

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, May 23, 2022

Call to Order

The meeting was called to order by Margaret Burton Conners at 5:31 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):

Margaret Burton Conners, Merita Marek, Mr. Chad Hotsko (virtual, joined after roll call), Lyndsay Bryce, Amechie Walker, Debra Simpson-Buchanan, Nicole Marshall (virtual) and Erica Monroe were present. Mr. Ed Jaroch joined remotely for the start of the meeting and was unable to attend beyond the roll call. Staff present onsite included Susan Roth (Principal/ CAO), Lori Lauver, Melena Overdorf, Dominique Buterbaugh. Also attending the meeting virtually were Dr. Leigh Dalton (Stock and Leader) and Hasina McEwan.

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.

It was noted that an executive session was held at 5 PM to discuss personnel matters.

A motion was made by Mrs. Margaret Burton Conners to amend the agenda to include Mrs. Susan Roth's contract as it was discussed at the executive session before the Board of Trustees meeting. This item is being added to the agenda this evening as the final contract was shared with the full Board during tonight's Executive Session to allow for all members

Second: Mrs. Debra Simpson Buchanan

May I have a motion to approve the amended agenda?

Discussion: There being none, the meeting continued.

Vote: 7-0

Result: The motion passed.

Recognition of Guests and Scheduled Speakers:

There was none, the meeting continued.

Comment Period

- A. Public: There being none, the meeting continued
- B. Staff: There being no staff comment, the meeting continued.

Reports

Finance and Facilities Committee

Meeting Held: Monday, May 9, 2022

Meeting Attendees: Ed Jaroch, Margaret Burton Conners, Lori Lauver, and Susan Roth

Guest Speaker: Presentation by PFM Financial Advisors of the school's overall financial position. There was a recommendation the addition of several policies; we will be working to draft the policies in the near future.

Principal's Report-Susan Roth reported that:

Mrs. Roth updated the Board on the electrical emergency that occurred on May 6th at 2:55 pm there were sparks at our electrical wires. Power was shut off to the building at the pole by 7:55 pm.

- Emergency generator and was brought in by a contractor to give us power to the school
- Review of the emergency electrical interventions by Flook Inc.
- Diesel fuel being supplied to support the emergency generator by Drescher's Fuel Oil
- We will be using our membership with the Keystone Purchasing Network to handle the bidding and scheduling of permanent electrical repairs. They will also be handling the administration of the repairs.
- Proposed changes to end of the year school calendar year changes for the 2021-2022 school year
 - We were allotted three days for emergencies and gave staff and students a day off on 5/13/22 and we will make it up on 6/6/2022.
 - We are in the process of verifying that the school has met the minimum 900 hours of instruction; this is allowable as per our charter. PDE is poised to allow us to use this provision; we will be communicating this intent to Harrisburg School District to ensure that there is not a problem with this proposed plan.
- Updates on summer reading/math program, ESL program and ESY.
- Revised Sylvan Heights Science Charter School 2022-2023 School Calendar. We can only take three half days for the calendar years; one half day was changed to a full day.

By Laws and Policies Committee-Merita Marek reported that;

The By-Laws and Policy meeting was held on May 5, 2022. Attendees included Merita Marek and Susan Roth.

Key items discussed included:

- Attendees discussed a process by which new individuals would engage in to become an active Board of Trustees member.
 - Mrs. Mertia Marek stated that, as Board Secretary, she would mail prospective board members the by-laws (indicate they read and sign them)
 - get their clearance information, financial interest statement, request resume and appointment to visit school. Once the new member is approved by the Board of Trustees, the new member would sign the contract. There would also be an expectation that each Board Member serve on a minimum of one standing committee.
- Continued discussion of Sylvan Heights Science Charter School Bylaws
- Propose to have the next meeting in June.

Family Advisory Committee

- There being no report the meeting continued

Personnel Committee

- Meeting was canceled due to an electrical outage.

President

- Not present, no comments meeting continued.

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 April 25, 2022 Board of Trustees Meeting.

2. FISCAL ITEMS

- Approval of check numbers 2310-2343 and the listed ACH transactions for the month of April 2022.
- Approval of proposal by Flook Inc. for temporary electrical services in the amount of \$29,934.00.

- Approval for Drescher's Fuel Oil to fill the off-road fuel for the emergency generator at the daily rate for diesel fuel at the time of delivery

3. PERSONNEL

Approve the job description for a regular education teacher.

AGREEMENTS/CONTRACTS/POLICIES

- Approval of the Sylvan Heights Science Charter School revised 2022- 2023 School Calendar.
- Motion to approve, once acknowledged and approved by the Harrisburg School District, the use of a minimum of 900 hours per year of instruction throughout the 2021-2022 school year, as the method of calculation of instruction provided to the students of Sylvan Heights Science Charter School, as permitted under both the Section 17-1715-A of the Pennsylvania Charter School Law and the Sylvan Heights Science Charter School's Charter School Agreement, updated and approved by all required parties as of May 2018.
- Approval of a two-year employment contract for Mrs. Susan Roth, Principal/ CAO.

Approval of Consent Calendar

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

Motion: Chad Hotsko (dropped off call after making motion)

Second: Amechie Walker

Discussion: It was noted that the approval of Mrs. Susan's Roth 2-year contract is part of this consent calendar.

Roll Call Vote

Mr. Ed Jaroch - absent

Mrs. Burton Conners - yes

Mrs. Marita Marek - yes

Mr. Chad Hotsko - left call earlier

Ms. Lyndsay Bryce - yes

Mr. Amechie Walker - yes

Ms. Debra Simpson Buchanan - yes

Ms. Nicole Marshall - yes

Ms. Erica Monroe - yes

Vote: 7 - 0

Results: Motion passed

Old Business

- Clarification that building management/ maintenance is no longer needed. We plan to further explore opportunities to utilize Keystone Purchasing Network to assist us in procuring service agreements for assistance in some of these areas for which we do not currently have agreements.
- Potential expansion - the financial advisor is examining how large or how much money we can afford to purchase or rent at a building. We will communicate our intent to move within communications during the upcoming Charter Renewal application process.
- PSSA testing- the last test during COVID, the students did not feel prepared to take the test. During this year's PSSA testing period, the students reported feeling much more prepared and tried their best. The tests have already been shipped for scoring; scores will be received in the fall.

New Business: There being none the meeting continued.

Adjournment

A motion was made to adjourn the meeting by Mrs. Merita Merek and seconded by Mrs. Erica Monroe. The meeting was adjourned at 6:10 pm. The next Board of Trustees meeting will be held on Monday, June 27th, 2022 at 5:30 pm.