

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, March 22, 2021

Call to Order

The meeting was called to order by Margaret Burton Conners 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 attending virtually):

Margaret Burton Conners, Merita Merick, Andre Johnston, Lindsay Bryce, Debra Simpson-Buchanan, and Nicole Marshall were present. Ed Jaroch, Amechie Walker, Dr. Laura Kurtz, and Erica Monroe were absent. Staff present included Susan Roth (Principal/ CAO), Lori Lauver, Jessica Nordai, and Melena Overdorf. Dr. Leigh Dalton and Taylor Baublitz were present from Stock and Leader.

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: Merita Marek

Second: Debra Simpson-Buchanan

Discussion: There being none, the meeting continued.

Vote: 6 – 0

Result: Motion carried.

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
 - There was no meeting held since the previous Board meeting.
 - We are awaiting additional information from PA Department of Education to inform the budgeting process.

- Principal
 - Updates/revisions due to COVID-19:
 - Sylvan Heights Science Charter School would like to extend a special thank you to the CAIU for their assistance in providing our staff with the opportunity to receive the Johnson and Johnson COVID vaccine. All personnel who wished to participate received their vaccine as of March 20, 2021. We moved to an online instructional model during the time that the staff were vaccinated with no interruption of instructional time.
 - As of Friday, February 19th, Dauphin County reported a weekly average of 6.6 % positivity, and 7.8% positivity for the previous 7 days. The incident rate per 100,000 residents is 89.9. If Dauphin County COVID cases remain on this trajectory for 1 more week, Dauphin County will be considered in the moderate rate of transmission. While the local area positivity rates are dropping, Pennsylvania’s rates have increased slightly.
 - As of March 19, 2021: In elementary schools, CDC recommends all students remain at least 3 feet apart in classrooms where mask use is universal — regardless of whether community transmission is low, moderate, substantial, or high.

 - Current recommendation to revise the current Phased Reopening Plan to reduce the number of physical distancing space required, provided the Pennsylvania Department of Education and Pennsylvania Department of Health approve the CDC’s current recommendation to reduce physical distancing requirements from 6 feet 3 feet. Revisions will take effect no sooner than April 12, 2021.
 - All classrooms will adjust seating to allow for 3 feet of physical distancing
 - There will be no change to the wearing of masks or the use of plexi-glass or other physical barriers.
 - All parents will be notified of any changes at least 2 weeks in advance.
 - Parents may choose to have their child participate in the online learning option until the end of the 2020-2021 school year.
 - Although community transmission rates are falling, we are still in the moderate level and the Blended Learning Model is recommended by PA Department of Education.

 - Pending Grants: ESSER II and ESSER III
 - Elementary and Secondary School Emergency School Relief Fund (ESSER II) total allocation of \$640,990.00 over the next 2 school years (ending September 2023).
 - ESSER III funding allocations and requirements are waiting official release.
 - Administrative staff attended an informational session sponsored by the Pennsylvania Association of School Business Officials on March 18, 2021 on the Allowable Uses for ESSER III Funds

- Quarterly Family Engagement Meeting- scheduled to be held on April 8, 2021.
- Marking Period 3 ends on March 30th. Report Cards are slated to be mailed during the week of April 6th.
- Medications at School (Policy 210)
 - Medication shall be stored in a locked cabinet designated for storage of medication.
 - This policy will support the Student Handbook.
 - Parents/guardians to complete and sign the prescription medication form
 - The written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.
 - Prescribed medication, including inhalers, must be provided in a container appropriately labeled by the pharmacy or health care provider.
- Possession and Administration of Asthma Inhalers/Epinephrine Auto-Injectors (Policy 201.1)
 - Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the following is required:
 1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner, or physician assistant, including the school is not responsible for ensuring the medication is taken and relieving the School and its employees of responsibility for the benefits or consequences of the prescribed medication.
 2. A written statement from the licensed physician, certified registered nurse practitioner, or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.
- Dress and Grooming (Policy 221): Light pink and pale yellow are being added to choice of collared shirt colors.
- **By Laws and Policies Committee**
 - It was reported that no meeting was held and the meeting continued.
- **Family Advisory Committee**
 - It was reported that no meeting was held and that we expect to restart the Committee in the future (as per COVID-19 Health and Safety Protocols).

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

- **President**
 - In addition to updates provided during the Principal’s report, Mr. Jaroch had the opportunity to observe active instruction and teachers’ efforts to engage students during their lessons.

BOARD ACTION ITEMS

A. CONSENT CALENDAR

1. APPROVAL OF BOARD MINUTES

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

2. FISCAL ITEMS:

- Approval of check numbers 1896- 1924 and the listed ACH transactions for the month of February 2021.

3. PERSONNEL:

- None

4. AGREEMENTS/CONTRACTS/POLICIES

- The School will revised the current Phased Reopening Plan to reduce the number of physical distancing space required, provided the Pennsylvania Department of Education and Pennsylvania Department of Health approve the CDC’s current recommendation to reduce physical distancing requirements from 6 feet 3 feet.
- To approve the first 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 second reading of the following policies:
 - Policy 105.1 Curriculum Review by Parents and Students
 - Policy 105.2 Exemption from Instruction
 - Policy 138 Language Instruction Education Program for English Learners
 - Policy 626.1 Travel Reimbursement- Federal Programs

Approval of Consent Calendar

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

Motion: Marita Marek

Second: Nicole Marshall

Discussion: There being none, the meeting continued.

Vote: 6 – 0

Result: Motion passed

Old Business:

- Act 55 Board Training is required and must occur within the Board member's first year of office. Board members with questions should reach out to Mrs. Roth. There are two trainings to choose from (March 23 or May 7).

New Business: There being none, the meeting continued.

Mrs. Roth provided clarification regarding budgeted expenditures .

Adjournment: Nicole Marshall made the motion to adjourn the meeting; Merita Marek seconded the motion.

The meeting was adjourned at 6:03 pm.