

Agenda

SHSCS BOARD OF TRUSTEES September 21, 2020 Meeting

September 21, 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 Conners | | | |
| 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 –

Recognition of Board of Trustee candidate Debra Simpson-Buchanan

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

Meeting Date: September 14, 2020 of the SHSCS Finance and Facilities Committee Meeting

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

Subcommittee discussions:

- 1) Reviewed H.B. McClure’s proposal to add ventilation to the office and vestibule spaces adjacent to the multipurpose room. Proposed price: \$21,192.00. Recommendation to obtain consultation from Trina Gribble, Project Architect at McKissick Associates before moving forward with this project and other proposals.
- 2) Reviewed technology needs to support Hybrid Instructional Model allowing for some students to access instruction online while other students access instruction in-person.

B. PRINCIPAL:

- 1) Emergency Instructional Time Template Proposed Revision:

45% Return- Split Schedule/online beginning October 19th

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Group A: In-School/ In-person | Group B: In-School/ In-person | All groups learning on online | Group A: In-School/ In-person | Group B: In-School/ In-person |
| Group B: Remote Learning | Group A: Remote Learning | All groups learning online | Group B: Remote Learning | Group A: Remote Learning |

| | | | | |
|---|---|-------------------------------|---|---|
| Group C: Online/remote learning for students not participating in the Hybrid Model | Group C: Online/remote learning for students not participating in the Hybrid Model | All groups learning online | Group C: Online/remote learning for students not participating in the Hybrid Model | Group C: Online/remote learning for students not participating in the Hybrid Model |
|---|---|-------------------------------|---|---|

- 2) Phased School Reopening Health and Safety Plan revision:
 - Moving from Online to Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning.
 - Allow for in-person student evaluations, screenings and benchmark testing, parent meetings and technology support.
 - If COVID-19 cases increase from Moderate to Substantial in Dauphin County, or there are more than 5% confirmed positive cases within the school building, Sylvan Heights will follow the PDE/DOH recommendation to for all students to return to online instruction as warranted. Note: Sylvan Heights does not have any COVID-19 cases.
- 3) Review of Live Streaming Policy: Classroom teachers would teach approximately 5 students in-person while the remainder of the students continue to learn online at the same time.
- 4) Transportation: All sending school districts will receive a copy our revised plan along with the list of students they are transporting. Note: Only one student per seat at one time. Sylvan Heights will maintain its contract with Boyo Transportation for students requiring out of district placement. Note: Sylvan Heights Science Charter School continues to maintain out of district contracts with the CAIU, New Story and Capital Academy.
- 5) Sponsor to Sponsor Agreement between Sylvan Heights Science CS 115-22-305-0 purchaser and Central Dauphin School District 115-22-140-2 seller.
 - Currently parents are able to pick-up breakfast and lunch items 2 days per week from 11:00 to 1:00. Special arrangements can be made for families not available at this time. Families should contact Nicole Jordan, Cafeteria Coordinator at njordan@shscs.org to make alternate arrangements.
 - Once Sylvan Heights begins the Hybrid Model on October 19th, students attending in-person instruction will receive breakfast and lunch in school. Parents whose children are attending online will still have the option to pick up meals from the school building.
 - Review of Kitchen Equipment needs. The school’s kitchen does not have a freezer. The school may also need to purchase an additional refrigerator to support the need for additional cold food storage. The school is in the process of applying for an equipment grant to cover the cost of the freezer:
 - Proposed Freezer costs.
 - Rice’s Food Equipment and Consulting: \$4,993.54
 - Commercial Refrigeration of Harrisburg: \$3,869.00
- 6) Sylvan Heights continues to contract with PALifeshare for nursing services. Currently Christine D’ Angelo, RN services as our school nurse.
- 7) Pennsylvania Department of Education Future Ready Comprehensive Plan for the 2020-2023 School Years:
 - a. Measurable School-wide SMART Goals:
 - i. Math Improvement: To improve student achievement in the area of Math to 80% of students meeting end-of-year benchmark scores, across all grade levels per Acadience/formerly DIBELS targets.

