

# SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

## Board of Trustees Meeting Minutes

Monday, August 21, 2017

### **Present:**

Torrie Winder (phone), Laura Kurtz, Elizabeth DuVall, Andre Johnston, Chad Hotsko, Merita Marek, and Nancy Neusbaum were present. Carol Chase, J. Michael Troutman, Yolanda Haywood and Shalla Miller were absent. Timothy Hess and Lori Lauver were also in attendance.

### **Call to Order:**

The meeting was called to order by Dr. Kurtz at 5:30 pm.

### **Approval of Agenda:**

Mr. Hotsko made a motion to approve the agenda. It was seconded by Mrs. Neusbaum. The motion was approved 6-0.

### **Public Comment Period:**

There were no public comments.

### **Staff Comment Period:**

There were no staff comments.

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

Mr. Hess reviewed the check register report.

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

Mr. Hess updated the Board regarding the content Staff Development during the week of August 14-18, 2017, as well as Back-to-School night which was held on Thursday, August 17, 2017. Mr. Hess acknowledged the donation of backpacks and school supplies for every student from the AT&T Pioneers. Mr. Hess reported on his attendance at the training session for Special Education Cyclical Monitoring which will be conducted in March 2018. Mr. Hess spoke to the Board regarding the early dismissal that was executed due to safety concerns relating to the Solar Eclipse. A pre-audit planning meeting that was conducted on August 10<sup>th</sup> with the Accountant and the Auditing firm in preparation of the 2016-17 school year financial audit. Mr. Hess

provided updated enrollment statistics. He also reviewed the section of the By-Laws relating to the Nomination Committee's work in advance of the Annual Meeting in October. Mr. Hess reviewed the progress toward completion of the Charter renewal package which will be submitted to Harrisburg School District prior to October 31, 2017.

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

The By-Laws and Policies Committee will hold its next regularly scheduled meeting on Tuesday, September 12, 2017 at 5:30 PM.

### **Family Advisory Committee:**

The Family Advisory Committee will hold its next regularly scheduled meeting on Tuesday, September 5, 2017 at 6:00 PM.

### **Personnel Committee:**

Dr. Kurtz reported that the Personnel Committee has completed its review of Personnel Policies which reflect updates made to allow for consistency and changes in the law. The Committee presented the revised policies to the Board for a first reading at this meeting. The Personnel Committee will hold its next regularly scheduled meeting on Tuesday, October 10, 2017 at 5:30 PM.

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

There being no report, the meeting moved forward.

### **Action items**

A motion was made by Mr. Hotsko to approve the consent calendar. It was seconded by Mrs. Marek. The motion was approved 6-0.

- Approve the minutes of June 2017 meeting. (The July 2017 meeting was not held due to lack of a quorum of Board Directors present.)
- Approve the check register #11050 through # 11076 and listed ACH transactions.
- Approve the check register #11077 through # 11107 and listed ACH transactions.
- Ratify the hiring of Mr. Alex Elbert as Resource Teacher effective August 15, 2017 with annual salary of \$46,476.
- Ratify the hiring of Ms. Amelia Perry as School Counselor effective August 15, 2017 with annual salary of \$40,333.

- Accept the resignation of Mrs. Eileen Donnelly effective August 14, 2017.
- Accept the resignation of Mrs. Roxanne Brouger, effective August 14, 2017.
- Approve of the temporary hiring of Patricia Peffley as substitute Kindergarten teacher.
- Approval of Policy 801, Public Records.
- Approve the contract with Central Dauphin School District to prepare and deliver daily school breakfasts and lunches for the 2017-18 school year at a cost of \$1.95 per breakfast and \$2.90 per lunch.
- Approve the agreement with Netrepid for Basic Web Hosting (Domain name: shscs.org) at a cost of \$10.95 per month.
- Approve the continued membership in the Pennsylvania Coalition of Public Charter Schools for the 2017-18 school year with membership dues totaling \$1080.00.
- Approve the first reading of the revised Personnel Policies.
- Approve the Memorandum of Understanding with the Capital Area Intermediate Unit Title III Consortium.
- Approve the 2017-18 Student/Parent Handbook.

### **Old Business**

There being no discussion of old business, the meeting moved forward.

### **New Business**

There being no discussion of new business, the meeting moved forward.

Dr. Kurtz adjourned the meeting at 6:02 PM.