

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, April 6, 2020

Call to Order

The meeting was called to order by Dr. Kurtz

Attendance:

Dr. Laura Kurtz, Elizabeth DuVall, Lyndsay Bryce, Margaret Burton Conners, Merita Merick, and Nancy Neusbaum were present. Susan Roth (Principal/ CAO), Mrs. Lauver (STEM Coordinator), Mrs. Overdorf (physical education/music teacher), Anthony Taliani (administrative assistant), and Mrs. Nordai (Special Education teacher) were present from the staff; Dr. Leigh Dalton was present from Stock and Leader.

Temporarily suspend second reading of board policies before their adoption

Motion: Laura Kurtz

Second: Margaret Burton Conners

Discussion: There being none, the meeting continued.

Vote: Unanimous

Result: motion carries

Temporarily suspend the provision that requires the majority of the board be physically present at a meeting

Motion: Laura Kurtz

Second: Margaret Burton Conners

Discussion: There being none, the meeting continued.

Vote: Unanimous

Result: motion carries

Adoption of Board Policy 006.1 Attendance at Meetings via Electronic Communications: COVID-19 Resolution

Motion: Laura Kurtz

Second: Margaret Burton Conners

Discussion: There being none, the meeting continued.

Vote: Unanimous

Result: resolution approved

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: Nancy Neusbaum

Second: Merita Merick

Discussion: There being none, the meeting continued.

Vote: Unanimous

Result: Motion carries

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

At the meeting, it was discussed to move line items to the appropriate accounts. Despite large funding cuts, our budget is projected to be about \$78,000 over. At the beginning of the school year, it was anticipated to be over \$200,000 over budget. Items are being reviewed to see where it can be trimmed.

B. Principal

- Contacting Sylvan Heights during the mandated school closure:
 - Public Comment for Sylvan Heights Science Charter School Board of Trustees meetings can be made via email at publiccomment@shscs.org;
 - Phone the school's main number (717) 232-9220 and leave a message. We remotely check messages daily
 - Parents may also reach out to school staff via DoJo and email.
- Remote Learning Update
 - We held three sessions (morning, afternoon, evening and a weekend) to distribute technology, reading packets, art materials, science kits and science materials.
 - All parents/guardian were required to sign Sylvan Heights' i-Pad agreement prior to receiving their student's i-Pad. The Agreement is posted on the Sylvan Heights' website. Parents needing technical support for their student's i-Pad can email tsupport@shscs.org or techsupport@shscs.org
 - Parents email and phone numbers were updated when parents came to pick up their children's remote learning supplies.
 - Information posted about Harrisburg School District food distribution

- Continuity of Education plan will continue to be updated as needed, posted to our website and submitted to PDE this week.
 - Contracts: While school is not in session, Sylvan Heights will not be invoiced by Boyo Transportation or Central Dauphin for food services. Gary Johnson and Nurse Edwards will continue to be paid for hours worked. City Wide continues to clean the building daily. Sylvan Heights will continue to pay tuition for out-of-district students since they are continuing to provide for their education via their own Continuity of Education Plans.
 - Letters sent home for the two students who have not yet picked up materials.
 - Tuition payments to charter schools will continue based on enrollment as of March 13, 2020. Sylvan Heights' enrollment was 216 students. Grades K-3 remains at full capacity. Charter schools are not permitted to add new enrollments during the mandated school closure .By Laws and Policies Committee: there are no new policies under current review. There being no report, the meeting continued.
- C. By Laws and Policies Committee: there are no new policies under current review.
- The Acceptable Use olicy needed to be updated due to the school closure
 - A new Acceptable Use Agreement was also created due to the school closure and technology leaving Sylvan's property.
 - Staff was trained on the updated policy the day before the mandated closure. Students were trained on acceptable use of technology in the fall of 2019.
- 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 February 2020 Board meeting.

Fiscal Items

- a) Approval of check numbers 1478-1515 and the listed ACH transactions for the month of February 2020

PERSONNEL:

AGREEMENTS/ CONTRACTS/ POLICIES

- a) Approval of 1st reading of the following policies:
 - a. Acceptable Use Policy 815

Approval of Consent Calendar:

Laura Kurtz made the motion to approve the consent calendar as recommended; the motion was seconded by Nancy Neusbaum.

