

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, May 17, 2021

**Call to Order**

The meeting was called to order by Margaret Burton Conners at 5:30 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, Lindsay Bryce, Debra Simpson-Buchanan, Nicole Marshall, Erica Monroe, and Dr. Laura Kurtz were present. Ed Jaroch, Amechie Walker, were absent. Non-voting member Andre Johnson arrived to the meeting just after roll call. Staff present included Susan Roth (Principal/ CAO), Lori Lauver, Jessica Nordai, and Melena Overdorf. Taylor Baublitz was 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: Ms. Merita Marek

Second: Ms. Erica Monroe

Discussion: There being none, the meeting continued.

Vote: 7-0

Result: Motion carried.

**Recognition of Guests and Scheduled Speakers:** Mr. Chad Hotsko was introduced to the Board of Trustees as a potential candidate for membership to the Board of Trustees. Mr. Hotsko has previously served on the Board of Trustees for multiple terms. He had been out of the area for a period of time and is interested Sylvan Heights in the capacity of a Board of Trustees member. It was noted that Mr. Hotsko's experience included on his resume would provide support to the Board in the area of finance.

Mr. Andre Johnson was recognized for his continued service to the Board of Trustees.

**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
  - Next meeting is scheduled for June 7, 2021. Anticipated agenda- review budget for the 2021-2022 school year.
  - Updated funding guidance has necessitated revisions to the preliminary budget created in January.
  
- Principal
  - Health and Safety Plan:
    - PDE recommends school entities continue to follow their current mitigation strategies through the end of the school year. Remaining consistent in approach will help to ensure the safety and well-being of school communities while minimizing disruptions that may result from significant revisions to existing plans and systems. Therefore, Sylvan Heights Health and Safety Plan will remain in effect unchanged and individuals will continue to be required wear a mask until the end of the 2020-2021 school year.
  
  - PSSA and End of Year Benchmark Testing:
    - All make-up PSSA testing is scheduled to be completed this week
    - Teachers have begun to administer the end of year Acadience reading and math benchmark testing. Parents will receive a report at end of the school year with information regarding their child's progress in reading and math based on benchmark testing.
    - PSSA testing booklets will be submitted within the next week. We have been advised that the school should receive scores by Fall 2021.
    - Fourth grade students have reported feeling unprepared for the tests as a result of the mandatory school closures and remote instruction resulting from the COVID-19 health and safety emergency.
  
  - End of school year i-Pad collection:
    - June 3<sup>rd</sup>, 2021- i-Pad collection for all in-person students
    - June 4<sup>th</sup>, 2021- i-Pad collection for all online students
    - June 4<sup>th</sup>, 2021- Last day for teachers and students.
  
  - Agreement for School-Age Special Education Services:
    - Identified need for social work services due to the impacts COVID-19.
      - Contract proposal pricing needs to be adjusted to reflect revisions to the number of days allotted to social work services. This should bring the total contract amount to \$240,000; the contract will be updated to reflect this change. Contracting services with an agency is recommended as there are insufficient hours to justify the hiring of additional staff.
      - Students are reporting that they are struggling with interpersonal interactions; this has been identified by staff as a specific area of need. We

- need to provide additional social and emotional skills within our student body.
- Parents are also asking for assistance as many families have experienced great loss during this time. We have been referring families to other community organizations and agencies, it would be helpful to have someone onsite that could be directly accessed. Staff is also feeling overwhelmed with what we are currently able to provide.
  - Funding for social work services will be completely covered by ESSER funding and will not come out of the General Fund.
  - The level of need for the social work services should decrease throughout the funding period (beginning SY 2021 – 2022 and ending September 30, 2024. Anticipate that social work services needed may be 1 day per week after September 30, 2024.
- Sylvan Heights will continue to contract with the CAIU for Speech/Language, Occupational Therapy, School Psychology and student services. (these services are not going to be increased. It is more efficient to contract with an outside provider for these services as we do not have sufficient need to hire additional staff for service delivery.
  - In addition to these services, there are students receiving additional levels of service outside of our school building due to the nature of their individual educational needs. These services are provided by an outside agency due to the nature of the individual child’s needs that cannot be met within our school.
- Dental Service
    - Big Smiles Pennsylvania, PC provided dental services to our students on site at our school location on April 22<sup>nd</sup> and April 30<sup>th</sup>. Almost 40 students were provided free dental care. Over 20 students were served on the first day – teeth cleaning, extractions, repair work.
    - Big Smiles comes twice per year to offer this type of service.
    - Steelton/Colonial Park Family Dentistry has agreed to provide emergency consultative services throughout the school year while school is in session.
- Federal Monitoring of Title I, Title II, Title IV and ESSER I: Scheduled for Wednesday, May 19, 2021
    - Title I – pays for salaries of Reading Specialist, School Counselor, Math Resource Teacher
    - Title II – tuition reimbursement
    - Title IV – STEM focused
    - ESSER I – we have spent some of this funding already (COVID-19 mitigation and social work for partial SY 2021 – 2022).
    - This is the first time for online monitoring and is a learning process.
- Summer Office Hours
    - Monday – Thursday from 9 am – 2 pm; additional hours by appointment only

