

# Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda

July 18, 2022  
5:30 PM-6:30 PM

Sylvan Heights Science Charter School

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## I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

## II. ATTENDANCE

Board of Trustees	Present	Absent	Late
Ed Jaroch, President			
Margaret Burton Conners, Vice President			
Merita Marek, Secretary			
Chad Hotsko, Treasurer			
Lyndsay Bryce			
Amechie Walker			
Debra Simpson-Buchanan			
Nicole Marshall			
Erica Monroe			
Susan Roth, Principal/CAO (non-voting)			
Lori Lauver, Teacher (non-voting)			
Melena Overdorf, Teacher (non-voting)			

## III. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

## IV. COMMENT PERIOD

## V. REPORTS

## **A. FINANCE AND FACILITIES:**

No meeting held

## **B. PRINCIPAL:**

- 1) Programing and Supports for English Language Learners:
  - a. Memorandum of Understanding, 2022-2023 School Year Title III with the Capital Area Intermediate Unit
  - b. Sylvan Heights Science Charter School's Language Instruction Education Program for English Language Learners (LIEP)
- 2) TSI Title I School Plan for the 2022-2023 school year:
  - a. End of 2021-2022 school year Acadience Benchmarking average reading composite score = 45% proficient
    - i. Goal for 2022-2023 school year: 60% end of year proficiency in the area of reading
  - b. End of 2021-202 school year Acadience Benchmark average math composite score = 54% proficient
    - i. Goal for 2022-2023 school year: 60% end of year proficiency in the area of math
  - c. End of 2021-2022 school year percentage of parent engagement in Student Attendance Improvement meetings = 34% parent engagement
    - i. Goal for the 2022-2023 school year: 40% of parent will engage in Student Attendance Improvement meetings.
- 3) Upcoming Conferences
  - a. 2022 Special Education Leadership Academy (Virtual) sponsored by Intermediate Unit 1:
    - Attendees: Susan Roth and Jessica Nordai
    - Dates: July 19, 20 and 21, 2022
  - b. Pennsylvania Association of Federal Programs Coordinators (PAFPC) Summer Leadership Forum at the Harrisburg Hilton,
    - Dates: Aug. 11-12<sup>th</sup>
    - Attendees: Lori Lauver
- 4) Memberships:
  - a. Complete school membership for the Pennsylvania Association of Federal Programs Coordinators
  - b. Renewal the School's membership with the Pennsylvania Coalition of Public Charter Schools in the amount of \$1065.00 for the 2022-2023 school year.
- 5) Update on Facility
  - a. Bitner Electric has begun electrical repairs to the building – proposed completion date is July 29, 2022
  - b. PIV Valve Replacement:
    - Contract for services with Lobar Associates Construction in the amount of \$37,285.00

- Proposed date for work to begin: July 25<sup>th</sup>. Estimated time for completion is 1 week
- c. Windstream (our current dial tone provider) will no longer provide services effective August 2, 2022. Recommendation to bundle internet and phone services with Comcast.
- 6) Technology update:
  - a. Recommendation to purchase 13 staff laptops via Dell Technologies
- 7) Insurance updates:
  - a. Recommended renewal of commercial and school board legal liability with Selective Insurance with a total policy premium of \$14,471.00 effective July 1, 2022.
  - b. Recommended renewal of workers compensation and employer's liability insurance through Liberty Mutual Insurance in the amount of \$11,871.00 effective July 1, 2022.
- 8) Review of proposed policies

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

No meeting held.

### **D. FAMILY ADVISORY COMMITTEE:**

No meeting held.

### **E. PERSONNEL:**

No meeting held.

### **F. PRESIDENT:**

## **VI. ITEMS FOR BOARD ACTION**

### **A. CONSENT AGENDA**

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

- Approval of the minutes from the June 27, 2022 Board of Trustees Meeting.

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

- Approval of check numbers 2375-2406 and the listed ACH transactions for the month of June 2022.

- Approve the contract with Lobar Associates Construction for PIV Valve Replacement in the amount of \$37,285.43.
- Approve the Dell Technologies quote to purchase 13 XPS 13 Plus laptops per unit price of \$1,609 for a total of \$20,922.00.
- Approve the Comcast Business Service Order Agreement to continue to provide internet services at \$329 per month; and add on business voice lines at \$164.80 per month.

### **3. PERSONNEL**

- Approval of the following job descriptions:
  - Regular Education Teacher
  - Reading Specialist
  - Cafeteria Coordinator
  - Instructional Support Teacher
  - Technology Instructional Support Teacher
  - STEM Coordinator/Federal Programs Coordinator
  - Food Service Support Staff

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

- Approve the Memorandum of Understanding, 2022-2023 School Year Title III with the Capital Area Intermediate Unit
- Approve Sylvan Heights Science Charter School's Language Instruction Education Program for English Language Learners (LIEP)
- Approval of the TSI Title I School Plan for the 2022-2023 school year.
- Approve the renewal of commercial and school board legal liability with Selective Insurance with a total policy premium of \$14,471.00 effective July 1, 2022.
- Approve the renewal of workers compensation and employer's liability insurance through Liberty Mutual Insurance in the amount of \$11,871.00 effective July 1, 2022.
- 1<sup>st</sup> Reading of the following board policies:
  - Policy 1021 Field Trips
  - Policy 2018.1 Weapons
  - Policy 2049 Bullying/Cyberbullying (revised)
  - Policy 4008 Bank Accounts
  - Policy 4009 Investment of Funds
  - Policy 4020 Fund Balance
- 2<sup>nd</sup> Reading for approval of the following board policies:
  - Policy 1005- Curriculum
  - Policy 1012- Guidance Counseling
  - Policy 1030- Homework
  - Policy 2000- Enrollment (revised)
  - Policy 2016- Student Records
  - Policy 2018.2- Terroristic Threat
  - Policy 2009- Health Services

- Policy 2009.1- Food Allergy Management
- Policy 2022- Tobacco/vaping
- Policy 2026- Searches
- Policy 2027- Controlled Substances
- Policy 2036- Student Assistance Program
- Policy 2036.1- Threat Assessment
- Policy 2037- Electronic Devices
- Policy 6010- Transportation
- Policy 7004- Public Attendance at School Events

## **B. OLD BUSINESS**

## **C. NEW BUSINESS:**

## **VII. ADJOURNMENT**