

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, September 19, 2022

Call to Order

The 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.

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

Board of Trustees members in attendance included Mr. Ed Jaroch, Mrs. Margaret Burton Conners (virtual), Ms. Lyndsey Bryce (virtual), Ms. Debra Simpson-Buchanan (virtual), Ms. Nicole Marshall (virtual), Ms. Erica Monroe; Mr. Amechie Walker joined the meeting virtually at 5:57pm. Board members absent were Mrs. Merita Marek and Mr. Chad Hotsko. Others in attendance included present onsite included Mrs. Susan Roth (Principal/ CAO), Mrs. Lori Lauver, and Mrs. Melena Overdorf. Attending virtually was Dr. Leigh Dalton (Stock and Leader). Mr. Charles Finley, Family Advisory Committee representative, was also in attendance.

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: Mrs. Margaret Burton Conners

Second: Ms. Nicole Marshall

Discussion: There being none, the meeting continued.

Vote: 6-0

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

Finance and Facilities meeting was held August 29th at 6:00 pm.

Guest speakers were : Melissa Hughes, Senior Managing Consultant, PFM financial Advisors, LLC

Meeting held September 12, 2022

Guest speaker: Jim Ross Real Estate Agent

Principal's Report (Mrs. Susan Roth)

- Mrs. Roth provided the Board with an overview of activities during the first few weeks of school including Back to School night, current school fundraisers (Spirit wear in both youth and adult sizes and sub sale).
- The Quarterly Title I Parent and Family Engagement meeting is scheduled for Thursday, September 22, 2022. Mrs. Roth encouraged those interested to attend the event in-person or virtually.
- After school programs will begin in October. STEM Clubs will occur on Wednesdays and Reading Intervention will occur on Tuesdays and Thursdays.
- Food Service Procurement Plan is currently being reviewed; the School contracts with Central Dauphin School District who provides us with the majority of the food for our school. However, in the event that they are unable to provide us with something due to a supply chain issue or other circumstance, this plan will provide guidance on how to proceed.
- Health and Safety Plan Update- current revisions to the School's Health and Safety Plan are based on recommendation by the Dept of Health guidelines updated on August 18, 2022. The revised Health and Safety Plan will be uploaded to our website tomorrow.
- Subgrant Agreements with CAIU – the School has applied for and will receive funding to offset costs associated with Special Education.
- Organizational chart revised and has been included within the Board packets for review purposes. The updates reflect streamlined processes which have occurred in our operations.
- Mrs. Roth updated the Board regarding the status of the charter renewal process. Staff continues to make progress to ensure that the requested documentation is provided.
- Mrs. Roth recommended the renewal of Lisa Conrad's contract to assist the staff with organization of charter renewal materials.

BY-LAWS AND POLICIES:

- The By-laws and Policies Committee Meeting was held on September 1, 2022. In the absence of Mrs. Marek, Mrs. Roth provided the Committee's report. The Committee conducted a final review of Bylaws and provided copies to the Board for review. recommendation to send for legal review. All board members are to be requested to serve on a committee. We are attempting to have a more active involved board.
- There was discussion of the need for the development of additional policies to support the revisions to the by-laws more clearly. Copies of the proposed supporting policies were sent out to Board members for review and will be posted to the School's website for public comment.
- Mrs. Margaret Burton Connors recognized the efforts of the committee members and the huge tasks they have done and how important it is.

Family Advisory Committee

There was no Family Advisory Committee Meeting held since the last meeting. Mr. Finley spoke with Mrs. Nordai about possibly purchasing shirts from the school Spirit Wear fundraiser for the student uniform bank and to contribute to the sub sale. There was a discussion of the logistics promoting/marketing family events to the School community; more information will be gathered and reported on in the future.

Personnel Committee

- It was reported that no meeting was held; the meeting continued.

President

Mr. Ed Jaroch reported that the Charter renewal process is moving along.

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 August 15, 2022 Board of Trustees Meeting.

2. FISCAL ITEMS

- Approval of check numbers 2439 - 2470 and the listed ACH transactions for the month of August 2022.

3. PERSONNEL

- To approve the recommendation to increase the starting salary for teachers to \$48,000.00 with a bachelors and \$49,000.00 with a masters
- To approve the recommendation to use grant funds for retention bonuses to be dispersed at the end of the 2022-2023 school year in the amount of \$1,000.00 for certified staff and \$500.00 for support staff
- To approve the hiring of the following for the 2022-2023 school year:
 - Lawrence Edwards: Classroom Teacher, exempt classification with a bachelor's degree
 - Molly Richardson: Classroom Teacher, exempt classification with a bachelor's degree
 - Kara Beatty: Classroom Teacher, exempt classification with a bachelor's degree
 - James Ledda: Classroom Teacher, exempt classification with a bachelor's degree
 - Janet Scott: Building Aide, non-exempt classification
 - Tajah Jackson: Building Aide, non-exempt classification
- To approve the follow promotions/changes:
 - Leanne Morris from Teaching Assistant/Day-to-day substitute to Classroom Teacher
 - Jessica Nordai from Pupil Services Coordinator to Pupil Services Director.

AGREEMENTS/CONTRACTS/POLICIES

- Approval of the Sylvan Heights Science Charter School Procurement Plan for School Food Authorities: Child Nutrition Programs
- Approval of the revised Health and Safety Plan based on Department of Health guidelines dated August 18, 2022.
- Approval of the IDEA Part B Subgrant Contract C.F.D.A #84.173 agreement between the CAIU and Sylvan Heights Science Charter School in the amount of \$257.00
- Approval of the IDEA-Part B Subgrant Contract C.F.D.A #84.027 agreement between the CAIU and Sylvan Heights Science Charter School in the amount of \$17,579.00.
- Approve the reengagement of Lisa Conrad, as a subcontracted administrator, at a rate of \$450 per day, to conduct tasks as assigned by the President/CAO, up through June 30, 202
- 1st Reading of the Amended and Restated Bylaws of Sylvan Heights Science Charter School
- 1st Reading of the following board policies:
 - Policy 0000: Board Policy/Administrative Procedures
 - Policy 0002: Authority and Powers
 - Policy 0003: Functions
 - Policy 0006.1: Attendance at Meetings via Electronic Communications
- 2nd Reading of the following board policies:
 - Policy 2021: Dress and Grooming

Approval of Consent Calendar

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

Motion: Mrs. Margaret Burton Conners

Second: Ms. Nicole Marshall

Discussion: There being no discussion, the meeting continued.

Roll Call Vote

Mr. Ed Jaroch - yes

Mrs. Burton Conners - yes

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:

- Mrs. Roth reminded all board of trustee members who have not yet taken Act 55 training to sign up for the October session. We are awaiting information regarding trauma-informed training opportunities and will update the Board when more information becomes available.

New Business:

- The October meeting is the annual reorganization meeting of the Board. Mr. Ed Jaroch, Ms. Nicole Marshall, Mr. Amechie Walker, and Ms. Erica Monroe volunteered to serve on the Nominating Committee to oversee the process of seeking new Board members and officer candidates to fill vacant positions. A meeting date for the Nominating Committee will be decided upon and appropriately advertised.
- Mrs. Roth informed the Board members that all Board members have been issued a Sylvan Heights Science CS email address. Board members should utilize his/ her Sylvan Heights email address to transmit and receive Board information.

Adjournment:

The meeting was adjourned at 6:09 pm. The next Board of Trustees meeting will be held on Monday, October 17, 2022 at 5:30 pm.