- Office hours will ensure that someone will be available to answer general questions from parents, public. Can make appointments with individuals who need a time outside of standard office hours.
- Begins the week of June 7<sup>th</sup> through August 9<sup>th</sup>
- **Summer 2021 Extended School Year (ESY)**
  - Primarily addressing needs of students receiving Special Education and English Language Learning services
  - Sylvan Heights will contract with Boyo Transportation for the following dates for this program:
    - June 7 – 10
    - June 14 – 17
    - June 21 – 24
  - Summer camp program options will be offered to all Sylvan Heights students beginning next summer (June 2022)
  - Parental input has been solicited via the Parent Engagement Survey (2020 – 2021); the results will be presented and discussed at the Family Advisory Committee Meeting tomorrow evening (May 18, 2021) at 6 PM. Additional input from this meeting will help to inform the planning of the programs.
- **End of School Year Summary of Accomplishments**
  - The school year has been successful despite starting the year online, then a short time hybrid, back to remote learning, finally returning to hybrid 2 days per week, then 4 days per week. Students were able to adjust to the schedule and demonstrated resilience.
  - Mrs. Roth thanked everyone who helped make the school year as successful as possible. Mrs. Burton-Conners congratulated Mrs. Roth and the staff for their work during the difficult year.
- **Big Smiles dental clinics – services provided were at no cost to the school’s families or to the school. The school nurse was involved in scheduling the dental screenings and was impressed with their interactions and treatment of our students.**
- **By Laws and Policies Committee**
  - It was reported that the next meeting is scheduled for June 17, 2021. The purpose of the meeting will be to review current Board of Trustee By-Laws.
- **Family Advisory Committee**
  - The next meeting is scheduled for Tuesday, May 18, 2021 at 6:00 pm and will be held virtually. The meeting has been promoted to our families and we look forward to the

- **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 report, the meeting continued .

## **BOARD ACTION ITEMS**

### **A. CONSENT CALENDAR**

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

- Approve the minutes from the April 19, 2021 Board of Trustees Meeting

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

- Approval of check numbers 1955- 1980 and the listed ACH transactions for the month of April 2021.
  - Approval of the Agreement for School-Age Special Education Services via the CAIU in the amount of \$240,459.00.

#### **3. PERSONNEL:**

- No items for approval

#### **4. AGREEMENTS/CONTRACTS/POLICIES**

- To approve the renewed Memorandum of Understanding with Big Smile Dentist to provide onsite dental services at least 1 time per school year.
- To approve the Memorandum of Understanding of Steelton/Colonial Park Family Dentistry to provide emergency consultative services on the days in which school is in session.
- To approve the first reading of Policy 800: Records Management
- To approve the second reading of the following policy:
- Policy 113.1: Discipline of Students with Disabilities.

### **Approval of Consent Calendar**

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

Motion: Dr. Laura Kurtz

Second: Ms. Nicole Marshall

Discussion: Under Records Management Policy, it states that the Records Coordinator will be appointed by the Board and the individual has rather extensive responsibilities.

The school will need to hire someone to fill this position as there are extensive recordkeeping responsibilities tied to our grants. It is our intent to cover the expense of this position with grant funding. The successful candidate would not necessarily need to hold a degree, but must have experience with the software products (i.e. Google Docs and other associated programs) and a high degree of accuracy due to the volume and nature of paperwork associated with the grant projects.

Vote: 7-0

Result: Motion passed

**Old Business:**

- The Board of Trustees had previously discussed the possibility of the school offering a Spanish Camp/ enrichment programs. This topic has been added to the Family Engagement Survey; survey results will be discussed at the Family Engagement Meeting scheduled for tomorrow evening (May 18, 2021).

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

**Adjournment**

The meeting was adjourned at 6:09 pm.