

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, September 21, 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, Andre Johnson (joined the meeting at 5:34 pm), and Lyndsay Bryce were present. Amechie Walker and Nancy Neusbaum were absent. Susan Roth (Principal/ CAO), Lori Lauver (STEM Coordinator), Jessica Nordai, Melena Overdorf, Tricia Friedman, Kelly Cropper, Rebecca Doty were present from the staff; Dr. Leigh Dalton was present from Stock and Leader.

Dr. Kurtz announced that the Board of Trustees held a short Executive Session at 5:10 pm to discuss personnel and other confidential matters.

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: 6-0

Result: Motion passed

Recognition of Guests and Scheduled Speakers: Debra Simpson-Buchanan was introduced to the Board; Ms. Simpson-Buchanan has been nominated for consideration to serve on the Board of Trustees. Following a brief overview of Ms. Buchannan’s qualifications and remarks from Ms. Buchannan, 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 SHSCS Finance and Facilities Committee Meeting on September 14, 2020. Attendees were Ed Jaroch, Andre Johnston, Lori Lauver and Susan Roth. Andre presented an overview of the subcommittee discussions:

- Reviewed H.B. McClure’s proposal to add ventilation to the office and vestibule spaces adjacent to the multipurpose room. Proposed price: \$21,192.00. Recommendation to obtain consultation from Trina Gribble, Project Architect at McKissick Associates before moving forward with this project and other proposals.
- Reviewed technology needs to support Hybrid Instructional Model allowing for some students to access instruction online while other students access instruction in-person.

- Principal

Mrs. Roth updated the Board of Trustees on the school’s progress since the beginning of the school year. At this time, COVID-19 cases have remained stable in our area. We have implemented daily sanitizing procedures, temperature monitoring, and moved from not allowing any people in the building To date, we have successfully organized school lunch pickups for Sylvan Heights Families and scheduled students to come into the building to participate in benchmark testing. All health and safety protocols were followed during those activities and families were not required to have their child participate in onsite benchmark testing.

Emergency Instructional Time Template Proposed Revision

- Mrs. Roth presented proposed revisions to the Emergency Instructional Time Template. We are noticing that some of our students are in need of additional support. Staff have been surveyed and staff are supportive of students returning to in-person learning. Students who will be returning to in-person instruction will be split into two groups (see chart below) each containing 5 students per classroom per group.

Monday	Tuesday	Wednesday	Thursday	Friday
Group A: In-School/ In-person	Group B: In-School/ In-person	All groups learning on online	Group A: In-School/ In-person	Group B: In-School/ In-person
Group B: Remote Learning	Group A: Remote Learning	All groups learning online	Group B: Remote Learning	Group A: Remote Learning
Group C: Online/remote learning for students not participating in	Group C: Online/remote learning for students not participating in	All groups learning online	Group C: Online/remote learning for students not participating in	Group C: Online/remote learning for students not participating in

the Hybrid Model	the Hybrid Model		the Hybrid Model	the Hybrid Model
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- We propose to begin implementation of this revised plan on October 19. At that time, one group of students will return to in-person learning Monday and Thursday; the other group will attend on Tuesday and Fridays. Wednesdays all students will learn from home which would allow for deeper cleaning to occur. During this initial phase we anticipate hosting 100 of our students for in-person learning; the balance of our students would continue online/ remote learning five days per week during this initial phase.
- We are not requiring anyone to do anything that they are not comfortable doing at this time.
- As we begin to bring students back into the building, we will continue to implement our health and safety plan. We have measured each classroom have determined that we can successfully maintain the social distancing requirements in our classrooms at this level.
- If for some reason between now and October 19 we have a spike in COVID-19 cases in Dauphin County and we move from moderate to substantial, this plan would no longer be viable, as it would take it nor could we continue to bring students into the school for testing.
- We have not had any COVID-19 cases to date, however if we have cases in the school of 5% or more we may need to close our building from 7-14 days. We would follow guidance from the Department of Health.
- Margaret Burton Conners asked if this initial plan is sufficient to accommodate the families who are interested in returning to in-person instruction? Mrs. Roth stated that we would be bringing our students who are struggling most at the onset of the return to in-person instruction. At this time, the greatest number of students that we can accommodate in each classroom and maintain social distancing is 10. Direct instruction for all students would occur simultaneously for students both at home and in-school. All work for the day would be due by 11:59 pm.