Vote: Unanimous; motion was passed.

Old Business:

- o Approval of Audit Report based on review of the report at the February 2020 Board meeting

Motion: Laura Kurtz

Second: Margaret Burton Conners

Discussion: There being none, the meeting continued.

Vote: Unanimous

Result: Motion carries

New Business:

- o Motion to add Andre Johnson and Susan Roth as authorized signers to Orrstown and M&T Bank accounts

Motion: Laura Kurtz

Second: Merita Merick

Discussion: There being none, the meeting continued.

Vote: Unanimous

Result: Motion carries

The meeting was adjourned at 6:06pm

Sylvan Heights Science Charter School
Resolution in Response to the COVID-19 Pandemic
April 6, 2020

Motion to authorize the following in response to the Governor-ordered closure of public schools, beginning March 16, 2020, due to the COVID-19 pandemic:

1. The Board of School Directors of the Sylvan Heights Science Charter School, as allowed by Policy 000, shall temporarily suspend its provision requiring a second reading of a policy prior to adoption, and therefore, shall adopt Policy 006.1, *Attendance at Meetings via Electronic Communications*.
2. The Board of School Directors of the Sylvan Heights Science Charter School, as allowed by Policy 000, shall temporarily suspend the guidelines set forth in Policy 006.1, *Meetings*, specifically, the section requiring that a majority of the members of the Board be physically present at a Board Meeting.
3. In an abundance of caution, and to ensure the health and safety of all Board Members, the vote to suspend the requirement that a majority of the Board Members be physically present at a Board Meeting is, in fact, being conducted without a quorum present in the Board Room; those Board Members not present in the Board Room are participating remotely. The Board President is present in the Board Room along with the Principal/Chief Academic Officer.
4. In temporarily suspending, and expanding, the number of Board Members who can remotely participate to conduct the business of a Board Meeting, the Board directed the Administration to establish procedures to ensure the meetings will be conducted in compliance with the Sunshine Act. Due to the Governor's March 30, 2020 revised Stay-At-Home Order to Dauphin County, public observation of the April 6, 2020 Board Meeting will be via a virtual livestream only. Public comment was gathered prior to the meeting by email submission and may also be submitted via the livestream and/or phone call. Notice to the public included direction as to how the public can observe and comment both prior to the meeting and via the virtual livestream;
5. In the event that a regularly scheduled meeting of the Board of School Directors of the Sylvan Heights Science Charter School is cancelled during the COVID-19 pandemic, the Principal/Chief Academic Officer is authorized to:
 - a. Proceed with payment of bills properly due under contracts or policies, or properly due by reason of other actions or transactions approved by the Board;
 - b. Implement the personnel transactions listed on the agenda for the cancelled meeting, including employment, resignation, retirement and changes of status; and

6. The Sylvan Heights Science Charter School Principal/Chief Academic Officer is authorized to designate essential staff members to work during the aforementioned school closure to ensure continuing Sylvan Heights Science Charter School operations, subject to the following conditions:
 - a. CDC recommended precautions shall be taken to protect the health and safety of essential staff members working in school facilities to limit potential COVID-19 exposure;
 - b. Working from home should be considered when practicable to reduce the need for essential staff members in “at risk” medical categories to leave their homes;
 - c. Essential staff members shall be paid in accordance with all applicable laws, collective bargaining agreements or other binding contractual commitments.
7. The Sylvan Heights Science Charter School Principal/Chief Academic Officer is authorized, after consultation with the Board President, to take necessary and appropriate actions to ensure continuity of School operations, subject to final ratification by the Sylvan Heights Science Charter School Board at its next public meeting. Any such actions shall be reported to the Sylvan Heights Science Charter School Board promptly, and not considered to be final and binding until approval is obtained at a public meeting in compliance with the Sunshine Act.
8. Nothing in this motion is intended to conflict with any binding emergency declaration provision or Stay-At-Home Order made by the Governor of the Commonwealth of Pennsylvania, Senate Bill 751, or the President of the United States concerning the COVID-19 pandemic.