

Agenda

SHSCS BOARD OF TRUSTEES

April 19, 2021 Meeting

April 19, 2021

5:30 PM-6:30 PM

Sylvan Heights Science Charter School

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Please rise for a moment of silence followed by the Pledge of Allegiance.

Can we have Roll Call:

II. ATTENDANCE

| Board of Trustees | Present | Absent | Late |
|---|---------|--------|------|
| Ed Jaroch, President | | | |
| Margaret Burton Conners, Vice President | | | |
| Merita Marek, Secretary | | | |
| Andre Johnston, Treasurer (non-voting) | | | |
| Lyndsay Bryce | | | |
| Amechie Walker | | | |
| Debra Simpson-Buchanan | | | |
| Nicole Marshall | | | |
| Erica Monroe | | | |
| Laura Kurtz, former president | | | |
| | | | |
| | | | |
| Susan Roth, Principal/CAO (non-voting) | | | |
| Lori Lauver, Teacher (non-voting) | | | |
| Jess Nordai, Teacher (non-voting) | | | |

III. 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:

Second:

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.

Discussion:
Vote:
Result:

IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

Joint Finance and Personnel Committee Meeting: Held April 12, 2021

Attendees:

- Voting Board Members: Ed Jaroch, Margaret Burton Connors, Debra Simpson-Buchanan and Laura Kurtz
- Non-Voting Board Members: Andre Johnson
- Staff: Susan Roth, Lori Lauver, Jess Nordai and Melena Overdorf

Agenda:

- Facilities:
 - Trina Gribble, AIA, LEED AP of McKissick Associates Architects is in the process of assisting us with performing a cost analysis. The results will help us to determine budgeting requirements as they pertain to repairing our current building, or moving to a new facility (either purchasing or leasing space). Therefore, other than necessary repairs, all building upgrades are placed on hold until the results of the analysis have been determined.
- Finances:
 - PowerSchool Student Information System Renewal: hosted subscriptions, certification and special programs: Total Renewal- \$8,275.00
 - Frontline Education:
 - Professional Learning Management System- Data base to track professional development

- Employee Management- to replace i-Observation that we currently have. Will tie professional development to the evaluation process
 - Frontline Implementation fee: \$6,8000
- Personnel: Proposed staffing changes:
 - To hire Latoya Carter as a Support Teacher for the remainder of the 2020-2021 school year.
 - 2021-2022 projected changes: Move several classroom teachers into supporting teacher roles to assist with reading, math and writing. Newly created positions to be covered in-full or in-part by anticipated grant funding.
- Proposed 2021-2022 school budget is in the process of being developed.

B. PRINCIPAL:

Emergency Instructional Time Template:

- Effective April 22, 2021, all students have the option to attend M/T/Th/F in-person with Wednesday being a virtual instruction day, or to attend 100% virtual for the remainder of the school year.
- Students participating via in-person instruction will be excused from attending in-person if they are sick or quarantining due to a possible or confirmed COVID-19 exposure.
- School attendance is mandatory.

2021-2022 School Calendar:

- Sylvan Heights is currently planning to return to fulltime in-person learning unless otherwise mandated by PDE.
- The calendar does account for snow days- however, the school does also intend to apply for 5 Flexible Instructional Days (FIDs) to be used in place of snow days.
- Once approved, next year's school calendar will be posted on our school's website and will be distributed.

Upcoming Events:

- Virtual Parent and Guardian Night: Thursday, April 22nd.
- Parent and Guardian Survey: We want your feedback, suggestions and ideas.
- School Dentist: April 22nd. All students are eligible for a free dental exam.

PSSA Testing:

- Testing for Grades 3 and 4 begins April 26th for students attending in-person.
- Alternate arrangements are being made to accommodate students attending online. Testing may be extended to September 30, 2021 if absolutely necessary.

Sylvan Heights' Safe Schools Committee Meeting:

- Reviewed the Revised Phase Reopening Safety Plan. Verified room adjustment from 6 feet of physical distancing to 3 feet meets the revised PDE guidelines that went into effect April 5th.
- Created a safety plan for keeping students physically distanced during PSSA testing and dentist's visit.
- No other changes recommended changes at this time.

STEM Updates:

- Integrating Computer Science into classroom instruction
- PA Smart Grant
 - Birdbrain Technologies: Finch Robots 2.0 with micro: bit; Hummingbird Bit Classroom Bundle with micro: bits: \$7,230.00
 - Birdbrain Technologies: Professional Development Online Workshops: \$2,400.
 - CAIU: Instructional Technology Professional Development Training, June 2021: \$2,550.00.

