

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, July 26, 2021

**Call to Order**

The meeting was called to order by Ed Jaroch at 5:35 pm. Following the Pledge of Allegiance, attendance of the board members was taken, and it was noted the meeting was being recorded.

**Attendance (all members were in-person unless otherwise indicated):**

Ed Jaroch, Margaret Burton Conners (virtual), Merita Merick, Debra Simpson-Buchanan (virtual), Dr. Laura Kurtz, Amechie Walker, Erica Monroe, and Chad Hotsko (virtual) were present. Andre Johnson and Lyndsay Bryce were absent. Staff present included Susan Roth (Principal/ CAO), Lori Lauver, Jessica Nordai, and Melena Overdorf (virtual). Taylor Baublitz from Stock and Leader was present from Stock and Leader. Merita Marek and Nicole Marshall joined the meeting after attendance was taken.

**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: Mrs. Margaret Burton Conners

Second: Mr. Chad Hotsko

Discussion: There being none, the meeting continued.

Vote: 7-0

Result: The motion passed.

**Recognition of Guests and Scheduled Speakers:** There being no guests or scheduled speakers, the meeting continued.

**Comment Period**

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

**Reports**

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

- ***Principal's Report***

- Mrs. Roth provided a brief overview of the financial information that had been provided to the Board in the Board packets.
- Flexible Instructional Days
  - PDE has approved Sylvan Heights Science Charter School's application for 5 Flexible Instructional Days
- Emergency Instructional Time Template Section 520.1 - 2021-22 School Year
  - Plan to return to full-time, in-person learning for all students for the 2021-2022 school year.
  - The Charter School is prepared to provide virtual/remote instruction to all students should the Charter School experience temporary school-wide closures, or for smaller student groups needing to quarantine due to their exposure to COVID-19.
  - To ensure equity, all students will receive a Sylvan Heights Science Charter School issued i-Pad, case, charger, charging cord and school supplies (pencil pouch, pencils, sharpener, erasers, paper etc.). The Charter School will provide hot spots to those families who do not have internet access. School personnel is prepared to provide door to door delivery of all technology and supplies to those families unable to pick-up necessary items at the school site due to lack of transportation.
- Elementary and Secondary School Emergency Relief Fund (ESSER 1): \$93,155.00
  - Part of ESSER I was spent during SY 2020-2021; the remaining funds will be expended during SY 2021-2022.
  - Technology (i-pads, cases, hotspots, etc.)
  - Individual STEM supplies to support student at-home and in-person instruction
  - Extra student "general" supplies (i.e. pencils, scissors, glue sticks, notebooks, paper, etc.) for use during at-home instruction- Supports students in case of mandatory school related closures due to COVID-19 and/or Flexible Instructional Days.
  - Contracted Services (CAIU) for a Licensed Social Worker to provide services
  - Supplies to support COVID-19 health and safety response to include such items, as PPE, cleaning solutions etc.
  - Replacement of kitchen sink and faucet to allow for space for sufficient cleaning and sanitizing of Food Service equipment and materials.
  - All students will be expected to return to full in-person learning once the temporary school closure or student quarantining period has ended.
- ARP ESSER Health and Safety Plan Guidance and Template
  - Sylvan Heights will continue to follow CDC/DOH/PDE requirements for mask wearing, understanding that their guidance and requirements may change over time. Students will remain in their grade-leveled classroom pods. Specials teachers will travel to and teach in to the classrooms with students remaining in the classrooms. As the opportunities permit, gym may be held outdoors. The school will continue to encourage social distancing within the classroom and throughout the school building. Breakfast will be eaten in the classrooms; lunch will be eaten in the multipurpose room. Lunch and recess schedules have been staggered to accommodate this.

