

# **SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL**

## **Board of Trustees Meeting Minutes**

**Monday, August 15, 2016**

### **Present:**

Chad Hotsko, Torrie Winder, Samuel Giannelli, Elizabeth DuVall, Laura Kurtz, Merita Marek, and J. Michael Troutman (arriving late) were in attendance. Yolanda Haywood, Tiffani Chambers and Nancy Neusbaum were absent. Timothy Hess, Lori Lauver and Amanda Seig were also in attendance.

### **Call to Order:**

The meeting was called to order by Mr. Hotsko at 5:42 pm.

### **Approval of Agenda:**

The agenda was amended to remove approval of Bylaw revisions from the consent calendar to be presented for a roll call vote. Additionally, "Approve of Mr. Troutman, Mrs. Winder, Ms. Kurtz and Mr. Hotsko to serve as the Nominations Committee" was added to the consent calendar as item 4f. A motion was made to approve the amended agenda, by Mr. Giannelli. It was seconded by Mrs. Winder. The motion was approved 6-0.

### **Public Comment Period:**

There were no public comments, the meeting moved forward.

### **Staff Comment Period:**

There were no staff comments, the meeting moved forward.

### **Finance and Facilities Committee Report:**

Mr. Giannelli presented the Check Register as well as the engagement letters with the auditors.

### **Principal's Report:**

Mr. Hess briefly reviewed his Principal's report. Additionally, Mr. Hess highlighted upcoming projects, deadlines and current enrollment statistics.

Mrs. Lauver, STEM Coordinator, reviewed recent grant applications and partnerships.

### **By-Laws and Policies:**

Matters relating to By-Laws and policy were presented and discussed during the Principal's report. There being no additional report, the meeting moved forward.

### **Community Relations:**

There being no report, the meeting moved forward.

### **Family Advisory Committee:**

Mrs. Winder reported that Back-to-School night would be held on Thursday, August 18, 2016. The Family Advisory Committee will be assisting with this event. Additionally, the committee is currently planning upcoming fundraisers.

### **Resource and Development:**

There being no report, the meeting moved forward.

### **Personnel Committee:**

There being no report, the meeting moved forward.

### **President's Report:**

There being no report, the meeting moved forward.

### **Action items**

A motion was made by Mrs. Marek to approve the consent calendar. It was seconded by Mr. Troutman. The motion was approved 7-0.

- Approve of the board minutes of June 2016 Board Meeting.
- Approve the check register #10596 through #10662, online bank checks with Substitute Teaching Service #1021-#1022, and listed ACH transactions.
- Approve of the hiring of Dionne McKinney Anderson as an Instructional Aide.
- Approve of the resignation of Tiffani Chambers from the Board of Trustees.
- Approve of the food service contract with The Nutrition Group at Central Dauphin School District.
- Approve the \$12,000 grant agreement with The Foundation for Enhancing Committees - Whitaker Fund for Math and Science.

- Approve of the letters of engagement with Sager, Swisher and Company, LLP to prepare Sylvan Heights' 2015 federal nonprofit tax returns and to audit the financial statements for 2015-16 school year.
- Approval of Mr. Troutman, Mrs. Winder, Ms. Kurtz and Mr. Hotsko to serve as the Nominations Committee.

The approval of Bylaw revisions was presented and approved by way of roll call vote. Mr. Hotsko, Mrs. Winder, Mr. Giannelli, Mrs. DuVall, Ms. Kurtz, Mrs. Marek, and Mr. Troutman as voted in the affirmative. The motion was approved 7-0.

### **Old Business**

There being no old business, the meeting moved forward.

### **New Business**

There being no new business, the meeting moved forward.

Mrs. Hotsko adjourned the meeting at 6:33 PM.