

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, May 18, 2020

Call to Order

The meeting was called to order by Dr. Kurtz at 5:34 pm and it was noted the meeting was being recorded. Attendance of the board members was taken.

Attendance (all members were attending virtually):

Dr. Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Andre Johnston (joined at 5:43 pm), 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), and Melena Overdorf (Music, Health, Physical Education teacher/ administrative intern) were present from the staff; Dr. Leigh Dalton and Taylor Baublitz were 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: Nancy Neusbaum

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

- A. Finance and Facilities
 - A joint meeting of the Finance and Facilities Committee and Personnel Committee was held virtually on May 4, 2020 as the purpose of the meeting was to discuss and review proposed budget changes to the 2020 – 2021 proposed budget. Attendees included Ed Jaroch, Andre

Johnston, Margaret Burton Conners, Dr. Laura Kurtz, Susan Roth, Lori Lauver, Jessica Nordai, Melena Overdorf, and Dr. Leigh Dalton (Stock and Leader).

- Ed Jaroch updated the Board on a meeting that he and SHSCS personnel participated in from the PA Charter School Association. His report included the possibility of a decrease in state funding for the 2020-2021 school year, discussion of alternative pension solutions for new employees, and forecasted long-term financial challenges for the two years following the upcoming school year.
- Our budget is due June 30th and must be submitted to PDE 15 days after.
- A subcommittee was formed to further discuss proposed employee benefits packages.
- Next meeting: June 8, 2020.

B. Principal

- Title IV update: funding adjustments have been made to our Title IV program. All off-site field excursions have been cancelled due to the mandated school closure due to the COVID-19 pandemic. Funds previously allocated for off-site field studies have been adjusted to allow for the following activities: virtual field-trips; at-home learning experiences; the purchase of DreamBox app for student iPads. The DreamBox app provides dynamic supplemental instructional support to students which adapts instruction based on student response (correct or incorrect) to math content. Initial student and staff feedback on this app have been positive.
- Proposed 2020 – 2021 School Year Budget
 - The budget is currently projected to be \$200,000 over budget. Mrs. Roth and school personnel are currently reviewing budgetary items to provide recommendations for additional areas of budgetary adjustments and may need to re-examine former staffing recommendations based on updated projections.
 - SHSCS Benefits Sub-Committee: met with PA Chamber Insurance representative on May 11, 2020. Suggestions reflected a desire to provide staff with several options for deductibles from which to choose for the 2020-2021 benefit period. SHSCS staff were made aware of the pending changes on May 15, 2020 during an all-staff meeting and were invited to join the sub-committee to provide additional input to the process.
 - Facilities: we are in receipt of a quote for the installation of a washer/ dryer and floor sink in our Utility Room which would allow for ingress/ egress from outside of the space. We are also in the process of obtaining quotes for emergency COVID-19 deep cleaning should the need arise.
 - Elementary and Secondary School Emergency Relief Fund (ESSER Fund): SHSCS has been allocated \$119, 412 through this funding source. We are in the process of examining the funding guidelines to consider the best use of the funds to address the educational needs of our students during the COVID-19 pandemic crisis.

- End of Year Benchmark Testing
 - The SHSCS Data Team attended Focus Forward Training provided by the PVAAS Statewide Team on May 7, 2020.
 - Following careful consideration, the SHSCS Data Team determined that the collection of End of Year data via Acadience Reading and Benchmark would not provide conclusive information due to the current circumstances resulting from the mandatory school closure. Instead, teachers are to assign the Envision Math (Pearson) End of Year Assessment and to encourage students' continued work in the DreamBox and Imagine Learning apps to provide the Team with additional data.
 - The DreamBox student app provides opportunities for students to engage in strengthening fact fluency; as such, we will not be renewing the First in Math app for the 2020-2021 school year.
 - The Imagine Learning app will be provided to SHSCS students for the 2020-2021 school year resulting from a funded project. Mrs. Roth praised the third grade class of Mrs. Roufos-Abbey for their recognition of participation by Imagine Learning.

- Continuity of Education Plan Updates

The Fourth Marking Period will end on June 4, 2020. Students will receive credit for this marking period based on the following:

 - **High Participation:** student is actively participating by attending sessions, completing assigned work/ tasks, and is proactively communicating with the teacher and classmates
 - **Moderate Participation:** student is moderately participating and/ or is partially engaged, attends some learning sessions, and completes some work/ tasks.
 - **Limited Participation:** student has limited engagement in the learning process, has attended a few learning sessions and/ or has completed a few assignments.
 - **No Participation:** student has not engaged in the learning process, does not attend learning sessions, and does not complete assignments.

- Family Wellness and Community Connections Committee
 - The Committee held a virtual meeting on April 29, 2020. The spring newsletter, containing articles resulting from discussions at this meeting, will be distributed to our families via USPS on May 19, 2020.

- End of the Year Planning
 - We are currently planning for the collection of all iPads , chargers, and school-issued items. Once finalized, families will be notified of the procedures via Class Dojo, School, messenger, and our website.
 - Staff is continuously reviewing the recommended guidelines for reopening from the CDC and PA Department of Health and is currently developing several possible options based on future guidance.

- Kindergarten Lottery: Due to the current COVID-19 pandemic, it became necessary to move our Lottery Drawing from May 15th to May 22nd. The drawing will now occur on May 22,

2020 at the School at 11:00 AM. Families have been notified via School Messenger, Class Dojo, and the school's newsletter.

- Staff recognition: Mrs. Roth recognized Lori Lauver, STEM Coordinator, for being selected to serve on the PA Academic Standards for Science and Technology, Environment and Ecology Content Committee.
- C. By Laws and Policies Committee: no meeting was held. There being no report, the meeting continued.
- D. Family Advisory Committee: This committee is not meeting at this time. There being no report, the meeting continued.
- E. Personnel Committee: no regular meeting was held due to the joint meeting with the Finance and Facilities Committee. 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 April 2020 Board meeting.

Fiscal Items

- a) Approval of check numbers 1539, 1544-1553, 1555-1561, 1563-1564, 1566-1569, 1571, and the listed ACH transactions for the month of April 2020.
- b) Approval of the proposal of the new DreamBox Seat License Subscription for 12 month access for 218 students, plus 2 months complimentary access for the amount of \$6,540.00.
- c) Approval of the CAIS Agreement for School-Age Special Education Services in the amount of \$171,509.36.

PERSONNEL

- a) Accept the resignation of Samantha Hillmuth, Art Teacher, effective June 2, 2020.
- b) Accept the retirement of Janet Witmer effective at the end of the 2019-2020 school year on June 5, 2020.

AGREEMENTS/ CONTRACTS/ POLICIES

- a) First reading of the Parent and Family Engagement Policy 918.
- b) Due to the COVID-19 school closures, temporarily suspend the following provision found in Policy 200, Enrollment of Students, "*Lottery drawings for the open slots are held on May 15th (or the next business day when May 15th falls on a weekend)*" and hold the lottery drawing on May 22, 2020, having provided ample publication and notification to parents on the modification.

Approval of Consent Calendar:

Margaret Burton Conners made the motion to approve the consent calendar as recommended; the motion was seconded by Nancy Neusbaum. Margaret Burton Conners requested information regarding the number of available seats open for the incoming kindergarten class. There are 44 seats available for the 2020-2021 school year.

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 6:02 pm.