

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, October 18, 2021

Call to Order

The meeting was called to order by Ed Jaroch 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.

Dr Leigh Dalton stated that board members are on a term of 3 years so there is no reorganization of the Board needed.

Attendance (all members were in-person unless otherwise indicated):

Ed Jaroch, Margaret Burton Connors, Merita Marek, Lyndsay Bryce (virtual), Erica Monroe, Debra Simpson-Buchanan (virtual) and Nicole Marshall were present. Chad Hotsko, Amechie Walker were absent. Staff present included Susan Roth (Principal/ CAO), Jessica Nordai, Melena Overdorf, Marty Stevens, Alfreda Woodyard. Dr. Leigh Dalton 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 posted to the school website and has been submitted for Board approval.

May I have a motion to approve the agenda?

Motion: Mrs. Merita Marek

Second: Ms. Nicole Marshall

Discussion: There being none, the meeting continued.

Vote: 6-0

Result: The motion passed.

Recognition of Guests and Scheduled Speakers: There being no guests or scheduled speakers, the meeting continued.

Comment Period

A. Public:

- Hasina McEwan (parent and Family Advisory Committee member) was present and stated from her point of view that the teachers and students are doing well during this time.

Reports

Finance and Facilities Committee

It was reported that no meeting was held. The next meeting is scheduled to be held on November 8, 2021.

Principal's Report

- COVID-19 updates
 - On Friday, October 8th, in response to receiving confirmation of another confirmed COVID-19 positive case, it was determined that the school should move towards online instruction for 10 consecutive days to maintain the safety of students and staff. The School gave parents the option to pick up their students starting at 1:00 pm. Students were sent home with their i-Pads, and other arrangements were made for students who were absent that day. Online learning began on October 12th and will continue through October 20th. In-person learning will resume on Thursday, October 21st.
 - The Professional Development scheduled for October 11, 2021 was held virtually and addressed the following topics: 95% Group Phonics Reading Curriculum, Imagine Learning, DreamBox, Safety and Security procedures, and the SAVVAS math curriculum.
 - Recommended revisions to the School's ARP ESSER Health & Safety Plan:
 - Update the current mask mandate to include disciplinary action of staff who do not follow the Department of Health's August 31, 2021 order.
 - Install and keep supplied a mask supply station inside the 13th Street vestibule for access to all individuals entering the school building.
 - Install and keep a mask supply station inside the playground entrance for all students returning from recess.
 - ARP ECY Homeless Grant
 - Sylvan Heights Science Charter School was awarded \$5,285 to assist students who have been identified as homeless. The School will use the funds to provide clothing, shoes, undergarments, school supplies, backpacks, toiletries, personal hygiene, and laundry detergent. The School will also utilize the funds to create bilingual flyers/mailers to assist with the identification of children experiencing homelessness. The performance period of this grant extends from July 1, 2021 to September 30, 2024.
 - It was also stressed that homelessness is not connected to Children and Youth Services (CYS).
 - Mrs. Roth explained that the state used data from 3 years ago based on how many homeless students were enrolled at our school at that time. Mrs. Roth also reported that this funding is associated with the ARP ESSER funds resulting from COVID-19 mitigation efforts.
 - Follow up question regarding COVID-19 cases
 - Mrs. Burton-Conners asked how many cases of COVID- 19 we had at the school this year. Mrs. Roth stated that they have 15-20 cases schoolwide to date this school year.

By Laws and Policies Committee

- It was reported that there was no meeting held. The committee has proposed to schedule an additional meeting on Thursday, November 11, 2021 at 5:30 pm. The change in the date is due to new policies that are needed.
- Mr. Ed Jaroch approved the 3rd party contract and the contract was executed.

