

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, August 15, 2022

Call to Order

The meeting was called to order by president Ed Jaroch at 5:32 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 in-person unless otherwise indicated):

Mr. Ed Jaroch, Mrs. Margaret Burton Connors, Mrs. Merita Marek, Mr. Chad Hotsko, Ms. Lyndsey Bryce, Ms. Debra Simpson-Buchanan (virtual), Ms. Erica Monroe. Mr. Amechie Walker and Ms. Nicole Marshall were absent. Staff present onsite included Mrs. Susan Roth (Principal/ CAO), Mrs. Lori Lauver, Miss Renai Corson; Mrs. Melena Overdorf was absent. Attending virtually was Dr. Leigh Dalton (Stock and Leader).

It was noted an Executive Meeting was held at 12:00 pm to discuss personnel matters.

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.

Amendment to the Agenda

Mr. Ed Jaroch asked to amend the agenda to include the recommendation to contract with Mr. Jim Ross represent the School's interests in exploring potential properties to relocate. Mr. Jaroch noted that Stock and Leader had reviewed the contract and stated in an email sent on July 21, 2022 that the contract met legal requirements.

Mr. Ed Jaroch explained that it was important to add this recommendation to tonight's agenda because we are looking for a new building and Mr. Jim Ross would contact the seller of property on the school's behalf. He also stated that time is of the essence as we are trying to explore alternate locations as part of our Charter Renewal.

Motion to amend the agenda: Mrs. Margaret Burton Connors

Second: Mrs. Merita Marek

Discussion: There being none, the meeting continued.

Vote: 7-0

Result: The motion passed.

Mr. Ed Jaroch explained that it was important to add this item to tonight's agenda because we are looking for a new building. He also stated we are trying to do this as part of our Charter Renewal which is October 31st. Mr. Ed Jaroch explained that Mr. Jim Ross is one of the key members involved in reaching out to the seller of property.

May I have a motion to approve the agenda as amended?

Motion: Mrs. Margaret Burton Connors

Second: Mr. Chad Hosko

Discussion: There being none, the meeting continued.

Vote: 7-0

Result: The motion passed.

Recognition of Guests and Scheduled Speakers:

There being none, the meeting continued.

Comment Period

- A. Public: The parent of a new kindergarten student introduced themselves and was welcomed to the meeting by the Board.
- B. Staff: There being none, the meeting continued

Reports

Finance and Facilities Committee

Finance and Facilities meeting was held August 8th at 6:00 pm. Architects Ms. Trina Gribble and Mr. Vern McKissick from McKissick and Associates presented information and draft architectural drawings for a property on Herr and Cameron Street which may be able to accommodate the school's needs for increased space and a playground. During the meeting there was discussion regarding estimated project costs versus those to remain at our current location. We will have additional meeting on August 29th 2022 at 6:00 pm to include a presentation by our financial advisor. All meetings will continue to be advertised in the newspaper, on our website, and will be posted on our front door.

Mrs. Margaret Burton Connors asked Mr. Jaroch to provide the reasons for considering this site. Mr. Jaroch stated that our options are limited by market availability. The property under consideration was constructed, but has remained unoccupied since completion. This would allow buildout to occur rather quickly as it is essentially a shell which can be tailored to the school's needs as opposed to a more extensive construction project. Next step is to determine the financial feasibility.

Principal's Report (Mrs. Susan Roth)

Mrs. Roth updated the Board on the following:

1. Kindergarten Academy was a success, nearly half of the kindergarteners enrolled attended the Academy. The first day of School is August 24, 2022.
2. We will be purchasing five new cafeteria tables to replace a few current tables and to help students be able to spread out. This will cut out spreading germs to each other also.
3. Food Services Update
 - We have a food service agreement with the CAIU to provide meals for students attending CAIU classrooms
 - We also have a PA Department of Education Sponsor to Sponsor Agreement between Sylvan Heights Science Charter School (purchaser) and Central Dauphin School District for breakfast and lunch. It was noted the number of meals ordered can be changed based on anticipated meal consumption throughout the school year.
4. Personnel Handbook
 - Recommendation to increase PTO from 10 to 12 days as many staff ran out of time last year due to sickness during the past year and had to go with out pay. Following the review of local districts, we recommend to increase bereavement leave to be comparable to surrounding districts to provide flexibility to address staff needs.
 - Wording within the handbook was updated to provide more clarity to staff.
5. Student Handbook and Code of Conduct
 - We recommend increasing the shirt colors to include any solid colors as suggested by parents.
 - Revisions incorporate newly approved policies.
6. Personnel Updates
 - We have made offers to individuals sufficient to open the school fully staffed; the status of offer acceptance should be known within the next week.
 - Recommendation to use grant funds for retention bonuses to be dispersed at the end of the 2022-2023 school year. Recommended amount \$1,000.00 for certified staff and \$500.00 for support staff to be paid at the final pay in June.
 - Recommendation to increase the starting salary to \$48,000.00 with a bachelor's and \$49,000.00 with master's, which is a competitive wage in the area.
 - Recommend Pupil Services Coordinator to move to the position of Pupil Services Director position.
7. PCCD Mental Health and School Safety and Security grant application due 8/31/2022

BY-LAWS AND POLICIES:

A meeting was held on August 4, 2022. Mrs. Marita Marek provided her proposed revisions from the previous board meeting and revised Google Doc and shared hard copy to anyone who is helping with the revision of the by-laws. Mrs. Marek the Board Secretary asked the Board members to review the recommended revisions. Mrs. Marek added that secretary to keep track of Board Members and when their terms are up.

