

IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

Meeting Date: March 9, 2020 of the SHSCS Finance and Facilities Committee Meeting

Attendees: Ed Jaroch, Andre Johnston, Lori Lauver and Melena Overdorf; Susan Roth and Kelley Lorenzetti, CPA from our business office, Diana M. Reed and Associates, PC.

Meeting Purpose: To discuss and review recommended budget adjustments.

B. PRINCIPAL:

COVID-19 Sylvan Heights' Response to indefinite school closure:

- 1) Contacting Sylvan Heights during the mandated school closure:
 - Public Comment for Sylvan Heights Science Charter School Board of Trustees meetings can be made via email at publiccomment@shscs.org;
 - Phone the school's main number (717) 232-9220 and leave a message. We remotely check messages daily
 - Parents may also reach out to school staff via DoJo and email.
- 2) Tuition payments to charter schools will continue based on enrollment as of March 13, 2020. Sylvan Heights' enrollment was 216 students. Grades K-3 remains at full capacity. Charter schools are not permitted to add new enrollments during the mandated school closure.
- 3) Staff distributed student i-Pads on Friday March 28th, Saturday, March 29th and Tuesday March 31st (9-11am and 4-6 pm). Almost all of the i-Pads have been distributed. Staff continues to reach out to those who have not yet picked up their child's i-Pad.
- 4) All parents/guardian were required to sign Sylvan Heights' i-Pad agreement prior to receiving their student's i-Pad. The Agreement is posted on the Sylvan Heights' website. Parents needing technical support for their student's i-Pad can email tsupport@shscs.org or techsupport@shscs.org
- 5) Continuity of Education: Special Education and English as a Second Language students will have the opportunity to receive services while schools remain closed. Sylvan Heights will continue to contract with the CAIU to provide these services.

- 6) During the week of March 30th, teachers started reaching out to their students, offering them educational opportunities via Zoom, email, phone, DoJo and mail. On Tuesday, March 31, 2020, families were given the opportunity to pick up school and Art supplies, supplemental Science Kits, and additional reading materials.
- 7) Contracts: While school is not in session, Sylvan Heights will not be invoiced by Boyo Transportation or Central Dauphin for food services. Gary Johnson and Nurse Edwards will continue to be paid for hours worked. City Wide continues to clean the building daily. Sylvan Heights will continue to pay tuition for out-of-district students since they are continuing to provide for their education via their own Continuity of Education Plans.
- 8) Staff is in the process of developing our Sylvan Heights' Continuity of Education Plan. The plan will be posted on the Sylvan Heights' Website once it has been completed and submitted to PDE.

C. BY-LAWS AND POLICIES

D. Family Advisory Committee:

No meeting held

E. PERSONNEL

No Meeting

F. PRESIDENT

VII. ITEMS FOR BOARD ACTION

By notice of the President, the following action items suggest a roll call vote. You will be recorded as voting in the affirmative for the motion unless you say “nay” or “I abstain”. Board Members are further advised that they must publicly announce and disclose the nature of any conflict of interest before the vote on the matter is taken.

A. CONSENT CALENDAR

1. APPROVAL OF BOARD MINUTES

- a) Approve the minutes from the February 2020 meeting.

2. FISCAL ITEMS:

- a) Approval of check numbers 1478 - 1515 and the listed ACH transactions for the month of February 2020.
- b) Approval of Audit Report based on review of the report at the February 2020 Board Meeting

3. PERSONNEL:

No action

4. AGREEMENTS/CONTRACTS/POLICIES

- 1st Reading of Acceptable Use Policy 815

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

Motion:

Second:

Discussion:

Vote:

Result:

B. OLD BUSINESS

Approval of financial audit prepared by Sager, Swisher & Co. as reviewed and discussed by the Board of Trustees during the February 24, 2020 Board of Trustees meeting.

C. NEW BUSINESS

VIII. ADJOURNMENT

BOARD OF TRUSTEE MEETINGS

Meetings will be held @ 5:30 pm on the following dates:

Monday, July 22, 2019
Monday, August 26, 2019
Monday, September 23, 2019
Monday, October 28, 2019
Monday, November 25, 2019
Monday, December 16, 2019
Monday, January 27, 2020
Monday, February 24, 2020
Monday, March 23, 2020
Monday, April 27, 2019
Monday, May 18, 2020
Monday, June 22, 2020

BOARD OF TRUSTEE COMMITTEE MEETINGS

Finance & Faculties Committee: (meetings are held at 6:00 PM)

