

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, June 22, 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. It was also noted that an Executive Session of the Board had been held immediately prior to the Board of Trustees meeting to discuss personnel matters. Attendance of the board members was taken.

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

Dr. Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Andre Johnston (joined at 5:35 pm), Margaret Burton Conners, Merita Merick, and Nancy Neusbaum, and Lyndsay Bryce were present. Susan Roth (Principal/ CAO), Lori Lauver (STEM Coordinator), and Melena Overdorf (Music, Health, Physical Education teacher/ administrative intern), Jessica Nordai (Pupil Services Coordinator) 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 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

- Finance and Facilities
  - The Finance and Facilities Committee held a virtual meeting on June 8, 2020. Attendees included Ed Jaroch, Andre Johnston, Susan Roth, Lori Lauver, Melena Overdorf, and Jessica Nordai.
  - The Committee engaged in further discussion revisions to the 2020-2021 budget; the pros/cons of single –sign on systems such as ClassLink, and migrating to Office 365 through IU 13.
  - Dr. Kurtz inquired as to the ability to set aside funds for long-term capital expenses. Ed Jaroch and Mrs. Roth addressed current expenditures and the inability to trim the current budget further to allow for this. We are currently operating in a deficit budget.
  
- Principal
  - Phased School Reopening Health and Safety Plan for the 2020-2021 school year.
    - Creation of Pandemic Coordinator: Melena Overdorf and a team.
    - Proposed Blended reopening that balances in-person learning and remote learning for all students. There would be two groups of students (A and B); students in group A would attend school in person on Monday and Wednesday; Group B students would attend school in person on Tuesday and Thursday. Fridays would be used to teach all students for part of the day with the remainder of the day to be used for planning and additional cleaning. If a holiday falls on a Monday, Group A students would attend on Wednesday and Friday for that week.
    - The classroom capacity of the school will be at 50% during the initial reopening period, thus each classroom will have just 11 students physically in attendance each day. Lyndsay Bryce asked for clarification of the remote learning schedule and expressed concern for families who must be at work during the school day and the children will not be attending school in-person for three days per week. Dr. Dalton stated that there is a national understanding that this will result in challenges to families.
    - At the end of every day, additional cleaning will need to be completed following each day of in-person learning in preparation for the arrival of the next cohort of students.
    - Mrs. Roth provided an example of what a typical school day may look like within the proposed plan: On the child’s given day to attend school in person, they will have his/ her temperature checked at the car. If no fever is present, the child will enter the school, pick up breakfast, and take his/ her breakfast items to eat within the classroom. Lunch will also be delivered in the classroom. Each classroom will travel throughout the building as a “pod” and will travel to the bathroom as a group, have recess as a single group, etc. Each student will have a spot marked on the floor for their “personal exercise area” and will be issued individual supplies. In times when items must be shared, the items must be thoroughly sanitized between users. If students arrive to school with a fever, there will be a room in which they are quarantined until they can be picked up from school by a family member. We are working with community partners who

