

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, August 23, 2021

Call to Order

The meeting was called to order by Ed Jaroch at 5:32 pm. 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):

Ed Jaroch, Margaret Burton Conners (virtual), Merita Merick, Debra Simpson-Buchanan (virtual), Erica Monroe, and Chad Hotsko (virtual) were present. Amechie Walker, Dr. Laura Kurtz, and Nicole Marshall were absent. Staff present included Susan Roth (Principal/ CAO), Lori Lauver and Melena Overdorf (virtual). Taylor Baublitz from Stock and Leader was present from Stock and Leader.

Mrs. Roth noted that Mr. Charles Finley (FAC representative) and Ms. Keisha Roberts were members of the public who were present.

It was noted that Board Member Lyndsay Bryce joined the meeting at 5:58 pm (virtual) after attendance was taken.

Approval of Agenda:

It should be noted that public notice was given for this meeting in accordance with Act 84 of 1986. The preliminary agenda is submitted for Board approval.

May I have a motion to approve the agenda?

Motion: Mrs. Margaret Burton Conners

Second: Mr. Chad Hotsko

Discussion: There being none, the meeting continued.

Vote: 6-0

Result: The motion passed.

Recognition of Guests and Scheduled Speakers: There being no guests or scheduled speakers, the meeting continued.

Comment Period

A. Public:

Public comments that were received prior to the meeting included family members requesting that the children wear masks. Mrs. Roth stated that we are requesting that all children wear masks, however at this time we are not able to require that children wear masks.

Mr. Jaroch thanked the members of the public for attending and invited comments from members of the public.

- Mr. Finley requested the opportunity to provide information to parents during the first family engagement event at the school and invite parents to sign up to receive information regarding opportunities for parent and family engagement. Mrs. Roth informed Mr. Finley that there are two separate Back-to-School events being planned in early September and that the FAC would be welcome to set up an information table. The school currently communicates information about Family Engagement events/ activities by sending flyers home from school with children and via ClassDojo. Parents will be surveyed to discover parent/ family preferences for scheduling (timing and day of the week) of FAC meetings/ activities is important to gain more parental feedback and engagement.

B. Staff: there being no comments from the staff in attendance, the meeting continued.

Reports

Finance and Facilities Committee

- It was reported that no meeting was held and the meeting continued.

Principal's Report

- COVID-19 updates
- Mrs. Roth shared and explained the CDC resource [What to do if a Student Becomes Sick at School or Reports a New COVID-19 Diagnosis Flowchart | CDC](#).
- Masks are not mandated at this time. If an adult or child is feeling ill, put on a mask and individual is immediately sent home.
- We are following PDE guidance as closely as possible; all specials occur in the classroom, breakfast occurs in the classroom, students are facing the same direction as much as possible.
- Federal Programs Update
 - 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.
 - School is on schedule to open on Wednesday, August 25, 2021.

- Staff was in the building at the time that the flooding occurred; onsite staff and cleaning contractors went into action and additional staff members were summoned to assist in immediate clean-up.
 - Fluss Flooring replaced all damaged carpet and baseboard in the carpeted areas. They were able to provide the best turn-around time and had carpet in-stock for immediate installation.
 - Mrs. Roth recognized the extra efforts of staff to prepare the building for the first day of school necessitated by this flash-flood event. Staff members have been putting in a considerable amount of extra time - coming in early, staying late and coming during the past weekend to prepare the affected spaces.
- **Personnel Updates**
 - 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 teacher due to potential COVID-19 staff shortages based on the quarantining guidance and current COVID-19 positivity rates within the community. Vaccination status does not negate the need of a staff member to quarantine if testing positive for COVID-19.
 - Recommendation to make the following changes in the Personnel Handbook:
 - 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
 - Cleaning of the building and high-touch surfaces with bleach water or COVID-19 approved cleaning agents

By Laws and Policies Committee

- It was reported that there was no meeting. There are additional policies currently being written regarding federal funding.

Family Advisory Committee

- It was reported that no meeting was held (the last meeting was held in May) and the meeting continued.

Personnel Committee

- It was reported that no meeting was held due to the extreme weather event experienced at the time of the meeting on Wednesday, August 11, 2021; the meeting will be rescheduled.

President

- Mr. Jaroch reported that there were no special updates since the last meeting; he signed paperwork requiring his signature as necessary.

BOARD ACTION ITEMS

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.
- 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.
- 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.
- Approve ClassLink Renewal Licenses and ClassLink Rosters Hosting Renewal License from 9/01/2021-8/31/2022 in the amount of \$2,495.00.
- 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. There was a question as to whether or not this expense may be covered by insurance; at the time of the meeting insurance coverage of this expense had not been determined.

3. PERSONNEL

- 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.
- 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.
- 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.
- 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.
- Approve the change of the Pupil Services Secretary job title from Secretary to Assistant.
- Approve the hiring of Kameron 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

- Approve the recommended revision to the Sylvan Heights Science Charter School Personnel Handbook.
- Approve the recommend revisions to the Sylvan Heights Science Charter School-wide Handbook & Student Code of Conduct for the 2021-2022 school year.
- 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.
- 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.
- Approve the application to Keystone Purchasing Network (KNP) provided by Central Susquehanna Intermediate Unit.

Approval of Consent Calendar

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

It was noted that Consent Calendar Item 4 (Agreements/ Contracts/ Policies), bullet #3 should be amended to read “Approve the Title II Memorandum of Understanding for the **2021-2022** school year representing the agreed-upon program, services, and products to be provided in the CAIU#15 Title III Consortium.”

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

Motion: Mrs. Margaret Burton Conners
Second: Ms. Debra Simpson-Buchanan
Discussion: there being none, the meeting continued
Vote: 7-0
Result: Motion passed

Old Business: There being no old business, the meeting continued.

New Business

- The Board expressed interest in electing Chad Hotsko, current Board of Trustee Community Member, to serve for a three-year term as Board of Trustees Treasurer to replace Andre Johnston, Treasurer (non-voting) who has completed his term of service.
- Discussion: there has been a proposal for the removal of the billboard from playground by Nate Smucker, Smucker Mechanical. A local commercial real estate agent was contacted by Mrs. Roth to inquire about the potential effect of the sign’s removal on the property’s resale value- it was his professional opinion there is not necessarily a negative impact on the resale value of the property if the sign is removed. It was noted by Mr. Jaroch that the item in question is considered a sign (can only promote our school), not a billboard (that can have another entity’s name on it and be rented).

Mr. Smucker's proposal to remove the sign was unsolicited. It was recommended to send this item to the Finance and Facilities Committee for further discussion.

- Discuss moving board meeting start time from 5:30PM to 6:00PM. It was recommended to survey the school community regarding a potential change to the meeting time.

Can I have a motion to approve the items

Motion: Mr. Ed Jaroch

Second: Mrs. Merita Marek

Adjournment

The meeting was adjourned at 6:17 pm. Board of Trustees members, whenever possible, should be onsite.