



Sylvan Heights Board of Trustees Meeting Minutes 12-19-2023

Board of Trustees Members in attendance

Attendees included Ed Jaroch, Debra Simpson-Buchanan, Margaret Burton Connors, Erica Monroe, Nicole Moore (virtual), Amechie Walker, Chad Hotsko

Board of Trustees Members not in attendance

All members in attendance

Staff/Public in attendance

School Administration: Susan Roth, Principal/CAO; Jessica Nordai, Assistant Principal; Leigh Dalton, Solicitor

School Staff: Lori Lauver, STEM/Federal Grant Coordinator

Interested Citizens: Jim Ross, Kada Louis

Call to order

A meeting of Sylvan Heights Science Charter School was held at Sylvan Heights Science Charter School, 915 S. 13th Street, Harrisburg, PA 17104 on December 19th, 2023. The meeting was called to order at 6:05pm. This was followed by the Pledge of Allegiance and a moment of silence.

Roll Call

Following roll call, a quorum was present as noted above.

Announcement of Executive Session

An executive session was held on December 7th at 6:00pm to discuss real estate matters.

Approval of Agenda

A motion was made by Ms. Burton Connors for approval of the agenda. This was seconded by Ms. Simpson-Buchanan. There was no discussion and the motion passed unanimously.

Recognition of Guest & Scheduled Speakers

None

Comment Period

Public Comments

- None

Staff Comments

- None

Reports

Finance & Facilities

- No meeting held

Principal

- Events
 - Toys for Tots distribution on December 14th starting at 6:00pm
 - December 2023 after school reading intervention for first grade students
 - January 2024 after school intervention windows begins January 16, 2024
 - Virtual Parent Engagement meeting Saturday, January 27th at 10:00am
 - Winter Break for 10-month staff & students: December 25th through January 2nd, 2024. All staff & students return on January 3rd, 2024.
- iXL school-wide implementation & winter break challenge
- Finances:
 - Recommendation to open an additional interest-bearing account with Citizens Bank to hold federal funds as required by Policy 4026, Federal Fiscal Compliance: Cash Management
- Facilities Update:
 - Recommendations to approve El Vali's LLC Landscaping & Lawn Care to perform snow removal this winter
 - Recommendation to approve the downspout replacement & reinforcement by Flook, Inc.
 - Fire inspection was conducted December 14th - no items were out of compliance

By-Laws & Policies

- No Meeting Held

Family Advisory Committee

- The school would like to thank the Family Advisory Committee for providing staff appreciation luncheon on December 22nd

Personnel

- No Meeting Held

President

- None

Items for Board Action

Consent Calendar

- Approval of Board Minutes
 - Approve the minutes from the November 21, 2023 Board of Trustees meeting
- Fiscal Items
 - Approve check numbers 2898-2945 and the listed ACH transactions for the month of November 2023
 - Approve the opening of an additional interest-bearing account with Citizens Bank for the purpose of federal funds
- Personnel
- Agreements/Contracts/Policies
 - Approve the proposal with Flook, Inc. to replace and reinforce downspout in the amount of \$993.00
 - Approve the proposal with El Vali's LLC Landscaping & Lawn Care to perform snow removal in the amount of \$300.00 per snowfall.

A motion was made by Mr. Jaroch for approval of the consent calendar with a second by Ms. Moore. A roll call vote was then taken with all board members voting to approve the motion (*motion passed 7-0*).

Old Business

- None

New Business

- Discussion of property purchase options in light of the tour of the Jewish Community Center. Discussion to also include the Hale Avenue Agreement of Sale and current due diligence study of 350 Hale Avenue being conducted by McKissick Architecture
 - Discussion around cost effectiveness of Hale Avenue study results
 - Meeting with Harrisburg School District on Thursday, December 21, 2023
 - Can the budget be built off of income revenue? Is there a flood risk and what are the potential financial ramifications?
 - Discussion around both properties and their effectiveness for what the school needs

Adjournment

- The meeting was adjourned was at 6:58pm by Mr. Jaroch
- The next Board of Trustees meeting is scheduled for Tuesday, January 16, 2024 at 6:00pm