

# SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

## Board of Trustees Meeting Minutes

Monday, October 28, 2019

### Present:

Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Amechie Walker, Nancy Neusbaum, Margaret Burton Connors were present, Lindsay Bryce (joined late), and Andre Johnston was absent. Susan Roth (Principal), Mrs. Lauver (STEM Coordinator), Jessica Nordai (Special Education Teacher) Brooke Say, Solicitor (by phone) and Taylor M. Baublitz (Solcitor) were present.

### Call to Order:

The meeting was called to order by Dr. Kurtz at 5:31 pm. Dr. Kurtz took attendance of the board members. At the beginning of this meeting at 5:15pm we had a brief executive session to discuss personnel, security and confidential student information ending at 5:26pm.

### Approval of Agenda:

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

### Recognition of Guest and Scheduled Speakers:

Speaker: Gary Johnson, SHSCS Information Technology Service Provider. Topic of discussion; scope of services provided to Sylvan Heights Science Charter School.

Gary takes care of all the IT needs inside the building and has been under contract since the 2000-2001 school year. Mrs. Roth stated that Gary also acts as a “help desk” for staff and student devices. We have 280 ipads in the school, 2 servers, 17 laptops, three years old or newer. We have recently added 300mb internet correction.

Ed says we need a high level of presentation from Gary from the current state to the future needs of the school. Laura stated it would become part of the strategic plan. Meg asked if there is a plan in place to help teachers to use the technology and find out their needs.

### Public Comment Period:

A. Public

## B. Staff

### Finance and Facilities Committee Report:

Meeting Date: October 14, 2019: SHSCS Finance and Facilities Committee Meeting

Attendees: Ed Jaroch, Susan Roth, and Lori Lauver:

Key Points:

- To move forward with securing Comcast and to table adding e-Rate.
- Discussed options for identifying and securing the most appropriate and effective methods of providing additional support.
- Reviewed Gary' current contract for IT services
- Reported Feasibility Study will be ready for Board review at the November Board meeting. A question was asked about Harrisburg's tuition payment. Harrisburg paid approximately \$550,000 in tuition at the end of the 2018-2019 school year bringing their payments current for the 2018-2019 school year. Meg asked is there any recourse on our part to collect payment for school districts that do not pay their portion in a timely manner. There is a recourse however it is a legal process. Meg also asked about Gary's payment.

### Principal's Report:

- Safety and Security Grant Funding:
  - Following the Finance and Facilities Committee meeting, we received confirmation that SHSCS was awarded a PA Department of Education School Safety Targeted grant for equipment in the amount of \$23,074. We will be reimbursed for approved program costs as outlined in our application occurring between July 1, 2019 – June 30, 2020. Mrs. Lauver will serve as the grant contact for the project. *Recommended action:* execute the Safe School Initiative Competitive Targeted Equipment Grant Agreement.
  - We are continuing to explore additional funding opportunities for safety-related programs.
- Multi-Tiered System of Support (MTSS): PowerPoint Presentation
  - Aligned with Comprehensive Planning.
  - Staff was provided professional development on MTSS, October 14, 2019.
  - Personnel changes were made meet Tier 1 and Tier 2 needs in the area of reading.
  - Mrs. Roth spoke about last year's PSSA scores.
- Substitute Teaching Coverage:
  - Long-term substitute. We have a verbal agreement to hire a long-term substitute. The Business Office needs the signed paperwork at least 2 weeks prior to the start date before an employee can start due to changes with PSERS.

- Utilizing qualified Instructional Assistants as day-to-day substitute teachers.  
We currently have two on staff
- Policies Under Review:
  - Policy 249- Bullying/Cyberbullying
  - Policy 918- Parent and Family Engagement
  - Policy 824: Maintaining Professional Adult/Student Boundaries
  - Policy 907: Visitor Policy
  - Policy 916: Volunteer Policy
  - Policy 204: Attendance
  - Policy 806: Child Abuse
  - All policies are under legal review and we will be working on them over the next month.
- Family Engagement Activities Upcoming Calendar Events: Doors open at 5:30; Program Begins at 6:00.
  - 3<sup>rd</sup> and 4<sup>th</sup> Grade Family Reading Night: November 14, 2019
  - Kindergarten – 2<sup>nd</sup> Grade Family Reading Night: December 12, 2019
- First Marking Period ends October 29, 2019.
  - Conferences are scheduled for Thursday, November 7, 2019 and Friday, November 8, 2019.
  - Parents needing alternative dates should contact their child’s teacher.

