

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, March 20, 2023

Call to Order

The meeting was called to order at 5:33 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 Board members were in-person unless otherwise indicated):

In attendance at the meeting were Mr. Ed Jaroch, Mrs. Margaret Burton Conners, Mrs. Merita Marek, Ms. Lyndsay Bryce (virtual; left at 5:54 pm), Ms. Deborah Simpson Buchanan, and Ms. Nicole Marshall. Mr. Chad Hotsko, Mr. Amechie Walker, and Ms. Erica Monroe were absent. Staff in attendance included Mrs. Susan Roth (Principal/ CAO), Mrs. Lori Lauver, Mrs. Melena Overdorf, and Miss Renai Corson. Dr. Leigh Dalton, Stock and Leader, attended the meeting virtually.

Approval of Agenda

It should be noted that public notice was given for this meeting in accordance with Act 84 of 1986. The preliminary draft agenda has been submitted to the Board for approval. Additionally, the preliminary draft agenda is also posted to the school's website at www.shscs.org at least 24 hours prior to the scheduled board meeting. The school will post the approved agenda on the next business day following the scheduled board meeting.

May I have a motion to approve the agenda?

Motion: Mrs. Margaret Burton Conners

Second: Mrs. Deborah Simpson Buchannan

Discussion: There being none, the meeting continued.

Vote: 6-0

Result: The motion passed.

Recognition of Guest and scheduled speakers

There being none the meeting continues.

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

No meeting was held.

Mrs. Susan Roth and the Citizens Bank account management consultants met to discuss interest earnings and fees. Effective in the February 2023 statement, the earnings credit increased and overall fees decrease, reflecting an overall savings of approximately \$300.00 per month.

The Committee will continue its work on developing Policy 4026 and supporting financial policies during future committee meetings.

Nominating Committee

It was reported that no meeting was held. Committee members will be polled for meeting times and dates.

Principal's Report

- School photos: Spring School Picture Day be March 30, 2023. Photos are now taken in both the fall and spring to allow for students who enroll after the first quarter to have their photo taken.
- Upcoming Field Trips
 - We are super excited for field trips to begin again; the last field trip was in 2019.
 - Second Grade will be going to Hershey Gardens on March 29, 2023
 - First Grade will be going to Wildwood Park Olewine Nature Center on April 14, 2023
 - Fourth Grade will be going to Wildwood Park Olewine Nature Center on May 16, 2023
 - Third Grade will be going to Oakes Museum/Messiah University on May 24, 2023
 - Kindergarten will be going to Paulus Farms June 1, 2023.
 - Moving forward we would like to do field experience per year for each grade level.
- Big Smiles Mobile Dentist is coming on April 17th, 18th, and 19th
- We will be having PSSA Saturday on April 15, 2023. The time for this will be 9:00 am to 12:00 pm at our school building. Parents are encouraged to attend. They will have breakfast and do a practice test with their child.
- PSSA testing dates will be April 25 through May 7, 2023
- Updates on our Charter Renewal
 - Building Site Walkthrough/visit was held on March 16, 2023 by Harrisburg School District
 - The District submitted additional follow-up questions just prior to tonight's meeting. Sylvan Heights' school administration is in the process of reviewing the requested information.

Conferences- Sylvan Heights staff will participate in the following conferences to gain up-to-date information for future implementation:

- PDE 2023 Special Education Conference was held on March 1 – 3, 2023 and was attended by Mrs. Jessica Nordai.
- PDE Data Summit- Understanding your data, uplifting students, classrooms and schools will be held March 27 - 29, 2023 and will be attended by Mrs. Jessica Nordai.
- Pennsylvania Association of Federal Programs Coordinators will be held on April 16th, 2023 thru April 19th, 2023 at the Kalahari Resorts and Convention Center at the Pocono Mountains. Mrs. Lori Lauver is slated to attend.
- The CAIU has partnered with the Partnership for Career Development in sponsoring the Cradle to Career Alliance conference to be held on April 19, 2023. Mrs. Susan Roth is slated to attend.

