

Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda

January 23, 2024

6:00 – 7:00 pm

Sylvan Heights Science Charter School

915 S. 13th Street

Harrisburg, PA 17104

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Please rise for a moment of silence followed by the Pledge of Allegiance.

Can we have Roll Call:

II. ATTENDANCE

Board of Trustees	Present	Absent	Late
Erica Monroe, President			
Amechie Walker, Vice President			
Margaret Stone Burton, Secretary			
Chad Hotsko, Treasurer			
Debra Simpson-Buchanan			
Nicole Marshall			
Ed Jaroch, Immediate Past President			
Susan Roth, Principal/CAO (non-voting)			
Jess Nordai, Assistant Principal (non-voting)			
Lori Lauver, Teacher (non-voting)			

III. APPROVAL OF AGENDA

May I have a motion to approve the agenda?

Motion:

Second:

Discussion:

Vote:

Result:

IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

No scheduled speakers or guests.

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

Meeting Held: January 9, 2024

Attendees: In-person included, Erica Monroe, Ed Jaroch, Margaret Stone Burton, Susan Roth, Jess Nordai, Lori Lauver and Kelley Lorenzetti, CPA of Diana M Reed and Associates, PC

Guests Speakers (virtual attendance): Michael L. Reiner CPA and Alissa R. Harrison, CPA of Sager, Swisher and Company, LLP

Presentation of Financial Statements with supplemental information for year ending June 30, 2023 by Sager, Swisher, and Company.

- Review of financial audit indicated no findings.

Additional topics discussed:

- The need to locate a new auditor due to the retirement of Michael L Reiner, CPA
- The transfer of \$250,000.00 from the Citizens Bank checking account to Orrstown Bank
- The removal Ed Jaroch as signer on the Orrstown Bank account; to continue to approve Susan Roth and Chad Hotsko as signers; and to add Margaret Stone Burton, Jessica Nordai and Erica Monroe as signers.
- Consider seeking a structural engineer to determine if the roof can support additional HVAC units.

B. PRINCIPAL:

Announcements:

- Susan Roth, Principal/CAO was appointed to the Harrisburg School District Act 141 Advisory Committee as the charter school representative.

- On December 14, the Governor signed legislation—Act 46 of 2023—amending the School Code to allow public school entities to adopt a school term consisting of *either* (a) 180 days *or* (b) 900 hours at the elementary level or 990 hours at the secondary level.

Events:

- January 16, 2024: School closed due to snow emergency. No make up date has been announced yet.
- January 19, 2024: Virtual Learning Day for all staff and students due to snow emergency (1st FID Day).
- End of marking period: January 18, 2024
- Math/Reading Acadience benchmarking for all grades; WIDA ESL testing; Mid-year 3rd and 4th grade ELA/Math/Science CDT testing
- January 27, 2024: Virtual Parent Engagement Meeting 10:00 am
- Marking period 2 conferences: February 1st afterschool till 6:00 February 2nd from 7:30 to 2:00.
- February 5, 2024: 100th Day of School Celebration
- Afterschool intervention groups are slated to begin at the end of January.

Policy Updates:

- Recommendation to align policies 4010, 4011 and 4012 to reflect the amount for purchases subject to public bid is **\$23,200**, and the amount for purchases subject to written or telephonic price quotation is **\$12,600** per the Consumer Price Index as published by the Pennsylvania Department of Labor and Industry as of January 1, 2024.
- Recommendation to approve Policy 6028: Fraud
 - Pennsylvania's 'Whistleblower' Law protection from retaliation resulting from good faith reports of waste, fraud, and abuse.
- Recommendation to approve updated Policy 2051: Students Experiencing Homelessness, in Foster Care and Experiencing Educational Instability
- Recommendation to approve Policy 6008: Food Service
 - Sylvan Heights is a Community Eligibility Provision (CEP) school- all students receive free breakfast and lunch

Act 13 Educator Effectiveness Evaluation Tool:

- Recommendation purchase a one-year Danielson Observation Annual License in the amount of \$1,250.00 and initial set-up fee of \$399.00 via Marzano Evaluation Center to track teacher, school counselor and school nurse evaluations and growth plans.

C. BY-LAWS AND POLICIES:

No meeting held

Next meeting is scheduled for March 7, 2024 at 5:30

D. Family Advisory Committee:

No meeting held.

E. PERSONNEL:

No meeting held.

Next meeting is scheduled for March 13, 2024 at 5:30

F. PRESIDENT

VII. 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 December 19, 2023 board meeting.

2. FISCAL ITEMS:

- Approve check numbers 2946- 2971 and the listed ACH transactions for the month of December 2023.
- Approve the audited financial statements with supplemental information for year ending June 30, 2023.
- Approve the transfer of \$250,000.00 from the Citizens Bank checking account to Orrstown Bank
- Approve the removal Ed Jaroch as signer on the Orrstown Bank account; to continue to approve Susan Roth and Chad Hotsko as signers; and to add Margaret Stone Burton, Jessica Nordai and Erica Monroe as signers.

- Approve the purchase a one-year Danielson Observation Annual License in the amount of \$1,250.00 and initial set-up fee of \$399.00 via Marzano Evaluation Center.

3. PERSONNEL:

4. AGREEMENTS/CONTRACTS/POLICIES

To approve the 1st reading of the following policies:

- Policy 4010: Purchases Subject to Bid Quotation
- Policy 4011: Purchases Budgeted
- Policy 4012: Purchases Not Budgeted
- Policy 6008: Food Services
- Policy 6028: Fraud
- Policy 2051: Students Experiencing Homelessness, in Foster Care and Experiencing Educational Instability

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

Motion:

Second:

Discussion:

Vote:

Result:

B. OLD BUSINESS

C. NEW BUSINESS:

- Financial Interest Statements
- Committee membership
- Summary of December 21st meeting with Harrisburg School District

VIII. ADJOURNMENT