

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, April 19, 2021

Call to Order

The meeting was called to order by Ed Jaroch at 5:34 pm. Following the Pledge of Allegiance, attendance of the board members was taken and it was noted the meeting was being recorded.

Attendance (all members were attending virtually):

Ed Jaroch, Margaret Burton Conners, Merita Merick, Andre Johnston, Debra Simpson-Buchanan, and Dr. Laura Kurtz were present. Lindsay Bryce, Amechie Walker, Nicole Marshall, and Erica Monroe were absent. Staff present included Susan Roth (Principal/ CAO), Lori Lauver, Jessica Nordai, and Melena Overdorf. Dr. Leigh Dalton and Taylor Baublitz were present from Stock and Leader.

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: Margaret Burton Conners

Second: Merita Marek

Discussion: There being none, the meeting continued.

Vote: 6 – 0

Result: Motion carried.

Recognition of Guests and Scheduled Speakers: There being no guests or scheduled speakers, the meeting continued.

Comment Period

- A. Public: there being no comments from the public, the meeting continued.
- B. Staff: there being no comments from the staff in attendance, the meeting continued.

Reports

- Finance and Facilities Committee – Ed Jaroch
 - There was a Joint Finance and Personnel Committee Meeting held April 12, 2021.
Attendees included:
 - Voting Board Members: Ed Jaroch, Margaret Burton Conners, Debra Simpson-Buchanan, and Laura Kurtz
 - Non-voting Board Member: Andre Johnson
 - Staff: Susan Roth, Lori Lauver, Jess Nordai, and Melena Overdorf
 - Agenda
 - Facilities: Trina Gribble, AIA, LEED AP of McKissick Associates Architects is in the process of assisting us with performing a cost analysis. The results will help us to determine budgeting requirements as they pertain to repairing our current building, or moving to a new facility. Therefore, other than necessary repairs, all building upgrades are placed on hold until the results of the analysis have been determined.
 - Finances
 - PowerSchool Student Information System Renewal: hosted subscriptions, certification and special programs total renewal price: \$8,275.00.
 - Frontline Education
 - Professional Learning Management System: database for tracking professional development
 - Employee Management: replace i-Observation that we currently have. Will tie professional development to the evaluation process.
 - Frontline implementation fee: \$6,800.00
 - Personnel
 - Recommendation to hire Latoya Carter as a Support Teacher for the remainder of the 2020-2021 school year
 - Projected personnel changes for 2021-2022 school year
 - Transition several classroom teachers into supporting teacher roles to provide additional instructional support to our students in reading, writing, and math.
 - Newly created positions to be covered in-full or in-part by anticipated grant funding.
 - The proposed 2021 – 2022 budget is still in development.
 - Vacancies are currently announced through PAREAP and to colleges and universities via Handshake. We require PA certification for teaching positions. We can use
- Principal
 - Emergency Instructional Time Template:

- Effective April 22, 2021, all students have the option to attend M/T/Th/F in-person with Wednesday being a virtual instruction day, or to attend 100% virtual for the remainder of the school year.
- Students participating via in-person instruction will be excused from attending in-person if they are sick or quarantining due to a possible or confirmed COVID-19 exposure.
- School attendance is mandatory.
- 2021-2022 School Calendar
 - Once approved, next year's school calendar will be posted on our school's website and will be distributed.
 - Sylvan Heights is currently planning to return to fulltime in-person learning for 2021 – 2022 unless otherwise mandated by PDE.
 - The calendar does account for snow days- however, the school does also intend to apply for 5 Flexible Instructional Days (FIDs) to be used in place of snow days. There may be a situation that would require our school
- Upcoming Events
 - Parent and Family Engagement Night: Thursday, April 22nd from 6:00 – 7:00 pm.
 - Parent and Guardian Survey: We are seeking feedback, suggestions and ideas.
 - School Dentist: April 22nd. All students are eligible for a free dental exam
- PSSA Testing
 - Testing for Grades 3 and 4 begins April 26th for students attending in-person
 - Alternate arrangements are being made to accommodate students attending online. Testing may be extended to September 30, 2021 if absolutely necessary.
- Sylvan Heights' Safe Schools Committee Meeting
 - Reviewed the Revised Phase Reopening Safety Plan. Verified room adjustment from 6 feet of physical distancing to 3 feet meets the revised PDE guidelines that went into effect April 5th.
 - Created a safety plan for keeping students physically distanced during PSSA testing and dentist's visit.
 - No other changes recommended changes at this time
- STEM Updates
 - Mrs. Lauver reported that the third grade classes are integrating Computer Science lessons in coding as of last week. The initial lessons make connections between coding and choreography. By the middle of next week students will be able to create simple programs using drag-and-drop code.
 - Propose purchasing Finch robots and Hummingbird Kits to allow students to code with progressive levels of difficulty that
 - BirdBrain Technology and CAIU staff will conduct a 2-day Computer Science Professional Development to provide hands-on experience to all instructional staff prior to next school year.
- PA Smart Grant

- Birdbrain Technologies: Finch Robots 2.0 with micro: bit; Hummingbird Bit Classroom Bundle with micro: bits: \$7,230.00
 - Birdbrain Technologies: Professional Development Online Workshops: \$2,400.
 - CAIU: Instructional Technology Professional Development Training, June 2021: \$2,550.00..
- 2020-2021 Sylvan Heights Science Charter School-wide Handbook & Student Code of Conduct Final Revision:
 - Homeless students are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and including the sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
 - The school can assist by providing school uniforms, coats, school supplies, backpacks, etc.
 - The school counselor can also assist with connecting the family to other outside agencies and resources.
 - Special Education : Discipline of Students with Disabilities Policy 113.1
- **By Laws and Policies Committee**
 - It was reported that no meeting was held and the meeting continued.