- would normally provide programming for our students to have alternate ways of being involved without being physically on the school premises.
- Lyndsay Bryce asked for clarification of student attendance schedules: if there are multiple children attending from the same family, students will be assigned to attend in-person classes on the same days. Clarification was provided on what remote learning experiences kindergarten students may entail.
  - Kindergarten Orientation Meeting/ Tours: will wait to meet with individual families until mid-July; will protocol be develop that include all family members attending the session would have to follow PA Department of Health guidelines.
  - Masks will be strongly encouraged to be worn by students. We will provide masks to our students. All staff will be required to wear masks.
- 2020-2021 Proposed School Calendar was discussed, including scheduled Board of Trustee Meetings and subcommittee meetings. Noted that there will be two Board meetings prior to the start of school (July and August). Finance and Facilities will be held every other month.
  - English Language Learners Extended School Year: EL services will be offered remotely to qualifying students on June 8- 11<sup>th</sup>, 15<sup>th</sup>-18<sup>th</sup>, June 22<sup>nd</sup> -25<sup>th</sup>, June 29<sup>th</sup> -30<sup>th</sup>; July 1<sup>st</sup> and 2<sup>nd</sup> 2020.
  - 2020 summer office hours for public availability: Monday – Thursday 8:00 am- 2:00 pm; closed Fridays. Note: The school will continue to follow all PDE and CDC COVID-19 guidelines as they pertain to public access of the building and school operations.
  - Parent Engagement and School Climate Results
    - Overall parents were pleased with their experience
    - Seeking parental input for areas of improvement as we plan for the upcoming school year
  - Proposed Cleaning Contract with Coverall Health Based Cleaning System for daily, weekly and emergency cleaning:
    - One Time Service/Special Agreement (emergency deep clean): \$4,322.00
    - 1 time per week cleaning services during temporary school closure: \$957.00 per month
    - Daily cleaning service: \$3,130.00 per month (starting August 1, 2020)
  - Lease Agreement of new copier- with added security features. We will be staying with the same company, but will have a better contract with a cost savings of approximately \$1,000.
    - DeLage Landen- Lease Agreement for \$391.00 per month for 48 months
    - Capital Business Systems- provides equipment, maintenance and supplies of leased machine. Cost for black and white copies is \$0.0065 per page and color copies is \$0.065per page.
  - Question regarding H.B. McClure item later in the agenda; the HVAC system is scheduled for replacement of filters and inspection of the system as included in the annual contract. Their contract will be coming up for renewal.
  - Note: we will not be recommending the approval of the Phased School Reopening Health and Safety Plan as noted under Item 4 in the Consent Calendar.
  - The audit was completed; the information included in the Board packet to provide information on the contract details. We continue to explore areas to diversify our account funds.

- By Laws and Policies Committee: no meeting was held. There being no report, the meeting continued.
- Family Advisory Committee: This committee has not been meeting since January. We will need to explore when/ how this committee can resume. There being no report, the meeting continued.
- Personnel Committee: no meeting was held; next meeting will be July 9th. There being no report, the meeting continued.
- President
  - There being no report, the meeting continued.

## **BOARD ACTION ITEMS**

### Consent Calendar

A motion to was made by Dr. Laura Kurtz and seconded by Margaret Burton Conners to approve the consent calendar listed on the agenda with the deletion of The Approval of the Phased School Reopening Health and Safety Plan under Item #4.

Vote: 8-0; motion was passed.

### APPROVAL OF BOARD MINUTES

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

### FISCAL ITEMS

- a) Approval of check numbers 1554, 1565,1570,1572-1583,1585-1589,1591,and 1593 and the listed ACH transactions for the month of May 2020.
- b) Approval of the 2020-2021 school year budget.
- c) Approval of Sager, Swisher and Co for audit of financial records and preparation of form 990 in the amount of \$9,250.
- d) Approval of Project Proposal for H.B. McClure to replace heat exchanger for carrier RTU #4, including the heat exchanger, safeties, limits and ignition controls.
- e) Approval of Coverall Health-Based Cleaning System to provide the following services dependent on recommended CDC and PDE guidelines:

- Emergency Deep Cleaning: \$4,322.00
- 1 time per week cleaning (temporary during COVID-19 school closures
- Daily cleaning beginning August 1, 2020: \$3,130.00 per month
- Approval of De Lage Landen Financial Services, Inc. Lease Agreement for 48 months at \$391.00 per month
- Approval of Capital Business Systems Equipment Maintenance and Supply Agreement for a cost of .0065 per page for black and white copies and .065 per page for color copies.

#### PERSONNEL

- Approval of the newly created Coordinator of Pupil Services Job description.
- Approval of hiring of Jessica Nordai for the 12 month position of Coordinator of Pupil Services for a salary of \$56,000 starting June 8, 2020.
- Approve of the hiring of Rebecca Doty as EL Teacher for \$50.00 per day for 16 days from June 8, 2020 until July 2, 2020.
- Approve of the hiring of Kelly Cropper as ESY Teacher for \$50.00 per day for 16 days from June 8, 2020 until July 2, 2020.
- Approve the supplemental stipend for Melena Overdorf for the position of Pandemic Coordinator of \$25.00 per hour for a maximum of 40 hours.
- Approval of the elimination of the full-time substitute teaching position.

#### AGREEMENTS/ CONTRACTS/ POLICIES

- 2<sup>nd</sup> Reading of the Parent and Family Engagement Policy 918
- Approval of the 2020-2021 School Calendar.

#### Approval of Consent Calendar:

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

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 6:24 pm.