



## V. COMMENT PERIOD

### A. Public

### B. Staff

## VI. REPORTS

### A. FINANCE AND FACILITIES:

The Finance and Facilities Committee meeting was postponed due to the delay of available financial figures due to COVID-19 delays. As of this writing, we are waiting for the proposed medical benefits figures from our provider Pennsylvania Chamber Insurance (PCI). PCI expects to have these figures available early in May.

Facilities Access in response to COVID-19 requirements: Our building remains closed. The following essential personnel have been provided limited access to the building for the purposes of maintaining building upkeep, and performing required administrative tasks: Susan Roth, Principal, Lori Lauver, Anthony Taliani, Jessica Nordai, Melena Overdorf and Gary Johnson. Updates/revisions to the list of essential personnel will be updated as needed.

Proposed correction/revision to the March 2020 Board minutes (meeting was held on April 6, 2020) to remove Chad Hotsko, Samuel Giannelli, Torrie Winder, and Timothy Hess as signers to the Orrstown Bank account.

Next Finance and Facilities meeting is scheduled for May 4, 2020.

### B. PRINCIPAL:

Due to the COVID-19 School Mandated Closures, the school building will remain closed for the remainder of the academic 2019-2020 school year, ending June 30, 2020.

- 1) Continuity of Education Plan summary: On April 10, 2020, our Continuity Education plan to provide planning instruction was submitted to PDE and posted on our website at [www.shscs.org](http://www.shscs.org).
  - a) Updates/revisions to the Continuity of Education plan will be submitted to PDE and posted to the Sylvan Heights website as necessary.
  - b) The plan provides a detailed outline for how Sylvan Heights is providing ongoing planned instruction via online participation with the student's teacher, online assignments, students' participation in their i-Pad apps such as 1<sup>st</sup> in Math, Imagine Learning, Dream Box etc., hands-on assignments, and traditional pencil and paper assignments. Students/families are also provided with school supplies and technical support as well.
- 2) Kindergarten Enrollment: The application deadline has been extended to May 20, 2020. The drawing for Kindergarten enrollment will take place on Friday, May

22<sup>nd</sup> at 11:00 in the front lobby of the school. The public will be provided information on how to obtain virtual viewing access to the drawing. Once selected, parent/guardians will be invited to attend a virtual registration meeting.

- 3) Special Education Extended School Year (ESY): ESY will be offered remotely to qualifying students on June 8- 11<sup>th</sup>, 15<sup>th</sup>-18<sup>th</sup>, June 22<sup>nd</sup> -25<sup>th</sup>, June 29<sup>th</sup> -30<sup>th</sup>; July 1<sup>st</sup> and 2<sup>nd</sup>.
- 4) The Family Wellness and Community Connections Committee is seek a Board Member to join their committee. They are also reaching out to the community seeking additional parent and community members. The Committee is currently in the process of developing the Spring newsletter for distribution. Those interested should email Melena Overdorf and [moverdorf@shscs.org](mailto:moverdorf@shscs.org).

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

No meeting held.

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

No meeting held

### **E. PERSONNEL**

Meeting held April 14 2020 at 5:30

Attendees: Susan Roth, Laura Kurtz and Margaret Burton Connors

Summary: Considering recent changes requiring school closures due to the COVID-19 pandemic, the school will need to revise some of its pre-COVID-19 planning/proposals. This includes the temporary removal of adding an assistant principal, and to instead, reorganize existing staff to cover the existing administrative workload. Also discussed is the need for Instructional Support staff duties to be revised to allow for more flexibility. This will require the creation of new job descriptions for Cafeteria Manager and Pupil Services Coordinator; and possible revisions to the existing Instructional Assistant positions.

Additionally, Janet Witmer is slated to retire at the end of this school year. Ms. Doty is in the process of finalizing her Reading Specialist certification under Ms. Witmer's supervision. Ms. Doty will become the Reading Specialist in the 2020-2021 school year, necessitating the hiring of new grade 1 teacher.

Ms. Hillmuth, current Art Teacher, has submitted her resignation (official date to be determined by her delivery date). The current recommendation is to not rehire an Art Teacher and to instead hire a Physical Education/Health teacher. Mrs. Overdorf, current Specials Teacher (Music/PE/Health) will teach in her area of certification only (Music). Mrs. Overdorf will take on the additional responsibility of Safe School's Coordinator (these responsibilities are currently being maintained by Lori

Lauver). Art would continue to be integrated as supplemental instruction into the current STEM/Science and Envision Math curriculum.

## **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 March 2020 meeting

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

- a) Approval of check numbers 1501, 1510, 1514-1535, 1540-1543, and the listed ACH transactions for the month of March 2020.

#### **3. PERSONNEL:**

No action

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

- 2<sup>nd</sup> Reading of Acceptable Use Policy 815
- Approval of the Continuity of Education Plan for the delivery of planned instruction for the remainder of the 2019-2020 academic school year.

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*

*The mission of the Sylvan Heights Science Charter School is to enhance children's lives through educational experiences that are grounded in a comprehensive, science-driven interdisciplinary program highlighting discovery and creativity.*