

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, October 17, 2022

Call to Order

The reorganization meeting was called to order by president 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.

It was noted an Executive Session was held at 5:00 pm to discuss personnel matters.

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

Mr. Ed Jaroch, Mrs. Margaret Burton Connors, Mrs. Merita Marek, Ms. Lyndsey Bryce, Ms. Debra Simpson-Buchanan, Ms. Erica Monroe were present at the meeting. Board members attending the meeting virtually were Mr. Chad Hostko, Ms. Lindsay Bryce, Ms. Nicole Marshall. Staff present onsite included Mrs. Susan Roth (Principal/ CAO), Mrs. Lori Lauver, Miss Renai Corson and Mrs. Melena Overdorf. Dr. Leigh Dalton from Stock & Leader attended the meeting virtually.

It was noted that we had two individuals from the public attend the meeting in person and two which attended virtually.

The public was given the opportunity for Public Comment; there being none, the meeting continued.

Board Organizational Meeting

Dr. Leigh Dalton opened up the floor for nominations for Board President.

Motion: Chad Hosko motioned to nominate Ed Jaroch as Board President

Second: Mrs. Margaret Burton Connors

There being no more nominations for Board President, a vote was taken.

Vote: 9-0

Result: The motion passed. Ed Jaroch is now the President of Sylvan Heights Board of Trustees.

Mr. Ed Jaroch opened up the floor for nominations for Vice-President.

Motion: Merita Marek motioned to nominate Mrs. Margaret Burton Connors as Board Vice President.

Second: Debra Simpson Buchannan

There being no more nominations for the position of Vice President, a vote was taken.

Vote: 9-0

Result: Passed. Mrs. Margaret Burton Connors is Sylvan Heights Board of Trustees Vice President.

Motion: Mrs. Debra Simpson Buchannan motioned to nominate Marita Marek as Secretary to the Board of Trustees.

Second: Mrs. Margaret Burton Conners

There being no more nominations for the position of Secretary, a vote was taken.

Vote: 9-0

Results: Motion pass: Mrs. Marita Marek is now Sylvan Heights Board of Trustees Secretary.

Motion: Mrs. Margaret Burton Conners motioned to nominate Chad Hosko as Board Treasurer.

Second: Mrs. Merita Marek

There being no more nominations for Treasurer the meeting continues.

Vote: 9-0

Results: Motion Passed. Chad Hosko is now the Treasurer of Sylvan Heights Science Charter School.

Committee Assignments

Finance and Facilities Committee: Mr. Ed Jaroch, Mr. Chad Hotsko, Mr. Amechie Walker

Personnel Committee: Ms. Erica Monroe, Mrs. Margaret Burton-Conners

By-laws Committee: Mrs. Merita Marek, Ms. Debra Simpson-Buchannan

Nomination Committee: Mr. Ed Jaroch, Mr. Amechie Walker, Ms. Nicole Marshall, Ms. Erica Monroe

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: Margaret Burton Conners

Second: Ms. Nicole Marshall

Discussion: There being none, the meeting continued.

Vote: 9-0

Result: The motion passed.

Recognition of Guests and Scheduled Speakers:

There being none, 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 no Finance and Facilities meeting was held. Since two meetings were held the previous month; a meeting will be held in November.

Nominating Committee

A nominating committee meeting was held to prepare for the Board of Trustees reorganizational meeting. Attendees included Mr. Ed Jaroch, Mr. Amechie Walker, Ms. Erica Monroe, Mrs. Susan Roth; Dr. Leigh Dalton attended by phone. It was noted that the terms of several Board members will be completed following the 2022-2023 term and recruitment efforts for new Board members is encouraged in the coming months.

Current membership of standing committees includes:

- Finance & Facilities- Mr. Chad Hosko, Mr. Ed Jaroch and Mr. Amechie Walker.
- Nominating Committee- Mr. Ed Jaroch, Mr. Amechie Walker, Ms. Erica Monroe and Ms. Nicole Marshall.
- Personnel Committee-Ms. Erica Monroe & Mrs. Margaret Burton Connors
- By-Laws Committee- Mrs. Merita Marek & Mrs. Debra Simpson Buchannan

Principal's Report (Mrs. Susan Roth)

The following updates were provided to the Board:

1. Charter renewal is moving at a very fast pace, we are in the process of getting all requested information prepared. Board approval of the Charter Renewal will happen after the proposal is reviewed & accepted by the Harrisburg School District.
2. Revisions were made to the Organizational Chart to include changes in title and description of Operational Specialist to reflect updated job responsibilities.
3. Policies and by-laws updates were included in the Board packet for review as per our Board procedures.
4. October is Fire Prevention Month we had a visit from the Harrisburg Bureau of Fire. The school received complements and an "A" from the Fire Marshall based on the fire drill observed during his visit.

5. Special Education recommendations for additional Occupation Therapy – based on the additional needs of identified students, it is recommended to increase services from ½ day to 2 full days of services.
6. Electrical service repair update: all electrical repair work associated with the damage caused by the storm in May has been completed and signed off by Mrs. Roth. The invoices have been collected and sent for review and entry by the accounting office. They are now under review by insurance company.

By-Laws and Policies Committee

Being there was no meeting held the meeting continued.

Family Advisory Committee

There was no meeting held. Mrs. Roth stated that the FAC purchased sandwiches for staff appreciation; the FAC purchased clothing items from the school uniform fundraiser to be added to the school clothing bank for students who may need uniform components.

Personnel Committee

No meeting was held so the meeting continued.

President

Mr. Jaroch reported that he plans to attend the ½ day session sponsored by the PA Coalition for Public Charter Schools event on October 18th; there is no cost for his attendance at this 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 September 19, 2022 Board of Trustees Meeting.

2. FISCAL ITEMS

- Approve amending the contract with the CAIU for Occupational Therapy Services from a ½ day of services to 2 full days of service per week, effective November 1, 2022 at the rate of \$706.00 per day.
- Approval of 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

- Approve the hiring of Cameron Metzel, Instructional Assistant, non-exempt employment status.
- Approve the Operations Specialist Job Description.
- Approve the revised Organizational Chart for the 2022-2023 school year.

AGREEMENTS/CONTRACTS/POLICIES

- Approval of the Sylvan Heights Science Charter School Model Emergency Operations Multi-Hazard Operations Plan
- First (revised) Reading of the following board policies:
 - Policy 003: Functions
 - Policy 0006.1 Attendance at meetings via Electronic Communications
 - Policy 7006: Public Complaint Procedures
- Second Reading of the following board policies:
 - Policy 0000: Board Policy/Administration Procedures
 - Policy 0002: Authority and Powers

Approval of Consent Calendar

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

Motion: Mrs. Margaret Burton Conners

Second: Mrs. Merita Marek

Discussion: There being no discussion, the meeting continued.

Roll Call Vote

Mr. Ed Jaroch - yes

Mrs. Margaret Burton-Conners - yes

Mrs. Marita Marek - yes

Mr. Chad Hotsko - yes

Ms. Lyndsay Bryce -yes

Mr. Amechie Walker yes

Ms. Debra Simpson Buchanan - yes

Ms. Nicole Marshall -yes

Ms. Erica Monroe - yes

Vote: 9 - 0

Results: Motion passed

Old Business:

Mr. Amechie Walker asked about an update on the potential new building. Mrs. Susan Roth stated that she had recently met with the Financial Advisor; she has forwarded the requested information and is awaiting a response.

New Business:

No new business the meeting continued.

Adjournment:

The meeting was adjourned at 6:18 pm. The next Board of Trustees meeting will be held at the School on Monday, November 21, 2022 at 5:30 pm.