

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

October 17, 2022  
5:30 PM-6:30 PM

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## I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

### BOARD ORGANIZATIONAL MEETING

#### PRESIDENT:

Call to Order:

I will now call to order the Organizational Meeting for the Sylvan Heights Science Charter School pursuant to the School’s bylaws.

Pledge of Allegiance

Roll Call

## II. ATTENDANCE

Board of Trustees	Present	Absent	Late
Ed Jaroch, President			
Margaret Burton Conners, 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)			
Melena Overdorf, Teacher (non-voting)			

Public Comment

Election of Temporary President

*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.*

## Election of Officers

- a. Election of President
- b. Election of Vice President
- c. Election of Treasurer
- d. Election of Secretary

## Committee Assignments

Establish meeting dates, times and place for regular board meetings for 2023 year.

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

## **IV. COMMENT PERIOD**

## **V. REPORTS**

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

No meeting held.

### ***B. Nominating Committee:***

Attendees:

Susan Roth, Ed Jaroch, Amechie Walker, Erica Monroe, and Leigh Dalton (phone)

Purpose: Discussion on how to recruit new board members to fill positions as current members complete their terms.

### ***C. PRINCIPAL:***

- Update on Charter Renewal
- Organizational Chart (revised)
  - Operations Specialist
- Update on policies and Bylaws

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- Fire Prevention Month and visit from Harrisburg City Fire Company
- Special Education recommendation for additional Occupational Therapy (move from ½ day to 2 full days of services)

#### **D. BY-LAWS AND POLICIES:**

No meeting held

#### **E. FAMILY ADVISORY COMMITTEE:**

No meeting held.

#### **F. PERSONNEL:**

No meeting held.

#### **G. PRESIDENT:**

### **VI. ITEMS FOR BOARD ACTION**

#### **A. CONSENT AGENDA**

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

- Approval of the minutes from the September 19, 2022 Board of Trustees Meeting.

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

- To approve amending the contract with the CAIU for Occupational Therapy Services from a ½ day of services to 2 full days of services per week, effective November 1, 2022 at the rate of \$706.00 per day.
- Approve the recommendation to cancel the cleaning contract with Coverall Service Company of Harrisburg and approve the contract with Dunbar Cleaning Services for \$3,100.00 per month.

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

- To approve the hiring of Cameron Metzler, Instructional Assistant, non-exempt employment status.
- To approve the Operations Specialist Job Description

- To approve the revised Organizational Chart for the 2022-2023 school year.

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

- To approve the Sylvan Heights Science Charter School Model Emergency Operations Multi-Hazard Operations Plan
- 1<sup>st</sup> (revised) Reading of the following board policies:
  - Policy 0003: Functions
  - Policy 0006.1: Attendance at Meetings via Electronic Communications
  - Policy 7006 Public Complaint Procedures
- 2<sup>nd</sup> Reading of the following board policies:
  - Policy 0000: Board Policy/Administrative Procedures
  - Policy 0002: Authority and Powers

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

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

### **VII. ADJOURNMENT**