

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

August 23, 2021  
5:30 PM-6:30 PM

Sylvan Heights Science Charter School

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## 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
Ed Jaroch, President			
Margaret Burton Connors, Vice President			
Merita Marek, Secretary			
Andre Johnston, Treasurer (non-voting)			
Lyndsay Bryce			
Amechie Walker			
Debra Simpson-Buchanan			
Nicole Marshall			
Erica Monroe			
Laura Kurtz, former president			
Chad Hotsko			
Susan Roth, Principal/CAO (non-voting)			
Lori Lauver, Teacher (non-voting)			
Jess Nordai, Teacher (non-voting)			

## III. 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](http://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:  
Second:  
Discussion:  
Vote:  
Result:

## **IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –**

## **V. COMMENT PERIOD**

### ***A. Public***

### ***B. Staff***

## **VI. REPORTS**

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

No meeting held

### ***B. PRINCIPAL:***

COVID-19 Updates:

[What to do if a Student Becomes Sick at School or Reports a New COVID-19 Diagnosis Flowchart | CDC](#)

Federal Programs updates:

- Title I, Title II and Title IV: Recommendation to transfer 100% of Title IV funds in the amount of \$12,896.00 into Title I. Title I will support salaries, benefits and supplies for Reading Specialist, School Counselor, Math Resource Teacher and supplies for homeless students.
- Recommend the application of Keystone Purchasing Network (KPN) provided by Central Susquehanna Intermediate Unit.

Water Damage and Repairs updates:

- On August 11, 2021, Harrisburg experienced significant rainfall which resulted in flash flooding. Rainwater forced its way up through the toilets in the nurse's bathroom. Water damaged areas in 2 classrooms, hallway, nurse's office, receptionist office, front lobby and the pupil services coordinator's office. Enders Insurance was notified immediately.

- SERVPRO of Hershey/Harrisburg East has been assisting the school with the recovery and restoration process.
- Fluss Flooring replaced all damaged carpet and baseboard in the carpeted areas.
- School is still on schedule to open on Wednesday, August 25, 2021.

Personnel:

- Recommendation to revise Job Description Title of Pupil Services Secretary to Pupil Services Assistant.
- All full-time positions have been filled. Positions have been offered to potential part-time candidates.
- Recommendation to add the position of an additional building substitute due to potential COVID-19 staff shortages.
- Recommended Personnel Handbook updates:
  - Remove “vacation” from allowable reason for using PTO for 10-month full-time staff
  - Allow non-exempt employees to apply PTO time to off-set tardiness.

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

No meeting held

**D. Family Advisory Committee:**

No meeting held

**E. PERSONNEL:**

No meeting held

**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 July 26, 2021 Board of Trustees Meeting.

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

- Approval of check numbers 2036- 2038; 2041-2050; 2052- 2057; 2060-2062 and the listed ACH transactions for the month of July 2021.
- To approve the recommendation to transfer 100% of Title IV, Part A- Student Support and Academic Enrichment funds in the amount of \$12,896.00 into Title I, Part A- Improving Basic Programs.
- To approve the purchase of mobile lecterns for instructional staff not to exceed a 15 total of lecterns with a maximum cost of \$600.00 per lectern.
- To approve ClassLink Renewal Licenses and ClassLink Rosters Hosting Renewal License from 9/01/2021-8/31/2022 in the amount of \$2,495.00.
- To approve storm repair damage by Fluss Flooring which includes the moving of heavy furniture, supply and install of Johnsonite carpet tiles (color determined based on supply); and includes 8 hours and 6 bags of floor patch for floor prep with an additional charge at Time and Material in the amount of \$10,953.00.

