

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, May 20, 2019

Present:

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

Call to Order:

The meeting was called to order by Dr. Kurtz at 5:40 pm. Dr. Kurtz took attendance of the board members.

Prior to approving the Agenda we need to amend Section 3E to accept the resignation of Tracey Jennings, 5-20-2019 and Torrie Winder as of 5-10-2019. Dr. Kurtz made a motion to amend the consent calendar and Margaret Burton Conner's seconded. All approved

Approval of Agenda:

Mrs. Connors made a motion to approve the agenda as amended. It was seconded by Mrs. Neusbaum. The motion was approved.

Recognition of Guest 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:

1. Mr. Johnson stated the Board packet contains the proposed budget for 2019-2020. Mrs. Roth updated that the business office has scheduled a meeting for the feasibility study for Friday, May 24, 2019 at 9:00am. They provided today a copy of the 2018-2019 actual, projected year end and proposed budget.

Discussion continues to tweak the proposed budget to include curriculum and technology. Mr. Johnson stated the projected budget is 3.1 million an increase of about \$200,000 over the current year of 2.9 million. Mr. Jaroch question whether we know what Harrisburg's tuition rate would be for the 2019-2020 school year. Mrs. Roth stated we have been billing on last year's rates. Mr. Jaroch asked if we knew whether Harrisburg would be increasing the tuition. At this time we do not know. He also asked where the \$200,000 increase coming from. Mrs. Roth stated increase in staff, salaries, insurance. Mr. Johnson suggested a review of the budget to find where the increase came from and then discuss the needs to the school.

Dr. Kurtz recognized Amechie Walker had joined the meeting late.

In a discussion led by Mrs. Roth, she explained that we had approximately 10 special education students leaving out of the fourth grade and two students are currently placed in alternative schools.

Ed Jaroch spoke to the feasibility study looking at the long term needs of the school.

Mrs. Roth stated we would no longer be using the services of Tom Handshaw, the school physiologist. Those services would be provided through the IU. Mr. Johnson expressed some concern that the IU services would increase the budget by \$75,000.

Mr. Jaroch stated regarding employee benefits; there was still a lot of work to do. We have until the end of December.

Principal's Report:

Mrs. Roth reported that the last day of school would be June 5th due to the make-up days. Mrs. Roth explained that ESY transportation was still being worked out with Harrisburg for those students that would be participating.

In your packet you will find the color coded calendar for the 2019-2020 school year. The calendar has been realigned to better serve the school.

Mrs. Roth reported that we had a TMI exercise on May 7, 2019. We renewed our MOU with Camp Curtin. We passed all aspects of the test with FEMA.

Mrs. Roth reported that we had a Federal Monitoring visit on May 16, 2019. Regarding fiscal monitoring we met all requirements. Regarding program monitoring we have two corrective actions. One of the items is one of the instructional assistants doesn't meet the qualification for instructional assistant. She is going back to school.

Mrs. Nordai reported PowerSchool is set up and ready and we are working on integrating the data.

Mrs. Roth reported on Arts and Information night. Approximately 52% of our families attended the event.

Upcoming events include Family Science Night on May 23, 2019. Mrs. Lauver talked about Science night and how the students presented their projects.

Mrs. Roth spoke to the upcoming Chorus night on May 28, 2019 at 5:00.
Graduation will be held on May 30, 2019 at 6:00pm at the State Museum.
Parent Engagement Night will be held on June 4, 2019 at 5:30pm. We have about 20 families planning on attending.

STEM updates

- Mrs. Lauver told the board about our 4th graders participating in 2019 Hurricane Preparedness tour at the Harrisburg International Airport. It was sponsored by NOAA. We received some nice compliments regarding our student's engagement and behavior.
- Our third graders visited Oakes Museum at Messiah College where they observed the trout release.
- Kindergarten classes visited Wildwood Park and explored the Olewine Nature Center. This week we will be visiting Paulus Farm Market.
- 2nd and 3rd grade visited Hershey Gardens.

Committee Updates

- Safety Committee
 1. We will be meeting with an architect in the near future to aid in the development of a prioritized list of facility improvement both short and long term.
 2. Family Wellness and Community Committee put out the May newsletter.
 3. PBIS Tier 1 and Tier 2 Committee meetings; Mrs. Nordai, Mr. Stevens and Miss Hillmuth attended the Annual PBIS Implementer's Forum.

By-Laws and Policies:

1. Our revised Child Abuse policy is ready for a second reading.
2. Our Diabetes policy is currently under review by our nurse.
3. Our Parent Engagement policy will be reviewed with the parents in June.

4. You have the recommendation for the new uniform policy. The biggest change is expanding the colors.

Family Advisory Committee:

The Sylvan Heights Got Talent show was held on May 17, 2019 at Foose Elementary.

The FAC will be sponsoring the Scholastic Book Fair on May 22 through the 24th.

Personnel Committee:

The meeting date was May 13, 2019, jointly with the Finance committee. Attendees: Ed Jaroch, Andre Johnson, Margaret Burton Connors, Laura Kurtz, Susan Roth and Lori Lauver.

President's Report:

Laura Kurtz thanked the staff for attending the meetings.

With two board members resigning, please put the word out to bring the board members back to (9)

Action items

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

APPROVAL OF BOARD MINUTE

- a) Approve the minutes of April 2019 meeting.

FISCAL ITEMS

- a) Approve the check register #1069; 1101; 1111 through 1119;1121 through 1141;1143 through 1144;1146 through 1148;1151 and listed ACH transactions for the months of April.

PERSONNEL

- a) Correction to the effective date of hire from April 16, 2019 to May 6, 2019 for the hiring of Kelly Cropper to the full time position of Building Substitute Teacher with an annual salary, of \$31,743.
- b) Approval of the hourly rate of \$27.00 an hour this summer for Jessica Nordai
- c) Approval of the hourly rate of \$27.00 for Alex Elbert for ESY from June 10, 2019 to July 3, 2019.
- d) Accept the resignation of two board members; Torrie Winder and Tracey Jennings

- 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

Approve the recommended changes to the Child Abuse Policy, Number 806, final reading.

Approve the first reading of the Uniform and School Attire policy number 221

Approve the Agreement between Sylvan Heights Science Charter School Memorandum of Understanding with Camp Curtain YMCA for sheltering and Mass Care effective may 6, 2019.

Approve the removal of Thomas Handshaw, School Psychologist.

Approval of the CAIU Agreement for School-Age Special Education Services for the 2019-2020 school year.

May I have a motion to approve the consent calendar. Laura made the motion and Ed Jaroch seconded. All approved.

Old Business

None

New Business:

Approval of the 2019-2020 school calendar. Laura made a motion to approve. Margaret Burton Connors seconded. All approved

Meeting adjourned: 6:39pm