

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, December 21, 2020

**Call to Order**

The meeting was called to order by Ed Jaroch at 5:35 pm and it was noted the meeting was being recorded. Following the Pledge of Allegiance, attendance of the board members was taken.

**Attendance (all members were attending virtually):**

Ed Jaroch, Margaret Burton Conners, Elizabeth DuVall, Merita Merick, Andre Johnston, and Debra Simpson-Buchanan, Dr. Laura Kurtz were present. Lyndsay Bryce and Amechie Walker were absent. Staff present included Susan Roth (Principal/ CAO), Melena Overdorf, Jessica Nordai, and Lori Lauver. 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: Margaret Burton Conners

Second: Debra Simpson-Buchanan

Discussion: There being none, the meeting continued.

Vote: 7-0

Result: Motion passed

**Recognition of Guests and Scheduled Speakers:** There being none, the meeting continued.

**Comment Period**

- A. Public: there being no comments from the public in attendance, the meeting continued.
- B. Staff: Mrs. Lauver thanked the Board of Trustees for the bonuses provided to the staff in December.

**Reports**

- Finance and Facilities Committee  
There was no meeting held; the next regularly scheduled meeting is scheduled for February 7, 2021. An additional meeting will be held on January 11<sup>th</sup> for budgeting purposes. The business manager will be invited to attend the January 11<sup>th</sup> meeting.

- Principal
  - Updates/revisions due to COVID-19:
    - Attestation Ensuring Implementation of Mitigation Efforts: Sylvan Heights will continue to use a fully remote learning model until Dauphin County is no longer experiencing Substantial disease transmission for two consecutive weeks. As of Friday, December 18<sup>th</sup>, Dauphin County reported a weekly average of 20.6% positivity and 545.3 cases per 100,000.
    - Sylvan Heights has had one confirmed positive case of COVID-19. The School communicated with the Pennsylvania Department of Health to ensure that all applicable protocols were followed. The Board recognized the efforts of the school administration and staff for their diligent efforts to maintain a safe and healthy school environment.
    - Limited in-person Special Education and English Language Assessments are in the process of being scheduled during the month January in the school's Library. Students and CAIU contracted staff will enter/exit the Library via the side deck entrance.
    - Sylvan Heights' staff will be handing out Grab and Go breakfast and lunch items on Tuesday, December 22<sup>nd</sup> and again in January on Tuesdays and Thursdays. The Grab and Go distribution on December 22 will contain 5 days of food items.
    - Snow days/school calendar: Sylvan Heights' staff and students continued to work/learn online during the most recent snow event. Therefore no changes are needed to the school calendar.
    - Attendance: After careful consideration, while students are participating via online/remote instruction, students will be considered present as long as the student has completed at least 50% of all assigned work for that day. Students should still complete all assigned work for the purposes of learning and grading.
  - Comprehensive Plan Consideration and Inclusion: Sylvan Heights submitted public comments to Harrisburg City Council in relation to a new comprehensive plan for the City.
  - Student/Parent Handbook: Development of new policies- Policy 215 Promotion and Retention; Policy 220 Student Expression/Distribution of Posting Materials, and Policy 235.1 Surveys.
  - Digital Citizenship Curriculum: Mrs. Lauver, STEM Coordinator and Mrs. Overdorf, Specials Teacher have teamed up to teach Digital Citizenship to all K-4 students. Lessons will occur one time per week through mid-February and contain additional resources for families. See the following link for more information on this nationally vetted curriculum: <https://www.common sense.org/education/digital-citizenship/curriculum>.
  - Families of our students who are experiencing issues with internet connectivity are reaching out to the school to request the use of a hot spot for their child(ren) to use in order for their school work.
  - Interim Progress Reports were mailed to all students families during the week of December 14, 2020. This allows parents the opportunity to view their child's mid-marking period grade and also provides the student the opportunity to improve their grades.

- Parent internet security tools: As part the school’s ongoing efforts to maintain student safety, the school has activated parent tools within Securly, one of our web-filtering services, to further keep families informed about online activities that their child is participating in on their school-issued device. Parents will receive a welcome email containing information about parent features available through Securly. Once activated, each Monday parents will receive an email containing the previous week’s history of their child’s online activity on his/ her school device. Supporting information is being mailed to all families during the week of December 21, 2020. Additional information can be found on the school’s website at [www.shscs.org](http://www.shscs.org).
- Facilities Updates:
  - Sylvan Heights; Food Inspection was conducted on December 15, 2020 by the City of Harrisburg. No findings were noted. The inspectors were please
  - Recommendation of the installation of exterior lighting by G.S. Flook Inc., for a total of \$4,809.00. The replacement of exterior lighting is needed , particularly along Revere Street.
- Mrs. Roth answered questions from the Board regarding possibility of supplemental instruction during summer or early return to instruction for the 2021-2022 school year.
- **By Laws and Policies Committee**  
It was reported that no meeting was held; the next meeting is scheduled for January 14, 2020 at 5:30pm. The Parent/Student Handbook and Code of Student Conduct will be reviewed at this meeting.
- **Family Advisory Committee**
  - It was reported that no meeting was held and the meeting continued.
- **Personnel Committee**
  - It was reported that no meeting was held and the meeting continued.
- **President**
  - We are continuing the practice of a mid-month phone call with Mrs. Roth to share school operational and financial updates.
  - We will continue to examine financial information provided by

## **BOARD ACTION ITEMS**

### **A. CONSENT CALENDAR**

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

- Approve the minutes from the November 16, 2020 Board of Trustees Meeting

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

- Approval of check numbers 1672, 1764, 1767-1798, 1800, 1801, 1803-1808 and the listed ACH transactions for the month of November 2020
- Approve the installation of exterior lighting by Flook, Inc.

#### **3. PERSONNEL:**

- Elect Nicole A. Marshall, parent representative, to serve a three year term as Board Director.

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

- 1<sup>st</sup> Reading of the following policies that support the Personnel Handbook
  - Policy 215 Promotion and Retention
  - Policy 220 Student Expression/Distribution and Posting Materials
  - Policy 235.1 Surveys
- 2<sup>nd</sup> Reading of revised Personnel Handbook
- 2nd 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

### **Approval of Consent Calendar**

May I have a motion to approve the consent calendar as recommended, excluding bullet 4, item #3?

Motion: Margaret Burton Conners

Second: Andre Johnston

Discussion: There being none, the meeting continued.

Vote: 7-0

Result: Motion passed

**Old Business:**

- Initiatives that have been brought to the Board for consideration (i.e. introduction of Spanish, summer programs, etc.) will be examined during upcoming Board Training.
- The Board of Trustees recognized the service of Elizabeth DuVall who has served on the Board of Trustees for six years.

**New Business:**

- Board Training: a training will be scheduled which provides an overview of charter school law and the responsibilities of Board members , by-laws, etc. This training is not to replace Act 55 training. The Board selected Monday, March 1, 2021 at 5:30 pm for the training to occur.

The meeting was adjourned at 6:23 pm.