

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, June 26, 2023

Meeting Location:
Sylvan Heights Science Charter School
915 S. 13th Street
Harrisburg, PA 17104

All meetings are open to the public

Call to Order

The meeting was called to order at 5:28 pm by Mr. Ed Jaroch. 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 in-person unless otherwise indicated):

Board members in attendance include: Mrs. Margaret Burton-Conners, Mrs. Merita Marek, Mrs. Deborah Simpson Buchanan, Ms. Nicole Marshall, Mrs. Erica Monroe. Mr. Chad Hotsko, Mr. Amechie Walker, and, Ms. Lyndsay Bryce were absent. Staff present onsite included Mrs. Susan Roth (Principal/ CAO), Jess Nordai (Vice Principal), Lori Lauver and Attorney Mrs. Leigh Dalton.

Approval of Agenda:

May I have a motion to approve the agenda?

Motion: Mrs. Margaret Burton Conners

Second: Mrs. Debra Simpson-Buchanan

Discussion: There being none, the meeting continued.

Result: The motion passed.

Recognition of Guest and scheduled speakers:

None Scheduled

It was noted that an executive session was held prior to the board meeting at 5pm to discuss property.

Comment Period:

- A. Public: There being no public comment, the meeting continued.

- B. Staff: There being no Staff comment, the meeting continued.

Reports:

Finance and Facilities Committee:

Meeting was held on June 12, 2023 at 6:00 pm. The following items were discussed:

- Proposed 2023-2024 school year budget- proposed budget presents as balanced.
- Review of current financial status through May 2023.
- The need to transfer funds from the reserve account to cover expenses for the installation of the pipe valve installed by Lobar. Recommendation to transfer from M&T to Citizens Bank
- Reserve Funds held in M&T bank are now earning 4% interest for the next 3 months. Funds will remain liquid.

Nominating Committee:

No meeting Held

Principal's Report:

1) Transportation:

- Recommendation to approve the contracted with Boyo Transportation to provide transportation to students participating in the Summer Intervention Program and the Extended School Year (ESY) program.
- Recommendation to approve the contract with Krise Transportation for after-school programming and early dismissals for the 2023-2024 school year.

2) Social and Emotional Curriculum and Behavioral Supports:

- The Center for Responsive Schools four-day contracted workshop for the teaching staff and a one-day consultant observation and feedback visit during 2023-2024 has been reduced to \$ 25,150.00.
- Recommendation to approve the proposal to engage in a partnership with The All You Can Leadership Academy for the 2023-2024 school year in the amount of \$21,600.00.

3) English Language Arts curriculum, books and materials:

- Recommendation to terminate the current Engage New York English Language Arts curriculum and replace it with the Wonders English Language Arts five (5) year subscription for hands-on and digital curricular books and materials provided by McGraw Hill LLC for grades Kindergarten through 4th grade.

4) Recommendation to approve the Initial Service Agreement with the CAIU to provide Occupational, Physical Therapy, Physical Therapy, Social Work and Speech and Language Support services during the 2023-2024 school year.

5) Comcast Business Services:

- Recommendation to approve the revised Comcast Business Service Order Agreement for Comcast to provide the Business Internet Premium package.
- Recommendation to approve Comcast Business Services Order Agreement to terminate the School's phone lines with Windstream and to transfer the phone line to Comcast.

6) Recommendation to continue auditing tax preparation services with Sager, Swisher and Company, LLP

7) Policies for a first reading: Policies in support of federal programs and/or charter renewal are in the process of being developed or revised.

By-Laws and Policies:

No meeting was held

Family Advisory Committee:

No meeting was held

Personnel Committee:

No meeting held.

President:

Mr. Ed Jaroch signed up for advanced board training.

ITEMS FOR BOARD ACTION:

By notice of the Vice 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 AGENDA

1. APPROVAL OF BOARD MINUTES:

- Approval of the minutes from the May 15, 2023 Board of Trustees Meeting.