- Currently mask wearing is recommended but not required for all students and staff who remain unvaccinated. We are recommending students to wear masks on the bus. Sylvan Heights will require visitors to wear a face mask while in the school building due to the difficulties of contact tracing. Face masks (adult and child) will be available
  - Students/staff/visitors will continue to have their temperatures taken before entering the school building.
  - Staff/students will be provided opportunities for handwashing/use of sanitizer. All high touch area will continue to be cleaned/sanitized throughout the school day.
  - The school will continue to work with the DOH regarding contact tracing and quarantining recommendations.
- American Rescue Plan- Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER III): \$210,486.00 (proposed).
    - Salary and partial benefits for full-time technology support teacher
    - 50% salary and partial benefits for Health/PE teacher – COVID-19 remote learning has had a negative impact on our students' levels of activity and have resulted in an increase in the number of students who are overweight.
    - 50% salary and partial benefits for attendance/transportation secretary
    - Wages for part-time document clerk
    - After school tutoring and June 2022 summer camp (salaries, supplies and transportation).
    - Mrs. Roth provided additional explanation which addressed what will occur to programs when the ESSER funding period is over. Some programs will no longer need support based on students' progress towards goals. There may be programs which need a smaller amount of financial support in order to continue for which we will be actively seeking funding and/ or partnerships prior to the completion of the ARP ESSER funding cycle.
- Overview of proposed technology related recommendations, renewals and proposals
    - Renewal of technology-related contracts
      - Google Workspace for Education (Dito)- allows for staff to teach in virtual and/ or hybrid situation (Google Meet), provide a repository of resources for onsite, hybrid and virtual instruction (Google Classroom); price remains locked in at reduced rate \$
      - Microsoft EES (Lancaster-Lebanon IU13)- Microsoft 365 Office Suite and. Staff will have access documents for viewing and editing using Microsoft Office products on any device, regardless of physical location or platform.
      - ClassLink- Single Sign on Service- one password will allow staff and students to access all instructional applications using a single password. In the past, students had multiple passwords.
      - Replacement of student and staff devices to ensure reliable connectivity and compatibility; current student and staff devices are insufficient to support remote, hybrid, and in-person instruction and learning which has become necessary due to COVID-19.
      - Cloud-based asset tag system: will be using cloud-based inventory system to more efficiently track devices and equipment
      - Recommendation to purchase mobile lecterns for instructional staff to keep all technology and materials in a single mobile unit from which they may teach

(classroom and specials teachers)- estimated cost of \$500. Seeking pricing information from PEPPM using the PEPPM contract; Mrs. Lauver provided an overview of PEPPM and procurement.

- Mrs. Roth provided an overview of the benefits of the organizational memberships (PASBO, PASPA, etc.) and how our participation in these organizations informs our procurement processes and
- Technology support for students and staff for SY 2021-2022
  - Staff are scheduled to receive training on the Microsoft EES products, Google Workspace for Education, and ClassLink during the August professional development sessions (Mr. Gary Johnson and Mrs. Lauver).
  - Based on information that came to light during remote/ hybrid learning in 2020-2021 school year resulting from school closures due to COVID-19, we it became apparent that staff and students need additional instructional support and hands-on experiences around the use of technology to create products which demonstrate proficiency. Mrs. Roufos-Abbey will be implementing digital citizenship and computer science lessons with all students from the beginning of the school year.
  - As part of our PAsmart targeted grant project, Instructional Staff participated in a two day of hands-on computer science training in early June which resulted in the development of an action plan to integrate computer science into a specific unit of study. Teachers will be supported in this endeavor and in the development and implementation of additional opportunities for students to use computer science skills across content areas to demonstrate proficiency.
  - Mr. Walker inquired about whether the school is considering the addition of Spanish language programs for students during the 2021-2022 school year. Mrs. Roth summarized the results of the Family Engagement Meeting which indicated interest in an after school Spanish club. Due to the negative impacts of COVID-19, we are not considering the addition of Spanish language classes during the normal school day as there will be increased instructional time devoted to reading and math during the 2021-2022 school year to ensure students are at or above grade level. We are planning to use ESSER funding to extend services for ELL students that did not make the usual progress in English proficiency during remote learning. Under normal circumstances, students would be not only receiving specific ELL services from IU staff, they would have opportunities to apply skills learned by interacting with their classmates every day. When ELL students returned to in-person learning, they made more progress. Sylvan Heights also uses Language Line to communicate with families.
- After school programming
  - We are in the process of obtaining quotes for the transportation of students who are participating in afterschool programming (from school to home).
  - We are planning to seek donations of snacks for after school programming from our school community for the 2021-2022 school year rather than contract with a vendor. Sylvan Heights' families historically have been very generous with providing classroom snacks, especially during this past school year.

- **Personnel**
  - Recommendation to hire Dominique Buterbaugh as the physical education/ health teacher for the 2021-2022 school year, in the amount of \$46,000 (exempt classification with a bachelor's degree plus experience).
  - Recommend subscribing to Frontline Educational Solutions: Human Resources/hiring module to provide centralized systems for absence management, recruiting and hiring tools, new hire onboarding, employee forms, etc.
  - Recommend subscribing to Frontline Educational Solutions: Employee evaluation and professional development module to provide a centralized system for employee evaluation management (Danielson Framework), an annual subscription to the Framework for Teaching, and professional learning management and tracking.
  - Recommend the hiring of a part-time Federal Grant Document Clerk to assist with clerical operations related to federal grant documents. This position would be supported with ESSER funding.
  - Recommend the hiring of a part-time Breakfast Food Server to assist with meal preparation, serving of meals, cleaning of all food service areas, and the handing of food and supplies. Approximate hours would be 7AM to 10AM.
  - Recommend the hiring of part-time Building Aides to help establish and maintain a safe atmosphere in the cafeteria, hallways, classrooms and/or playground areas.
  - Recommend the hiring of a full-time Pupil Services Assistant to assist the Pupil Services Coordinator with collecting and maintaining student attendance information to meet district, state and federal requirements relating to attendance processes, and preparation and distribution of attendance reports and materials. This position would be supported with ESSER funding. This position would be for 240-days per year.
  
