

## SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes

Monday, January 23, 2023

#### Call to Order

The meeting was called to order by Mrs. Margaret Burton Conners 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):

Mrs. Margaret Burton Conners, Mrs. Merita Marek, Mr. Chad Hotsko, Mr. Amechie Walker, Ms. Erica Monroe, and Ms. Nicole Marshall were present on-site; Board members attending virtually included Mr. Ed Jaroch (left at 5:42 pm), Ms. Lyndsay Bryce, and Ms. Debra Simpson-Buchanan (joined at 5:44 pm). Staff present onsite included Mrs. Susan Roth (Principal/ CAO), Mrs. Lori Lauver and Miss Renai Corson.

#### 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](http://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. Merita Marek

Second: Mr. Chad Hotsko

Discussion: There being none, the meeting continued.

Vote: 8-0

Result: The motion passed.

#### Recognition of Guests and Scheduled Speakers:

Melissa Hughes, PFM Consultant, was in attendance to follow-up on meetings previously held during the past year with the Finance Committee and analysis of the school's financial status for purposes of short term and long term planning for the School. Topics discussed included historical financial results; financial policies and procedures; challenges and opportunities; considerations; revenue analysis and assumptions; expenditure analysis and assumptions; and other considerations.

## **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***

The Finance and Facilities Committee met on Monday, January 9, 2023. Those in attendance included Margaret Burton Conners, Susan Roth, Lori Lauver, Renai Corson. Topics of discussion included:

- Moving forward with PLGIT- joining the trust as recommended by our Financial Advisor. It is the recommendation of the Finance Committee that the school moves forward with the application to become a participant in the Pennsylvania Local Government Investment Trust (PLGIT).
- Revised Federal Programs thresholds: Purchase of goods under 24 P.S § 8-807.1 is a recommended practice of charter schools. The amounts reported in the most recent Pennsylvania Bulletin have increased for the new calendar year: the amount for purchase subject to public bid is \$22,500 and the amount for purchase subject to written or telephonic price quotation is \$12,200; effective January 1, 2023.
- Update on the annual Independent Financial Audit - we expect to have the audit within the next week.

### ***Nominating Committee***

It was reported that no meeting was held.

### ***Principal's Report***

- Sylvan Heights held a Life After Sylvan Program for our 4th grade families on January 10, 2023 with 10 families in attendance. Representatives from Math & Science and the Circle School provided presentations for our families. This information will be highlighted to 4th grade families during 2nd marking period conferences.
- Charter Renewal Updates: The Harrisburg School District requested a copy of the School's June 30, 2022 Annual Financial Report and Audit. The annual report was forwarded to the District on January 20, 2023; the audit will be forwarded as soon as it becomes available.
- An overview of the Emergency Instructional Time Template Section 520.1 for the 2022-2023 School year was reviewed and included for the Board of Trustees' consideration on the agenda. Sylvan Heights Science Charter School is prepared to provide virtual/remote instructional classes

to all students or small groups shall we experience temporary school wide closures as result of COVID-19 and its impacts.

- The School will continue to follow the ARP ESSER Health and Safety Plan Guidance and Template revised January 23, 2023. The plan and all updates will be posted on the School's website.

### ***By-Laws and Policies***

The By-Laws and Policies Committee meeting was held on January 5, 2023. In attendance were Mrs Merita Marek, Mrs. Susan Roth, Mrs. Lori Lauver and Miss Renai Corson. Topics of discussion included:

- Final revisions of the Bylaws are underway; all Board members were provided with copies of the revisions to date for review.
- Discussion on implementation of proposed changes
- Need to add additional supporting policies to support By-laws:
  1. Policy 1008 Textbooks and Resource Material
  2. Policy 2021 Reporting Student Progress

### ***Family Advisory Committee:***

No meeting was held, however Mr. Finley contacted Mrs. Susan Roth and informed her that the Family Advisory Committee would like to hold an annual fundraiser with Texas RoadHouse to support the School; last year's fundraiser was a huge success. The FAC will be providing lunch for staff on March 10th which is a Responsive Classroom in-service day for staff.

The FAC is also hoping to support a field trip to the Mayor's office for students.

### ***Personnel Committee***

No meeting was held; the next meeting is scheduled for February 8, 2023.

### ***President***

Mr. Ed Jaroch did not submit a report and was unable to attend the full meeting virtually.

## **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 Board of Trustees Meeting.

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

- Approval of check numbers 2547-2577 and the listed ACH transactions for the month of December 2022.

- To approve the amount for purchase purchases subject to public bid to \$22,500; and the amount for purchase subject to written or telephonic price quotation to \$12,200 as per the most recent Pennsylvania Bulletin which went into effect January 1, 2023
- To approve the recommendations to move forward with the application to become a participant in the Pennsylvania Local Government Investment Trust (PLGET).

### **3. PERSONNEL**

- To approve the hiring of Davud Jusic, Instructional Assistant, non-exempt classifications with an Associates Degree.

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

- To approve the 1st reading of the following
  - a. Policy 1008 Textbooks and Resource Materials
  - b. Policy 2012 Reporting Student Progress
- To approve the Emergency Instructional Time Template Section 520.1 for the 2022-2023 School Year
- To approve the revised ARP ESSER Health and Safety Plan Guidance and Template

### **Approval of Consent Calendar**

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

Motion: Mr. Chad Hostko

Second: Ms. Erica Monroe

Discussion: None

### **Roll Call Vote**

Mrs Margaret Burton Conners - yes

Mrs. Merita Marek - yes

Ms.Lindsay Bryce - yes

Mr. Amechie Walker - yes

Mrs. Deborah Simpson Buchannan - yes

Ms. Nicole Marshall - yes

Ms.Erica Monroe - yes

Mr. Chad Hostko - yes

Vote 8-0

Result: Motion passed

### **Old Business**

There being no Old Business, the meeting continued.

**New Business**

The Statement of Financial Interest has been distributed to each Board Member. These are due by May 1, 2023 and should returned to Miss Corson or Mrs. Roth.

**Adjournment**

Motion to end the meeting: Mr. Amechie Walker

2nd the motion: Ms. Erica Monroe

The next Board of Trustees meeting will be held on Monday February 27, 2023 at 5:30 pm.

The meeting was adjourned at 6:39 pm.