

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, November 20, 2017

Present:

Torrie Winder, Laura Kurtz, Elizabeth DuVall, Andre Johnston, Merita Marek, Nancy Neusbaum were present. Yolanda Haywood, Carol Chase, J. Michael Troutman, and Shalla Miller were absent. Timothy Hess was also absent. Brooke Say (Solicitor), Kristen Loy (Teacher), Joliene Karp (Teacher) and Lori Lauver (STEM Coordinator) were also in attendance.

Call to Order:

The meeting was called to order by Mrs. Winder at 5:35 pm.

Approval of Agenda:

Mrs. Neusbaum made a motion to approve the agenda. It was seconded by Dr. Kurtz. 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:

There being no report, the meeting moved forward.

Principal's Report:

There being no report, the meeting moved forward.

By-Laws and Policies:

Dr. Kurtz reported that the By-Laws and Policies Committee met on Tuesday, November 14, 2017 at 5:30 PM to review the four fog the school's special education policies. The proposed revisions were prepared in advance by the School's Solicitor. The committee has forwarded two of the policies to the Board for a first reading at this meeting and the other two were tabled for further review by the committee. The next

By-Laws and Policies Committee meeting will be held on Tuesday, January 9, 2018 at 5:30 PM. Also, revised descriptions for teacher, special education teacher and instructional assistant.

Family Advisory Committee:

There being no report, the meeting moved forward.

Personnel Committee:

Dr. Kurtz reviewed the items for Board Action including the acceptance the resignation of teacher and Board Director. Dr. Kurtz also reported that Mrs. Chase will be conducting an exit interview with the resigning employee. The next meeting of the Personnel Committee will be held on December 12, 2017 at 5:30 PM.

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. Johnson. The motion was approved 6-0.

- Approve the minutes of October 2017 meeting.
- Approve the check register #557 through #589 and listed ACH transactions.
- Accept the resignation of teacher Amanda Seig effective November 10, 2017.
- Accept the resignation of Board Director, Yolanda Haywood.
- Approve the revised job descriptions for Teacher, Special Education Teacher and Instructional Assistant (Aide).
- Approve the first reading of the revised Evaluations for Students with Disabilities (formerly title Independent Evaluation Policy) Policy.
- Approve the first reading of the revised Child Find and Screening Policy.

Old Business

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

New Business

Mrs. Winder made a motion for approval that Tracey Jennings fill the vacancy of left by Ms. Haywood for the remainder of her term. The motion as seconded by Mrs. Marek. Mrs. Winder called for a period of public comment. No members of the public provided comment. The motion was approved 6-0.

Mrs. Winder called for a motion to appoint Merita Marek as Board Secretary to replace Ms. Haywood. Dr. Kurtz presented the motion; the motion was seconded by Mrs. Neusbaum. Mrs. Winder again called for a period of public comment. No members of the public provided comment. The motion was approved 6-0.

Mrs. Winder adjourned the meeting at 5:46 PM.