

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, July 16, 2018

Present:

Torrie Winder (phone), Laura Kurtz, Merita Marek, Andre Johnston, Carol Chase, Elizabeth DuVall, Ed Jaroch, and Nancy Neusbaum were present. Tracey Jennings, and Shalla Miller were absent. Timothy Hess, Brooke Say (Solicitor), and Mrs. Lauver (STEM Coordinator) were also in attendance.

Call to Order:

The meeting was called to order by Dr. Kurtz at 5:33 pm.

Approval of Agenda:

Mrs. Neusbaum made a motion to approve the agenda. It was seconded by Mrs. Chase. The motion was approved 8-0.

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:

There being no report, the meeting moved forward.

Principal's Report:

Mr. Hess reviewed results from Fountas & Pinnell testing and Terra Nova assessments that were administered in May. Mr. Hess discussed administrative strategies for improving student achievement includes looping of second grade students and the development of targeted academic achievement and behavior goals for all students and staff. This would include monthly progress reporting. Mr. Hess reviewed levels of support for teachers and students both academically as well as behaviorally. Mr. Hess reviewed actions taken to address Charter renewal conditions. Mr. Hess reported that the Annual Report is due on August 1, 2018. Mr. Hess presented current enrollment statistics. Mr. Hess reviewed proposed changes to the Conflict of Interest Policy to meet established Federal grant award guidelines.

By-Laws and Policies:

There being no report, the meeting moved forward.

Family Advisory Committee:

Mr. Hess reported that the Family Advisory Committee met on July 11, 2018. Their next meeting is scheduled for Tuesday, August 7, 2018 at 6:00 PM. The major takeaway from the most recent meeting was a plan to conduct targeted recruiting of volunteers with the intention of ensuring at least some level of volunteer participation by all families.

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. Johnston. The motion was approved 8-0.

- Approve the minutes of June 2018 meeting.
- Approve the check register #818 through #864 and listed ACH transactions.
- Accept the resignation of Mary Grissett-Havrilak, part-time Art Teacher, effective June 30, 2018.
- Accept the resignation of Kristen Lessing, Teacher, effective July 5, 2018.
- Ratify the hiring of Marlin Stevens as School Counselor effective August 13, 2018 with an annual salary of \$61,560.
- Approve salary stipends for 2 staff members, at the rate of \$25.00 per hour for 5 days each, to enter a large volume of books into library system and to shelve books prior to the start of the school year.
- Approve the revised Student Code of Conduct Policy.
- Approve the Language Instruction Education Plan ("LIEP") addressing the education of English Learners.

- Approve the Memorandum of Understanding between Harrisburg Bureau of Police and Sylvan Heights Science Charter School as required by the Safe Schools Act.
- Approve of Policy #827, Conflict of Interest, and waive Policy 006 requirements for a first reading, as recommended by Administration subject to final review and approval by the School's Solicitor.

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. Krutz adjourned the meeting at 6:05 PM.