### **3. PERSONNEL:**

- To approve the hiring of Scott Bryson, Special Education teacher for the 2021-2022 school year, in the amount of \$49,500.00 exempt classification with a Master's degree plus experience.
- To approve the hiring of Salli Stentzel, grade 3 teacher, for the 2021-2022 school year, in the amount of \$46,000.00 exempt classification with a Master's degree.
- To approve the hiring of Riley Keefer, grade 3 teacher, for the 2021-2022 school year in the amount of \$45,000.00 exempt classification with a bachelor's degree.
- To approve the hiring of Sondra Flom, grade 2 teacher, for the 2021-2022 school year in the amount of \$46,000.00 exempt classification with a master's degree.
- To approve the Pupil Services Secretary job title from Secretary to Assistant.
- To approve the hiring of Kameran Blair, non-exempt classification, Pupil Services Assistant, in the amount of \$35,000 (prorated based on 240 days of employment for the 2021-2022 fiscal year.

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

- To approve the recommended revision to the Sylvan Heights Science Charter School Personnel Handbook.
- To approve the recommend revisions to the Sylvan Heights Science Charter School-wide Handbook & Student Code of Conduct for the 2021-2022 school year.
- To approve the Title III Memorandum of Understanding for the 2020-2021 school year representing the agreed-upon program, services and products to be provided in the CAIU#15 Title III Consortium.
- To approve the Agreement for English Language Development (ELD) English as a Second Language (ESL) Services with a cost of \$105 per hour with the Capital Area Intermediate Unit (CAIU) for the 2021-2022 school year.
- To approve the application to Keystone Purchasing Network (KNP) provided by Central Susquehanna Intermediate Unit.

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

Motion:

Second:

Discussion:

Vote:

Result:

#### ***B. OLD BUSINESS:***

#### ***C. NEW BUSINESS***

- Elect Chad Hotsko, current Board of Trustee Community Member, to serve for a three-year term as Board of Trustees Treasurer in place of Andre Johnston, Treasurer (non-voting) who has completed his term of service.
- Discuss the removal of the billboard from playground by Nate Smucker, Smucker Mechanical.
- Discuss moving board meeting start time from 5:30PM to 6:00PM

### **VIII. ADJOURNMENT**

## **BOARD OF TRUSTEE MEETINGS**

Meetings will be held @ 5:30 pm on the following dates:

Monday, July 26, 2021  
Monday, August 23, 2021  
Monday, September 20, 2021  
Monday, October 18, 2021  
Monday, November 15, 2021  
Monday, December 20, 2021  
Monday, January 24, 2022  
Monday, February 21, 2022  
Monday, March 28, 2022  
Monday, April 25, 2022  
Monday, May, 23, 2022  
Monday, June 27, 2021

## **BOARD OF TRUSTEE COMMITTEE MEETINGS**

**Finance & Faculties Committee:** (meetings are held at 6:00 PM)

Monday, September 13, 2021  
Monday, November 8, 2021  
Monday, January 10, 2022  
Monday, March 14, 2022  
Monday, May 16, 2022

**By-Laws & Policy Committee:** (meetings are held at 5:30 PM)

Thursday, August 5, 2021  
Thursday, October 7, 2021  
Thursday, February 3, 2022  
Thursday, April 7, 2022

**Personnel Committee:** (meetings are held at 5:30 PM)

Wednesday, August 11, 2021  
Wednesday, November 10, 2021  
Wednesday, February 9, 2022  
Wednesday, May 11, 2022

*Meetings are held at Sylvan Heights Science Charter School, 915 South 13th Street, Harrisburg, PA 17104 except when the school building is closed due to mandated school closures related to*

*The mission of the Sylvan Heights Science Charter School is to enhance children's lives through educational experiences that are grounded in a comprehensive, science-driven interdisciplinary program highlighting discovery and creativity.*

*COVID-19. During school closures, attendance at meetings will take place via Electronic Communication. All meetings, whether in-person or via electronic communication, are open to the public. Those wishing to attend electronic communication meetings may email the school at [publiccomment@shscs.org](mailto:publiccomment@shscs.org), phone the school directly at 717-232-9220 or mail their request to Sylvan Heights Science Charter School, 915 S. 13<sup>th</sup> Street, Harrisburg, Pa 17104 for access to the meeting. Please reference Board Policy 006.1, Attendance at Meetings via Electronic Communications or our school's website at [www.shscs.org](http://www.shscs.org) for more information.*