

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, February 24, 2020

**Call to Order**

The meeting was called to order by Dr. Kurtz at 5:43 pm and it was noted that an Executive Session to discuss Personnel and Security matters was held prior to the beginning of the public meeting. Attendance of the board members was taken and the Pledge of Allegiance was recited.

**Attendance:**

Dr. Laura Kurtz, Ed Jaroch (by phone), Elizabeth DuVall, Andre Johnson, Lyndsay Bryce, Margaret Burton Conners, Merita Merick, Amechie Walker and Nancy Neusbaum were present. Susan Roth (Principal/ CAO), Mrs. Lauver (STEM Coordinator) and Mrs. Nordai (Special Education teacher) 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: Margaret Burton-Conners

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 committee met on February 10, 2020 at 6 PM. Those in attendance included Ed Jaroch, Andre Johnston, Susan Roth (by phone), Lori Lauver, and Melena Overdorf; Michael Reiner, CPA and Alissa Harrison, Audit Manager from Sager, Swisher & Co.; and

Kelley Lorenzetti and Diana M. Reed from our business office, Diana M. Reed and Associates, PC.

- The purpose of the meeting: Review of Financial Audit Exit Meeting
  - Overall financial condition is good.
  - All General Fund money is in a single account.
  - The Finance and Facilities Committee will collaborate with the administration and the business office in the coming months to examine budgeting for emergencies/ long term projects, create an updated anticipated cash flow schedule, and explore banking options, fundraising and sponsorship opportunities.
  - Suggestion made to examine offering summer programming to our students (plan)

#### B. Principal

- Black History Presenters: Sylvan Heights hosted several guest speakers from our community to present to our students.
- Updates on Curriculum and Technology
  - All curriculum for the 2019-2020 school year has been purchased and in being implemented.
  - PowerSchool (Student Information System) and Wordware (school lunch tracking) software has been successfully implemented.
  - We are in the process of reviewing grant funding for all 2020-2021 anticipated curricular needs.
  - We are in process of reviewing student technology needs for the 2020-2021 school year.
    - Current recommendation is to move away from 1:1 use of iPads in youngest grade levels (K – 1).
    - Currently reviewing additional funding opportunities to support future technology purchases.
- Free Breakfast/ Lunch program update
  - SHSCS is currently under corrective action in this area; the problem identified was not having a clearly defined Food Services Director and Cafeteria Manager.
  - Actions to date: Susan Roth, Principal/ CAO has completed the necessary PDE requirements and has been identified as the school's Food Services Director.
  - Future actions necessary: Prior to the 2020-2021 school year, SHSCS will need to identify/ hire a part time cafeteria manager to oversee the breakfast/ lunch service. There is a current staff member who has expressed interest in serving in this role.
- Assistant Principal search update
  - Core team has begun to review and screen applicants
- AFLAC Insurance

- Current AFLAC consultant is Mark Clarke
  - Employees have the option to elect purchase of supplemental insurance through AFLAC.
  - Fund Raising Efforts
    - R&K Sub sales: SHSCS families raised approximately \$1,900 through this fundraiser.
    - Funds raised will defray costs associated with the purchase of student physical education t-shirts, the PBIS school store, and PBIS school-wide rewards.
  - Policies Update
    - No new policies were reviewed last month.
    - Dr. Leigh Dalton will be providing staff training on policies which were recently updated during the in-service on March 13, 2020.
- C. By Laws and Policies Committee: there are no new policies under current review. There being no report, the meeting continued.
- D. Family Advisory Committee: no meeting was held. There being no report, the meeting continued.
- E. Personnel Committee: no meeting was held. There being no report, the meeting continued.
- F. President
- There being no report, the meeting continued.

## **BOARD ACTION ITEMS**

### Consent Calendar

#### APPROVAL OF BOARD MINUTES

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

#### Fiscal Items

- a) Approval of check numbers 1418-1465 and the listed ACH transactions for the month of January 2020.

#### PERSONNEL

- a) Approve the recommendation of Beth Collman from Instructional Assistant to Long-term Substitute Teacher, effective February 3, 2020 for a salary of \$35,000 (prorated).

- b) Approve the recommendation of Anthony Tailani, effective February 3, 2020 for a salary of \$35,000 for a total of 235 days worked per calendar year.
- c) Accept the resignation of Jacqueline Miller effective January 30, 2020.

#### AGREEMENTS/ CONTRACTS/ POLICIES

- a) Approval of 2<sup>nd</sup> reading of the following policies:
  - a. Student Discipline (Policy 218)
  - b. Enrollment of Students (Policy 200)
  - c. Homeless (Policy 251)

Approval of Consent Calendar:

Margaret Burton Conners made the motion to approve the consent calendar as recommended; the motion was seconded by Nancy Neusbaum.

Vote: 9-0; motion was passed.

#### **Old Business:**

- There being none, the meeting continued.

#### **New Business:**

- Mrs. Lauver provided the Cam-Tec contract for the purchase and installation security equipment as outlined for consideration. The entire cost will be covered under the PDE Safe Schools Targeted Equipment Grant; we will apply for reimbursement from PDE once

Motion: Dr. Laura Kurtz

Second: Margaret Burton-Conners

Discussion: There being none, the meeting continued.

Vote: 9-0

Result: Motion passed

The meeting was adjourned at 6:20 pm.