

# Agenda

## SHSCS BOARD OF TRUSTEES July 2020 Meeting

July 20, 2020  
5:30 PM-6:30 PM

Sylvan Heights Science Charter School

### I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE 5:30

### II. ATTENDANCE

Board of Trustees	Present	Absent	Late
Laura Kurtz, President			
Ed Jaroch, Vice President			
Elizabeth DuVall, Secretary			
Andre Johnston, Treasurer			
Lyndsay Bryce			
Amechie Walker			
Margaret Burton Connors			
Nancy Neusbaum			
Merita Marek			
, Teacher (non-voting)			
, Teacher (non-voting)			

### III. APPROVAL OF AGENDA

It should be noted that public notice was given for this meeting in accordance with Act 84 of 1986. The preliminary agenda is submitted for Board approval.

May I have a motion to approve the agenda?

Motion:

Second:

Discussion:

Vote:

Result:

### IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

## **V. COMMENT PERIOD**

### **A. Public**

### **B. Staff**

## **VI. REPORTS**

### **A. FINANCE AND FACILITIES:**

### **B. PRINCIPAL:**

- 1) Phased School Reopening Health and Safety Plan for the 2020-2021 school year.
  - a. Parent Survey Results
  - b. Staff Survey Results
  - c. Proposed Blended reopening that balances in-person learning and remote learning for all students.
  - d. Proposed plan to improve current air quality:
    - i. Our building has 8 roof top constant volume natural gas and heating and electric cooling units. Per H.B McClure, they all have minimal outside air ventilation as required by code.
    - ii. Per the Schools for Health: Risk Reduction Strategies for Reopening Schools by Harvard T.H. Chan, it is recommended that school building upgrade their filtration system.
    - iii. H.B.McClure, our current contracted HVAC Service Provider, recommends the following: to remove particles and possible viruses, H.B.McClure recommends utilizing a technique called Needle Point Bi-Polar Ionization. This not only treats the air that moves through the HVAC system, like filters or UV, it also sends out charged ions that interact with air and surface in occupied spaces. Proposal Number 610411: proposed cost: \$7,569.00
    - iv. During the July 2<sup>nd</sup> H.B. McClure routine HVAC inspection, they identified three cracked heat exchanged units.
      1. Proposal Number 607469: Carrier RTU02R- proposed cost of repair: \$4,458.00
      2. Proposal Number 607134: Carrier RTU05R- proposed cost of repair: \$ 3,211.00
      3. Proposal Number 607128: Carrier RTU07R- proposed cost of repair: \$ 3,211.00
  - e. Discussion of proposed options pertaining to the installation of a washer/dryer and floor sink.
  - f. Technology updates.
- 2) Emergency Instructional Time Template Section 520.1- Sylvan Heights is affirming they will provide students with 180 days of instruction and 900 hours of instruction.
  - a. Proposed Schedule Blended Learning Schedule:
    - i. Students will be assigned as either Group A or Group B
    - ii. Group A will attend Monday and Wednesday
    - iii. Group B will attend Tuesday and Thursday

- iv. Siblings/students living within the same household will be grouped together
  - v. If school is closed on a Monday due to a holiday, Monday students will attend on Friday of the same week.
  - vi. Fridays will be for remote learning (unless school was closed on Monday- see above) and deep cleaning of the school building.
  - vii. Students will be provided with at home school supplies.
  - viii. On remote instruction days, students will participate via online learning via their school provided i-Pads, and complete pencil and paper school assignments.
- 3) Revised 2020-2021 School Calendar, postponed by 1 week, pushing the first student day to August 31, 2020 (aligns with Harrisburg City School District).
- 4) Title IX regulations were issued by the U.S. Department of Education (Department) on May 6, 2020. The new rules mark the first time the Department has established regulations under the gender equity law, Title IX, detailing what schools must do when dealing with sexual assault cases involving students.
- Jessica Nordai, Pupil Services Coordinator; Susan Roth Principal/CAO and Melena Overdorf, Safe Schools Coordinator/Specials Teacher attended Title IX Training on July 14, 2020. Marty Stevens, School Counselor is slated to attend training in August, 2020.
  - Recommendation to appoint Jessica Nordai to additionally serve as the Title IX Coordinator.
  - Supporting policies, coordinator description and posted website information is in the process of being developed.

### **C. BY-LAWS AND POLICIES**

Joint By-Laws and Policies/ and Personnel Committee Meeting held July 9, 2020.

The following attended: Laura Kurtz, Elizabeth DuVall, Margaret Burton Connors, Merita Marek, Susan Roth, Jessica Nordai, Lori Lauver and Melena Overdorf.

The committees review the current Personnel Policies/Handbook and made the following recommendations:

- To remove "At Will" from the handbook/policies.
- Non-exempt employees are prohibited from earning overtime without approval
- Remove "temporary employees"
- Recommendation to keep the probationary period- 90 days for new hires.
- Yes to follow Board Approved school calendar regarding days off (there are no paid holidays- only days worked. 10 month full-time school staff work 190; part-time staff work the hours they are scheduled; full-time 12 month staff (admin assistant, Stem Coordinator and Pupil Services Coordinator) work 235 school days.
- Yes to tuition reimbursement for online courses. No to reimbursement for textbooks and other fees.
- Teachers evaluation: Utilize standard Danielson Rubric and 82-1.
- Things to do by the end of the 2020-2021 school year- create a more comprehensive evaluation form for Instructional Assistants, Receptionist, Cafeteria Workers, and Administrative Assistant.

