

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, November 16, 2020

Call to Order

The meeting was called to order by Dr. Kurtz at 5:30 pm and it was noted the meeting was being recorded. Following the Pledge of Allegiance, attendance of the board members was taken.

Attendance (all members were attending virtually):

Dr. Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Andre Johnston, Amechie Walker, Margaret Burton Conners, Merita Merick, and Debra Simpson-Buchanan were present. Lyndsay Bryce was absent. Staff present included Susan Roth (Principal/ CAO), Jessica Nordai, Lori Lauver, Melena Overdorf, and Marty Stevens. Dr. Leigh Dalton was present from Stock and Leader. There were several parents who also attended the meeting.

A motion was made by Dr. Laura Kurtz to amend the agenda by adding an item under New Business—*Board Consideration of Employee Bonuses*. The motion was seconded by Margaret Burton Conners. There was no discussion; the vote was 8-0 and the agenda was ammended.

It was noted that there was an Executive Session held at 5 PM to discuss personnel and security matters.

Dr. Laura Kurtz handed the meeting over to Dr. Leigh Dalton, Solicitor, for the nomination for Board President. It was noted that Dr. Laura Kurtz could not be nominated for the position as her term has expired.

As the current Vice-president, Mr. Ed Jaroch nominated himself to serve as President. As there were no additional nominations for the role of Board President, Dr. Dalton asked for a motion to close the nominations for the role of President.

Motion: Dr. Laura Kurtz

Second: Margaret Burton Conners

Vote: 8 – 0

The meeting was turned over to the newly elected President, Mr. Ed Jaroch to resume the meeting.

The floor was opened for the role of Vice-President. Merita Marek nominated Margaret Burton Conners to serve as Vice-President.

Motion to close the nominations was made by Merita Marek

Second: Andre Johnston

Vote: 8 – 0

Result: Motion passed

The floor was opened for the role Secretary. Merita Marek self-nominated to serve in the role of Secretary.

- It was noted by Mrs. Roth that, as the Board Secretary also signs checks when the Treasurer is unavailable, it would be helpful that there be a period of transition between those serving in the current and newly elected role of Secretary to allow for necessary signatory paperwork to be completed.

Motion to close the nominations was made by Merita Marek

Second: Margaret Burton Conners

Vote: 8 – 0

Result: Motion passed; the Secretary's term will begin as of the January 25, 2021 Board meeting.

The floor was opened for the role of Treasurer; Andre Johnston provided an overview of the responsibilities associated with the role of Treasurer. Andre's term as Treasurer expires in January, 2021; he offered that he is willing to stay on through the end of the year if the Board so chooses. The Board will revisit this matter at the January Board of Trustees meeting.

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 as ammended?

Motion: Merita Marek

Second: Margaret Burton Conners

Discussion: There being none, the meeting continued.

Vote: 8-0

Result: Motion passed

Recognition of Guests and Scheduled Speakers: There being none, the meeting continued.

Comment Period

- A. Public: there being no comments from the public in attendance, the meeting continued.
- B. Staff: there being no comments from the staff in attendance, the meeting continued.

Reports

- Finance and Facilities Committee

The most recent committee meeting was held on November 9, 2020 at 6:00 PM. Those in attendance included Ed Jaroch, Andre Johnston, Susan Roth, and Lori Lauver. The meeting agenda included:

- Proposal for staff bonuses;
- Facilities update: Mrs. Roth provided an overview of the plumbing service calls which have occurred within recent weeks at the school. During the most recent service call, a video inspection of our plumbing system to discover issues leading to recent service calls.
- The Uniform Guidance (UG) updates from the Federal Office of Management and Budget increased the Micro-purchase procurement method from \$3,500 to \$10,000 and increased the Small Purchase Procedures threshold from \$150,000 to \$250,000, effective June 20, 2018. Under UG, non-Federal entities must comply with the more restrictive of Federal, state, and entity-level requirements. Recommendation to align Sylvan Heights Science Charter School's internal purchasing procedures to align with the Uniform Guidance.
- Old business to be discussed by committee in January:
 - FDIC insurance
 - Options to move funds to different accounts
 - Discuss possible engagement of staffing comparability study

- Principal

Update on Health and Safety Phased Reopening Plan

- COVID-19 cases in Dauphin County continue to rise; PDE and PA DOH are currently recommending that all schools move to full remote learning. First feasible timing for students to return for in-person instruction would be December 7, 2020. This date will be dependant on

Updates on Breakfast Lunch pick-up

- Currently handing out student breakfast/ lunches to families on Mondays and Wednesdays between 11 am and 1pm; accommodations are made for families who need times adjusted. Masks for children and adults are also being distributed during these times.

Personnel Handbook

- New Policies: Freedom of Speech in Non-school Settings and Professional Development; and the revised Conflict of Interest policy were added to the draft version of the Personnel Handbook for final review. It was noted that staff reimbursement for participation in courses and conferences had not previously been listed within the policies. As many staff members participate in professional development such as college

courses and conferences, it was determined that our procedures should be formalized into policy.

Parent/ teacher Conferences

- Conferences are occurring at the present time between teachers and their students' families. All conferences are being held by phone calls or video meetings.
- Report cards are being mailed out tomorrow.