Phased School Reopening Health and Safety Plan Revision

- We need to submit the revision that we will be moving to a hybrid scaffolding model. Mrs. Roth also noted that movement between phases and ability to serve additional students will depend on the local COVID-19 positive case rates. The school will be asking all Sylvan Heights families to register for transportation to ensure that transportation is arranged so that we can move forward as we are able to offer in-person instruction to additional students.

Live Streaming Policy

- The Policy has been provided for review and was touched upon earlier. Classroom teachers would teach approximately five (5) students in-person while the remainder of the students will continue to learn online at the same time.

Transportation

- All sending school districts will receive a copy our revised plan along with the list of students they are transporting. Note: Only one student per seat at one time (max. 24 students per bus). Sylvan Heights will maintain its contract with Boyo Transportation for students requiring out of district placement. Note: Sylvan Heights Science Charter

School continues to maintain out of district contracts with the CAIU, New Story and Capital Academy

Sponsor to Sponsor Agreement between Sylvan Heights Science CS 115-22-305-0 purchaser and Central Dauphin School District 115-22-140-2 seller.

- This agreement looks different this year. Currently parents are able to pick-up breakfast and lunch items 2 days per week from 10:00am to 1:00pm. Special arrangements can be made for families not available at this time. Families should contact Nicole Jordan, Cafeteria Coordinator at njordan@shscs.org to make alternate arrangements.
- Once Sylvan Heights begins the Hybrid Model on October 19th, students attending in-person instruction will receive breakfast and lunch in school. Parents whose children are attending online will still have the option to pick up meals from the school building.
- We continue to review our processes in order to meet the everchanging needs of our families.
- Review of Kitchen Equipment needs. The school's kitchen does not have a freezer. The school may also need to purchase an additional refrigerator to support the need for additional cold food storage. The school is in the process of applying for an equipment grant to cover the cost of the freezer.
 - Proposed Freezer costs.
 - Rice's Food Equipment and Consulting: \$4,993.54
 - Commercial Refrigeration of Harrisburg: \$3,869.00

Sylvan Heights continues to contract with PALifeshare for nursing services. Currently Christine D'Angelo, RN services as our school nurse.

Pennsylvania Department of Education Future Ready Comprehensive Plan for the 2020-2023 School Years

Last year the Board voted on a Comprehensive plan. The Department of Education has since required all schools to

- Measurable School-wide SMART Goals:
 - Math Improvement: To improve student achievement in the area of Math to 80% of students meeting end-of-year benchmark scores, across all grade levels per Acadience/formerly DIBELS targets.
 - Reading Improvement: To improve student achievement in the area of Reading to 80% of students meeting end-of-year benchmark scores, across all grade levels per Acadience/formerly DIBELS targets.
 - Note: 3rd and 4th Grade students will also be administered the CDTs to provide for additional data should there be another Covid-19 mandated school closure in the areas of Reading, Math and Science.
 - Attendance Improvement: To improve overall student attendance to 95% during both in-person and online learning (due to Covid-19). We must report on our progress quarterly to both the Commonwealth and the Federal government.
 - Improve Parent and family engagement in Student Attendance Improvement meetings: Parents/guardians of chronically absent students will increase their school engagement by attending school required School Attendance Improvement Meetings with 70% compliance

- Action Plan:
 - Students are administered Acadience Benchmark testing in both Reading and Math. Students are also administered the 95% Group Phonics Screener for Intervention and Envision Math pre-test topic assessments. Students are then placed into learning groups based on their learning needs.
 - In following the Multi-Tiered System of Support (MTSS) Model, both Mr. Elbert, Math Instructional Coach and Ms. Doty, Reading Specialist, will support teachers with their core Tier I instruction and provide supplemental Tier II instruction.
 - Mr. Stevens, our school counselor, will continue to assist families/students with attendance. Families struggling with technology will be referred to Tech Support.
- School and Family Communication Plan
 - Quarterly Parent Engagement Meetings: First meeting is scheduled for October 8, 2020 at 6:00pm.
 - Meeting dates and times will be communicated via the schools website, DoJo, Phone messenger and mail.

