

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, April 27, 2020

Call to Order

The meeting was called to order by Dr. Kurtz at 5:31 pm and it was noted the meeting was being recorded. Attendance of the board members was taken.

Attendance (all members were attending virtually):

Dr. Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Andre Johnston, Lyndsay Bryce, Margaret Burton Conners, Merita Merick, Amechie Walker and Nancy Neusbaum were present. Susan Roth (Principal/ CAO), Mrs. Lauver (STEM Coordinator), Mrs. Nordai (Special Education teacher), and Melena Overdorf (Music, Health, Physical Education teacher/ administrative intern) were present from the staff; Dr. Leigh Dalton and Brooke Say were present from Stock and Leader.

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: Merita Marek

Second: Nancy Neusbaum

Discussion: There being none, the meeting continued.

Vote: 9-0

Result: Motion passed

Recognition of Guests and Scheduled Speakers: there being no comments, the meeting continued.

Comment Period

- A. Public: there being no comments, the meeting continued.
- B. Staff: there being no comments, the meeting continued.

Reports

- A. Finance and Facilities
 - The Finance and Facilities Committee meeting was postponed due to the delay of available financial figures due to COVID-19 delays. As of this meeting, we are waiting for the proposed medical benefits figures from our provider Pennsylvania Chamber Insurance (PCI). PCI

expects to have these figures available early in May. Finance and Facilities Committee meeting is currently scheduled for May 4th.

- We are maintaining the upkeep to the building; if repairs have been needed they are done on-needed basis.
- Facilities Access in response to COVID-19 requirements: Our building remains closed and we are following the directives of the Governor. Essential personnel have been provided limited access to the building for the purposes of maintaining building upkeep, and performing required administrative tasks. We are trying to work from home as much as possible.
- Update on signatories for Orrstown Bank account: we need to name the individuals who are to be removed as signatories from the account as well as those named at the March 2020 Board Meeting (Susan Roth and Andre Johnston) to be added as signatories to the account. Addition to tonight's agenda (Fiscal Item 2B) to remove the following individuals from the account: Chad Hotsko, Samuel Giannelli, Torrie Winder, and Timothy Hess as signers to the Orrstown Bank account.
- Next Finance and Facilities meeting is scheduled for May 4, 2020.
- Payments from most of the school districts have been coming in with the exception of Steelton-Highspire School District. We have requested payment from PA Department of Education for this delinquent payment.

B. Principal

- Mrs. Roth recognized the efforts of the staff during the COVID-19 mandated closures. All school-issued iPads have been distributed to students with the exception of one (have made multiple attempts to contact family in a variety of ways). We are assisting families to find solutions who are struggling with various situations .
- Continuity of Education Plan summary: On April 10, 2020, our Continuity Education plan to provide planning instruction was submitted to PDE and posted on our website at www.shscs.org.
 - Updates/revisions to the Continuity of Education plan will be submitted to PDE and posted to the Sylvan Heights website as necessary.
 - The plan provides a detailed outline for how Sylvan Heights is providing ongoing planned instruction via online participation with the student's teacher, online assignments, students' participation in their i-Pad apps such as 1st in Math, Imagine Learning, Dream Box etc., hands-on assignments, and traditional pencil and paper assignments. Students/families are also provided with school supplies and technical support as well.
- Mrs. Roth and several staff are participating on weekly conference calls hosted by our solicitor's office, Stock and Leader.
- We are offering no-contact options for technical assistance and retrieval of school materials.
- Due to the COVID-19 School Mandated Closures, the school building will remain closed for the remainder of the academic 2019-2020 school year, ending June 30, 2020.

- Kindergarten Enrollment: The application deadline has been extended to May 20, 2020. The drawing for Kindergarten enrollment will take place on Friday, May 22nd at 11:00 in the front lobby of the school. The public will be provided information on how to obtain virtual viewing access to the drawing. Once selected, parent/guardians will be invited to attend a virtual registration meeting. We will follow guidance from the state on when we may be permitted to invite families to participate in face-to-face meetings.
- Special Education Extended School Year (ESY): ESY will be offered remotely to qualifying students on June 8- 11th, 15th-18th, June 22nd -25th, June 29th -30th; July 1st and 2nd.
- The Family Wellness and Community Connections Committee is seek a Board Member to join their committee. They are also reaching out to the community seeking additional parent and community members. The Committee is currently in the process of developing the Spring newsletter for distribution. Those interested should email Melena Overdorf and moverdorf@shscs.org. This committee typically meets the last Monday of each month. There are currently 2 parents and 2 teachers participating, but we are in need of Board representation.
- Act 55 Training: Information has been sent to the Board members to participate in the required training. Mrs. Roth has already registered; the training is free and virtual. Board members wishing to participate will need to self-register.
- Meg Burton-Conners mentioned that families may be able to purchase a “hot spot” card from the library system as there are other libraries that offer.
- Mrs. Roth reported that we recently launched the use of DreamBox, a supplemental math app that has been deployed onto school-issued iPads.

