SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, August 17, 2020

**Call to Order**

The meeting was called to order by Dr. Kurtz at 5:30 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, Margaret Burton Conners, Merita Merick, Nancy Neusbaum, Amechie Walker (joined the meeting at 5:34 pm), and Lyndsay Bryce were present. Andre Johnston was absent. Susan Roth (Principal/ CAO), Lori Lauver (STEM Coordinator), Jessica Nordai (Pupil Services Coordinator – joined at 5:40 pm), and Melena Overdorf (Music, Health, Physical Education teacher/ administrative intern), were present from the staff; Dr. Leigh Dalton was 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: Dr. Laura Kurtz

Second: Margaret Burton Conners

Discussion: There being none, the meeting continued.

Vote: 7-0

Result: Motion passed

**Recognition of Guests and Scheduled Speakers:** there being no guests or scheduled speakers, the meeting continued.

**Comment Period**

1. Public: there being no comments, the meeting continued.
2. Staff: there being no comments, the meeting continued.

**Reports**

* Finance and Facilities
* The Finance and Facilities Committee did not meet in August. The next scheduled committee meeting is scheduled for September 14, 2020.

*Note*: The August bank statement was not made available in time to allow for a complete reconciliation. The August reconciliation will be reported at the September Board meeting. As anticipated, there are some budget categories that are currently reflecting variances from the original budget. Monitoring financial patterns is ongoing and will

* Principal

Building Updates

* Ventilation and Air Quality Updates: H.B.McClure replaced heat exchanger 02R, 05R and 07R and installed the Needle Point Bi-Polar Ionization System. During this process, it was discovered three offices that had been added during a previous building upgrade and the Revere Street vestibule are not receiving sufficient air flow. H.B. McClure is in the process of developing a solution to the lack of sufficient ventilation/air quality in these areas. When information on potential solutions is provided, the Finance and Facilities Committee will discuss the options and report back to the Board.
* Washer, Dryer, Mop Sink Installation: there were three proposals received and reviewed for this project.
	+ David LeRoy Plumbing, Inc proposal: $9,857.00
	+ H.B.McClure proposal: $12,529.00
	+ Flook, Inc. proposal: $12,054.00
	+ Recommend approval of David LeRoy Plumbing, Inc. for completion of work as per the proposal provided.
* Building Sanitation and Cleaning
	+ Coverall Cleaning Company is in the process of systematically deep cleaning each classroom.
	+ Williams and Sons has scrubbed all hard tile floors, kitchen prep area and teacher break area, and cleaned all carpeted areas via the water extraction method.
	+ All hallway water fountains, classroom area carpets, and fabric reception/conference area chairs have been removed.

Revised Reopening plan updates

***Note: On August 11, 2020, the Board of Trustees voted for Sylvan Heights’ students to begin the 2020-2021 school year via online/remote instruction.***