Google Classroom for Parents Training

- Mrs. Lauver held a Google Classroom training session for parents on November 12, 2020. This was an orientation session for parents to learn more about how to navigate within their child's Google Classroom to see work assignments. This training will be offered multiple times to allow for additional parental participation.

Mrs. Roth noted that the hiring of 1st grade teacher 4th grade teacher has allowed for Mrs. Reynolds to transition from a classroom teacher to a Title I Math Specialist.

Mrs. Roth also noted that the families have been expressing support for the return to remote learning due to the recent spike in the number of COVID-19 cases and positivity rates. During the disbursement of breakfast/ lunches to families our staff have been wearing gloves and face shields in addition to their masks to maintain the safety of our school community. As per guidance from PDE, the sudden rise in the number of cases to 197 per 100,000 was concerning; PA DOH would like this number to go below 100 cases per 100,000.

Classrooms are cleaned nightly regardless of whether or not the students are in the building; during Thanksgiving break the cleaning staff will clean the evening of Wednesday, November 25th then return on Monday, November 30th to ensure the building is prepared for the staff's return. Staff have been identified to clean high touch areas with bleach solution; all staff have been issued a cleaning kit for use in their offices/ designated work areas. Mrs. Roth will forward redistribute copies of the Health and Safety Phased School Reopening Plan to the Board. Examples of COVID-19 building upgrades include a whole building upgrade to the air filtration system, Plexiglas shields to provide physical barriers, the installation of a washer and dryer to launder potentially contaminated items, temperature screening stations for staff and visitors at all building entrances, staff are not working in shared office spaces, require use of face masks of all times unless the staff member is presenting and in the room by themselves.

- **By Laws and Policies Committee**
 - It was reported that no meeting was held and the meeting continued.
- **Family Advisory Committee**
 - It was reported that no meeting was held and the meeting continued.

- **Personnel Committee**
 - It was reported that no meeting was held and the meeting continued.

- **President**
 - There being no report, the meeting continued.

BOARD ACTION ITEMS

A. CONSENT CALENDAR

1. APPROVAL OF BOARD MINUTES

- Approve the minutes from the October 19, 2020 Board of Trustees Meeting

2. FISCAL ITEMS:

- Approval of check numbers 1696, 1707, 1726- 1740; 1742-1763; 1765 and the listed ACH transactions for the month of October 2020
- Approve the recommendation to align Sylvan Heights Science Charter School’s internal purchasing procedures with June 20, 2018 Uniform Guidance.
- Approve the purchase of 42 10.2 Apple i-Pads Wi-Fi 32GB Space Gray and Logitech Rugged Combo Cases with 4-Year AppleCare for Schools for a total price of \$19,873.90 (PEPEM pricing).

3. PERSONNEL:

- Accept the resignation of Jessica Melhorn, Instructional Assistant, effective November 30, 2020.
- Approve hiring of Alexa Townsley, Grade 1 teacher, for a salary of \$41,000 (prorated), effective November 2, 2020.
- Approve hiring of Chevelle May, Grade 4 teacher, for a salary of \$41,000 (prorated), effective November 2, 2020.
- Elect Nicole A. Marshall, parent representative, to serve a three year term as Board Director. EXCLUDED

4. AGREEMENTS/CONTRACTS/POLICIES

- 1st Reading of the following policies that support the Personnel Handbook
 - Policy 320 Freedom of Speech in Non-school Setting
 - Policy 333 Professional Development
 - Policy 827 Conflict of Interest.
- 1st Reading of revised Personnel Handbook

- 2nd Reading of the following policies that support the Personnel Handbook
 - Policy 302 Principal/Chief Academic Officer
 - Policy 313 Evaluation of Employees
 - Policy 314 Physical Examination
 - Policy 318 Penalties for Tardiness
 - Policy 319 Outside Activities
 - Policy 323 Tobacco/Nicotine Use
 - Policy 324 Personnel Files
 - Policy 335 Family Medical Leave
 - Policy 336.1 Paid Time Off
 - Policy 339 Extended Leave
 - Policy 351 Drug Free Workplace

Approval of Consent Calendar

May I have a motion to approve the consent calendar as recommended, excluding bullet 4, item #3?

Motion: Margaret Burton Conners

Second: Dr. Laura Kurtz

Discussion: No discussion

Vote: 8-0

Result: Motion carried

Question from Parent – as the students are 100% remote, will the students be receiving a syllabus or outline? Mrs. Roth asked the parent to please stay on the meeting afterwards to address her question.

Old Business:

- There being none, the meeting continued.

New Business:

- May I have a motion to approve staff bonuses for exempt employees to receive a bonus of \$500 for full-time exempt employees; \$250 for full-time non-exempt employees, and \$100 for part-time employees on the payroll as of December 15th pay?

Motion: Ed Jaroch

Second: Merita Marek

Discussion: Multiple Board members complimented staff and stated that the bonus is in recognition of the extra efforts put forth in order to keep the children safe.

Vote: 8 – 0

Result: Motion carried

- Consideration of offering additional language (Spanish) at the school
 - Mrs. Roth stated that this is something that she has considered and that the Board will need to determine the proper committee this item should be forwarded to for further discussion.

The meeting was adjourned at 6:21 pm.