

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, November 15, 2021

Call to Order

The meeting was called to order by Ed Jaroch at 5:33 pm. Following the Pledge of Allegiance, attendance of the board members was taken, and it was noted the meeting was being recorded.

Dr Leigh Dalton stated that board members are on a term of 3 years so there is no reorganization of the Board needed.

Attendance (all members were in-person unless otherwise indicated):

Ed Jaroch, Margaret Burton Conners, Merita Marek, Lyndsay Bryce (, Debra Simpson-Buchanan (virtual) and Amechie Walker (virtual) were present. Chad Hotsko, Nicole Marshall and Erica Monroe were absent. Staff present included Susan Roth (Principal/ CAO), Lori Lauver, Jessica Nordai, Melena Overdorf, Marty Stevens, Dominique Buterbaugh and Cierra Ross. Dr. Leigh Dalton was present in person.

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. Merita Marek

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: There being none, the meeting continued.
- B. Staff: There being none the meeting continued.

Reports

Finance and Facilities Committee

It was reported that the Committee met on November 8, 2021. Those in attendance included Ed Jaroch, Chad Hotsko, Susan Roth, Lori Lauver, and Melena Overdorf.

Topics of discussion included:

- staffing to support increased operational needs including a full-time Document Clerk to assist with current requirements and two (2) full-time Building Aides to assist with additional duties;
- potential benefits of seeking a Financial Advisor with experience in advising school entities;
- recommendations to update signatories on the School's bank accounts
 - removal of Laura Kurtz and Andre Johnston as signers from all Citizen's bank accounts;
 - removal of Andre Johnston as signer from all Orrstown Bank accounts
 - addition of Ed Jaroch and Chad Hotsko as signers on both the Citizens and Orrstown Bank accounts
- It was requested that board members get a simpler periodical financial report summary.
- Mr. Ed Jaroch provided an overview of goals associated with retaining the services of a financial advisor; the Finance Committee is prepared to move forward with the process if the Board is in agreement.

Principal's Report

- Facilities: Teachers have reported their classroom i-Pad carts are not remaining charged due to the plugs not fitting snugly into the outlets. Flook Inc. is scheduled to replace the outlets over Thanksgiving break.
- Fiscal Items: Due to the November board meeting being scheduled earlier in the month due to Thanksgiving, October bank statements have not yet been reconciled and will appear on the December consent calendar for approval. The Business Office does not handle long-range financial planning.
- Marking Period 1 Conferences: Teachers held virtual/remote conferences on Wednesday evening, November 10th and during daytime hours on November 11th. Report cards are in the process of being mailed this week. Approximate percentage of families who participated in conferences was 90%.
- Reminder of Calendar update: School will be in session for both students and staff on Wednesday, November 24th. Students who are car riders will begin dismissal at 12:20 pm;. buses will begin dismissal at 12:30 pm.

- Federal Grant Updates - Lori Lauver, STEM/Federal Programs Coordinator
 - American Rescue Plan - Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER)
 - the application process is continuing and has been refined given additional funding allocations and schoolwide data
 - Additional areas of support not previously identified: additional nursing hours, additional building aides
 - ESSER Fund (ARP ESSER) 7% Set Asides Consolidated Grant
 - Learning Loss: \$71,148.00
 - Social Emotional/ Mental health supports to students: propose to increase Licensed Social Worker services due to greater than anticipated need for student supports
 - Professional development/ technical assistance to teachers: retain consultant services for school climate survey, team building and creation of organizational support systems based on survey results
 - Reading support and improvement for students: development of scaffolded materials containing grade-level content at below grade-level reading skills
 - Staff incentives to retain and attract qualified staff
 - Summer Enrichment Programs: \$14,230.00
 - Comprehensive After-school Programs: \$14,230.00

- Ready to Learn for Teaching and Learning Support: amount awarded is \$18,587.00 and funds must be expended by June 30, 2022.
 - Pre-K to Grade 3 Alignment (\$8,587): Teachers will review and modify the current Engage NY English Language Curriculum and recommend purchases for supplemental materials to enhance student engagement and level of cultural awareness;
 - Professional Development in the area of math: \$1,000;
 - Elementary Science Education: \$9,000.