2020-2021 Sylvan Heights Science Charter School-wide Handbook & Student Code of Conduct Final Revision:

- Homeless students are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and including the sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
 - The school can assist by providing school uniforms, coats, school supplies, backpacks, etc.
 - The school counselor can also assist with connecting the family to other outside agencies and resources.
- Special Education : Discipline of Students with Disabilities Policy 113.1

C. BY-LAWS AND POLICIES:

No Meeting Held

Report on follow-up information received from Bent Creek Services:

- Per Bent Creek, our will receive access to a comprehensive set of policy guides deemed essential to the governance and operation of a charter school. The policies will be accessed through a web-based policy system, which will be set up specifically for your school to provide you with the ability to access and edit policies, and link a public version of the final adopted policy manual to your local website. All policies will contain links to relevant legal citations and cross-references to related policies
- Pricing: The one-time cost for a comprehensive set of essential policies serving as the foundation for the Charter School Policy Manual, is \$15,000, payable as follows:
 - \$5,000 upon return of executed copy of the contract;
 - \$5,000 pursuant to an invoice issued the fiscal year following contract;

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- \$5,000 pursuant to an invoice issued the fiscal year following the second invoice.

Next meeting: June 17, 2021- Anticipated meeting agenda: Review current Board of Trustee By-Laws.

D. Family Advisory Committee:

The FAC was placed on temporary hold due to COVID-19.

E. PERSONNEL:

Meeting held jointly with the Finance Committee- see above.

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

- Approve the minutes from the March 22, 2021 Board of Trustees Meeting

2. FISCAL ITEMS:

- Approval of check numbers 1881; 1904-1939; 1941; 1943-1945 and the listed ACH transactions for the month of March 2021.
- Approval of the following technologies and professional development opportunities as funded via the PA Smart Grant:
 - Birdbrain Technologies: Finch Robots 2.0 with micro: bit; Hummingbird Bit Classroom Bundle with micro: bits: \$7,230.00
 - Birdbrain Technologies: Professional Development Online Workshops: \$2,400.
 - CAIU: Instructional Technology Professional Development Training, June 2021: \$2,550.00.

3. PERSONNEL:

Approve the hiring of Latoya Carter, Full-time Support Teacher, for a salary of \$42,000 (prorated), effective April 21, 2020.

4. AGREEMENTS/CONTRACTS/POLICIES

- To approve the Emergency Instructional Template allowing all students to return to in-person learning on M/T/Th/Friday with Wednesday being a virtual instructional day, or to allow students to attend 100% virtual until the end of the 2020-2021 school year.
- To approval of the proposed 2021-2022 school calendar
- To approval of the contract for professional services with Bent Creek Services LLC, Option 1: The Charter School Policy Manual in the amount of \$15,000, payable over a period of three years of \$5,000.00 installments.
- To approve the implementation of Frontline Education in the amount of \$6,800.00.
- To approve the PowerSchool agreement to renew services for 1 year in the amount of \$8,275.10.
- To approve the first reading of the following policies.
 - Policy 113.1: Discipline of Students with Disabilities
- To approve the second reading of the following policies:
 - Policy 117 Homebound Instruction
 - Policy 203.1HIV Instruction
 - Policy 210 Medications
 - Policy 201.1 Possession and Administration of Asthma Inhalers/Epinephrine Auto-Injectors
 - Policy 221 Dress and Grooming
 - Policy 233 Suspension and Expulsion
- To approve the final reading of the *2020-2021 Sylvan Heights Science Charter School-wide Handbook & Student Code of Conduct*

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

Motion:

Second:

Discussion:

Vote:

Result:

B. OLD BUSINESS:

C. NEW BUSINESS

VIII. ADJOURNMENT

BOARD OF TRUSTEE MEETINGS

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

Monday, July 20, 2020
Monday, August 17, 2020
Monday, September 21, 2020
Monday, October 19, 2020
Monday, November 16, 2020
Monday, December 21, 2020
Monday, January 25, 2021
Monday, February 22, 2021
Monday, March 22, 2021
Monday, April 19, 2021
Monday, May, 17, 2021
Monday, June 21, 2021

BOARD OF TRUSTEE COMMITTEE MEETINGS

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

Monday, September 14, 2020
Monday, November 9, 2020
Monday, January 11, 2021
Monday, February 7, 2021
Monday, April 12, 2021
Monday, June 7, 2021

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

Thursday, July 9, 2020 (joint with Personnel Committee)
Thursday, August 6, 2020
Thursday, January 14, 2021 (canceled)
Thursday, February 18, 2021 (rescheduled from January)
Thursday, June 17, 2021

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

Thursday, July 9, 2020 (joint with By-Laws & Policy Committee)
Wednesday, October 7, 2020
Wednesday, March 10, 2021(canceled)
Monday, April 12, 2021 (joint with Finance and Facilities Committee).

Meetings are held at Sylvan Heights Science Charter School, 915 South 13th Street, Harrisburg, PA 17104 except when the school building is closed due to mandated school closures related to COVID-19. During school closures, attendance at meetings will take place via Electronic Communication. All meetings, whether in-person or via electronic communication, are open to the public. Those wishing to attend electronic communication meetings may email the school at publiccomment@shscs.org, phone the school directly at 717-232-9220 or mail their request to Sylvan Heights Science Charter School, 915 S. 13th Street, Harrisburg, Pa 17104 for access to the meeting. Please reference Board Policy 006.1, Attendance at Meetings via Electronic Communications or our school's website at www.shscs.org for more information.

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