

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, February 21, 2022

Call to Order

The meeting was called to order by Ed Jaroch at 5:37 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 that an Executive Committee meeting was held before this meeting from 5:02 until 5:30 pm to discuss personnel matters.

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

Ed Jaroch, Margaret Burton Conners, Merita Marek, Chad Hotsko (virtual), Lyndsay Bryce (virtual), Debra Simpson-Buchanan, Amechie Walker (virtual), Erica Monroe and Nicole Marshall (virtual) were present. Staff present onsite included Susan Roth (Principal/ CAO), Lori Lauver, Jessica Nordai, Melena Overdorf, participating virtually, Renai Corson. Other attendees included Charles Finley from FAC (Family Advisory Committee).

Mr. Ed Jaroch reminded everyone that the public comment section was just that. The public can speak and make comments but the board will not respond back to them. All concerns regarding specific staff should be addressed directly to Mrs. Roth to protect the privacy rights of the individuals.

Recognition of Guests and Scheduled Speakers

- There being no guests or scheduled speakers, the meeting continued.

Comment Period

- A. Public: There being no public comment, the meeting continued.
- B. Staff: There being no staff comment, the meeting continued.

Reports

Finance and Facilities Committee

- Joint Finance and Facilities; and Personnel Committee meeting held February 9, 2022. Special guests in attendance included Lisa Conrad, Ed.D and Brad Reming, Managing Director and team from PFM Financial Advisors, LLC. Mr. Reming provided information regarding potential services that PFM Financial Advisors, LLC could provide to the school.

Principal's Report

- Black History Celebration - a special “thank you” to our scheduled speakers and for the loan of tri-fold presentation posters for our Black History celebration. Latasha Williams, a Criminal Defense Attorney, spoke to the students; additional speakers will be invited to speak throughout the remainder of the school year. Doreen Sloan, a grandparent of one of our students, who assisted with many things associated with the Celebration and spoke to the staff during professional development.
- Marking Period 3 interim report cards are slated to be sent home later in the week.

By Laws and Policies Committee

- The meeting, which was canceled, will be rescheduled with notice to be published.

Family Advisory Committee- Mr. Charles Finley

- Mr. Finnley stated that the sweatshirt & t-shirt sale was put on hold at the present time due to supply chain issues affecting available inventory.
- The FAC has initiated a partnership with Texas Road House for a fundraiser. The fundraiser will be \$10.00 for a meal/plate which includes 4-5 ribs, fries, bread & butter; there may be an option to have an option with chicken. From each meal sold, the FAC will receive \$3. A link for those who want to participate to make their own arrangements.
- The FAC is considering a family event meeting at a local skating rink. The FAC will pay for the skating (this is the goal of the fundraiser) and parents pay for skates which is about \$1.00 per person. The event would most likely be scheduled for early on a Saturday afternoon to get more parent involvement. Parents must stay and be present during this time; while the kids skate, the FAC would meet.

Personnel Committee

- The Personnel Committee met before tonight's board meeting. The meeting was called to order at 5:02 pm and adjourned at 5:30 pm.

President

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

- Approve the minutes from the January 24, 2022 Board of Trustees Meeting

2. FISCAL ITEMS

- Approval of check numbers 2190; 2200; 2208; 2224; 2226; 2227-2229; 2231-2233 – 2244 and the listed ACH transactions for the month of January 2022.

3. PERSONNEL

- To accept the resignation Sondra Flom, Grade 2 Teacher, effective February 25, 2022
- To approve the hiring of Amber Beutler, Grade 2 Teacher, effective February 21, 2022 in the amount of \$45,500.00 (prorated) exempt salary classification with a bachelor's degree.

AGREEMENTS/CONTRACTS/POLICIES

- To approve the Engagement Letter to confirm the agreement that PFM Financial Advisors LLC (“PFM”) will act as financial advisor to the Sylvan Heights Science Charter School (the “Client”) with an initial noncontingent fee of \$15,000 for the review of financials, policy advice/creation, and initial project planning.
- Approve the engagement of Lisa Conrad, as a subcontracted administrator, at a rate of \$450 per day (prorated), to conduct tasks as assigned by the President/CAO, up through June 30, 2022, pending receipt of all required documentation.

Approval of Consent Calendar

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

Motion: Mrs. Margaret Conners

Second: Miss Erica Monroe

Discussion:

Ms. Beutler graduated in 2020 and recently completed a Long Term Substitute 2nd grade teaching position at Central Dauphin.

Clarification was provided on the work that will be done by PFM Financial Advisors, LLC covered by the initial non-contingent fee.

Clarification was provided regarding the fee and role of Lisa Conrad, EdD.

Roll call vote:

Mr. Ed Jaroch-Yes

Mrs. Margaret Burton Conners- Yes

Mrs. Merita Marek-Yes

Mr. Chad Hosko-Yes

Ms. Lindsey Bryce-Yes

Mr. Amechie Walker-Yes

Mrs. Debra Simpson-Buchanan-Yes

Ms. Nicole Marshall-Yes

Miss Erica Monroe-Yes

Result: 9-0; motion passed.

Old Business

- Prior discussion of potentially engaging a Property Management company. Originally discussed during a prior finance and facilities committee meeting. There will be an RFP application followed by a review process.
- Board's goal is to reduce the current staff attention required to address upkeep of the property to allow the staff to focus on the School's academics.

New Business

- There being no new business the meeting continued.

Adjournment

- The meeting was adjourned at 6:07pm. The next Board of Trustees meeting will be held on Monday March 28, 2022 at 5:30 pm.