•Approval of the minutes from the June 12, 2023 Special Board Meeting

2. **FISCAL ITEMS:**

- Approval of check numbers 2687-2730 and the listed ACH transactions for the month of May 2023.
- Approve the Sylvan Heights Science Charter School Proposed 2023-2024 Budget Revenue and Expenditures July 1, 2023- June 30, 2024.
- Approve the transfer in the amount of \$37,285.43 from the School's reserve account to School's Citizen's bank account to cover the amount spent on the replacement of the pipe valve installed by Lobar Associates.

3. **PERSONNEL: no items for board action**

4. **AGREEMENTS/CONTRACTS/POLICIES**

- Approval the revised proposal for the Center for Responsive Schools to provide a four-day contracted workshop for the teaching staff and a one-day consultant observation and feedback visit during 2023-2024 school year in the amount of \$ 25,150.00.
- Approve proposal to engage in a partnership with The All You Can Leadership Academy for the 2023-2024 school year in the amount of \$21,600.00.
- Approve the agreement with Krise Transportation for after-school intervention runs in the amount of \$125 per hour with the time exceeding 1 hour to be billed at \$31.25 per fifteen minutes; and for early dismissals to bill the school for \$250.00 for 2 hours with the time exceeding 2 hours to be billed at \$31.25 per fifteen minutes.
- To approve the recommended proposal to purchase the Wonders English Language Arts five (5) year subscription for hands-on and digital curricular books and materials through McGraw Hill LLC for grades Kindergarten through 4th grade in the amount of \$88,736.32.
- To approve the 3-year contract with PowerSchool to upgrade the current student-information-system (SIS), including enhancements to our attendance tracking system and to also include Multi-tiered Systems Supports (MTSS), and corresponding training to support the proposed upgrades for an initial amount of \$32,830.00 for the 2023-2024 school year and \$12,800 for each remain year of the contract.
- To approve the revised Comcast Business Service Order Agreement for Comcast to provide the Business Internet Premium package for the amount of \$319.90 per month with an installation fee of \$69.00.
- To approve Comcast Business Services Order Agreement to terminate the School's phone lines with Windstream and to transfer the phone line to Comcast for the amount of \$164.00 per month
- To approve the Memorandum of Understanding with Boyo Transportation to provide transportation for the Summer Intervention Program from June 12 to July

13th in the amount of \$255.00 for 9 passenger van and \$285.00 for a 30-passenger bus.

- To approve the Initial Service Agreement with the CAIU to provide Occupational, Physical Therapy, Physical Therapy, Social Work and Speech and Language Support services during the 2023-2024 school year in the amount of \$255,355.
- To approve Sager, Swisher and Company, LLP to perform auditing and tax preparation services in the amount of \$11,000.00 for single audit of financial records and \$1,500.00 for preparation of Form 990.
- To approve the first reading of the following board policies:
 - Policy 4010: Purchases Subject to Bid/Quotation
 - Policy 4011: Purchases Budgeted
 - Policy 4012: Purchases Not Budgeted
 - Policy 4019: Audit
 - Policy 4022: GASB Statement 34
 - Policy 4026: Federal Fiscal Compliance
 - Policy 1038: Language Instruction Educational Program for English Learners
 - Policy 2000: Admissions and Enrollment
 - Policy 2004: Attendance
 - Policy 2033: Suspension and Expulsion

Approval of Consent Agenda:

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

Motion: Margaret Burton Conners

Second: Nicole Marshall

Discussion: None

Roll Call Vote

Mr. Ed Jaroch- yes

Mrs. Margaret Burton-Conners -yes

Mrs. Merita Marek- yes

Mrs. Debra Simpson Buchanan - yes

Ms. Nicole Marshall – yes

Ms. Erica Monroe - yes

Result: 6-0

B. OLD BUSINESS

C. NEW BUSINESS

- Discussed the scheduling of dates for committee meetings for the 2023-2024 school year.

Adjournment:

The next Board of Trustees meeting will be held on Monday July 17, 2023 at 5:30 pm.

The meeting was adjourned at 6:23 pm by Mr. Ed Jaroch