

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, January 27, 2020

Call to Order

The meeting was called to order by Dr. Kurtz at 5:36 pm and attendance of the board members was taken. The Pledge of Allegiance was recited.

Attendance:

Dr. Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Andre Johnson, Lyndsay Bryce (left meeting early), 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), Mrs. Melena Overdorf (Administrative Intern and Music, Health, and P.E. teacher) were present from the staff. Leigh Dalton, PHD Esquire, Stock and Leader.

Approval of Agenda:

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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:

- Presentation of the Feasibility Study by Trena Gribble from McKissick Associates
 - Overview of results of staff surveys, analysis on-site systems, the current usage of interior/ exterior spaces, and current recommended square footage for classrooms and other allotted spaces based on usage type
 - Provided the Board of Trustees with the most recent information regarding the proposed Penn DOT project for route 83 and City of Harrisburg housing projects in our immediate area

- Discussion of historical perspective of our current building (built in 1973) and updates made
- Next step: explore options based on needs analysis, create scenarios to include proposed timetable and budget for each option, and compare options. Proposed to meet again in two to three months to continue the process.

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 January 13, 2020 at 6 PM. Those in attendance included Ed Jaroch, Andre Johnston, Susan Roth, Lori Lauver, and Melena Overdorf.
- Reviewed Feasibility Study preliminary report
- Discussed the need for custodial staff and current cleaning contract
- Discussed the need to contract with New Story for special educational services
- Sylvan Heights Science Charter School received a PAsmart Targeted Grant from the PA Department of Education for \$35,000 for Computer Science initiatives including participation in the PAsmart K-8 pathway cohort. Key staff will participate in a facilitated process for planning and implementing the grant initiatives. These funds will be used for curriculum development, professional development for instructional staff, and materials, equipment , and tools to deliver the Computer Science curriculum to students. The funding period began in January 2020 and end June 30, 2021.
- The annual audit for the fiscal year ending June 30, 2019 will be presented to the Finance and Facilities Committee during their meeting scheduled for February 10, 2020.
- Continued discussing options for identifying and securing the most appropriate and effective methods of providing additional support as it pertains to our most recently awarded SafeSchools Grant.

B. Principal

- The marking period ended January 17, 2020. Conferences are scheduled to occur on the evening of Thursday, January 30, 2020 and during daytime hours on Friday, January 31, 2020. We have already had several parents who have met with teachers today.
- The Neighborhood Center has been meeting with classes as has the YWCA. We are working with additional organizations and individuals to strengthen community partnerships with our school.
- The winter music program will be held on February 6th, 2020. There will be two programs held in the Multipurpose Room – one beginning at 2:00 PM and the other at 6:00 PM to accommodate working parents and students who may not be able to participate in evening programs.

C. By Laws and Policies Committee

- The school continues to write, review, and revise school policies as appropriate.
- We continue to examine language of policies to ensure that the language is clear and easily understood by our stakeholders and school community.

D. Family Advisory Committee

- No meeting was held.
- Amechie Walker recommended that we explore the creation of a parent resource center within the school facility.
- Merita Marek provided information regarding parent engagement efforts of the Health and Wellness Committee, the offering of “Parent University” sessions on a variety of topics, and the collection/ analysis/ use of survey data collected late last spring to identify and address areas for improvement

E. Personnel Committee (Dr. Kurtz)

- The Personnel Committee met on January 23, 2020. Attendees included Dr. Laura Kurtz, Margaret Burton Conners, and Susan Roth.
- During the Personnel Committee meeting, Mrs. Roth expressed an immediate need to hire an Assistant Principal due to the volume of work involved in carrying out the school’s day-to-day operations with increased requirements from the PA Department of Education.
 - Board meeting discussion regarding budgeting implications with the addition of this position. The Assistant Principal position was vacated in December 2014 and was not filled.
 - The lack Assistant Principal There are many statewide initiatives that have been adopted in recent years which require extensive administrative attention
- Mrs. Louise Pfeifer, Administrative Assistant resigned as of January 17, 2020. The committee is in the process of reviewing/revising the current job description.
- Mrs. Sarabeth Mazzurco has resigned; recommend approving the move of Shannon Hawkins from Instructional Assistant to Teacher for this vacancy.
- Discussed personnel changes.

F. President

- There being no report, the meeting continued.

BOARD ACTION ITEMS

Consent Calendar

APPROVAL OF BOARD MINUTES

- a) Approve the minutes from the December 2019 Board meeting.

Fiscal Items

- a) Approval of the contract with New Story, New Cumberland.
- b) Approval of check numbers 1435 - 1512 – 1424 and the listed ACH transactions for the month of December 2019.

PERSONNEL

- a) Approve the recommendation of Shannon Hawkins from Instructional Assistant to Teacher, effective January 22, 2020 for a salary of \$39,287.00 (prorated).
- b) Accept the resignation of Sarabeth Mazzurco, Teacher, effective January 27, 2020.
- c) Accept the resignation of Louise Pfeifer, Administrative Assistant effective January 17 2020.

AGREEMENTS/ CONTRACTS/ POLICIES

- a) Approval of 2nd reading of the following policies:
 - a. Nondiscrimination- Qualified Students with Disabilities 103.1 and attachment (Report Form for Complaints of Discrimination)
 - b. Nondiscrimination- in School and Classroom Practices 103
 - c. Special Education 103
 - d. Screening and Evaluations for Students with Disabilities 113.3
- b) Approval of the 1st Reading of the following policies:
 - a. Student Discipline- Policy 218
 - b. Enrollment of Students- Policy 200
 - c. Homeless- Policy 251

Approval of Consent Calendar:

Clarification was provided on whether the Administrative Assistant position will be rehired. The response provided was in the affirmative and a current staff member has expressed interest in the position.

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

Vote: 6-0; motion was passed.

Old Business:

- There being none, the meeting continued.

New Business:

- There being none, the meeting continued.

The meeting was adjourned at 7:10 pm.