Report on follow-up information received from Bent Creek Services:

- Per Bent Creek, our will receive access to a comprehensive set of policy guides deemed essential to the governance and operation of a charter school. The policies will be accessed through a web-based policy system, which will be set up specifically for your school to provide you with the ability to access and edit policies, and link a public version of the final adopted policy manual to your local website. All policies will contain links to relevant legal citations and cross-references to related policies
- Pricing: The one-time cost for a comprehensive set of essential policies serving as the foundation for the Charter School Policy Manual, is \$15,000, payable as follows:
 - \$5,000 upon return of executed copy of the contract;
 - \$5,000 pursuant to an invoice issued the fiscal year following contract;
 - \$5,000 pursuant to an invoice issued the fiscal year following the second invoice.
- By-Laws and Policies Committee: Next meeting is scheduled for June 17, 2021- Anticipated meeting agenda: Review current Board of Trustee By-Laws
- Policies for Title IX, Special Education, and Student Handbook are complete.
- Purpose of Bent Creek is to assist us in to streamline the process for reviewing and writing/ revising policies.

- **Family Advisory Committee**
 - It was reported that no meeting was held and that we expect to restart the Committee in the future (as per COVID-19 Health and Safety Protocols). We are hoping to revitalize interest in this committee during the Parent and Family Engagement Meeting on Thursday night.
 - Due to COVID-19 restrictions, in-person gatherings are not currently permitted.
- **Personnel Committee**
 - It was reported that no meeting was held and the meeting continued.
- **President**
 - Ed Jaroch reported that he completed Act 55 mandated Board training and met with the architect.

BOARD ACTION ITEMS

A. CONSENT CALENDAR

1. APPROVAL OF BOARD MINUTES

- Approve the minutes from the March 22, 2021 Board of Trustees Meeting

2. FISCAL ITEMS:

- Approval of check numbers 1881; 1904-1939; 1941; 1943-1945 and the listed ACH transactions for the month of March 2021.
- Approval of the following technologies and professional development opportunities as funded via the PA Smart Grant:
 - Birdbrain Technologies: Finch Robots 2.0 with micro: bit; Hummingbird Bit Classroom Bundle with micro: bits: \$7,230.00
 - Birdbrain Technologies: Professional Development Online Workshops: \$2,400.
 - CAIU: Instructional Technology Professional Development Training, June 2021: \$2,550.00

3. PERSONNEL:

- Approve the hiring of Latoya Carter, Full-time Support Teacher, for a salary of \$42,000 (prorated), effective April 21, 2020

4. AGREEMENTS/CONTRACTS/POLICIES

- To approve the Emergency Instructional Template allowing all students to return to in-person learning on M/T/Th/Friday with Wednesday being a virtual instructional day, or to allow students to attend 100% virtual until the end of the 2020-2021 school year.

- To approval of the proposed 2021-2022 school calendar
- To approval of the contract for professional services with Bent Creek Services LLC, Option 1: The Charter School Policy Manual in the amount of \$15,000, payable over a period of three years of \$5,000.00 installments.
- To approve the implementation of Frontline Education in the amount of \$6,800.00.
- To approve the PowerSchool agreement to renew services for 1 year in the amount of \$8,275.10.
- To approve the first reading of the following policies.
 - Policy 113.1: Discipline of Students with Disabilities
- To approve the second reading of the following policies:
 - Policy 117 Homebound Instruction
 - Policy 203.1 HIV Instruction
 - Policy 210 Medications
 - Policy 201.1 Possession and Administration of Asthma Inhalers/Epinephrine Auto-Injectors
 - Policy 221 Dress and Grooming
 - Policy 233 Suspension and Expulsion
 - To approve the final reading of the *2020-2021 Sylvan Heights Science Charter School-wide Handbook & Student Code of Conduct*

Approval of Consent Calendar

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

Motion: Margaret Burton

Second: Debra Simpson-Buchannan

Discussion: Discussion about multi-year contract accounting requirements. Discussion about transition process from 4th grade at Sylvan Heights to 5th grade schools and beyond.

Vote: 6 – 0

Result: Motion passed

Old Business:

- There being none, the meeting continued.

New Business: PSSAs will be given next week. Once PSSAs are complete, we will welcome Board members to schedule a time to visit the school following COVID-19 health and safety protocols. Contact Mrs. Roth via cell phone or email to arrange for a visit. Staff appreciate having Board members visit and would welcome the opportunity to reconnect with you.

Adjournment

The meeting was adjourned at 6:32 pm.

