

Agenda

SHSCS BOARD OF TRUSTEES November 16, 2020 Meeting

November 16, 2020
5:30 PM-6:30 PM

Sylvan Heights Science Charter School

BOARD REORGANIZATION MEETING

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

PRESIDENT:

I will now call to order the Organization Meeting for the Sylvan Heights Science Charter School, for the purpose of electing Officers, pursuant to the School's bylaws.

Please rise for a moment of silence followed by the Pledge of Allegiance.

Can we have Roll Call:

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			
Merita Marek			
Debra Simpson-Buchanan			

SOLICITOR:

“I will now open the floor for nominations for **Board President.**”

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 –

Nicole A. Marshall was formally introduced to the Board as a candidate for Board membership, Parent Representative Board Director.

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

Meeting held: November 9, 2020

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

Agenda:

- Reviewed proposed bonus recommendation
- Facilities Updates- plumbing
- Reviewed Procurement Guidelines: The Uniform Guidance (UG) updates from the Federal Office of Management and Budget increased the Micro-purchase procurement method from \$3,500 to \$10,000 and increased the Small Purchase Procedures threshold from \$150,000 to \$250,000, effective June 20, 2018. Under UG, non-Federal entities must comply with the more restrictive of Federal, state, and entity-level requirements. Recommendation to align Sylvan Heights Science Charter School's internal purchasing procedures to align with the Uniform Guidance.

B. PRINCIPAL:

- Update on Health and Safety Phased Reopening Plan: On November 2nd school administration was informed via the PA Department of Health that Dauphin County had moved from the moderate level of spread of the COVID-19 virus to the substantial level based on the number of positive cases per 100,000 people. In following our Health and Safety Plan, the Sylvan Heights returned to the full online instruction model on November 4, 2020. As of Friday, November 13th, Dauphin County reported a weekly average of 9.4% positivity and 197.8 cases per 100,000.00. Due the significant increase in COVID-19 cases, students will continue to follow the online learning model until December 7, 2020.
- Breakfast/Lunch/Mask pick-up: Breakfasts/lunches and masks (adult and/or child size) are available for pick-up on Wednesday, November 18th; Monday, November 23rd and December 1st.
- Personnel Handbook: New Policies: Freedom of Speech in Non-school Settings and Professional Development; and the revised Conflict of Interest policy were added to the draft version of the Personnel Handbook for final review.
- Conferences: Teachers are in the process of holding conferences this week. All conferences are being held via phone or video conferencing. Report Cards will be mailed to parents on Tuesday, November 17th.
- Google Classroom for Parents was held on November 12th from 6:30 to 7:00. During this time, parents were provided a tutorial of Google classroom and information on how to access their child missing assignments.

C. BY-LAWS AND POLICIES:

No meeting held.

D. Family Advisory Committee:

No meeting held

E. PERSONNEL:

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 October 19, 2020 Board of Trustees Meeting

2. FISCAL ITEMS:

- Approval of check numbers 1696, 1707, 1726- 1740; 1742-1763; 1765 and the listed ACH transactions for the month of October 2020
- Approve the recommendation to align Sylvan Heights Science Charter School's internal purchasing procedures with June 20, 2018 Uniform Guidance.
- Approve the purchase of 42 10.2 apple i-Pads Wi-Fi 32GB Space Gray and Logitech Rugged Combo Cases with 4-Year AppleCare for Schools for a total price of \$19,873.90 (PEPEM pricing).

3. PERSONNEL:

- Accept the resignation of Jessica Melhorn, Instructional Assistant, effective November 30, 2020.
- Approve hiring of Alexa Townsley, Grade 1 teacher, for a salary of \$41,000 (prorated), effective November 2, 2020.
- Approve hiring of Chevelle May, Grade 4 teacher, for a salary of \$41,000 (prorated), effective November 2, 2020.
- Elect Nicole A. Marshall, parent representative, to serve a three year term as Board Director.

4. AGREEMENTS/CONTRACTS/POLICIES

- 1st Reading of the following policies that support the Personnel Handbook
 - Policy 320 Freedom of Speech in Non-school Setting
 - Policy 333 Professional Development
 - Policy 827 Conflict of Interest.
- 1st Reading of revised Personnel Handbook
- 2nd Reading of the following policies that support the Personnel Handbook
 - Policy 302 Principal/Chief Academic Officer
 - Policy 313 Evaluation of Employees
 - Policy 314 Physical Examination
 - Policy 318 Penalties for Tardiness
 - Policy 319 Outside Activities
 - Policy 323 Tobacco/Nicotine Use
 - Policy 324 Personnel Files
 - Policy 335 Family Medical Leave

- Policy 336.1 Paid Time Off
- Policy 339 Extended Leave
- Policy 351 Drug Free Workplace

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

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the public. Those wishing to attend electronic communication meetings may email the school at publiccomment@shscs.org, phone the school directly at 717-232-9220 or mail their request to Sylvan Heights Science Charter School, 915 S. 13th Street, Harrisburg, Pa 17104 for access to the meeting. Please reference Board Policy 006.1, Attendance at Meetings via Electronic Communications or our school's website at www.shscs.org for more information.

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