Monday, August 12, 2019 (joint with Personnel)
Monday, September 9, 2019
Monday, October 14, 2019
Monday, November 11, 2019
Monday, January 13, 2020
Monday, February 10, 2020
Monday, March 9, 2020
Monday, April 6, 2020
Monday, May 4, 2020
Monday, June 8, 2020

By-Laws & Policy Committee: (meetings are held at 5:30 PM)

Thursday, November 7, 2019
Thursday, February 6, 2020
Thursday, April 2, 2020

Personnel Committee: (meetings are held at 5:30 PM)

Monday, August 12, 2019 (joint with Finance at 6:00)
Wednesday, October 16, 2019
Wednesday, January 15, 2020
Wednesday, March 18, 2020
Wednesday, May 6, 2020

*These meetings are open to the public and will be held at
Sylvan Heights Science Charter School, 915 South 13th Street, Harrisburg, PA 17104*

The mission of the Sylvan Heights Science Charter School is to enhance children's lives through educational experiences that are grounded in a comprehensive, science-driven interdisciplinary program highlighting discovery and creativity.

**Sylvan Heights Science Charter School
Resolution in Response to the COVID-19 Pandemic
April 6, 2020**

Motion to authorize the following in response to the Governor-ordered closure of public schools, beginning March 16, 2020, due to the COVID-19 pandemic:

1. The Board of School Directors of the Sylvan Heights Science Charter School, as allowed by Policy 000, shall temporarily suspend its provision requiring a second reading of a policy prior to adoption, and therefore, shall adopt Policy 006.1, *Attendance at Meetings via Electronic Communications*.
2. The Board of School Directors of the Sylvan Heights Science Charter School, as allowed by Policy 000, shall temporarily suspend the guidelines set forth in Policy 006.1, *Meetings*, specifically, the section requiring that a majority of the members of the Board be physically present at a Board Meeting.
3. In an abundance of caution, and to ensure the health and safety of all Board Members, the vote to suspend the requirement that a majority of the Board Members be physically present at a Board Meeting is, in fact, being conducted without a quorum present in the Board Room; those Board Members not present in the Board Room are participating remotely. The Board President is present in the Board Room along with the Principal/Chief Academic Officer.
4. In temporarily suspending, and expanding, the number of Board Members who can remotely participate to conduct the business of a Board Meeting, the Board directed the Administration to establish procedures to ensure the meetings will be conducted in compliance with the Sunshine Act. Due to the Governor's March 30, 2020 revised Stay-At-Home Order to Dauphin County, public observation of the April 6, 2020 Board Meeting will be via a virtual livestream only. Public comment was gathered prior to the meeting by email submission and may also be submitted via the livestream and/or phone call. Notice to the public included direction as to how the public can observe and comment both prior to the meeting and via the virtual livestream;
5. In the event that a regularly scheduled meeting of the Board of School Directors of the Sylvan Heights Science Charter School is cancelled during the COVID-19 pandemic, the Principal/Chief Academic Officer is authorized to:
 - a. Proceed with payment of bills properly due under contracts or policies, or properly due by reason of other actions or transactions approved by the Board;
 - b. Implement the personnel transactions listed on the agenda for the cancelled meeting, including employment, resignation, retirement and changes of status; and

6. The Sylvan Heights Science Charter School Principal/Chief Academic Officer is authorized to designate essential staff members to work during the aforementioned school closure to ensure continuing Sylvan Heights Science Charter School operations, subject to the following conditions:
 - a. CDC recommended precautions shall be taken to protect the health and safety of essential staff members working in school facilities to limit potential COVID-19 exposure;
 - b. Working from home should be considered when practicable to reduce the need for essential staff members in “at risk” medical categories to leave their homes;
 - c. Essential staff members shall be paid in accordance with all applicable laws, collective bargaining agreements or other binding contractual commitments.
7. The Sylvan Heights Science Charter School Principal/Chief Academic Officer is authorized, after consultation with the Board President, to take necessary and appropriate actions to ensure continuity of School operations, subject to final ratification by the Sylvan Heights Science Charter School Board at its next public meeting. Any such actions shall be reported to the Sylvan Heights Science Charter School Board promptly, and not considered to be final and binding until approval is obtained at a public meeting in compliance with the Sunshine Act.
8. Nothing in this motion is intended to conflict with any binding emergency declaration provision or Stay-At-Home Order made by the Governor of the Commonwealth of Pennsylvania, Senate Bill 751, or the President of the United States concerning the COVID-19 pandemic.