By-Laws and Policies

The meeting was held March 2, 2023. Those in attendance included Mrs. Susan Roth and Mrs. Merita Marek. Leigh Dalton participated by phone for consultation.

Topics for discussion included:

- The review of Policy 0006.1
- The Amended and Restated Bylaws.
 - A typographical error was corrected. No other changes needed.
- Clarification of needing a quorum (5 members) of the Board of Trustees to be onsite in order to conduct business at our Board meetings.
- The next meeting will be held on May 4, 2023. The agenda will focus on the creation of an application packet for new Board of Trustees members.

Family Advisory Committee

The Family Advisory Committee did not have a meeting. Mrs. Susan Roth indicated that Family Advisory Committee organized a Rib Rally Fundraiser with Texas Roadhouse; the total amount raised has not yet been reported. The Family Advisory Committee supplied lunch for the staff during the recent Responsive Classroom Teacher In-Service.

Personnel Committee

It was reported that no meeting was held. Due to scheduling conflicts, the meeting originally scheduled for April 12th will be cancelled; the next meeting will be May 10, 2023. The agenda will include a review of the Personnel Handbook.

President

There being no report, the meeting continued.

ITEMS FOR BOARD ACTION

By notice of the 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 CALENDAR**

1. **APPROVAL OF BOARD MINUTES:**

- Approve the minutes from the February 27, 2023 Board of Trustees Meeting.

2. **FISCAL ITEMS**

- Approval of the check numbers 2600-2635 and listed ACH transactions for the month of February 2023.

3. **PERSONNEL**

4. **AGREEMENTS/CONTRACTS/POLICIES**

- To approve the adoption of the Amended and Restated Bylaws of Sylvan Heights Science Charter School.

Approval of Consent Calendar

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

Motion: Mrs. Margaret Burton Connors

Second: Mrs. Merita Marek

Discussion: None

Roll Call Vote

Mr. Ed Jaroch- yes

Mrs. Margaret Burton-Connors- yes

Mrs. Merita Marek- yes

Mrs. Debra Simpson Buchannan- yes

Ms. Nicole Marshall- yes

Vote: 5-0

Result: Motion passed.

Old Business

- Board of Trustees members were reminded to complete Financial Interest Statement forms; those in attendance with outstanding documentation were provided with an additional copy at the meeting.

New Business

- Discussion about developing an afterschool Spanish Program
- Mrs. Roth was asked about current opportunities for parents to attend workshops hosted by the school (i.e. helping your child study, improve his/ her reading skills, and to succeed) to promote more parent involvement/ support in the learning process. Since COVID, the School has been working to re-establish in-person participation in workshops and events. We have hosted themed family events focusing on how to read to your child/ benefits of reading to your child. During the reading and math family engagement events held during this year, we have focused on bringing families together to experience meaningful learning opportunities in a fun way (i.e. stations in which parents played math games with their children).
- A Family STEM Night has been planned for late May– students will showcase topics learned throughout the school year for their family and friends during an evening event. Past events have included student-facilitated stations where guests are encouraged to use limited materials to build something/ accomplish a task. For example, use wires, a battery, switch, and a light bulb to create a working circuit (several different solutions). The School’s computer science and after school STEM programs will be also be highlighted.
- The Board was reminded that the next meeting will be held on April 17th. We are in “budget season” and plan to present a preliminary budget for consideration on May 15th and the final budget on June 26th. We are awaiting the response from Harrisburg School District regarding our Charter Renewal Application to determine the potential for a different physical location of the School. According to analysis provided by the School’s financial advisor, such a move would be dependent on approval by the District to allow expanding enrollment to include 5th grade.

Adjournment

A motion was made to end the meeting: Mrs. Margaret Burton Connors

Second: Mrs. Merita Marek

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

The meeting was adjourned at 6:13 pm by Mr. Ed Jaroch.