

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, September 23, 2019

Present:

Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Lyndsay Bryce (by phone), Amechie Walker and Andre Johnston, and Nancy Neusbaum, Margaret Burton Conner were present. Amechie Walker was absent. Susan Roth (Principal), Mrs. Lauver (STEM Coordinator), Brooke Say, Solicitor were present

Call to Order:

The meeting was called to order by Dr. Kurtz at 5:37 pm. Dr. Kurtz took attendance of the board members. At the beginning of this meeting at 5:00pm we had a brief executive session to discuss personnel matters.

Approval of Agenda:

Magaret Burton Conner made a motion to approve the agenda. It was seconded by Mr. Johnston. 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. Meeting date; September 9, 2019 Finance and Facilities Committee Meeting. Attendees, Ed Jaroch, Andre Johnston, Susan Roth and Lori Lauver. Invited guests Steven Stoner, CAIU Technology Department. Discussion about E-rate and other CAIU services.
2. Verified that we had insurance coverage for Board Members and check signers.
3. It was discussed and asked that Gary Johnson to attend the next meeting to report on the affairs of our IT in the building, including an inventory of current equipment.

Principal's Report:

1. Mrs. Roth reviewed proposed revised policy regarding unexcused attendance, tardies, and early dismissals. A copy has been placed in your board packets for review. It is not currently ready for the first read. We will need to have public meetings with parents.
2. The Student/Parent handbook is currently under review.
3. Our current enrollment is 211. We have several students being evaluated for services and some new students have come to us with IEP's.
4. Family Engagement upcoming activities and activities already held;
 - Back to School night was held 9-5-2019
 - Internet safety Parent Information night was held 9-12-2019
 - Family Math Night for 3rd and 4th grade is scheduled for 10-3-19
 - Family Math Night for grades 1 and 2 night will be held October 17, 2019.
5. Assemblies and Scheduled Programs:
 - Internet Safety K-4 Assembly was held on Sept 9, 2019
 - Picture Day is scheduled for October 8, 2019.
 - Fire Safety Awareness is scheduled with the Harrisburg City Fire Department for October 8th at 1:00.
6. Multi-Tiered System of Support (MTSS):

Mrs. Roth reported the team members; Mr. Furry, Mrs. Overdorf, Mrs. Roth, Mrs Witmer, and Mr. Elbert. They attended a networking meeting on 9-10-2019. Our current achievement = 60% proficient per 2019 year end benchmark with a goal of 80% at the end of this year.
7. Feasibility Study Important Dates;

Building Survey – 10-14-2019; Presentation to the Board 11-25-2019
8. PA Coalition of Public Charter schools 2019 annual conference will be 10-9-2019. Mrs. Roth strongly encouraged the Board members to attend. There is also on-line training available.

By-Laws and Policies:

No meeting

Family Advisory Committee:

1. Mrs. Roth reported the first meeting was held on September 16, 2019. The following officers were elected;
 - President –Dorian Wellington
 - Vice President – Erica Monroe
 - Treasurer – Charles Finley, Jr.
 - Secretary – Lateefah Battle

Personnel Committee:

No meeting, Next meeting is scheduled for October 16, 2019

President's Report:

- Mrs. Roth reported that there is parent that has expressed interest in joining the Board.

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 August 2019 meeting.

FISCAL ITEMS

- a) Approval of check number 1254, 1256-1290, 1303 and the listed ACH transactions for the month of August
- b) Approval of Susan Roth, Principal as a check signer on the Citizen's Bank account

PERSONNEL

- a) Accept the termination of Janet Scott, Instructional Assistant effective August 30, 2019
- b) Approve the hiring of Cierra Ross in the role of Instructional Assistant for a salary of \$24,145 with the start date of September 9, 2019

AGREEMENTS/CONTRACTS/POLICIES;

Approval of the membership for PA Coalition of Public Charter Schools.

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

Motion: Nancy Neusbaum

Second: Margaret Burton Conners

Discussion:

Vote: 7-0

Old Business:

None

New Business:

Adding additional check signers;

Discussion; Elizabeth Duvall volunteered to be a second check signer. Laura made a motion to approve, Margaret seconded. 7-0 carried

Meeting adjourned: 6:11pm