* Staff will participate in online professional development on August 18th, 19th and 25th. During this time, staff will receive training on the School’s Safety Plan and online delivery of the school’s previously Board approved curriculum.
* Beginning August 31, 2020, Staff is currently scheduled to report to the school building for their scheduled work hours. Teachers/staff will deliver instruction during school hours to students online. Students will participate, live, via Google Classroom using ClassLink to sign on. Teachers will have the opportunity during the school day to record and upload lessons, allowing students, who are not able to access lessons during real time instruction, opportunities to view lessons in the evening or on weekends.Making lessons available to students both online during the school day and during evening hours will help to insure equal access to the curriculum.
* Review of Live Streaming Policy – Dr. Leigh Dalton is currently reviewing this policy and will provide additional information at an upcoming meeting.
* PDE updated guideline for school closure regarding confirmed COVID-19 cases per school staff on August 13, 2020. Sylvan Heights currently has 25 full-time and 3 part-time school staff.
	+ If 1 staff member tests positive for COVID-19 virus, we must clean that area.
	+ If 2 staff members test positive for COVID-19 virus, we must immediately close the school for up to 5-7 days.
	+ If more than 2 staff test positive for COVID-19 virus, we must remain closed for 14 days.
	+ This guidance was received on August 13, 2020.
	+ If we need to close the building, teachers would need to teach from home as was the case in the spring.
* Transportation: still developing plan for students receiving specialized services
* Dr. Leigh Dalton, Stock and Leader, stated that the policies for live streaming and data retention are currently under review. The
* Contract Updates
	+ English Language Development (ELD)/English as a Second Language (ESL) Services: During the 2019 – 2020 school year we had 3 students qualify for services. We anticipate 2 – 3 additional students to be eligible for services for the 2020 – 2021 school year. The provider noted that during the mandatory school closure (spring 2020) Sylvan Heights students had the highest participation rate of any LEAs served by the consultant.
	+ Nursing Services: The agency that we contract for nursing services has received the retirement notice for Nurse Carolyn Edwards. The agency is currently working with Mrs. Roth to assure continued nursing coverage for the school. While there are not currently students physically attending classes in the building, student health records are required to be maintained.
	+ Accounting Services: We recommend the renewal of the contract with Diana M. Reed & Associates, PC for accounting services for the period of July 1, 2020 to June 30, 2021.
* By Laws and Policies Committee

There was a By-Laws and Policies Committee Meeting was held on August 6, 2020.

The following attended: Laura Kurtz, Elizabeth DuVall, Susan Roth, and Jessica Nordai.

* The committee discussed and reviewed the proposed supporting personnel policies. The Personnel Handbook is in the process of being updated. Policies are currently being written or revised to support the newly proposed handbook and will be cross-referenced with the Personnel Handbook. The Handbook will be available for a second reading at the next Board Meeting.
* There are nine policies for review this evening.
* Family Advisory Committee
	+ No meeting was held. There being no report, the meeting continued.
* Personnel Committee
	+ No meeting was held.
	+ There are currently two vacancies (one in each grade 2 and 3) to be hired. The interviewing process includes a phone interview, presentation of a lesson provided by Mrs. Roth to a committee comprised of 6 – 7 instructional/ support staff, and a building tour. Positions are advertised on PA REAP and promoted through college/ university career offices including HBCUs (i.e. Howard University and Cabrini College).
* President
	+ There being no report, the meeting continued.

**BOARD ACTION ITEMS**

Approval of Consent Calendar:

## CONSENT CALENDAR

### APPROVAL OF BOARD MINUTES

#### Approve the minutes from the July 20, 2020 Board of Trustee Meeting and August 11, 2020 Special Board Meeting.

### FISCAL ITEMS:

* Approve the installation of a washer, dryer and mop sink by David LeRoy Plumbing, Inc. for the proposed amount of: $9,857.00.

### PERSONNEL:

* Approve the hiring of Nina Bullock, Grade 2 Teacher, for a salary of $41,000.00 for a 190 school days, plus 4 days of new teacher induction, effective August 10, 2020.
* Approve the hiring of Mary Beth Cusick, Grade 3 Teacher, for a salary of $41,000.00 for a 190 school days, plus 4 days of new teacher induction, effective August 10, 2020.

### AGREEMENTS/CONTRACTS/POLICIES

* 1st Reading of the following policies:
	+ Policy Number 831: Livestreaming, 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
* 2nd 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
* Approval of the Agreement for English Language Development (ELD)/English as a Second Language (ESL) Services Contract for $100.00 per hour for the 2020-2021 school year.
* Approval of the Agreement to conduct business with Diana M. Reed & Associates, PC for the period of July 1, 2020 to June 30, 2021.

Dr. Laura Kurtz made the motion to approve the consent calendar; the motion was seconded by Merita Marek.

Vote: 8-0; motion was passed.

**Old Business:**

* There being none, the meeting continued.

**New Business:**

* There being none, the meeting continued.

The meeting was adjourned at 6:02 pm.