Sylvan Heights Science Charter School Safe Schools Committee

- A meeting held September 11, 2020 at 9:00AM. Those in attendance included Susan Roth, Lori Lauver and Melena Overdorf. We are looking for additional members to serve on this committee, particularly parents. The purpose of the meeting was to conduct a review of our Disaster Response Emergency Preparedness Plan. The committee revised the school’s weather emergency and fire drill evacuation plans to align with COVID-19 safety requirements and is currently revising the All Hazards School Safety Plan.
- Melena Overdorf, Safe School Coordinator, has completed the coursework required for National Incident Management System (NIMS) compliant training for school personnel as of September 2020.

Dr. Kurtz provided time for questions to Mrs. Roth regarding the agreements listed on the agenda. Mrs. Jessica Nordai is the school’s Title IX Coordinator.

- **By Laws and Policies Committee**
 - No meeting was held. There being no report, the meeting continued.
- **Family Advisory Committee**
 - No meeting was held. Mrs. Roth encouraged parents to contact her if they are interested in being involved in the Family Advisory Committee, which is the school’s PTO.
- **Personnel Committee**
 - No meeting was held. The next meeting is scheduled for October 7, 2020 at 5:30 pm. The proposed agenda will include a review of the personnel policies as needed to support the personnel handbook and to align the personnel handbook to correspond with supporting policies.

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

BOARD ACTION ITEMS

A. CONSENT CALENDAR

1. APPROVAL OF BOARD MINUTES

- Approve the minutes from the August 17, 2020 Board of Trustees Meeting

2. FISCAL ITEMS:

- Approval of check numbers 1584, 1637-1658, 1668 and 1673 and the listed ACH transactions for the month of August 2020

3. PERSONNEL:

- Accept the resignation of Tricia Friedman, Grade 1 Teacher, effective September 30, 2020
- Accept the resignation of Jason Friedman, Special Education Teacher, effective October 16, 2020.
- Approve the promotion of Nicole Jordan from Instructional Assistant (40%) to Cafeteria Coordinator (60%) effective August 15, 2020

4. AGREEMENTS/CONTRACTS/POLICIES

- Approval of the revised Emergency Instructional Time Template allowing for partial return to in-person instruction on October 19, 2020
- Approval of the revised Phased Reopening Plan Health and Safety Plan to move to a Scaffolded reopening effective October 19, 2020.
- Approval of the Boyo Transportation contract to transport out of district students at the rate of \$220 per day per van.
- Approve the Sponsor to Sponsor Agreement between Sylvan Heights Science CS 115-22-305-0 purchaser and Central Dauphin School District 115-22-140-2 seller.
- Approve the PALifeShare contract for nursing for RN nursing services at \$52.00 per hour and Certified School Nurse services at \$52.00 per hour.
- Pennsylvania Department of Education Future Ready Comprehensive Plan for the 2020-2023 School Years
- Approve the Amendment to Agreement between Sylvan Height Science Charter School and New Story for \$205 per day for each day that New Story implements its basic remote learning program.
- Approve the Special Education Services Agreement between Sylvan Heights Science Charter School and Specialized Education of Pennsylvania, Inc. for one special education slot in the amount of \$29,700 for the 2020-2021 school year.
- Approve the Sylvan Heights Science Charter School Resolution: The New Title IX Regulation

- 1st 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

- 2nd Reading of the following policies:
 - Policy Number 831: Livestreaming, and Acknowledgement of Virtual and Livestream Instruction Privacy Concern
 - Policy Number 304: Employment Status
 - Policy Number 306: Termination of Employment
 - Policy Number 308: Creating a Position and Setting Salaries
 - Policy Number 317: Employee Misconduct/Disciplinary Procedures
 - Policy Number 321: Political Activities
 - Policy Number 325: Dress and Grooming
 - Policy Number 326: Complaint Process
 - Policy Number 332: Working Periods
 - Policy Number 336: Bereavement Leave

Approval of Consent Calendar

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

Motion: Dr. Laura Kurtz

Second: Mrs. Margaret Burton Conners

Discussion: No discussion

Vote: 7 – 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 efforts of staff and parents during this time of remote learning .
The meeting was adjourned at 6:07 pm.