

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, June 17, 2019

Present:

Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Lyndsay Bryce, Amechie Walker and Andre Johnston, and Nancy Neusbaum were present. Margaret Burton Conner was absent. Susan Roth (Interim Principal), Mrs. Lauver (STEM Coordinator), Jessica Nordai (Special Education Teacher) and Janet Witmer (Reading Specialist), were also in attendance.

Call to Order:

The meeting was called to order by Dr. Kurtz at 5:49 pm. Dr. Kurtz took attendance of the board members. At the beginning of this meeting at 5:30pm we had a brief executive meeting to discuss personnel issue.

Approval of Agenda:

Andre Johnston 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:

- A. Public
- B. Staff

Finance and Facilities Committee Report:

1. Mrs. Roth reported that we have received a copy the Feasibility Proposal completed by McKissick Architecture, Trina Gribble. As copy has been provide for you in your packet.
2. Recommendation a budget review by Dr. Wayne McCullough from the Pennsylvania Association of School Business Office.
3. Recommendation to continue services with Sager, Swisher and Company as our certified public accountant.

4. We are still researching the Lunch and Breakfast accounting system. We will have something ready for next month's meeting.
5. We are also looking at internet providers.
6. Mrs. Roth had reported that Finance committee had done a lot of work on the budget for 2019-2020. Andre brought up concerns over the budget with the increasing costs. How do we manage the new normal. How do we increase revenue streams? We need a three to five year plan for items like technology, building maintenance. Ed stated that this is the third year we have had to move money from reserves to balance the budget.

Principal's Report:

Mrs. Roth reported the summer hours of operation
Monday-Thursday 8:00am – 3:30pm
Friday 8:00am -12:30pm
Closed July 4 & 5.

Mrs. Roth reported on the Parent Engagement Survey results. 112 families respond. Overall the response was good. The board reviewed the results.

Mrs. Lauver provided an update on STEM

- We are looking into participating in the Carnegie STEM Excellence Pathway Workshops. We are in the process of creating a team to attend training events.

Multi-Tiered System of Support (MTSS): This is a grant through the IU. Staff will be assigned at a later date.

By-Laws and Policies:

No meeting

Family Advisory Committee:

Not scheduled in summer.

Personnel Committee:

No meeting

- Still need to look at the policy for teacher's that have accumulated time

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 May 2019 meeting.

FISCAL ITEMS

- a) Approval of Sager, Swisher and Co. for audit of financial records and preparation of form 990 in the amount of \$9075.00
- b) Approval of Carnegie STEM Excellence Pathway Workshops in the amount of \$1,250.00
- c) Approve the proposed quote from J. L. Williams and Sons Carpet. Cleaning grout for tile in the amount of \$787.00; and cleaning of carpet services for classrooms, hallways and offices in the amount of \$1,624.00.
- d) Approval of the recommended budget transfers for the 2018-2019 budget.
- e) Approval of check number 1162-1209 from the 5-8-19 to 5-30-19 transaction report and listed ACH transactions for the month of May
- f) Approval of the 2019-2020 school year budget.

PERSONNEL

- a) Accept the retirement of Diane Frampton, 2nd grade teacher per her letter dated June 3, 2019
- b) Approve the hiring of Kelly Cropper in the role of 2nd grade teacher effective August 1, 2019

AGREEMENTS/CONTRACTS/POLICIES

Approve of the second reading of the Uniform and School Attire Policy Number 221

Approve the cancellation of Walker's Maintenance Cleaning School contract effective June 20, 2019. Note Walker Maintenance will remain on file for Emergency on-call repairs

Approval of the Multi-Tiered System (MTSS) Commitment Letter with CAIU and 2019-2020 school year

Approval of the Carnegie STEM Excellence Pathways 2019-2020 School year cohort participation with CAIU.

May I have a motion to approve the consent calendar as recommended?

Motion: Lyndsay Bryce

Second: Ed Jaroch

Discussion:

Vote: 6-0

Old Business

None

New Business:

Create a schedule of Board of Trustee Committee meetings.

Meeting adjourned: 6:19pm