

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, August 21, 2023

Meeting Location: 915 S. 13th Street, Harrisburg, PA 17104

Call to Order

The meeting was called to order at 5:39 pm by Mr. Ed Jaroch. 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 members in attendance include, Mr. Ed Jaroch, Mrs. Margaret Burton Conners. Mrs. Merita Marek, Mrs. Deborah Simpson Buchanan (Remote), Ms. Nicole Marshall, Mrs. Erica Monroe. Mr. Amechie Walker, Mr. Chad Hotsko, were absent. Staff present onsite included Mrs. Susan Roth (Principal/ CAO), Jess Nordai (Vice Principal), Lori Lauver, Stock and Leader Attorney Mr. Chris Harris (Remote.)

Approval of Agenda:

May I have a motion to approve the agenda?

Motion: Mrs. Merita Marek

Second: Mrs. Margaret Burton Conners

Discussion: There being none, the meeting continued.

Result: The motion passed.

Recognition of Guest and scheduled speakers:

None Scheduled

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:

Meeting Held August 17, 2023

Attendees: Ed Jaroch (virtual), Margaret Burton Connors, Susan Roth and Lori Lauver Special Guest: Charter School Capital (virtual)

Next Meeting is September 11th

The Pennsylvania budget was still going through the approval process. It was reported that there would be no interruption in payment to the School at this time. Mrs. Roth will let the Board know if circumstances should change.

Nominating Committee:

Next Meeting is September 16th

Principal's Report- Mrs. Roth reported the following:

1. The first day of school is Thursday, August 24th. Doors will open for all students at 8:05. We are opening with a 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. It is recommended that the School contract with IXL Learning. This will allow students digital access to an iPad app that will support their learning in the following subject areas: ELA, Math, Science and Social Studies. Administration and staff will receive training on the implementation and execution of the IXL product.
4. Federal Programs Updates- It is proposed that federal funds for the 2023-2024 school year be utilized as follows:
 - 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. It is once again recommended that the School continue to be part of the Title III consortium with the CAIU. The Board has been provided with a copy of the 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 for their review.
6. It is recommended that the School enter into the 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. Mrs. Roth stress that the IU staff would only be called upon to provide support and would be providing grades for any students or grading any student work.
7. The Quarterly Parent/Family Engagement Title I Meeting was held on August 10, 2023. There were 6 families is attendance (3 attended in-person and 3 participated virtually). Ms. Lauver reported that meetings would be held quarterly throughout the school year. The goal is to accommodate parent scheduling needs by offering meetings at different times of the day, and on different days of the week.
8. Mrs. Roth reviewed proposed School-wide Title I Comprehensive Plan for the 2023-2026 school years. The following was reported:
 - a) PSSA proficiency for all student groups for the 2021-2022 school year are as follows:
 - English Language Arts/Literature: 19.5% proficient
 - Mathematics/Algebra: 11.5%
 - Science/Biology: 43.6%
 - b) Recommendation to align targeted goals for Federal Programs and the School-wide Title I Comprehensive Plan with the Charter Renewal goals.
 - c) The following sections were also discussed and are included as a part of the Schoolwide Comprehensive Plan:
 - Induction Plan
 - Standards and Assessment Requirements
 - Professional Development Plan (Act 48)
 - Student Services Assurances
 - d) Mrs. Roth reported the Board, parents, staff and community members would receive periodic updates on the School's comprehensive plan and supporting plans via newsletter, DoJo communications, monthly board meeting, Quarterly Parent/family Engagement meetings and the School's website.
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. Mrs. Roth reviewed the School's personnel handbook at it relates to the following:
 - i. Job Related Expenses
 - ii. Lending of Equipment and Books
 - iii. Retention bonuses
10. Facilities Updates:
- a. The Board received updates on the installation of additional security cameras, general updates to the School's security system, and the building maintenance repairs that took place over the summer.
11. Outside placements:
- a. It was recommended to the Board to approve the agreements with New Story and Capital Academy to best serve students' needs.

By-Laws and Policies:

Next Meeting is September 14th

Family Advisory Committee:

No meeting was held.

Personnel Committee:

No meeting held.

President:

Mr. Ed Jaroch and Mrs. Merita Marek attend advanced board member training.

ITEMS FOR BOARD ACTION:

By notice of the Vice 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 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 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

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- 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

Approval of Consent Agenda:

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

Motion: Mrs. Margaret Burton Conners

Second: Mrs. Erica Monroe

Roll Call Vote

Mr. Ed Jaroch- yes

Mrs. Margaret Burton-Conners -yes

Mrs. Merita Marek- yes

Mrs. Debra Simpson Buchanan – yes (remote)

Ms. Nicole Marshall – yes

Mrs. Erica Monroe - yes

Result: 6-0

B. OLD BUSINESS

NONE

C. NEW BUSINESS

Survey Board Members/attorney to consider change in day/time of monthly meetings.

Adjournment:

The next Board of Trustees meeting will be held on Monday September 18th, 2023 at 5:30 pm.

The meeting was adjourned at 6:48 pm by Mr. Ed Jaroch