- PTO will remain 10 days (75 hours for 10 month staff). 12 days for 12 month staff (90 hours). PTO time starts at the beginning of the school year for 10 month staff and on July 1 for 12 month staff.
- No limit to how much PTO time can be carried over.
- Future discussion- creation of a sick bank, paying staff for unused PTO time

The following policies were developed to support the newly proposed Personnel Handbook.

- Policy Number 104: Nondiscrimination in Employment Practices and reporting form
- Policy Number 323: Tobacco/Nicotine
- Policy Number 351: Drug and Substance Abuse

Additional supporting policies are in the process of being developed or revised. These will be presented at the next board meeting.

#### ***D. Family Advisory Committee:***

No meeting held

#### ***E. PERSONNEL***

See above By-Laws and Policies.

#### ***F. PRESIDENT***

### **VII. ITEMS FOR BOARD ACTION**

By notice of the President, the following action items suggest a roll call vote. You will be recorded as voting in the affirmative for the motion unless you say “nay” or “I abstain”. Board Members are further advised that they must publicly announce and disclose the nature of any conflict of interest before the vote on the matter is taken.

#### ***A. CONSENT CALENDAR***

##### **1. APPROVAL OF BOARD MINUTES**

- Approve the minutes from the June 2020 meeting minutes

##### **2. FISCAL ITEMS:**

- Approval of check numbers 1590, 1592,1594- 1608; 1612; 1616-1617 and the listed ACH transactions for the month of June 2020
- Approval of installing Needle Point Bi-Polar Ionization. Proposal Number 610411: proposed cost: \$7,569.00
- Approve the replacement of Carrier RTU02R- proposed cost of repair: \$4,458.00
- Approve the replacement of Carrier RTU05R- proposed cost of repair: \$ 3,211.00
- Approve the replacement of Carrier RTU07R- proposed cost of repair: \$ 3,211.00

### **3. PERSONNEL:**

- Approval of Jessica Nordai as the Title IX Coordinator

### **4. AGREEMENTS/CONTRACTS/POLICIES**

- 2<sup>nd</sup> Reading of Behavior Support Policy 113.2
- 1<sup>st</sup> Reading of the following policies:
  - Policy Number 104: Nondiscrimination in Employment Practices and reporting form
  - Policy Number 323: Tobacco/Nicotine
  - Policy Number 351: Drug and Substance Abuse
- 1<sup>st</sup> Reading of the Personnel Handbook
- Approval of the Phased School Reopening Health and Safety Plan for the 2020-2021 school year.
- Approval of the School's Emergency Instructional Time Template Section 520.1
- Approval of the revised 2020-2021 School Calendar with the start date of in-person teacher/student instruction to start on August 31, 2020.

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

Motion:

Second:

Discussion:

Vote:

Result:

### **B. OLD BUSINESS**

### **C. NEW BUSINESS**

## **VIII. ADJOURNMENT**

# BOARD OF TRUSTEE MEETINGS

Meetings will be held @ 5:30 pm on the following dates:

Monday, July 20, 2020  
Monday, August 17, 2020  
Monday, September 21, 2020  
Monday, October 19, 2020  
Monday, November 16, 2020  
Monday, December 21, 2020  
Monday, January 25, 2021  
Monday, February 22, 2021  
Monday, March 22, 2021  
Monday, April 19, 2021  
Monday, May, 17, 2021  
Monday, June 21, 2021

## BOARD OF TRUSTEE COMMITTEE MEETINGS

**Finance & Faculties Committee:** (meetings are held at 6:00 PM)

Monday, September 14, 2020  
Monday, November 9, 2020  
Monday, February 7, 2021  
Monday, April 12, 2021  
Monday, June 7, 2021

**By-Laws & Policy Committee:** (meetings are held at 5:30 PM)

Thursday, July 9, 2020 (joint with Personnel Committee)  
Thursday, August 6, 2020  
Thursday, January 14, 2021

**Personnel Committee:** (meetings are held at 5:30 PM)

Thursday, July 9, 2020 (joint with By-Laws & Policy Committee)  
Wednesday, October 7, 2020  
Wednesday, March 10, 2021

*Meetings are held at Sylvan Heights Science Charter School, 915 South 13th Street, Harrisburg, PA 17104 except when the school building is closed due to mandated school closures related to COVID-19. During school closures, attendance at meetings will take place via Electronic Communication. All meetings, whether in-person or via electronic communication, are open to the public. Those wishing to attend electronic communication meetings may email the school at [publiccomment@shscs.org](mailto:publiccomment@shscs.org), phone the school directly at 717-232-9220 or mail their request to Sylvan Heights Science Charter School, 915 S. 13<sup>th</sup> Street, Harrisburg, Pa 17104 for access to the meeting. Please reference Board Policy 006.1,*

*The mission of the Sylvan Heights Science Charter School is to enhance children's lives through educational experiences that are grounded in a comprehensive, science-driven interdisciplinary program highlighting discovery and creativity.*

*Attendance at Meetings via Electronic Communications or our school's website at [www.shscs.org](http://www.shscs.org) for more information.*

*The mission of the Sylvan Heights Science Charter School is to enhance children's lives through educational experiences that are grounded in a comprehensive, science-driven interdisciplinary program highlighting discovery and creativity.*