



## V. COMMENT PERIOD

### A. Public

### B. Staff

## VI. REPORTS

### A. FINANCE AND FACILITIES:

No Meeting

Next meeting in January 13, 2020

### B. PRINCIPAL:

#### 1) Safe Schools:

- Recommend the purchase of seven portable radios and a 10-year FCC license from Triangle Communications for a total cost of \$3,230.30. The cost of the radios (\$2,555) will be reimbursed with grant funding; the cost of the FCC license (\$500) is not eligible for reimbursement and would be covered by General Funds.
- Recommend signing of an MOU with the Dauphin County School Safety Task Force.

#### 2) Annual Financial Report June 2016

- The report has been completed and is ready to be submitted to PDE.

#### 3) Orrstown Bank: Authorized signers need to be updated. Recommendation to add Susan Roth, Principal and at least one other Board Member to the account.

#### 4) Comprehensive Plan for 2020-2023.

Note: The Plan was posted on the Sylvan Heights Science Charter School website for public view on October 28, 2019.

##### ○ Community Partners:

- Neighborhood Center
- Harrisburg Young Professionals

##### ○ Parent Representatives:

- Dorian Wellington
- Charles Finley, Jr.
- Lateefah Battle

##### ○ A Future Ready Index Score for the 2018-2019 School Year-

<https://futurereadypa.org/>

- Building Level Academic Score = 64.00 (yellow zone)
- English Language Arts Proficient or Advanced = 46.8%
- Math Proficient or Advanced = 17.7 %
- Science= 57.5 %

##### ○ Multi-Tiered System of Support (MTSS)

- Tier 2 Reading Intervention successfully implemented
- November 21, 2019 Meeting with MTSS CAIU Math Consultant-Met to discuss methods for improving Core Math Instruction

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- 5) Family Wellness and Community Connections Committee:
- Distributed November Newsletter
  - Reviewed Student Wellness Policy- recommended for 1<sup>st</sup> Reading
- 6) Family Engagement Activities Upcoming Calendar Events:
- Kindergarten – 2nd Grade Family Reading Night: December 12, 2019
    - Doors open at 5:30; Program begins at 6:00.
    - Light refreshments will be provided.
    - Families will have the opportunity to win family reading games as prizes.
    - Books will be available for our families in both English and Spanish for them to take home.
- 7) Attendance Policy Review:
- Students arriving after 8:30 AM are considered tardy. The parent or guardian must sign the student in at the Reception Desk. All other doors will be locked at 8:30 AM.
  - Students will be dismissed at the scheduled time of 3:30 PM. Students dismissing before 3:30 are considered to have an early dismissal.
  - Students arriving after 10:00 AM or dismissing before 2:00 PM will be considered half-day absent.
  - Parents must send a doctor’s note verifying the tardiness, early dismissal, or half-day absence within five (5) days. When an early dismissal is necessary, parents/guardians must come inside the building to sign students out at the front desk. Seven (7) tardy/unlawful early dismissal offenses shall equate to one (1) unexcused absence.
  - Any absence that is not verified with a written excuse note from the parent/guardian or a doctor, within five (5) days, shall be recorded as an “unexcused absence.”
  - A written medical excuse is required for an absence for more than three (3) consecutive days and for any absence after ten (10) cumulative total absences per school year. Enforcement of Compulsory Attendance Requirements
- When a student is Truant –*
- When a student has been absent for three (3) days during the current school year without lawful excuse, School staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of **the student’s third unexcused absence.**
  - Parents will be invited to attend a School Attendance Improvement Conference. Staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.
    - The purpose of the SAIC is to examine the student’s absences and reasons for the absences in an effort to improve attendance with or without additional services. (SAIC).
    - The School may not take further legal action to address unexcused absences until the schedule SAIC has been held and the student has incurred six (6) or more days of unexcused absences.
    - Students may be referred to the local children and youth agency
    - The school may file a citation in the office of the appropriate magisterial district judge.