C. By Laws and Policies Committee: no meeting was held. There are no new policies under current review; handbook updates continue in preparation for the 2020-2021 school year. There being no report, the meeting continued.

D. Family Advisory Committee: This committee is not meeting at this time. There being no report, the meeting continued.

E. Personnel Committee

Personnel Committee meeting was held on April 14 2020 at 5:30 pm. In attendance were Susan Roth, Dr. Laura Kurtz and Margaret Burton Conners.

- Considering recent changes requiring school closures due to the COVID-19 pandemic, the school will need to revise some of its pre-COVID-19 planning/proposals. This includes the

temporary removal of adding an assistant principal, and to instead, reorganize existing staff to cover the existing administrative workload. Board members received a preliminary framework of the proposed reorganization.

- Instructional Support staff duties are slated to be revised to allow for more flexibility. This will require the creation of new job descriptions to include: Cafeteria Manager and Pupil Services Coordinator; and possible revisions to the existing Instructional Assistant positions.
- Additionally, Janet Witmer has provided verbal intent to retire at the end of this school year. Ms. Doty is in the process of finalizing her Reading Specialist certification under Ms. Witmer's supervision. Ms. Doty will become the Reading Specialist in the 2020-2021 school year, necessitating the hiring of new grade 1 teacher.
- Mrs. Hillmuth, current Art Teacher, has submitted her resignation (official date to be determined by her delivery date). The current recommendation is to not rehire an Art Teacher and to instead hire a Physical Education/Health teacher.
- The Personnel Committee proposed that Mrs. Overdorf, current Specials Teacher (Music/PE/Health) teach only in her area of certification (Music). As Mrs. Overdorf is currently enrolled in coursework towards a principal's certification, we propose that she take on the additional responsibility of Safe School's Coordinator (these responsibilities are currently being maintained by Lori Lauver).
- Mrs. Lauver would continue to be integrated as supplemental instruction into the current STEM/Science and Envision Math curriculum.
- Consideration that receptionist duties would be covered by designated members of the staff at specific times each day.
- The Personnel Committee is exploring a variety of potential solutions to address predicted budgetary shortfalls due to the impacts of COVID-19 on the state and district budgets.

F. President

- There being no report, the meeting continued.

BOARD ACTION ITEMS

Dr. Laura Kurtz made a motion to amend the consent calendar to include Fiscal Item 2b: the removal of Samuel Giannelli, Torrie Winder, Tim Hess, and Chad Hotsko as authorized signers from the Orrstown Bank account; and to add Susan Roth and Andre Johnson as authorized signers on the Orrstown Bank Account.

Meg Burton Connors seconded the motion to amend the consent calendar.

Vote: 9-0

Result: Consent Calendar has been amended.

Consent Calendar

APPROVAL OF BOARD MINUTES

- a) Approve the minutes from the April 2020 Board meeting.

Fiscal Items

- a) Approval of check numbers 1501, 1510, 1514-1535, 1540-1543, and the listed ACH transactions for the month of March 2020.
- b) Approval of the removal of Samuel Giannelli, Torrie Winder, Tim Hess, and Chad Hotsko as authorized signers from the Orrstown Bank account; and to add Susan Roth and Andre Johnson as authorized signers on the Orrstown Bank Account.

PERSONNEL

- a) No action

AGREEMENTS/ CONTRACTS/ POLICIES

- a) Approval of 2nd reading of the Acceptable Use Policy (Policy 815)
- b) Approval of the Continuity of Education Plan for the delivery of planned instruction for the remainder of the 2019-2020 academic school year.

Approval of Consent Calendar:

Margaret Burton Connors made the motion to approve the consent calendar as recommended; the motion was seconded by Ed Jaroch.

Vote: 9-0; motion was passed.

Old Business:

- There being none, the meeting continued.

New Business:

- There being none, the meeting continued.

The meeting was adjourned at 6:03 pm.