

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, June 28, 2021

**Call to Order**

The meeting was called to order by Ed Jaroch at 5:34 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 attending virtually):**

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

**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. Merita Marek

Second: Mrs. Margaret Burton Conners

Discussion: There being none, the meeting continued.

Vote: 5-0

Result: The motion passed.

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

**Comment Period**

- A. Public: Mr. Finley praised the staff for their flexibility during a fluid situation (remote, hybrid, and in-person instruction).
- B. Staff: there being no comments from the staff in attendance, the meeting continued.

**Reports**

- Finance and Facilities Committee
  - Mr. Jaroch reported Committee meeting was held on June 7, 2021. Attendees included Board members Ed Jaroch (voting Board member) and Andre Johnson (non-voting Board

member). Staff in attendance included Susan Roth, Lori Lauver, and Melena Overdorf; Kelley Lorenzetti, CPA, from Diana Reed and Associates, PC also was in attendance.

- The Committee reviewed proposed 2021-2022 school year budget. The Committee recommended to the Board that the monthly Board of Trustees be rescheduled from June 21 to June 28, 2021 to allow for additional time to receive further guidance from PDE which could impact the 2021-2022 budget.
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- Principal's Report
    - A. Consolidated Application: \$199,138.00
      - Title I: Salaries, partial benefits and supplies for Reading Specialist, School Counselor and Math Resource Teacher, and clothing for homeless students
      - Title II: Tuition Reimbursement, Conferences and Professional Development
      - Title IV: Transfer of Title IV dollars into Title I; this has been used in the past for supplementary math resources and curriculum-related field experiences.
    - B. Continuity of Education Equity Grant- GEER: \$10,375.00
      - These funds will support the purchase of 95% Phonics Group Core Program, including license renewal, classroom kits and workbooks. Use of these physical and digital resources can be used throughout the school year (during core instruction and afterschool programs) and summer programs. Funds will be expended as per our approved application by September 30, 2021.
    - C. Elementary and Secondary School Emergency Relief Fund (ESSER 1): \$93,155.00
      - Part of ESSER I was spent during SY 2020-2021; the remaining funds will be expended during SY 2021-2022.
      - Technology (i-pads, cases, hotspots, etc.)
      - Individual STEM supplies to support student at-home and in-person instruction
      - Extra student "general" supplies (i.e. pencils, scissors, glue sticks, notebooks, paper, etc.) for use during at-home instruction- Supports students in case of mandatory school related closures due to COVID-19 and/or Flexible Instructional Days.
      - Contracted Services (CAIU) for a Licensed Social Worker to provide services
      - Supplies to support COVID-19 health and safety response to include such items, as PPE, cleaning solutions etc.
      - Replacement of kitchen sink and faucet to allow for space for sufficient cleaning and sanitizing of Food Service equipment and materials.
    - D. Elementary and Secondary School Emergency Relief Fund (ESSER II): \$430,845.00 (proposed).
      - Salaries and partial benefits of 3 support teachers and the one Instructional Assistant
      - Remaining contracted services (CAIU) for a Licensed Social Worker (total 112 days for a contracted price of \$72,240.00 to be spread out over both ESSER I and ESSER II through September 2022.

