

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, February 22, 2021

**Call to Order**

The meeting was called to order by Ed Jaroch at 5:32 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, Lyndsay Bryce, Amechie Walker, Debra Simpson-Buchanan, Dr. Laura Kurtz were present. Andre Johnson was absent. Staff present included Susan Roth (Principal/ CAO), Lori Lauver, Jessica Nordai, Melena Overdorf, Marty Stevens, and Cierra Ross. 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: Debra Simpson-Buchannan

Discussion: none

Vote: 7-0

Result: Motion carried

**Recognition of Guests and Scheduled Speakers:** Ms. Erica Monroe, Parent Representative addressed the Board and was welcomed by Board members.

**Comment Period**

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

## Reports

- Finance and Facilities Committee
  - A meeting was held on February 8, 2021 at 6:00 pm to review the School’s Financial Statements with Supplemental Information year end, June 30, 2020. Attendees included Ed Jaroch, Andre Johnston, Susan Roth, Lori Lauver, Jess Nordai, Melena Overdorf; Kelley Lorenzetti, CPA of Diana M. Reed & Associates; and Alissa Harrison, CPA and Mike Reineer, CPA of Sager, Swisher and Company, LLP.
  - The accountants from Sager, Swisher and Company reported no findings.
  - The committee reviewed the draft copy of the Financial Audit; all Board Members will receive a hard copy of the final Financial Audit documents.
  
- Principal
  - Updates/revisions due to COVID-19:
    - On January 7, 2020, the Pennsylvania Department of Health and the Pennsylvania Department of Education revised their previous recommendation for school’s within counties experiencing substantial level of COVID-19 positivity rates to provide for a full remote learning model. These Departments now recommend public schools in counties with substantial transmission consider returning elementary school students to in-person instruction via the blended learning model. Sylvan Heights plans to resume in-person learning on March 1, 2021.
    - As of Friday, February 19th, Dauphin County reported a weekly average of 8.2 % positivity, and 10.8% positivity for the previous 7 days. Dauphin County is currently in the substantial rate of transmission. We will still follow all of the health and safety recommendations.
    - Recommendation to resubmit Attestation Ensuring Implementation of Mitigation Efforts allowing for students to participate via in-person instruction due to parental request for students to return to in-person and the continued decline of COVID-19 across Pennsylvania.
    - Recommended changes to the School’s Phased Reopening Plan:
      - All for students with in the same grade level to play outside at the same time. Maximum student capacity equals 22 students.
      - Allow for all students to return at least 2 days per week for in-person instruction.
    - Transportation is being coordinated for return to the hybrid instructional model.
  
  - Pending Grants
    - Elementary and Secondary School Emergency School Relief Fund (ESSER II) total allocation of \$640,990.00 over the next 2 school years (ending September 2023).
      - The purpose of ESSER II was reviewed
      - Administrative staff attended an informational session sponsored by the Pennsylvania Association of School Business Officials on February 12, 2021 on the Allowable Uses for ESSER II Funds

- Focus of grant expenditures will be to support reading and math efforts and may include summer camps, tutoring, the hiring of additional support staff in these areas.
  - We will be expending ESSER II funds beginning 7/1/21. We will be seeking input from families on ideas for expending funds our next Quarterly Parent Engagement Meeting.
- Continuity of Education Grant (GEER) total allocation: \$10,375.00
  - Funds will be used to purchase 95% Reading Group curriculum and associated supplies at the start of the 2021-2022 school year to help mitigate learning losses due to COVID-19.
- Resolution: Electronic Signatory
  - Purpose: To authorize Susan Roth, Principal/CAO to be authorized and directed to sign any and all contracts, agreements, grants and/licenses with the Pennsylvania Department of Education via the use of electronic signatures so that no handwritten signatures shall be required.
- Staff have been provided information regarding available opportunities for vaccination. We are not requiring vaccinations of staff. As more information about vaccination efforts becomes available, it will be distributed to staff.
- Mid-marking period progress reports will be mailed the week of March 1, 2021.
- On Tuesday, February 23, 2021, at 6:00, author, Rita Lorraine Hubbard, will read her book, *The Oldest Student: How Mary Walker Learned to Read*. The link to attend this virtual event can be found on the school's website at [www.shscs.org](http://www.shscs.org) the day of the event; the event has been promoted to our families.
- **By Laws and Policies Committee**

The committee held a meeting on February 18, 2021. Meeting attendees included Debra Simpson-Buchanan, Merita Marek, Ed Jaroch, Susan Roth, Marty Stevens, Jess Nordai, Melena Overdorf, and Leigh Dalton, Stock and Leader.

  - Board members were encouraged to review the draft copies of the Handbook and Student Code of Conduct and provide comments to the committee.
  - The Committee Reviewed the 2020-2021 Sylvan Heights Science Charter School-wide Handbook & Student Code of Conduct, and policies for a 1<sup>st</sup> Reading. Recommendation to contact Bent Creek Services for information on their services pertaining to the development and maintenance of policies.
- **Family Advisory Committee**
  - It was reported that no meeting was held and the meeting continued.
- **Personnel Committee**
  - It was reported that no meeting was held and the meeting continued.

- **President**
  - Continuing to meet twice monthly with Mrs. Roth for updates; there were no additional items to report.

## **BOARD ACTION ITEMS**

### **A. CONSENT CALENDAR**

#### **1. APPROVAL OF BOARD MINUTES**

- Approve the minutes from the January 25, 2021 Board of Trustees Meeting

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

- Approval of check numbers 1817, 1821, 1832, 1842, 1844, 1849-1861; 1863-1869; 1873-1875 and the listed ACH transactions for the month of December 2020
- Approve the School's Financial Statements with Supplemental Information year end, June 30, 2020.

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

- None

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

- To approve the revised Phased School Reopening Health and Safety Plan effective March 1, 2021.
- To approve the revised Pennsylvania Department of Health/Department of Education Attestation Ensuring Implementation of Mitigation Efforts allowing in-person instruction while Dauphin County is in the substantial rate of COVID transmission.
- To approve the Resolution allowing Susan Roth, Principal/CAO to have electronic signatory authority of all contracts, agreements, grants and/licenses with the Pennsylvania Department of Education.
- To approve the first reading of the 2020-2021 Sylvan Heights Science Charter School-wide Handbook & Student Code of Conduct.
- To approve the first reading of the following policies:
  - Policy 105.1 Curriculum Review by Parents and Students
  - Policy 105.2 Exemption from Instruction
  - Policy 138 Language Instruction Education Program for English Learners
  - Policy 626.1 Travel Reimbursement- Federal Programs

## **Approval of Consent Calendar**

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

Motion: Laura Kurtz

Second: Margaret Burton-Conners

Discussion: There being none, the meeting continued.

Vote: 7-0

Result: Motion passed

## **Old Business:**

- Board Training: a training will be scheduled which provides an overview of charter school law and the responsibilities of Board members , by-laws, etc. on Monday, March 1, 2021 at 5:30 pm.
- Future planning – as per discussion during previous Board meetings, we plan to explore ways in which we may integrate Spanish into our educational program.

## **New Business:**

- Erica Monroe was presented as a candidate to serve a three year term on the Board of Trustees as a parent representative.

May I have a motion to approve Erica Monroe to serve for a 3-year term as a Parent Representative on the Board of Trustees?

Motion: Ed Jaroch

Second: Amechie Walker

Discussion: none

Vote: 7-0

Result: Motion passed

The meeting was adjourned at 6:07 pm.