

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, December 19, 2022

Call to Order

The meeting was called to order by president Ed Jaroch at 5:38 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. Merita Marek, Mr. Chad Hotsko, Ms. Debra Simpson-Buchanan, Ms. Erica Monroe were present at the meeting; Mr. Amechie Walker attended the meeting virtually. Mrs. Margaret Burton Conners, Ms. Lyndsay Bryce, and Ms. Nicole Marshall were absent. Staff present onsite included Mrs. Susan Roth (Principal/ CAO) and Mrs. Melena Overdorf; Mrs. Lori Lauver was absent. Dr. Leigh Dalton from Stock & Leader was also in attendance at the meeting.

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: Ms. Merita Marek

Second: Ms. Erica Monroe

Discussion: There being none, the meeting continued.

Vote: 6-0

Result: The motion passed.

Recognition of Guests and Scheduled Speakers:

The Board recognized a member of the public in attendance. There being no scheduled speakers, 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

The Finance and Facilities Committee meeting was held on December 5, 2022. Attendees included Mr. Ed Jaroch, Mrs. Susan Roth, Mrs. Lori Lauver, and Ms. Renai Corson. Topics of discussion at the meeting included staff bonuses, Charter School Capital advisors, fiscal policy 4026, and the Annual Financial Report.-Following much research and discussion at the both the Finance and Facilities and Personnel Committees, recommend providing staff with retention bonuses in the amount of \$500 for staff who were hired on or before September 30, 2022 and are still employed at the end of the calendar year (December 2022). The retention bonus will be issued as a separate payment, not as part of the staff's regular paycheck to allow for proper coding to appropriate grant funding source. Mr. Jaroch provided information during the Committee meeting on Charter School Capital advisors; he is working on coordinating a time for this group to present to the Committee.

Mrs. Roth provided updates on the drafting of Policy 4026 having to do with Federal Programs and the completion of the Annual Financial Report by the contracted business office. The school's financial advisor will be scheduled to present at a future meeting; she has advised that the school is eligible for Plgit and has found a potential grant opportunity for consideration to defray future moving expenses. The auditor is still in the process of conducting our audit; due to the amount of grant funding, a single audit is required which takes longer than our typical audit process.

Nominating Committee

It was reported that no meeting was held. The Nominating Committee plans to meet early in the new year and begin the process to recruit new members.

Principal's Report (Mrs. Susan Roth)

The following updates were provided to the Board:

- The School is addressing school-wide social and emotional student needs as the result of COVID-19. We have contracted with the Center for Responsive Classroom to provide staff training and consultation. It was noted that *Responsive Classroom* is an evidence-based approach to teaching and discipline that focuses on engaging academics, positive community, effective management, and developmental awareness.
- The School has purchased the Morning Meeting Book was distributed to all staff members. Staff are slated to participate in professional development on March 10, 2023 focused on how to implement the Morning Meeting. It was noted that the *Responsive Classroom* Morning Meeting helps students build a strong sense of community, and sets them up for success socially and academically.
- This is the first school year since the COVID-19 closures in March 2020 that our students have been full-time in-person without significant COVID-19 related educational interruptions (our current 3rd grade students were in kindergarten). As such, our students have increased needs for learning how to share, take turns, and other social experiences that were not available during that time.

- School Calendar Items noted included
 - Reading Night for 1st and 2nd Grade students and their families was held on December 13, 2022. We had 10 families in attendance; feedback from staff and families in attendance was positive and we plan to offer a second Reading Night for 1st and 2nd grade later in the school year.
 - Flexible Instructional Day utilized on December 15, 2022 due to icy conditions.
 - The 3rd and 4th Grade Reading Night originally scheduled for December 15th will be rescheduled in January.
 - Early dismissal for all students is scheduled for December 22nd at 12:30pm.
 - The School building will be closed on 2:00pm on Thursday, December 22nd and will reopen on Tuesday, January 3, 2023. There will be limited staff checking on the building and checking the mail during the break.
- English Language Learning Services:
 - Recommendation to contract with the CAIU to provide English Language Development (ELD) English as a Second Language (ESL) program for students limited in English proficiency. This contract will supplement the services our School is currently providing our students and be supported with grant funding. We have more than doubled the number of ESL cases for the current school year. The increase is due to COVID-19 related interruption in education programs of ESL students during times of remote and hybrid instruction resulting in EL students not progressing as rapidly as during times of uninterrupted services. We also have seen a higher number of students who have transferred to Sylvan Heights from Harrisburg SD who require EL services.
- The doctor that we have used for consultation purposes for many years has retired; we have found a doctor that consults with other schools in the area who is able to provide the services that are required of all public school entities. Recommendation to approve the contract as described on the Consent Calendar.

