

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, October 19, 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. Attendance of the board members was taken.

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

Dr. Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Margaret Burton Conners, Merita Merick were present. Andre Johnston, Lyndsay Bryce, and Amechie Walker were absent. Susan Roth (Principal/ CAO), Lori Lauver (STEM Coordinator), Jessica Nordai, Melena Overdorf, 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: Merita Marek

Discussion: There being none, the meeting continued.

Vote: 5-0

Result: Motion passed

**Recognition of Guests and Scheduled Speakers:** Ms. Nicole Marshall was introduced to the Board as a Board of Trustees candidate; Ms. Marshall is a parent and Wellness Committee member. Following a brief overview of Ms. Marshall's qualifications and remarks from Ms. Buchanan, the meeting continued.

Ms. Debra Simpson-Buchanan, also a Board of Trustees candidate was welcomed

**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

No meeting was held in September; no updates. The next meeting is scheduled for November 9, 2020 at 6:00 PM.

- Principal

Quarterly Title 1 Parent Engagement Meetings: Meeting was held October 8, 2020 at 6:00. Reviewed Title I, II and IV funding. Discussed: How can parents become engaged during remote learning? Ideas- for parents to read to students or discuss their occupations/professions via Google Meet sessions. Given that we cannot have guest speakers and on-site volunteers with our students, we are exploring creative ways in which to maintain connections between our students and the community. The next meeting is scheduled to occur in January 2021.

Update on 1<sup>st</sup> day of Scaffolded reopening plan: Today (10/19/2020) was the first day of implementation of scaffolded hybrid learning following our Phased School Reopening Health and Safety Plan. Some students are engaged via in-person instruction for a portion of the week (learning 2 days per week/online 3 days per week), while others are engaged via distance/online learning 5 days per week. There were approximately 47 students that attended in-person instruction today. There were a few transportation glitches that needed to be worked out and we continue to refine new procedures in place. Dismissal procedures were smooth and completely finished within 30 minutes. We recognize that COVID 19 numbers are rising in the area; we continue to stress handwashing, sanitizing, and social distancing. Ideally we would like to be able to accommodate additional students whose families have expressed an interest in also having their children return to in-person instruction. We will continue to communicate information to families.

Update on PCCD COVID-19 Health and Safety Grant: program period is winding down and expenditures are on track. We have recently been approved for purchasing through PEPPM. We received confirmation on 10/19/2020 from Mr. Frederick Leer, Fiscal Contact for PCCD that PEPPM contracts are UGG compliant and we may purchase via a PEPPM contract without obtaining additional quotes. We plan to purchase 42 iPads, cases, and Apple Care using the PEPPM contract to support the school's hybrid learning at home efforts due to COVID-19. We were awarded a \$90,000 grant to ensure that our school was able to maintain compliance due to COVID-19 including the purchase of iPads, food carts to transport lunches to classrooms, additional trash cans, individual student supplies to prevent sharing of items, storage solutions for students to store individual items, coats. We have two weeks of purchasing. We anticipate the need for budget adjustments to our school budget once we examine how the unanticipated expenditures due to COVID-19 have affected our budget.

### Questions:

What was the attendance at the recent Parent engagement meeting? Attendance at the Parent Engagement meeting was six (6) families. Staff are examining ways to integrate Parent Engagement meetings with family events to encourage greater participation.

Is the funding that remains in the current grant that the school is expending, is the amount remaining adequate to address the school's needs? Yes, the grant funding is adequate to purchase the items needed as per the grant allowances to address health and safety issues arising from COVID-19.

- **By Laws and Policies Committee**
  - No meeting was held. There being no report, the meeting continued. There are a number of policies (9) that we are reviewing as a first reading. Questions will be forwarded
  - No questions on Title IX policy that has been provided for a second reading tonight.
- **Family Advisory Committee**
  - No meeting was held. We continue to explore how to provide parents to their voice to be heard in a manner which works best for our families.
- **Personnel Committee**
  - The personnel committee met on October 7, 2020 at 5:30 pm. The committee reviewed the personnel policies as needed to support the personnel handbook and to align the personnel handbook to correspond with supporting policies. There is a resignation of the Math Coach and a promotion of an Instructional Assistant to a Substitute Teacher
- **President**
  - There being no report, the meeting continued.

## **BOARD ACTION ITEMS**

### **A. CONSENT CALENDAR**

#### **1. APPROVAL OF BOARD MINUTES**

- Approve the minutes from the September 21, 2020 Board of Trustees Meeting.

#### **2. FISCAL ITEMS:**

- Approval of check numbers 1659-1667;1669-1677;1679-1695;1697-1699;1701-1706; 1708-1712 and the listed ACH transactions for the month of September 2020.

#### **3. PERSONNEL:**

- Accept the resignation of Alex Elbert, Title I Math Specialist effective October 29, 2020.
- Approve the promotion of Beth Collman from Instructional Assistant to Building Substitute effective October 16, 2020 for a salary of \$38,000 (prorated).
- Elect Debra Simpson, Community Representative, to serve a three year term as Board Director.

- Upon serving her full term, accept the resignation of Nancy Neusbaum, Board of Trustees Community Representative Board Director

#### **4. AGREEMENTS/CONTRACTS/POLICIES**

- 1<sup>st</sup> 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
- 2nd Reading of the following policies that support the Title IX regulations.
  - Policy Number 104: Discrimination Title IX Sexual Harassment Affecting Staff
  - Policy Number 103: Discrimination of Title IX Sexual Harassment Affecting Students.
  - Policy Number 824: Maintaining Professional Adult and Student Boundaries
  - Policy Number 249 Bullying/Cyberbullying

#### **Approval of Consent Calendar**

May I have a motion to approve the consent calendar as recommended?

Motion: Dr. Laura Kurtz

Second: Mrs. Margaret Burton Connors

Discussion: No discussion

Vote: 5 – 0

Result: Motion carried

#### **Old Business:**

- There being none, the meeting continued.

**New Business:**

- There being none, the meeting continued.

The Board of Trustees recognized the attendance of a Sylvan Heights student at tonight's Board of Trustees meeting. The meeting was adjourned at 5:56 pm.