

# **SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL**

## **Board of Trustees Meeting Minutes**

**Monday, June 18, 2018**

### **Present:**

Torrie Winder, Andre Johnston, Merita Marek, Carol Chase, Elizabeth DuVall, Ed Jaroch, and Nancy Neusbaum were present. Laura Kurtz, 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 Mrs. Winder at 5:36 pm.

### **Approval of Agenda:**

Mrs. Chase made a motion to approve the agenda. It was seconded by Mrs. Marek. The motion was approved 7-0.

### **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. Johnston reported that the Finance Committee met on Thursday, June 7, 2018 to review the budget to actuals for the 2017-18 school year. Mr. Johnston pointed out that future adjustments will be required to reduce expenditures to more closely align with revenue in the coming years to prevent the depletion of reserve funds. The Finance Committee also discussed plans to develop a multi-year facilities plan to ensure that Capital Improvements and ongoing, strategic maintenance efforts are planned.

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

Mr. Hess reported upon and reviewed details and background information related to agenda items. Mr. Hess also reported that a major administrative focus during the summer months will be to review safety procedures to ensure that all necessary plans and resources are in place to protect students and staff.

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

Mrs. Marek reported that the Committee met in June and has scheduled its next meeting for September. Mr. Hess provided explanation regarding the discussion of items from the latest meeting as pertaining to the items for Board action on the Consent Calendar.

### **Family Advisory Committee:**

Mr. Hess reported that the Committee's next meeting is scheduled for July 11, 2018 at 6:00 PM.

### **Personnel Committee:**

Dr. Kurtz reported that the Personnel Committee met on Tuesday, June 11, 2018 to discuss the items listed for Board action on the meeting's Consent Calendar.

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

There being no report, the meeting moved forward.

### **Action items**

A motion was made by Mr. Johnston to approve the consent calendar, reflecting an editorial phrase change in the Reading Specialist's Job Description. It was seconded by Mrs. Neusbaum. The motion was approved 7-0.

- Approve the minutes of May 2018 meeting.
- Approve the check register #765 through #803 and listed ACH transactions.
- Approve the agreement with Sager, Swisher and Company, LLP to audit the financial statements for the 2017-18 school year.
- Approve the agreement with Sager, Swisher and Company, LLP to prepare the federal non-profit tax return for 2017.
- Approve the revised job description for Assistant Principal, subject to final review and approval by the School's Solicitor.
- Approve the job description for Reading Specialist, subject to final review and approval by the School's Solicitor.
- Approve the salary schedules for Reading Specialist and School Counselor positions.

- Approve the Resolution allowing staff who have accrued sick leave balances exceed the new roll-over cap provided in the revised personal policies to maintain their previously accrued sick leave until exhausted, subject to final review and approval by the School's Solicitor. (All subsequently accrued paid time off will be subject to the rules in the revised personnel policies.)
- Approve the revised Student Educational Records Confidentially - Student with Disabilities Policy.
- Approve the first reading of the revised Student Code of Conduct Policy.
- Approve the contract with Thomas Handshaw for Psychological Counseling Services for the 2018-19 school year.
- Approve the contract with Dr. Meada McAllister as School Health Physician Consultant for the 2018-19 school year.
- Approve the TimeFocus Addendum proposal with Benefit Mall to automate the employee time and leave tracking processes.
- Approve the bid proposal with Fluss Flooring in the amount of \$9891.00 to replace carpeting in two classrooms and two offices.
- Approve the proposal with Imagine Learning in the amount of \$16,875.00 for Imagine Language & Literacy student software licenses.

### **Old Business**

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

### **New Business**

Mr. Hess presented a request for approval for the STEM Coordinator to attend the NSTA National Convention in Philadelphia on July 11-13, 2018 and that the School would sponsor the costs for conference registration, two night hotel accommodations and associated travel expenses. Mr. Jorach presented this motion, which was seconded. A period discussion was provided, followed by an opportunity for public comment. There being no comment, the motion was approved 7-0.

Mrs. Winder adjourned the meeting at 6:36 PM.