



## V. COMMENT PERIOD

### A. Public

### B. Staff

## VI. REPORTS

### A. FINANCE AND FACILITIES

### B. PRINCIPAL

- Proposed plan for moving forward: The development of informational binders kept in a known location, soft copies kept on Sylvan Rings' localized site, and a back-up copy kept at an off site location.
- Employees and their families now have access to an Employee Assistance Provider through Mazzitti and Sullivan. Employees and family members are able to activate their 4 free counselling sessions as part of their current insurance.
- January 7, 2018 Multi-Tiered System of Supports (MTSS) Meeting: Based on the discussion from the meeting, the following committees were either developed or revised.
  - PBIS Tier 1 Committee- Building-wide Interventions
  - PBIS Tier II Committee-Targets individuals needing additional supports
    - ✓ Our PBIS Lead Coordinator: Mrs. Nordai and Assistant Lead Coordinator, Mr. Stevens, will be attending a PBIS networking session on January 29, 2019.
  - Math Curriculum Committee- Lead Coordinator: Mr. Elbert
    - ✓ Follow-up meeting with the CAIU MTSS Consultant on 2/1/19
    - ✓ Proposed plan- to use Envisions as our core curriculum, supplementing with guiding math materials, 1<sup>st</sup> in Math and Study Island. Acadience (formerly Dibels) to be used for Benchmarking and progress monitoring.
  - K-2 Reading Interventions Committee: Co-Leaders Ms. Witmer and Mrs. Roth
    - ✓ Follow-up meeting with CAIU MTSS Consultant on 1/31/19
    - ✓ Identified problem: Lack of a Phonics Curriculum/and a comprehensive K-2 English Language Arts Curriculum.
      - Immediate recommendation: to purchase and implement 95% group Basic Phonics Lesson Library and to begin immediate interventions.
      - Acadience (formerly Dibels) to be used for Benchmarking and progress monitoring
  - ELA 3<sup>rd</sup> and 4<sup>th</sup> Grades ELA/Science Curriculum Team:
    - Reading/Science Co-Leaders: Mrs. Roth and Mrs. Lauver
- Student Leadership Team: Co-Leaders: Mrs. Morris and Mrs. Miller

- Purpose: To provide our students with opportunities to develop and display leadership skills. We believe our student leaders will have a more meaningful school experience as their collective voice is heard by administration, staff and students alike.
- Safety Committee: Team Leader- Mrs. Lauver
- Safe2Say Commiettee: Team Leader- Mrs. Lauver
- Family Involvement Committee: Team Leader- Mrs. Overdorf (newly forming)

### **C. BY-LAWS AND POLICIES**

### **D. FAMILY ADVISORY:**

The Family Advisory Committee is currently planning a Talent Show to take place the end of March. They are also working on a PSSA Breakfast Saturday as a way for students and their families to get excited for PSSAs.

### **E. PERSONNEL**

### **F. PRESIDENT**

## **VII. ITEMS FOR BOARD ACTION**

By notice of the President, the following action items suggest a roll call vote. You will be recorded as voting in the affirmative for the motion unless you say “nay” or “I abstain”. Board Members are further advised that they must publicly announce and disclose the nature of any conflict of interest before the vote on the matter is taken.

### **A. CONSENT CALENDAR**

#### **1. APPROVAL OF BOARD MINUTES**

- a) Approve the minutes of December 2018 meeting.

#### **2. FISCAL ITEMS**

- a) Approve the check register XXX through XXXX and listed ACH transactions.

#### **3. PERSONNEL**

- a) Approve the hiring of Kelly Cropper, effective January 28, 2019 to the full-time position of Instructional Assistant with an annual salary of \$23,139.00 with an additional hourly stipend of \$5.74 per hour when acting in the role as substitute teacher.
- b) Approve the hiring of Samantha Hillmuth, effective January 2, 2019 to the full-time position of Art Teacher with an annual salary of \$39, 287.

#### **4. AGREEMENTS/CONTRACTS/POLICIES**

- a) Accept the revised Policy 903 Public Participation in Board Meetings.
- b) Accept the revised Policy 246 Student Wellness.
- c) Update to Fire Prevention Code Inspection Report Notice to Correct Violations issued 12/13/118. Note: Building found to be in compliance. On January 15, 2019, the Knox Box was successfully relocated. We are currently in the process of gathering pricing for the Emergency lights that are broking or have malfunctioned.
- d) Bat and Bird Remediation proposal presented January 10, 2019 by Dwayne Haldeman, of Orkin, in the amount of \$1,500.00. Due to the nature of these findings, the agreement was signed by Laura Kurtz and submitted to Orkin by Susan Roth upon receipt. Orkin began the clean-up process the following day.
- e) Proposed: 95% Group: 1 set of Basic Phonics Lesson Library with Decodable Passages, including shipping and handling: Invoice totaling \$2,035.00
- f) Acadience Data Management Use Agreement (formerly Dibels) Cost of \$1.00 per student per school year for both Reading and Math data.
- g) SWIS Suite License Agreement: Purpose- to add capabilities to add Check-in/Checkout data to our existing user agreement. Proposed additional cost: \$120.00 per school year.
- h) Repair of interior office walls completed 1/27/19. Volunteer donated labor hours to complete the project.
- i) Kint performed their annual inspection on January 24, 2019 of all fire extinguishers in the building. Inspection found all extinguishers to be in compliance. The technician did not replace any extinguishers this year and stated 2 to 3 would need replacement next year.
- j) AED Device. Our building does not currently have an AED device. The Pennsylvania Information Management System (PIMS) requires us to annually report on the condition of our device. Our school nurse is currently looking into getting a device donated to our school.
- k) Website: Gary Johnson has reported that our current website no longer meets our current needs. He would like to reach out to Alliance Business Technologies for their recommendations and to obtain a quote.
- l) Roof: Our roof appears to be leaking in our Stem Lab.

#### **END OF CONSENT CALENDAR**

May I have a motion to approve the consent calendar as recommended?

Motion:

Second:

Discussion:

Vote:

Result:

**B. OLD BUSINESS**

**C. NEW BUSINESS**

**VIII. ADJOURNMENT**

# BOARD OF TRUSTEE MEETINGS

Meetings will be held @ 5:30 pm on the following dates:

Monday, January 28, 2019  
Monday, February 25, 2019  
Monday, March 18, 2019  
Monday, April 15, 2019  
Monday, May 20, 2019  
Monday, June 17, 2019

*Meetings are open to the public and will be held at  
Sylvan Heights Science Charter School, 915 South 13<sup>th</sup> Street, Harrisburg, PA 17104*  
In accordance with Act 84 of 1986, (The Sunshine Act) 65PS279 public notice is hereby  
given

## BOARD OF TRUSTEE COMMITTEE MEETINGS

**Finance & Faculties Committee:** (meetings are held at 6:00 PM)

Thursday, February 7, 2019  
Thursday, April 4, 2019  
Thursday, June 6, 2019

**By-Laws & Policy Committee:** (meetings are held at 5:30 PM)

Tuesday, January 15, 2019  
Tuesday, March 12, 2019  
Tuesday, May 14, 2019

**Personnel Committee:** (meetings are held at 5:30 PM)

Tuesday, February 12, 2019  
Tuesday, April 9, 2019  
Tuesday, June 11, 2019

*These meetings are open to the public and will be held at  
Sylvan Heights Science Charter School, 915 South 13th Street, Harrisburg, PA 17104*