

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, January 28, 2019

Present:

Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Lyndsay Bryce, Andre Johnston, Margaret Burton Conner, Nancy Neusbaum, were present. Torrie Winder, Tracey Jennings and Amechie Walker were absent. Susan Roth (Interim Principal), Mrs. Lauver (STEM Coordinator),

Call to Order:

The meeting was called to order by Dr. Kurtz at 5:43 pm.

Board President, Laura Kurtz, announced that the Board held an executive session today at 5:00pm to discuss a personnel matter.

Approval of Agenda:

Dr. Kurtz made a motion to approve the agenda. It was seconded by Mrs. Neusbaum. The motion was approved 7-0.

Recognition of Guest and Scheduled Speakers:

There being no guest or scheduled speakers present, the meeting moved forward.

Public Comment Period:

There were no public comments, the meeting moved forward.

Staff Comment Period:

There were no staff comments.

Finance and Facilities Committee Report:

There was no report. Mrs. Roth commented that the next regularly scheduled meeting is February 7, 2019 at 6:00pm. At that time the auditors were scheduled to meet with the committee.

Principal's Report:

Mrs. Roth started by reporting that new procedure binders are being created for everything from snow removal, emergencies etc. For example if the Harrisburg Fire Inspector comes on location a binder with everything related to the fire department would be in one binder. This information would also be kept electronically on Sylvan Heights computers as well as off sight.

Mrs. Roth reported that EAP services have been added to our health insurance. It would allow for (4) free counselling services to employees and their families.

Tyco came out and re-located the KNOX box. The Inspector for Harrisburg Fire was also out to inspect the box. We are still working on getting pricing for the emergency lighting around the building.

Kint came out and did our annual fire extinguisher inspection. All extinguishers are in compliance. None had to be replaced this year.

Mrs. Roth spoke of the various committees to improve curriculum: PBIS, Math Curriculum, Study Island, First in Math, K-2 Reading Intervention- this is a building-wide effort. Additionally, the third and fourth grade writing committee will focus on how to increase writing in the classroom.

The student leadership team was in place at the end of last year and has increased activity this year.

Mrs. Lauver spoke to the safety committee meeting that took place on January 25, 2019. She stated we were unable to obtain state funding; however she was looking for additional funding. The committee is looking at a visitor management system. She explained briefly how the system would work. We are updating our arrival and departure procedures. We are interested in upgrading our security cameras. We currently have minimal cameras in place. Additionally, we are looking for ways to improve our playground surface, and better street and school zone signage, and do not enter one way signage.

Mrs. Roth spoke to Mrs. Lauver's shift in responsibilities at school which would allow her the opportunity to research grant monies to assist in putting some of the safety measures in place.

Mrs. Lauver gave an overview of the Safe to Say Something Program.

Mrs. Lauver stated that she and Mrs. Roth had met with Officer Hammer of the Harrisburg Police department and invited the police to come do a walk through and perhaps do an activity with the students.

Mrs. Roth reported for a need to have a family involvement committee. We currently have a Wellness committee in place that have met and completed their objectives. They

will be meeting on Wednesday January 30, 2019. Mrs. Overdorf will be taking the lead and discussion of changing the name of the committee would be discussed to include family involvement.

Mrs. Roth reported that the Art Teacher had been hired and started on January 2, 2019. We have also hired Miss Cropper as an Instructional Assistant. She just graduated and has her certification and will also act as the floating substitute.

By-Laws and Policies:

No report. Next meeting is March 12, 2019

Family Advisory Committee:

Mrs. Roth reports they are looking for more members. Talent show is in the works for a March showing. Also a breakfast is being worked on for a Saturday for 3rd and 4th graders to get them excited about the PSSA.

Personnel Committee:

Meeting scheduled Tuesday, February 12

President's Report:

No reports

Action items:

APPROVAL OF BOARD MINUTES

- a) Approve the minutes of December 2018 meeting.

FISCAL ITEMS

- a) Approve the check register as attached
- b) Approval of the hiring of Kelly Cropper as an Instructional Assistant
- c) Approval of the Acadience Data Management License
- d) Approval of the donated repair to an office wall, donated supplies and labor.
- e) Approval of retroactively the Bat and Bird remediation agreement
- f) Approval of the 95% Group Inc., Basic Phonic Lesson Library License.
- g) Approval of SWIF license renewal

PERSONNEL

Old Business:

No old business

New Business:

No new business

Adjourned: Dr. Kurtz adjourned the meeting at 6:35pm