- **By Laws and Policies Committee**
  - It was reported that there was no meeting – next meeting to be held August 5, 2021 at 5:30 pm and the meeting continued.
  
- **Family Advisory Committee**
  - It was reported that no meeting was held (the last meeting was held in May) and the meeting continued.
  
- **Personnel Committee**
  - It was reported that no meeting was held; we are continuing the interview process with potential employees and will provide additional information when it is available.
  
- **President**
  - There being no formal report, the meeting continued.

## **BOARD ACTION ITEMS**

### **A. CONSENT CALENDAR**

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

- Approve the minutes from the June 28, 2021 Board of Trustees Meeting

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

- Approval of check numbers 1903, 1994, 2000, 2002-2004, 2006-2035 and the listed ACH transactions for the month of June 2021.
- Approval of Apple Inc. Education for 30 10.2-inch iPad WiFi 32GB-Space Gray (10-pack); 4-year AppleCare+ for schools- iPad 8<sup>th</sup> Generation; and 30 Logitech Rugged Combo 3 Case with Integrated Smart Connector Keyboard for 10.2-inch iPad (7<sup>th</sup> and 8<sup>th</sup> generation)- total price \$14,188.00.
- Approval of IU13 Microsoft EES Agreement renewal for a total amount of \$1,407.50.
- Approval of G Suite Enterprise for Education for the renewal of 28 licenses for a total of \$672.00
- Approval of the quote from DELL Technologies for the purchase of 11, XPS-13-9305 laptops for a total price of \$13,624.05
- Approval of Dreambox Learning Master Software and Services Agreement for a total of 132 Dreambox Licenses in the amount of \$3,960.00.
- Approval of the proposed quote with Boyo Transportation of \$231.00 per van for the children going to New Story and Hill Top Academy; and 9 passenger van for up to 1.5 hours \$54.00 per day and/or a 30-passenger bus for 1.5 hours the price would be \$64.00 a day to provide transportation to students participating in the Sylvan Heights afterschool programming.
- Approve the New Story Tuition Agreement for the 2021-2022 school year in the amount of \$280.00 per day to provide out of school placement special education services.
- Approve the Frontline Education Solutions proposal provided by Frontline Technologies for absence management; recruiting and hiring; and central hub (onboarding) with the one-time implementation fee of \$10,760.00 and an annual fee of \$12,125.00 for the 2021-2022 school year.
- Approve the Frontline Educational Solutions proposal provided by Frontline Technologies for employee evaluation and professional learning management for an annual fee of \$8,490.60 for the 2021-2022 school year.
- Approve the continued engagement with Diana M. Reed & Associates, P.C. for accounting, budgeting preparation and grant management services. Fees for these services are based on the time expended at \$65-175 per hour, and are billed monthly or quarterly.
- Renewal of the 2021-2022 membership with Pennsylvania Association of School Business Officials for 2 members in the amount of \$400.00.
- Renewal of the 2021-2022 membership with Pennsylvania Association of School Personnel Administrators in the amount of \$225.00

### 3. PERSONNEL

- To approve the hiring of Dominique Buterbaugh, Health/Physical Education teacher for the 2021-2022 school year, in the amount of \$46,000 exempt classification with a bachelor's degree plus experience
- To approve the part-time Federal Grant Document Clerk job description
- To approve the revised part-time Breakfast Food Service job description
- To approve the part-time Building Aide job description
- To approve the Pupil Services Secretary job description

### 4. AGREEMENTS/CONTRACTS/POLICIES

- To approve the Agreement for participation in Child Nutrition Programs between Capital Area Intermediate Unit and Sylvan Heights Science Charter School for the 2021-2022 school year at the Hill Top Academy school location.
- To approve the revised Sylvan Heights Science Charter School 2021-2022 calendar to recognize Juneteenth as a federal holiday on June 20, 2022.
- PDE Sponsor-to-Sponsor Agreement between Sylvan Heights Science Charter School 115-22-305-0 (purchaser) and Central Dauphin School District 115-22-140-2 (seller) for breakfast and lunch meals and supplies effective July 1, 2021 through June 30, 2022.

#### Approval of Consent Calendar

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

Motion: Ms. Merita Marek

Second: Mrs. Margaret Burton Connors

Discussion: review of advertising and recruitment for employees to fill available positions

Vote: 9-0

Result: Motion passed

**Old Business:** Recruitment efforts will continue to be reviewed and adjusted as needed.

**New Business:** There being none, the meeting continued.

#### Adjournment

The meeting was adjourned at 6:44 pm.