**By-Laws and Policies:**

Next meeting is scheduled for November 7<sup>th</sup> at 5:30pm

**Family Advisory Committee:**

- Mrs. Roth is working on getting the bank account changed to the new treasurer

**Personnel Committee:**

No meeting, rescheduled TBD

**President’s Report:**

Mrs. Roth stated the Merita will be rejoining the BOD. Mrs. Roth will be sending to the current Board her resume prior to the next meeting

**Action items:**

- Safety and Security Grant Funding:
  - Following the Finance and Facilities Committee meeting, we received confirmation that SHSCS was awarded a PA Department of Education School Safety Targeted grant for equipment in the amount of \$23,074. We will be reimbursed for approved

program costs as outlined in our application occurring between July 1, 2019 – June 30, 2020. Mrs. Lauver will serve as the grant contact for the project. *Recommended action:* execute the Safe School Initiative Competitive Targeted Equipment Grant Agreement.

- We are continuing to explore additional funding opportunities for safety-related programs.
- Multi-Tiered System of Support (MTSS): PowerPoint Presentation
  - Aligned with Comprehensive Planning
  - Personnel changes to meet Tier 1 and Tier 2 needs.
- Substitute Teaching Coverage:
  - Long-term substitute
  - Utilizing qualified Instructional Assistants as day-to-day substitute teachers.
- Policies Under Review:
  - Policy 249- Bullying/Cyberbullying
  - Policy 918- Parent and Family Engagement
  - Policy 824: Maintaining Professional Adult/Student Boundaries
  - Policy 907: Visitor Policy
  - Policy 916: Volunteer Policy
  - Policy 204: Attendance
  - Policy 806: Child Abuse
- Family Engagement Activities Upcoming Calendar Events: Doors open at 5:30; Program Begins at 6:00.
  - 3<sup>rd</sup> and 4<sup>th</sup> Grade Family Reading Night: November 14, 2019
  - Kindergarten – 2<sup>nd</sup> Grade Family Reading Night: December 12, 2019
- First Marking Period ends October 29, 2019.
  - Conferences are scheduled for Thursday, November 7, 2019 and Friday, November 8, 2019.
  - Parents needing alternative dates should contact their child’s teacher.

## **CONSENT CALENDAR**

### **APPROVAL OF BOARD MINUTES**

- a) Approve the minutes from the October 2019 meeting.

### **FISCAL ITEMS:**

- a) Approval to expend funds associated with the PDE Safe School Initiative Competitive Targeted Equipment Grant as proposed in the application
- b) Approval of check numbers 1312- 1351 and the listed ACH transactions for the month of September.
- c) Approval of Elizabeth DuVall, Board of Trustees secretary, as check signer on the Citizens’ Bank Account.

## **PERSONNEL:**

- a) Approve Shannon Hawkins, Instructional Assistant, to also function as an Emergency Certified Day to Day Substitute Teacher (Type 06) with an hourly stipend rate equivalent to a \$31,743.00 annual salary.
- b) Approve Beth Collman, Instructional Assistant with an Instructional 1 Teacher Certification, to also function as a Day to Day Substitute Teacher with an hourly stipend rate equivalent to a \$31,743.00 annual salary.

## **AGREEMENTS/CONTRACTS/POLICIES**

- Approval of the Safe School Initiative Competitive Targeted Equipment Grant Agreement with PA Department of Education for the period of July 1, 2019 – June 30, 2020
- Approval to waive the 1<sup>st</sup> reading of the revised Bully/Cyberbullying Policy 249, and move to final approval.
- Approval of 1<sup>st</sup> Reading of the following policies:
  - Policy 824: Maintaining Professional Adult/Student Boundaries
  - Policy 907: Visitor Policy
  - Policy 916: Volunteer Policy
  - Policy 204: Attendance
  - Policy 806: Child Abuse

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

Motion: Margaret Burton Connors

Second: Laura Kurtz

Discussion:

Vote: 7-0

Result: Motion Passed

### **Old Business:**

None

### **New Business:**

Motion to hire one additional instructional assistant at a salary of \$25,000 for the remainder of 2019-2020. There was no public comment. Margaret asked Mrs. Roth where we were in the process. We do have a qualified candidate. Ed made a motion the approve, Laura seconded, motion carried 7-0.

Meeting adjourned: 6:24pm