- Agreement for Educational Services between the Capital Area Intermediate Unit and Sylvan Heights Science Charter School
 - Sylvan Heights qualified for funding from the CAIU Innovation Grant towards Instructional Coaching Collaborative in the amount of \$1,050 for 2021-2022; and the amount of \$450.00 for 2022-2023 to provide Tier 1 Coaching Services for up to three (3) Instructional Coaches
 - Sylvan Heights agrees to pay the CAIU the remaining costs not covered by the CAIU Innovation Grant in the amount of \$600.00 (SY 2022/2023) and \$1,050.00 (SY 2023/2024)

By Laws and Policies Committee

- It was reported that no meeting was held. Mrs. Roth confirmed that we have moved forward with the software service for Board Policy.

Family Advisory Committee

Mr. Charles Finley reported on behalf of the Family Advisory Committee; the next FAC meeting date is to be determined. Mr. Finley reported that he met with Mrs. Roth.

- Sweatshirt Fundraiser update: there are three potential logos to be voted upon. The group is hoping to get the fundraiser launched by Black Friday.
- The FAC would like to show appreciation to staff; proposed using proceeds from sweatshirt sales to support this effort.
- The Family Advisory Committee has Scholastic credits from past years and would like to do a book fair for our students to utilize the credits.
- The signatures on the FAC bank account need to be updated; the Secretary of the FAC will need to provide the minutes from the last meeting to establish a new account.
- The FAC has identified community members to speak to our students about various careers - perhaps using a Career Day format. May need to be flexible due to COVID-19 Health and Safety Plan.
- The Family Advisory Committee email is up and running; the email address is fac@shscs.org.

Personnel Committee

- It was reported that no meeting was held.

President

- Mr. Jaroch stated he attended the state charter school conference and encouraged other board members to attend in 2022-2023 as charter school management has changed greatly in the past 20 years.
- Mr. Jaroch also encouraged members to explore a movement called 143K Rising - a grassroots charter school effort to provide local advocacy to charter school legislative efforts.
- Confirmation was provided that staff appreciation gift cards previously approved by the Board are to be purchased and distributed prior to the Thanksgiving break.

BOARD ACTION ITEMS

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 October 18, 2021 Board of Trustees Meeting

2. FISCAL ITEMS

- Approve the recommendation to remove Laura Kurtz and Andre Johnston as signers from all Citizens Bank accounts; and to remove Andre Johnston as a signer from all Orrstown Bank accounts.
- Approve the recommendation to add Ed Jaroch and Chad Hotsko as signers on all Citizens Bank accounts.
- Approve the recommendation to add Ed Jaroch and Chad Hotsko as signers to all Orrstown Bank accounts.

■ 3. PERSONNEL

- Accept the resignation Scott Bryson, effective October 29, 2021
- Approve the promotion of Renai J. Corson from part-time, Federal Grant Document Clerk to non-exempt, 12-month, full-time Document Clerk, (duties will continue to include Federal Grant Documentation) effective November 22, 2021.
- Approve the hiring of Tiara Hall, exempt, full-time, 10-month Building Substitute Teacher, effective October 29, 2021 in the amount of \$40,500 (prorated).
- Approve the posting and hiring of at least 2 full-time building aides to address on-going COVID-19 Health and Safety efforts.

AGREEMENTS/CONTRACTS/POLICIES

- Approve the ARP ESSER Set-aside funding application due November 29, 2021.
- Approve the Agreement for Educational Services between Capital Area Intermediate Unit and Sylvan Heights to provide Tier 1 Coaching Services for up to 3 Instructional Coaches for the 2021-2022; 2022-2023; and 2023-2024 school years for a total cost of \$1,650.
- Approve the replacement of electrical outlets by Flook, Inc. with work scheduled for completion during Thanksgiving break and not to exceed \$1,750.

Approval of Consent Calendar

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

Motion: Mrs. Margaret Burton Conners

Second: Mr. Amechie Walker

Discussion

- The Exit Interview process will be discussed during the upcoming Personnel Committee meeting.
- Mrs. Roth clarified that the role of Building Aides will be to assist with a variety of duties which may include arrival, transition of students to and from the restroom; provide additional supervision of/ assistance to students during lunch; provide supervision of students on the playground during recess; assist with dismissal; and other duties as assigned. Candidates must obtain appropriate clearances; the position description will be updated on the School's website following based on the Board's action.

Vote: 6-0

Result: Motion passed

Old Business

There being no Old Business, the meeting continued.

New Business

There being no New Business the meeting continued.

Adjournment

The next meeting will be held on December 20th. The meeting was adjourned at 6:25 pm.