By-Laws and Policies Committee

It was reported that no By-Laws and Policies Committee meeting was held. Mrs. Merita Marek reminded the Board that we are currently in transition of re-numbering our policies to align with Bent Creek's policy numbering system which differs from school district policy numbering systems. Dr. Dalton explained the nuances between the systems; the review of policies remains an ongoing process.

Family Advisory Committee

It was reported that there was no meeting held.

Personnel Committee

It was reported that there was no meeting held. Mrs. Roth reported that we have contacted PDE for guidance on how the School could update our Title I program due to the resignation of our Reading Specialist on November 4th. Based on guidance provided and student reading benchmarking data, students in need of additional reading supports will have two teachers providing Tier 2 Reading instruction which will allow for smaller group size and increased direct instruction.

President

Mr. Jaroch reported that he has signed checks; the Board Secretary signed off on the Audit Certification Forms. Mr. Jaroch requested Dr. Dalton to let the Board know if there are any timetables/ activities pertaining to Charter renewal that we should be aware of at the current time. Research is still underway for an alternate location pending charter renewal.

Mrs. Roth informed the Board that School staff had reached out to Harrisburg School District with an invitation to participate in a Life After Sylvan evening event for 4th grade families scheduled for January.

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 November 21, 2022 Board of Trustees Meeting.

2. FISCAL ITEMS:

- Approval of check numbers 2519 - 2546 and the listed ACH transactions for the month of November 2022.
- Approval of the Annual Financial Report Accuracy Certification Statement for the fiscal year ended June 30, 2022.

3. PERSONNEL

- Approve the hiring of the hiring of La’Keya McCraw, long-term substitute teacher, exempt classification status with a bachelor’s degree.
- Accept the resignation of accept the resignation of Cierra Ross, Instructional Assistant
- Approval for all full-time employees hired on or before September 30, 2022, and who remain employed through to the end of December 2022, to receive a \$500.00 retention bonus on December 30, 2022 and for part-time employees to receive a \$200.00 retention bonus on December 30, 2022.

4. AGREEMENTS/CONTRACTS/POLICIES

- Approve the 1st reading of Policy 4026 Federal Fiscal Compliance.
- Approve the School Physician Agreement with Dr. Francis X. Brescia to provide school physician services for the 2022-2023 school year for a fee of \$1,200.00.
- Approve the Agreement with the CAIU to provide ELD and ESL services for the remainder of the 2022-2023 school year to supplement instruction.
- Approve the contract with the Center for Responsive Schools to provide consultation and training to the Sylvan Heights staff on March 10, 2023 in an amount of \$3,900.00.

Approval of Consent Calendar

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

Motion: Mrs. Merita Marek

Second: Mr. Amechie Walker

Discussion: There being no discussion, the meeting continued.

Roll Call Vote

Mr. Ed Jaroch - yes

Mrs. Margaret Burton-Conners - absent

Mrs. Marita Marek - yes

Mr. Chad Hotsko – yes

Ms. Lyndsay Bryce - absent

Mr. Amechie Walker - yes

Ms. Debra Simpson Buchanan - yes

Ms. Nicole Marshall - absent

Ms. Erica Monroe - yes

Vote: 6 - 0

Result: Motion passed

Old Business:

There being no old business the meeting continued.

New Business:

There being no new business the meeting continued.

Adjournment:

The meeting was adjourned at 6:13 pm. The next Board of Trustees meeting will be held at the School on Monday, January 23, 2023 at 5:30 pm.