- English as a Second Language Services – supplemental services due to insufficient progress by students resulting from the lack of in-person services due to COVID-19 remote learning.
  - DreamBox for grades K-2; First in Math for grade 3 and 4.
  - Positive Behavior Interventions and Supports (PBIS): lesson planning and interventions, materials, supplies. This will assist staff in supports for students’ social and emotional learning
  - Replacement of technology for students (i-Pads), staff (laptops and i-Pads) and technology supplies to support instruction. During COVID-19 related school closures resulting in remote instruction, it became evident that current computing devices for students and staff are insufficient to support the instruction.
  - Mrs. Roth provided clarification of how the digital supplemental math resources would be used by students.
- E. American Rescue Plan- Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER III): \$210,486.00 (proposed).
- Salary and partial benefits for full-time technology support teacher
  - 50% salary and partial benefits for Health/PE teacher – COVID-19 remote learning has had a negative impact on our students’ levels of activity and have resulted in an increase in the number of students who are overweight.
  - 50% salary and partial benefits for attendance/transportation secretary
  - Wages for part-time document clerk
  - After school tutoring and June 2022 summer camp (salaries, supplies and transportation).
  - Mrs. Roth provided additional explanation which addressed what will occur to programs when the ESSER funding period is over. Some programs will no longer need support based on students’ progress towards goals. There may be programs which need a smaller amount of financial support in order to continue for which we will be actively seeking funding and/ or partnerships prior to the completion of the ARP ESSER funding cycle.
- F. Building repairs not covered by grant funding
- Door replacement
  - Addition security cameras
  - Plumbing maintenance
  - General maintenance
- G. Teacher Salaries
- The 2021-2022 budget reflects a starting salary for all new hires with bachelor’s degree will be \$45,000; starting salary for all new hires with a Master’s degree will be \$46,000
  - To ensure that all existing certified teaching staff salaries are aligned with these changes, the 2021-2022 budget reflects an increase in certified teaching staff salaries by \$4,000.
- H. Budget includes 1 part-time breakfast staff and 3 part-time building staff to assist with hallway, lunch, recess, arrival and dismissal supervision.

- Note: The 2021-2021 school year budget allows for virtual instruction to continue during COVID-19 mandated school closures and PDE approved Flexible Instructional Days. Parents/guardians will not be provided with virtual or hybrid learning as an option to in-person instruction.
  - I. Federal Monitoring 2020-2021: As communicated by PDE on June 23, 2021, monitoring has provided reasonable compliance for each federal program: Elementary and Secondary Emergency Relief Fund (ESSERF) and Federal Programs Consolidated Review of Title 1, Title II and Title IV.
  - J. Memorandum of Understanding:
    - Memorandum of Understanding between Sylvan Heights Science Charter School and Dauphin County- Transportation Procedures Agreement to ensure the educational stability of Foster Care Youth: Every Student Succeeds Act (ESSA) requirements – awaiting approval by Dauphin County Commissioners
    - Memorandum of Understanding between Sylvan Heights Science Charter School and Keystone Service Systems, Inc. DBA Capital Area Head Start
  - K. Enrollment for the 2021-2022 school year
    - Kindergarten roster is currently full- new applications will be waitlisted.
    - Currently scheduling wait-listed students for grades 1<sup>st</sup> – 4<sup>th</sup> open slots.
  - L. Flexible Instructional Days
    - There are currently 4 weather emergency make-up days built into the school calendar. Sylvan Heights has requested approval from PDE for 5 Flexible Instructional Days (FIDs) to be used in place of, or in addition to, the already scheduled snow make-days.
    - During weather emergencies, parents/guardians will be notified via School Messenger, Class Dojo, website posting and news channel broadcasts of the FID or snow day.
    - Students will be instructed to take home their i-Pads and supplemental school supplies in anticipation of a pending storm.
    - Students would also be provided the option to completed school work via pencil/paper
    - Note: FIDs would count as instructional days and would not need to be made-up. Snow days would need to be made-up on the next scheduled make-up day.
  - M. Personnel:
    - Recommend to hire LaKisha Pate as Special Education teacher for the 2021-2022 school year in the amount of \$46,000 exempt classification with a master’s degree.
    - Recommend to hire Kisha Young as 4<sup>th</sup> Grade Classroom teacher for the 2021-2022 school year in the amount of \$45,000 exempt classification with a bachelor’s degree.

