

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, November 25, 2019

Present:

Laura Kurtz, Ed Jaroch, Elizabeth DuVall, Andre Johnston, Nancy Neusbaum, Lyndsay Bryce (by phone), Margaret Burton Conner were present. Amechie Walker was absent. Susan Roth (Principal), Mrs. Lauver (STEM Coordinator), Jessica Nordai (Special Education Teacher) Brooke Say, Solicitor were present.

Call to Order:

The meeting was called to order by Dr. Kurtz at 5:35 pm. Dr. Kurtz took attendance of the board members. Brooke spoke about reorganizing the board and approval the new slate of officers. Approve Merita Merick as a new trustee and represents as a community member. Creation of a nominating committee; Laura Kurtz, Elizabeth and Nancy. Approval of the three motions. Margaret made the motion, Elizabeth seconded. Motion carried 7-0.

Approval of Agenda:

It should be noted that public notice was given for this meeting in accordance with Act 84 of 1986. The preliminary agenda is submitted for Board approval.

May I have a motion to approve the agenda?

Motion: Andre Johnston

Second: Margaret Burton Connors

Discussion:

Vote:7-0

Result: Motion carried

Recognition of Guest and Scheduled Speakers:

Merita Marek was formally introduced to the Board as a candidate for Board membership.

Public Comment Period:

- A. Public: There were no public comments, the meeting moved forward
- B. Staff: There were no staff comments, the meeting moved forward.

Finance and Facilities Committee Report:

No Meeting was held.

Next meeting is scheduled for January 13, 2020

Principal's Report:

- 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. It is a 10 year license. There is a three year warranty on the radios. Key employees will be issued a radio.
 - Recommend signing of an MOU with the Dauphin County School Safety Task Force (purpose: to provide assistance/ help during a crisis situation).
- 2) Annual Financial Report June 2019
 - The report has been completed and is ready to be submitted to PDE.
Nothing was flagged or of significant concern
 - Once the report is signed following this evening's meeting, the Business Office will upload 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.
 - We need to add the current treasurer and Mrs. Roth. Laura will draft a letter to the bank to add the new signers.
- 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: (FAC)
 - 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% (double from previous score)

- Math Proficient or Advanced = 17.7 % (slightly higher than before)
 - Science= 57.5 % (remains the same)
- 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
- 5) Family Wellness and Community Connections Committee:
- Distributed November Newsletter
 - Reviewed Student Wellness Policy- recommended for 1st 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
 - We are addressing the issue through letters and meeting with parents. The meetings last about 15 minutes and have held about 34 meetings. (A school attendance improvement plan) Follow-up meetings are held within 2 weeks depending on the severity of the truancy or tardiness.
- 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.

By-Laws and Policies:

Family Advisory Committee:

The committee is currently reviewing the Parent and Family Engagement Policy.

Personnel Committee:

Next meeting is scheduled for January 15, 2020

President's Report:

No report

Action items:

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.

CONSENT CALENDAR

APPROVAL OF BOARD MINUTES

- a) Approve the minutes from the October 2019 meeting.

FISCAL ITEMS:

- 1) 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
- 2) Approval of check numbers 1352 – 1388 and the listed ACH transactions for the month of October 2019.
- 3) Approval of Susan Roth, Principal/CAO and Andre Johnston, Treasurer, to be added to the Orrstown Bank account and to oversee all transactions necessary

PERSONNEL:

- a) Approve the hiring of Evelyn Yorke in the role of Long Term Substitute with no educational obligation Type 04 for a salary of
- b) \$35,000.00 (prorated) with a start date of November 18, 2019.
- c) Approve the hiring of Anthony Taliani, Instructional Assistant, for a salary of \$25, 000 (prorated) with a start date of November 18, 2019
- d) Elect Merita Marek, Community Representative, to serve a three year term as Board Director.
- e) Approve the continued service of all currently serving Board members in their current positions.

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 1st reading of the Student Wellness Policy
- Approval of 2nd 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: Margaret Burton Conners

Second: Andre Johnston

Discussion:

Vote: 7-0

Result: Motion Passed

Old Business:

Brooke reported on updates to the board policies moving to update the code of conduct, student handbook aligning every policy for a clear understanding. It is a process and will continue into the 2020 school year.

New Business:

Meeting adjourned: 6:28pm