

Agenda

SHSCS BOARD OF TRUSTEES

July 26, 2021 Meeting

July 26, 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			
Chad Hotsko			
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:
Discussion:
Vote:
Result:

IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

No meeting held

B. PRINCIPAL:

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.

- 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. Mask wearing is recommended but not required for all students and staff who remain unvaccinated. Sylvan Heights will require visitors to wear a face mask while in the school building due to the difficulties of contact tracing.
- Students will remain in their grade-leveled classroom pods. The school will continue to encourage social distancing within the classroom and throughout the school building.
- 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.

Overview of proposed technology related recommendations, renewals and proposals

After school programming- transportation of students from school to home

Personnel:

- To hire Dominique Buterbaugh for the 2021-2022 school year, in the amount of \$46,000 exempt classification with a bachelor's degree plus experience.
- Frontline Educational Solutions recommendations: Human Resources/hiring
 - Absence management- online/mobile solution for all employee absences and substitute management
 - Recruiting and hiring- application tracking system
 - Central- New hire onboarding, employee forms etc.
- Frontline Educational Solutions recommendations for employee evaluation and professional development:
 - Employee Evaluation Management with Danielson Framework
 - Framework for Teaching Annual Subscription
 - Professional Learning Management and tracking system
- Part-time Federal Grant Document Clerk job description:
 - Responsible for clerical operations related to federal grant documents. Locate and remove material from files, including scanning, faxing, keyboarding. Must be able to use Microsoft Office suite and scanner hardware/software and Google Documents

- Part-time Breakfast Food Server revised job description:
 - Approximate hours needed 7AM to 10AM
 - Assists in meal preparation, serving of meals, cleaning of all food service areas, and the handing of food and supplies
- Part-time Building Aide job description:
 - Helps establish and maintain a safe atmosphere in the cafeteria, hallways, classrooms and/or playground areas
- Pupil Services Secretary job description:
 - Assists the Pupil Services Coordinator with collecting and maintaining student attendance information; meeting district, state and federal requirements relating to attendance processes including parent notification; preparing and distributing attendance reports and materials.

C. BY-LAWS AND POLICIES:

No meeting held
 Next meeting August 5, 2021 at 5:30

D. Family Advisory Committee:

No meeting held

E. PERSONNEL:

No meeting held
 Next meeting August 11, 2021

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 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 8th Generation; and 30 Logitech Rugged Combo 3 Case with Integrated Smart Connector Keyboard for 10.2-inch iPad (7th and 8th 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 Height's 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.
- Approval 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 full-time Pupil Services 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.

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

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.

BOARD OF TRUSTEE MEETINGS

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

Monday, July 26, 2021
Monday, August 23, 2021
Monday, September 20, 2021
Monday, October 18, 2021
Monday, November 15, 2021
Monday, December 20, 2021
Monday, January 24, 2022
Monday, February 21, 2022
Monday, March 28, 2022
Monday, April 25, 2022
Monday, May, 23, 2022
Monday, June 27, 2021

BOARD OF TRUSTEE COMMITTEE MEETINGS

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

Monday, September 13, 2021
Monday, November 8, 2021
Monday, January 10, 2022
Monday, March 14, 2022
Monday, May 16, 2022

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

Thursday, August 5, 2021
Thursday, October 7, 2021
Thursday, February 3, 2022
Thursday, April 7, 2022

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

Wednesday, August 11, 2021
Wednesday, November 10, 2021
Wednesday, February 9, 2022
Wednesday, May 11, 2022

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

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.

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.