Family Advisory Committee

- It was reported that there is a meeting scheduled for Tuesday, September 28, 2021 at 5:30pm.
- It was reported that they had the election of officers on this date.
- The election of officers was as follows:
 - Treasury: Felicia Groomes
 - Secretary: Andrea Taylor
 - Vice President: Hasina McEwan
 - President: Charles Finley
- It was reported that the Family Advisory Committee (FAC) would like to purchase sweatsuits with the Sylvan Heights Science Charter School name in the school colors as a fundraiser. The committee proposes to have both adult and children sizes available for pre-order. Sizes and pricing will be determined and publicized to the school community.
- The Family Advisory Committee (FAC) would like to create an email address; the committee will be working with Mrs. Roth to secure email addresses for the committee officers within the school's domain.
- It was discussed that the FAC will recognize Red Ribbon Week in October.
- It was discussed to have guest speakers address career opportunities with Sylvan Heights students via Google Meet after school a few minutes once a month. Several Board members volunteered to speak with the students virtually as part of this program. There may be incentives for students who participate in the career awareness programs.
- The Family Advisory Committee recognizes the need to have more parent engagement and will be reaching out to families via email to promote ways they can be involved. There were 8-12 participants at the most recent Family Advisory Committee meeting (FAC). The FAC will forward meeting agendas and minutes to the Principal/ CAO to be posted to the school's website.

Personnel Committee

- The meeting was held on Wednesday, September 29th at 5:30pm.
- Attendees: Ed Jaroch, Margaret Burton Conners, Laura Kurtz and Susan Roth
- Topics discussed at the Personnel Committee meeting included the renewal of Mrs. Roth's contract and staff appreciation notes/ gift cards.

- It was suggested that an Executive Session be held prior to the November Board of Trustees meeting for the purpose of discussing Mrs. Roth’s contract renewal.

President

- Mr. Jaroch stated the billboard was removed within the past two weeks and noted there was no money involved in removal of the billboard.
- Mrs. Roth said they will have the company that removed the structure return to add additional material to fill in the hole left by the post as it has begun to settle.

BOARD ACTION ITEMS

A. CONSENT CALENDAR

1. APPROVAL OF BOARD MINUTES

- Approve the minutes from the September 20, 2021 Board of Trustees Meeting

2. FISCAL ITEMS:

- Approval of check numbers 2111-2149 and the listed ACH transactions for the month of September 2021.

3. PERSONNEL

- To accept the resignation of Riley Keefer, Grade 3 Teacher, effective October 22, 2021.

AGREEMENTS/CONTRACTS/POLICIES

- To approve the billboard demolition agreement between Sylvan Heights Science Charter School and Smucker’s Mechanical LLC in the amount of zero “0” dollars
- To approve the School Calendar make-up day of November 24th to reflect an early dismissal of 12:30pm
- To provide Lori Lauver, Federal Programs Coordinator permission to update the School’s information with government entities (i.e. System for Award Management (SAM) and eGrants) for the purposes of maintaining compliance
- To approve the recommend updates to the ARP ESSER Health & Safety Plan

Approval of Consent Calendar

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

Motion: Mrs. Margaret Burton Conners

Second: Mrs. Merita Merek

Discussion

- Mrs. Roth explained the mask mandate; progressive disciplinary action will occur if staff do not use their masks. Dr. Leigh Dalton explained what progressive action will be taken against staff members who do not wear a mask. Mrs. Roth also stated we use over 100 masks daily (students and visiting adults). It was also discussed that we have child, adult and washable masks available.
- Mrs. Burton Conners stated that even vaccinated staff and students can still spread the virus.

Vote:6-0

Result: Motion passed

Old Business

There being no old business, the meeting continued.

New Business

- Thanksgiving Staff Appreciation Gift Cards: propose to empower Mrs. Roth to purchase a gift card from Giant Foods for each staff member (not to exceed 35) in the amount of \$50 not to exceed a total of \$1750 to be distributed prior to the Thanksgiving break. The funds for this purchase would be expended from the General Fund.

Motion: Mr. Jaroch

2nd Motion: Ms. Debra Simpson-Buchannan

Vote: 6-0

Result: motion passed

Adjournment

The meeting was adjourned at 6:30 pm.