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- ii. Reading Improvement: To improve student achievement in the area of Reading to 80% of students meeting end-of-year benchmark scores, across all grade levels per Acadience/formerly DIBELS targets.
 - 1. Note: 3rd and 4th Grade students will also be administered the CDTs to provide for additional data should there be another Covid-19 mandated school closure in the areas of Reading, Math and Science.
 - iii. Attendance Improvement: To improve overall student attendance to 95% during both in-person and online learning (due to Covid-19).
 - iv. Improve Parent and family engagement in Student Attendance Improvement meetings: Parents/guardians of chronically absent students will increase their school engagement by attending school required School Attendance Improvement Meetings with 70% compliance
 - b. Action Plan:
 - i. Students are administered Acadience Benchmark testing in both Reading and Math. Students are also administered the 95% Group Phonics Screener for Intervention and Envision Math pre-test topic assessments. Students are then placed into learning groups based on their learning needs.
 - ii. In following the Multi-Tiered System of Support (MTSS) Model, both Mr. Elbert, Math Instructional Coach and Ms. Doty, Reading Specialist, will support teachers with their core Tier I instruction and provide supplemental Tier II instruction.
 - iii. Mr. Stevens, our school counselor, will continue to assist families/students with attendance. Families struggling with technology will be referred to Tech Support.
 - c. Communication Plan:
 - i. Quarterly Parent Engagement Meetings: First meeting is scheduled for October 8, 2020 at 6:00.
 - ii. Meeting dates and times will be communicated via the schools website, DoJo, Phone messenger and mail.
- 8) Sylvan Heights Science Charter School Safe Schools Committee Meeting:
 - Meeting held September 11, 2020 at 9:00AM
 - Attendees: Susan Roth, Lori Lauver and Melena Overdorf
 - Review of Disaster Response Emergency Preparedness Plan
 - Revised the schools weather emergency and fire drill evacuation plans to align with COVID-19 safety requirements
 - Under current revision: All Hazards School Safety Plan
 - As the Safe School Coordinator, Melena Overdorf has completed the coursework required for National Incident Management System (NIMS) compliant training for school personnel as of September 2020.

C. BY-LAWS AND POLICIES:

No meeting held.

D. Family Advisory Committee:

No meeting held

E. PERSONNEL:

Next meeting is scheduled for October 7, 2020 at 5:30

Proposed Agenda:

- To review personnel policies needed to support the Personnel Handbook.
- Align the Personnel Handbook to correspond to supporting 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 August 17, 2020 Board of Trustees Meeting

2. FISCAL ITEMS:

- Approval of check numbers 1584, 1637-1658, 1668 and 1673 and the listed ACH transactions for the month of August 2020

3. PERSONNEL:

- Accept the resignation of Tricia Friedman, Grade 1 Teacher, effective September 30, 2020
- Accept the resignation of Jason Friedman, Special Education Teacher, effective October 16, 2020.
- Approve the promotion of Nicole Jordan from Instructional Assistant (40%) to Cafeteria Coordinator (60%) effective August 15, 2020

4. AGREEMENTS/CONTRACTS/POLICIES

- Approval of the revised Emergency Instructional Time Template allowing for partial return to in-person instruction on October 19, 2020
- Approval of the revised Phased Reopening Plan Health and Safety Plan to move to a Scaffolded reopening effective October 19, 2020.
- Approval of the Boyo Transportation contract to transport out of district students at the rate of \$220 per day per van.
- Approve the Sponsor to Sponsor Agreement between Sylvan Heights Science CS 115-22-305-0 purchaser and Central Dauphin School District 115-22-140-2 seller.
- Approve the PALifeShare contract for nursing for RN nursing services at \$52.00 per hour and Certified School Nurse services at \$52.00 per hour.
- Pennsylvania Department of Education Future Ready Comprehensive Plan for the 2020-2023 School Years
- Approve the Amendment to Agreement between Sylvan Height Science Charter School and New Story for \$205 per day for each day that New Story implements its basic remote learning program.
- Approve the Special Education Services Agreement between Sylvan Heights Science Charter School and Specialized Education of Pennsylvania, Inc. for one special education slot in the amount of \$29,700 for the 2020-2021 school year.
- Approve the Sylvan Heights Science Charter School Resolution: The New Title IX Regulation

- 1st Reading of the following policies that support the Title IX regulations.
 - Policy Number 104: Discrimination Title IX Sexual Harassment Affecting Staff
 - Policy Number 103: Discrimination of Title IX Sexual Harassment Affecting Students.
 - Policy Number 824: Maintaining Professional Adult and Student Boundaries
 - Policy Number 249 Bullying/Cyberbullying

- 2nd Reading of the following policies:
 - Policy Number 831: Livesrteaming, and Acknowledgement of Virtual and Livestream Instruction Privacy Concern
 - Policy Number 304: Employment Status
 - Policy Number 306: Termination of Employment
 - Policy Number 308: Creating a Position and Setting Salaries
 - Policy Number 317: Employee Misconduct/Disciplinary Procedures
 - Policy Number 321: Political Activities
 - Policy Number 325: Dress and Grooming
 - Policy Number 326: Complaint Process
 - Policy Number 332: Working Periods
 - Policy Number 336: Bereavement Leave

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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