

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

January 24, 2022

5:30 PM-6:30 PM

Sylvan Heights Science Charter School

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			
Chad Hotsko, Treasurer			
Lyndsay Bryce			
Amechie Walker			
Debra Simpson-Buchanan			
Nicole Marshall			
Erica Monroe			
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 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:

Finance and Facilities Meeting: January 10, 2022

Attendees: Ed Jaroch, Margaret Burton Conners, Merita Marek, Susan Roth, Lori Lauver, Jess Nordai, Melena Overdorf

Special Guests: Michael L. Reiner, CPA; Alissa R. Harrison, CPA from Sager, Swisher and Co.; Kelley Lorenzetti, CPA from Diana M. Reed and Assoc.

Key Items:

- Sager, Swisher and Co: Review of Financial Statements with Supplemental Information for year-end June 30, 2021.
- Recommendation from Kelley Lorenzetti to transfer funds from money market to checking account to cover expenses until funds are received from Harrisburg School District.
- Renewal of H.B. McClure Contract
- Playground repairs completed

B. PRINCIPAL:

- 1) School Day Allocation for the month of January 2022:
 - January 7, 2022: Virtual Learning due to weather conditions. First Flexible Instructional Day (FID) utilized
 - January 17, 2022, school closed in honor of Martin Luther King Jr.
 - January 18th and 19th, 2022: Virtual learning in response to reported Covid-19 cases.
 - January 20th, 2022: Virtual learning due to weather conditions: Second Flexible Instructional Day (FID) utilized.
- 2) Conferences are schedule for Thursday evening January 27th and Friday, January 28, 2022. All conferences will be held by phone or remote video link due to COVID-19 concerns.
- 3) ARP ESSER Health and Safety Plan: Recommendation to adopt the Pennsylvania Department of Health 2022 COVID-19 Isolation and Quarantine Period release on January 7, 2022:
 - [COVID-19 Isolation and Quarantine \(pa.gov\)](https://www.pa.gov)
- 4) Federal Grant Updates: Presented by Lori Lauver, STEM/Federal Programs Coordinator
 - ARP ESSER Grant Updates
- 5) Homeless Monitoring: Recommendation to add unaccompanied youth to the School's homeless policy.
- 6) Staffing updates and Shout Outs!!

C. BY-LAWS AND POLICIES:

Next meeting: February 3, 2022

D. Family Advisory Committee:

E. PERSONNEL:

Next meeting: February 9, 2022

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 20, 2021 Board of Trustees Meeting.

2. FISCAL ITEMS:

- To approved the transfer of funds from the money market account to the checking account to cover up to two months of anticipated expenses.
- Approval of check numbers 2189-2234 and the listed ACH transactions for the month of November 2021.
- To approve the American Rescue Plan- Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER) application for submission.

3. PERSONNEL:

- To accept the resignation Salli Stentzel, Grade 3 Teacher, effective December 3, 2021
- To approve the hiring Kyle Snyder, Building Substitute, effective January 3, 2022 in the amount of 40,500.00 (prorated), exempt classification status with a bachelor’s degree.
- To approve the hiring of Lucas Martire, Grade 3 Teacher, effective January 31, 2022 in the amount of \$52,000 (prorated); master’s degree with experience.
- To approve the hiring of Jess Melhorn, Special Education Teacher for the remainder of the 2021-2022 school year in the amount of \$34.52 per hour, 30 hours per week, exempt classification status with a bachelor’s degree

4. AGREEMENTS/CONTRACTS/POLICIES

- Renew contract with H.B. McClure Company to complete 2 annual inspections, in the amount of 2,979.00 per year.
- Approve revision to Policy Number 251, Homeless Students
- Approval of the revised ARP ESSER Health and Safety Plan

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

Motion:

Second:

Discussion:

Vote:

Result:

B. OLD BUSINESS

Updates/discussion on Financial Advisor.

C. NEW BUSINESS:

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, phone the school directly at 717-232-9220 or mail their request to Sylvan Heights Science Charter School, 915 S. 13th 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 for more information.