

# Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda

Meeting Location: 915 S. 13<sup>th</sup> Street, Harrisburg, PA 17104  
All meetings are open to the public

Date: August 21, 2023  
Time: 5:30 PM-6:30 PM

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## I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

## II. ATTENDANCE

Board of Trustees	Present	Absent	Late
Ed Jaroch, President			
Margaret Burton Conners, Vice President			
Merita Marek, Secretary			
Chad Hotsko, Treasurer			
Amechie Walker			
Debra Simpson-Buchanan			
Nicole Marshall			
Erica Monroe			
Susan Roth, Principal/CAO (non-voting)			
Jessica Nordai, Assistant Principal (non-voting)			
Lori Lauver, Fed Prog/STEM Coordinator (non-voting)			

## III. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

None Scheduled

## IV. COMMENT PERIOD

## V. REPORTS

## **A. FINANCE AND FACILITIES:**

Meeting Held August 17, 2023

Attendees: Ed Jaroch (virtual), Margaret Burton Conners, Susan Roth and Lori Lauver

Special Guest: Charter School Capital (virtual)

## **B. Nominating Committee:**

No meeting held

## **C. PRINCIPAL:**

- 1) First day of school is Thursday, August 24<sup>th</sup>. Doors open for all students at 8:05. We are opening with full-compliment of students with a waiting list.
- 2) Charter Renewal:
  - All follow-up request items were sent via email to the District as of August 1, 2023 except for the requested curriculum maps.
  - Wonders ELA textbooks and materials; and SAVVAS Social Studies textbooks and materials have been categorized and inventoried as of August 8, 2023. Corresponding curriculum maps are in the process of being created.
- 3) IXL Learning: subject areas of ELA, Math, Science and Social Studies; and professional development
- 4) Federal Programs Updates:
  - a. Title 1: Salaries and benefits for resource teacher and school counselor; supporting supplies and materials, including items to support students who have been reported as homeless; staff bonuses for qualifying staff per grant requirements.
  - b. Title II: Tuition reimbursement; conferences and staff professional development
  - c. Title IV: Off-site educational field experiences and supporting materials, supporting curricular subscriptions.
- 5) Title III: Memorandum of Understanding for the 2023-2024 School Year with the Capital Area Intermediate Unit # 15 (CAIU) documenting agreed upon services and products to be provided in the CAIU #15 Title III Consortium.
- 6) Agreement for English Language Development (ELD)/English as a Second Language (ESL) Services with the CAIU to provide supplemental services on an as needed basis only.
- 7) Quarterly Parent/Family Engagement Title I Meeting

*The mission of the Sylvan Heights Science Charter School is to enhance children's lives through educational experiences that are grounded in a comprehensive, science-driven interdisciplinary program highlighting discovery and creativity.*

- Meeting held August 10, 2023

8) School-wide Title I Comprehensive Plan 2023-2026 School Year.

- PSSA proficiency for all student groups for the 2021-2022 sy
  - English Language Arts/Literature: 19.5% proficient
  - Mathematics/Algebra: 11.5%
  - Science/Biology: 43.6%
    - Recommendation to align targeted goals for Federal Programs and the Title I Comprehensive Plan with the Performance Growth Goal
- Induction Plan
- Academic Standards and Assessment Requirements
- Professional Development Plan (Act 48)
- Student Services Assurances

9) Personnel:

- a. Recommend the hiring of Lynn Wagner and Ahmanii Simmons, as teachers, non-exempt status with a bachelor's degree.
- b. Recommend the starting salary for new teachers, full-time exempt status with a bachelor's degree: \$49,500.00
- c. Recommend the starting salary for new teachers, full-time exempt status with a master's degree: \$50,500.00.
- d. Personnel Handbook updates:
  - i. Job Related Expenses
  - ii. Lending of Equipment and Books
  - iii. Retention bonuses

10) Facilities Update:

- Cameras
- Security system
- Building maintenance and repairs

11) Agreements with specialized placement educational entities.

- a. New Story
- b. Capital Academy

## **D. BY-LAWS AND POLICIES**

No meeting held.

## **E. FAMILY ADVISORY COMMITTEE:**

No meeting held

## **F. PERSONNEL:**

No meeting held.

## **G. PRESIDENT:**

# **VI. ITEMS FOR BOARD ACTION**

## **A. CONSENT AGENDA**

### **1. APPROVAL OF BOARD MINUTES:**

- Approval of the minutes from the July 17, 2023 Board Meeting

### **2. FISCAL ITEMS:**

- Approval of check numbers 2687-2730 and the listed ACH transactions for the month of July 2023.
- Approval of the proposed agreement with Gettle purchase materials and install supplemental cameras both internally and externally to support the current security system in the amount of \$13,330.00
- Approve the three-year contract with Securly to provide internet filtration system in the amount of \$7253.75 to be paid out via yearly installments.
- Approve the upgrade to the current security system with Johnson Controls in the amount of \$7,300.00, with annual recurring charge of \$2,100.00
- Approve the three year quoted amount with IXL Learning to purchase 225 site licenses for students in grades K-4 in the following subjects: Math, ELA, Science and Social Studies; and IXL Core Professional Development in the amount of \$15,472.00 to be paid over a the contracted period.

### **3. PERSONNEL:**

- To approve the hiring of the following for the 2023-2024 school year:
  - Lynn Wagner, Teacher, exempt classification with a bachelor's degree
  - Ahmanni Simmons, Teacher, exempt classification with a bachelor's degree.
  - Approve the revisions to the current Personnel Handbook.

#### **4. AGREEMENTS/CONTRACTS/POLICIES**

- Approve the Memorandum of Understanding for the 2023-2024 school year with the CAIU #15 Title III Consortium.
- Approve the Agreement for English Language Development (ELD)/English as a Second Language (ESL) services up to \$5,000.00 for the 2023-2024 school year.
- Approve the Schoolwide Title 1 Comprehensive Plan for the 2023-2026 school years.
- Approve the agreement New Story Tuition Agreement for the 2023-2024 school year in the amount of \$417.00 per day.
- Approve the agreement with Specialized Education of Pennsylvania, Inc for Capital Academy for the purchase of 1 guaranteed special education slot for the 2023-2024 school year in the amount of \$184.00 per day.
- To approve the 2nd reading of the following board policies:
  - 1013.4 Confidentiality of Special Education Student Information
  - 1013.5 Surrogate Parent
  - 2018.4 Gang Activity
  - 3031 Job Related Expenses
  - 5005 Facilities and Workplace Safety
  - 5006 Property Records
  - 5008 Lending of Equipment and Books
  - 6000 Records Management
  - 6000.1 Electronic Signatures/Records

#### **B. OLD BUSINESS**

#### **C. NEW BUSINESS:**

### **VII. ADJOURNMENT**