – 2 and at 6:30 PM for families of students in grades 3 and 4.

By-Laws and Policies Report:

No meeting

Family Advisory Committee Report:

Mrs. Roth advised that the Family Advisory Committee will reconvene in September, 2019.

Personnel Committee Report:

The Personnel Committee and Finance and Facilities Committee held a joint meeting on August 12, 2019. Items discussed and recommended to the board were as follows:

1. Recommend Board approval to revise the Employee Benefit Resolution allowing staff to carry over PTO hours and receive compensation at retirement for unused PTO time accrued. The committee will begin drafting a revision to the proposed policy revision to be read at a future Board meeting.
2. Recommend Board approval to remove stipends for employees who elect not to participate in SHSCS benefit program.

The next meeting of the personnel committee will be held Wednesday, October 16th.

President's Report:

Dr. Kurtz reminded those in attendance that we are in need of additional Board members. Anyone with recommendations for potential nominees should provide names to her. A nominating committee will be formed.

Action Items:

A motion was made by Nancy Neusbaum to approve the consent calendar. It was seconded by Elizabeth DuVall. The motion was approved 7 – 0.

APPROVAL OF BOARD MINUTES

- a) Approve the minutes of June 2019 meeting

FISCAL ITEMS:

- a) Approval of Feasibility Study Proposal by McKissick Architecture
- b) Approve the contract with Boyo Transportation for 1 van for a total cost of \$180 per day to provide specialized transportation for students to school.
- c) Approve the repair of the cracked heating unit by HB McClure. Proposal for repair: \$2,932.
- d) Approval of playground and walkway pothole repair: Proposal for repair by Willie's Paving: \$2,500.
- e) Approve the Internet upgrade with Comcast for the 2019 – 2020 school year for \$366.90 per month.
- f) Approval of WordWare school breakfast/ lunch accounting system. Cost: \$2,655.
- g) Approval of check number 1201; 1207; 1221, 1222, 1225, 1234 through 1253 and the listed ACH transactions for the month of July.

PERSONNEL:

- a) Accept the resignation of Nicole Renshaw, Instructional Assistant.
- b) Approve the hiring of Cierra Ross in the role of Instructional Assistant for a salary of \$24,125, pending final receipt of all clearances.
- c) Approve the removal of stipend for employees who elect to not take benefits.

AGREEMENTS/ CONTRACTS/ POLICIES:

- a) Approval to contract with Boyo Transportation for 1 van at a cost of \$180 per day to provide students with curb to curb transportation to and from school.
- b) Approval of City Wide to provide cleaning services.
- c) Approve the cancelation of State Workers Insurance Fund (SWIF) and contracting with West American Insurance Company.

Old Business:

None

New Business:

None

Meeting adjourned at 5:55 PM.