N. Policies:

- Recommendation to sign Bent Creek Services Policy Maintenance Program Participation Agreement- Bent Creek will provide training on how we are to access and edit policies
- Policy 800 Records Management- Recommendation to name Principal/CAO as Document Coordinator; this may be reassigned to another individual at a later time.
- Monday – Thursday from 9 am – 2 pm; additional hours by appointment only
- Office hours will ensure that someone will be available to answer general questions from parents, public. Can make appointments with individuals who need a time outside of standard office hours.
- Begins the week of June 7<sup>th</sup> through August 9<sup>th</sup>

- **By Laws and Policies Committee**

- It was reported that there was no meeting held and the meeting continued. We are in the process

- **Family Advisory Committee**

- Mr. Finley reported that there was a meeting held virtually on Tuesday, May 18, 2021 at 6:00 pm. Those in attendance included:
- Discussion topics included recruitment of new members and ideas for increasing parent engagement, and preparing for Back-to-School.

- **Personnel Committee**

- It was reported that no meeting was held; we are continuing the interview process with potential employees and will provide additional information when it is available.

- **President**

- Mr. Jaroch reported on research that he has undertaken to examine examples of visual representations of fiscal reports that will facilitate greater understanding of financial data as we prepare to track large quantities of fiscal data associated with Federal Programs. He will be collecting additional information and provide recommendations for discussion during the next Finance and Facilities Committee meeting.

## **BOARD ACTION ITEMS**

### **A. CONSENT CALENDAR**

#### **1. APPROVAL OF BOARD MINUTES**

- Approve the minutes from the May 17, 2021 Board of Trustees Meeting

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

- Approval of check numbers 1976-1977, 1979-1981, 1983-1993, 1995-1998, 2001-2005 and the listed ACH transactions for the month of May 2021.
- To approve the Purchase of 95% Phonics Group Core Program, including license renewal, classroom kits and workbooks in the amount of \$10,375.00
- Approval of the Agreement for School-Age Special Education Services via the CAIU for the total amount \$239,819.39, which includes \$72,240.00 for 112 days of Social Work for the 2021-2022 school year.
- Approval of the use of ESSER I funds to purchase of 47 iPads, Logitech rugged cases, and 4-year Apple Care + in the total amount of \$22,263.65 as per Apple Quote 2210329711 and the PEPPM contract.

#### **3. PERSONNEL:**

- To approve the hiring of LaKisha Pate, as Special Education teacher for the 2021-2022 school year, in the amount of \$46,000 exempt classification with a master's degree.
- To approve the hiring of Kisha Young, as 4<sup>th</sup> Grade Classroom teacher for the 2021-2022 school year, in the amount of \$45,000 exempt classification with a bachelor's degree.

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

- To approve the proposed 2021-2022 school year budget for in-person instruction
- To approve the Memorandum of Understand between Sylvan Heights Science Charter School and Dauphin County- Transportation Procedures Agreement to ensure the educational stability of Foster Care Youth
- To approve the Memorandum of Understanding between Sylvan Heights Science Charter School and Keystone Service Systems, Inc. DBA Capital Area Head Start
- To approve the Flexible Instructional Days proposed plan for the 2021-2022 school year.
- To approve Bent Creek Services Policy Maintenance Program Participation Agreement
- To approve the second reading of the following policy.
  - Policy 800: Records Management.

### **Approval of Consent Calendar**

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

Motion: Mrs. Margaret Burton

Second: Ms. Debra Simpson-Buchanan

Discussion: none

Vote: 5-0

Result: Motion passed

**Old Business:** there being none, the meeting continued.

**New Business:**

- Elect Mr. Chad Hotsko, Community Representative, to serve a three-year term as Board Director.
- Review/verification of Board of Trustee and Committee meeting dates for the 2021-2022 school year as listed in the Agenda
- Return of Board of Trustee meetings to in-person beginning with the July 26, 2021 meeting date.
  - Current guidance allows for Boards to continue meeting virtually. Discussion about the date to resume in-person board meetings led to a recommendation for a virtual Board of Trustees meeting in July and resume in-person Board meetings in August.
    - Motion: Mr. Ed Jaroch
    - Second: Mrs. Margaret Burton Conners
    - Discussion: none
    - Vote: 5-0

Mrs. Roth thanked the Board and attendees for their participation in the meeting as much information was presented for consideration and discussion.

**Adjournment**

The meeting was adjourned at 6:31 pm.