Currently, Sylvan Heights sends out a telephone message to any family whose student has not arrived by 10:00. We also hold documented School Attendance Improvement meetings with families with the purpose of helping the family improve attendance issues. Letters are sent to be sent to families whose children have unexcused tardies or early dismissals. However, no further action has been taken at this time.

Recommendation: To approve the final reading of Attendance Policy 204. However, consequences for tardies and early dismissals will not go into effect until January 2, 2020. The school will send all parents written information explaining the attendance policy via written notification mailed home, sent home in student's backpacks, on the school's website, posted on the front and side of the school building for public view and on DoJo.

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

#### **D. Family Advisory Committee:**

The committee is currently reviewing the Parent and Family Engagement Policy

### **E. PERSONNEL**

Next meeting is scheduled for January 15, 2020

### **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 from the September 2019 meeting.

## 2. FISCAL ITEMS:

- a) Approve the purchase of 7 radios in the amount of \$2,555.00 and licensing in the amount of \$500.00 through Triangle Communications. Costars Contract 012-142
- b) Approval of check numbers 1352 – 1388 and the listed ACH transactions for the month of October 2019.
- c) Approval of Susan Roth, Principal/CAO and \_\_\_\_\_ to be added to the Orrstown Bank account and to oversee all transactions necessary.

## 3. PERSONNEL:

- Approve the hiring of Evelyn York in the role of Long Term Substitute with no educational obligation Type 04 for a salary of \$35,000.00 (prorated) with a start date of November 18, 2019.
- Approve the hiring of Anthony Taliani, Instructional Assistant, for a salary of \$25, 000 (prorated) with a start date of November 18, 2019.

## 4. AGREEMENTS/CONTRACTS/POLICIES

- Approve of Coryann Catalano-Alexandre, of Harrisburg Young Professionals and Jasmine Early, Neighborhood Center, to be our Comprehensive Plan Community Representatives
- Approve of Dorian Wellington, Charles Finley, Jr. and Lateefah Battle as our Comprehensive Plan parent representatives
- Approval of the overall Comprehensive Plan for 2020-2023.
- Approval of the 1<sup>st</sup> reading of the Student Wellness Policy
- Approval of 2<sup>nd</sup> and final reading of the following policies:
  - Policy 824: Maintaining Professional Adult/Student Boundaries
  - Policy 907: Visitor Policy
  - Policy 916: Volunteer Policy
  - Policy 204: Attendance
  - Policy 806: Child Abuse
- Approval of the implementation of the truancy/early dismissal portion of Attendance Policy to be implemented beginning January 2, 2020, after all families have received notification of the changes.
- Approval of the Memorandum of Understanding (MOU) with Dauphin County School Safety and Task Force.

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, July 22, 2019  
Monday, August 26, 2019  
Monday, September 23, 2019  
Monday, October 28, 2019  
Monday, November 25, 2019  
Monday, December 16, 2019  
Monday, January 27, 2020  
Monday, February 24, 2020  
Monday, March 23, 2020  
Monday, April 27, 2019  
Monday, May 18, 2020  
Monday, June 22, 2020

## BOARD OF TRUSTEE COMMITTEE MEETINGS

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

Monday, August 12, 2019 (joint with Personnel)  
Monday, September 9, 2019  
Monday, October 14, 2019  
Monday, November 11, 2019  
Monday, January 13, 2020  
Monday, February 10, 2020  
Monday, March 9, 2020  
Monday, April 6, 2020  
Monday, May 4, 2020  
Monday, June 8, 2020

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

Thursday, November 7, 2019  
Thursday, February 6, 2020  
Thursday, April 2, 2020

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

Monday, August 12, 2019 (joint with Finance at 6:00)  
Wednesday, October 16, 2019  
Wednesday, January 15, 2020  
Wednesday, March 18, 2020  
Wednesday, May 6, 2020

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

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