At the meeting there was discussion about the section of the by-laws regarding whether the immediate past president can vote or if he/she would be the 10th member? The solicitor will review this section of the by-laws and provide guidance.

The next By-Laws and Policies Committee meeting is September 1, 2022 at 5:30 pm.

Family Advisory Committee

It was reported that there was no meeting held and no representative present at the meeting.

Personnel Committee

There was a meeting was held on August 10, 2022. During the meeting there was a question asked of how does the school reconcile the \$9.00 per day staff is paid for Jury Duty if he/she is also paid for the day by the school. It was questioned if the school should deduct the jury duty pay from the employee's paycheck or will staff be asked to reimburse the school \$9.00 once they are paid for jury duty services. The Personnel Committee will review this question and bring a recommendation to the Board at a later time.

President

President Mr. Ed Jaroch reported that he is actively working on the new building project plan. He advised that there may be a need for additional meetings to prepare for the Charter renewal.

Following the President's report, Mrs. Roth thanked the Board members for reviewing the large quantities of information that has been sent out for review during the past month. Additionally, she reported on the following items:

- The school's Annual Report has been filed earlier this month.
- We are actively reaching out to re-engage community partners and are in the process of planning proposed field trips for this year.
- New CDC guidelines have been received; we will continue taking monitoring student temperatures upon entering the building, frequent sanitizing of hands and cleaning of surfaces. We will be flexible in adapting to what is needed (i.e. allowing students to work in groups versus returning to forward-facing rows with no group work based on COVID-19 transmission levels). Masking will remain optional at this time – masks are available for all at the entrances to the building.

It should be noted that Mrs. Merita Marek asked that a correction be made to reflect that she was in attendance during the previous meeting.

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

- Approval of the minutes from the July 18, 2022 Board of Trustees Meeting.

2. FISCAL ITEMS

- Approval of check numbers 2407-2438 and the listed ACH transactions for the month of July 2022.
- Approve the purchase of five lunch tables in the amount of \$9,175.00 through School Specialty to make sure we are getting KPN rate.

3. PERSONNEL

- Approval of the following job description: Pupil Services Director
- Accept the resignation of Shannon Hawkins effective July 31, 2022
- Accept the resignation of Kamren Blair effective August 12, 2022
- Approval of the Sylvan Heights Science Charter School Personnel Handbook

AGREEMENTS/CONTRACTS/POLICIES

- Approval of the Sylvan Heights Science Charter School Student Handbook and Code of Conduct for the 2022-2023 school year.
- Approval of the Pennsylvania Department of Education Sponsor to Sponsor Agreements between Sylvan Heights Science Charter School (purchaser) and Central Dauphin School District
- Agreement for Participation in Child Nutrition Programs between the Capital Area Intermediate Unit and Sylvan Heights Science Charter School
- 1st Reading of the following board policy:
 - Policy 2021 Dress and Grooming
- 2nd Reading of the following board policies:
 - Policy 1021 Field Trips
 - Policy 2018.1 Weapons
 - Policy 2049 Bullying/Cyberbullying (revised)
 - Policy 4008 Bank Accounts
 - Policy 4009 Investment of Funds
 - Policy 4020 Fund Balance
- Jim Ross Contract as Real Estate representation for Sylvan Heights Science Charter School.

Approval of Consent Calendar

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

Motion: Mrs. Merita Marek

Second: Mrs. Margaret Burton Conners

Discussion: There being no discussion, the meeting continued.

Roll Call Vote

Mr. Ed Jaroch - yes

Mrs. Burton Conners - yes

Mrs. Marita Marek - yes

Mr. Chad Hotsko - yes

Ms. Lyndsay Bryce -yes

Mr. Amechie Walker - absent

Ms. Debra Simpson Buchanan - yes

Ms. Nicole Marshall -absent

Ms. Erica Monroe - yes

Vote: 7 - 0

Results: Motion passed

Old Business: There being no new business, the meeting continued.

New Business: There being no new business, the meeting continued.

Adjournment:

- Reminder: October 2022 is the reorganization meeting for the Board Members. A nomination committee needs to be formed. Current Board Members who are planning to leave the Board or interested in holding an office should let Mrs. Merita Marek know prior to the September Board Meeting so that it can be discussed during the September Board of Trustees meeting.

The meeting was adjourned at 6:20 pm.

The next Board of Trustees meeting will be held on Monday, September 19, 2022 at 5:30 pm.