

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

September 19, 2022

5:30 PM-6:30 PM

Sylvan Heights Science Charter School

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## I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

## 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)			

## III. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

## IV. COMMENT PERIOD

## V. REPORTS

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

Meeting held: August 29, 2022

Guest Speaker: Melissa Hughes, Senior Managing Consultant, PFM Financial Advisors, LLC

Meeting held: September 12, 2022

Guest Speaker: Jim Ross, Real Estate Agent

## **B. PRINCIPAL:**

- First few weeks of school overview
  - Back to School Night
  - Spirit wear and sub sale
  - Title 1 quarterly meeting: Scheduled for Thursday, September 22<sup>nd</sup>.
- Afterschool programs
  - STEM Club
  - Reading Intervention
- Food Services Procurement Plan
- Health and Safety Plan- revisions based on recommended Department of Health guidelines updated on August 18, 2022
- Subgrant Agreements with the CAIU
- Organizational Chart (revised)
- Charter School renewal update
  - Renewal of Lisa Conrad's contract

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

Meeting held September 1, 2022.

Meeting agenda:

- Final Review of Bylaws- recommendation to send for legal review
- Discussion of supporting policies and need for revisions/updates

## **D. FAMILY ADVISORY COMMITTEE:**

No meeting held.

## **E. PERSONNEL:**

No meeting held.

## **F. PRESIDENT:**

# **VI. ITEMS FOR BOARD ACTION**

## **A. CONSENT AGENDA**

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

- Approval of the minutes from the August 15, 2022 Board of Trustees Meeting.

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

- Approval of check numbers 2439-2470 and the listed ACH transactions for the month of August 2022.

### **3. PERSONNEL**

- To approve the recommendation to increase the starting salary for teachers to \$48,000.00 with a bachelors and \$49,000.00 with a masters
- To approve the recommendation to use grant funds for retention bonuses to be dispersed at the end of the 2022-2023 school year in the amount of \$1,000.00 for certified staff and \$500.00 for support staff
- To approve the hiring of the following for the 2022-2023 school year:
  - Lawrence Edwards: Classroom Teacher, exempt classification with a bachelor's degree
  - Molly Richardson: Classroom Teacher, exempt classification with a bachelor's degree
  - Kara Beatty: Classroom Teacher, exempt classification with a bachelor's degree
  - James Ledda: Classroom Teacher, exempt classification with a bachelor's degree
  - Janet Scott: Building Aide, non-exempt classification
  - Tajah Jackson: Building Aide, non-exempt classification
- To approve the follow promotions/changes:
  - Leanne Morris from Teaching Assistant/Day-to-day substitute to Classroom Teacher
  - Jessica Nordai from Pupil Services Coordinator to Pupil Services Director.

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

- Approval of the Sylvan Heights Science Charter School Procurement Plan for School Food Authorities: Child Nutrition Programs
- Approval of the revised Health and Safety Plan based on Department of Health guidelines dated August 18, 2022.
- Approval of the IDEA Part B Subgrant Contract C.F.D.A #84.173 agreement between the CAIU and Sylvan Heights Science Charter School in the amount of \$257.00
- Approval of the IDEA-Part B Subgrant Contract C.F.D.A #84.027 agreement between the CAIU and Sylvan Heights Science Charter School in the amount of \$17,579.00.
- Approve the reengagement of Lisa Conrad, as a subcontracted administrator, at a rate of \$450 per day, to conduct tasks as assigned by the President/CAO, up through June 30, 202
- 1st Reading of the Amended and Restated Bylaws of Sylvan Heights Science Charter School
- 1<sup>st</sup> Reading of the following board policies:
  - Policy 0000: Board Policy/Administrative Procedures
  - Policy 0002: Authority and Powers
  - Policy 0003: Functions
  - Policy 0006.1: Attendance at Meetings via Electronic Communications
- 2<sup>nd</sup> Reading of the following board policies:
  - Policy 2021: Dress and Grooming

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

- Reminder to all board of trustee members who have not yet taken ACT 55 training to sign up for the October session.

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

- Selection of the nominating committee
- Creation of new email address for all board members

### **VII. ADJOURNMENT**

*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.*