

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, July 17, 2023

Meeting Location:

Sylvan Heights Science Charter School  
915 S. 13<sup>th</sup> Street  
Harrisburg, PA 17104

All meetings are open to the public

**Call to Order**

The meeting was called to order at 5:36 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, late by phone at 5:45pm Mrs. Margaret Burton Conners; attending in-person were: Mrs. Merita Marek, Mr. Amechie Walker, Mrs. Deborah Simpson Buchanan, Ms. Nicole Marshall and Mr. Ed Jaroch. Mr. Chad Hotsko, Ms. Lyndsay Bryce and Ms. Erica Monroe were absent. Staff present onsite included Mrs. Susan Roth (Principal/ CAO), Mrs. Jess Nordai (Assistant Principal), Mrs. Lori Lauver, Stock and Leader Attorney Mr. Chris Harris

**Approval of Agenda:**

May I have a motion to approve the agenda?

Motion: Mrs. Debra Simpson-Buchanan

Second: Mr. Amechine Walker

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:

No meeting Held

### Nominating Committee:

No meeting Held

### Principal's Report:

- 1) Charter Renewal: On June 27, 2023, Harrisburg School District approved our Charter Renewal for the next 5 years. Administration is in the process of gathering and submitting the required follow-up document to the Harrisburg School District. The requested curriculum maps will be delayed. The supporting textbooks and materials are on the current agenda for approval.
- 2) Wellness Committee Report:
  - a. The Committee met on July 12<sup>th</sup> to review the current school's Wellness Policy and to make recommendations. The committee reports that it has the full complement of required members, however the Committee is seeking additional parents/guardians/family members to join the committee.
  - b. Next meeting scheduled for August 2, 2023.
- 3) Pennsylvania Coalition of Public Charter Schools:
  - a. Susan Roth is scheduled to attend the Summer CEO Conference July 25<sup>th</sup> and July 26<sup>th</sup> in Carlisle PA.
- 4) The School has been selected to participate in the National Center for Education Statistics Pulse Panel survey for the 2023-2024 school year. The School will receive a \$200.00 debit card each month for the School's participation.
- 5) Personnel:
  - a. Recommend the hiring of Shayna Harte, 4<sup>th</sup> grade teacher and Mileiby Melendez as Cafeteria Staff.
  - b. Currently accepting applications for a 4<sup>th</sup> grade teaching position.
    - Recommend the renewal of the PAREAP Membership for the 2023-2024 school year and to contract with Pa Educator.net.
  - c. Recommendation to continue to provide medical, dental, vision and life insurance through Capital Blue for full-time staff.
  - d. Recommend the purchase of 9 Dell Latitude 5430 Laptops for staff to support the delivery of instruction
- 6) Food Services: Sylvan Heights continues to operate as a Community Eligibility Provision School (CEP)
  - a. All students are eligible for free breakfast and lunch
  - b. Recommendation to approve the Sponsor-to-Sponsor Agreement with Central Dauphin School District.

- c. Recommendation to approve the Agreement for Participation in Child Nutrition Programs between the Capital Area Intermediate Unit and Sylvan Heights Science Charter School for the 2023-2024 school year.
- 7) Social Studies textbook update:
    - a. Parents, staff and community members provided feedback on the proposed Social Studies textbooks
      - Recommendation to approve the purchase of SAVVAS Elementary Social Studies textbooks and also to provide supplementary materials/resources to insure multicultural representation.
  - 8) Facilities Update:
    - a. Mrs. Roth met with Jim Enders, of Enders Insurance to discuss the bundling the School's Comprehensive and Workman's comp insurance through Selective Insurance.
    - b. Recommendation for Shearer Security Devices to install a master keying system and hardware throughout the school building.
    - c. Recommend the renewal of Diamond Sprinkler contract for 2 years.
    - d. Recommend the installation of a new GPS-FC48 needlepoint bipolar ionization generator to the 13<sup>th</sup> Street side of the building.

**By-Laws and Policies:**

Meeting Held: July 13, 2023

Attendees:

In-person: Merita Marek, Debra Simpson-Buchanan and Susan Roth

By phone: Leigh Dalton, Ph.D., Esquire

Topics Discussed:

- Student Handbook and Code of Conduct, and related policies
- Revised Bylaws and new trustee application

**Family Advisory Committee:**

No meeting was held

**Personnel Committee:**

No meeting held.

**President:**

**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 June 26, 2023 Board Meeting

**2. FISCAL ITEMS:**

None

**3. PERSONNEL:**

- Accept the resignation of Jessica Melhorn, effective July 14, 2023
- To approve the hiring of the following for the 2023-2024 school year:
  - Shayna Harte, Classroom Teacher, exempt classification with a bachelor's degree
  - Mileiby Melendez, Cafeteria Staff, part-time, non-exempt classification

**4. AGREEMENTS/CONTRACTS/POLICIES**

- Approve the renewal the School's membership with the Pennsylvania Coalition of Public Charter Schools in the amount of \$1065.00 for the 2023-2024 school year.
- Approval for the School's participation in the National Center for Education Statistics survey with the projected revenue anticipated to be \$200.00 per month
- Approval of the Sylvan Heights Science Charter School Student Handbook and Code of Conduct for the 2023-2024 school year.
- Approval of the Pennsylvania Department of Education Sponsor to Sponsor Agreement between Sylvan Heights Science Charter School (purchaser) and Central Dauphin School District for the 2023-2024 school year.
- Agreement for Participation in Child Nutrition Programs between the Capital Area Intermediate Unit and Sylvan Heights Science Charter School for the 2023-2024 school year.
- Approve the Small Group Proposal prepared for Sylvan Heights Science Charter School with Capital Blue as the provider for medical, dental and vision insurance effective July 1, 2023.
- Approve the renewal membership fee with PAREap for the 2023-2024 school year in the amount of \$899.00
- Approve the contract for service with PA Educator.net as sponsored via the Allegheny Intermediate Unit in the amount of \$875.00.
- Approve the purchase of 9 Dell Latitude 3430 Laptops from Dell Technologies with a unit price of \$913.54.
- Approve the purchase of SAVVAS Elementary Social Studies 2019 student edition plus digital courseware 5-year license for grades Kindergarten through 4<sup>th</sup> grade and corresponding teacher guides in the amount of \$17,380.00.
- Approve the renewal of commercial and legal liability with

Selective Insurance with a total policy premium of \$15,624.00 effective

- school board July 1, 2023.
- Approve the cancelation of workers compensation and employer's liability insurance through Liberty Mutual Insurance and contracting with Selective Insurance \$9,369.00 effective July 1, 2023.
  
- Renew the two-year contract with Diamond Sprinkler in the amount of \$580.00.
- Approve the proposal from HBMcClure to Installation of a new GPS-FC48 needlepoint bipolar ionization generator in the amount of \$1,384.00
- Approve the proposal from Shearer Security Devices to install a master keying system and hardware in the amount \$3,795.92.
- Approve the Sylvan Heights Science Charter School Amended Bylaws
- To approve the first 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
- To approve the second reading of the following board policies:
  - Policy 4010: Purchases Subject to Bid/Quotation
  - Policy 4011: Purchases Budgeted
  - Policy 4012: Purchases Not Budgeted
  - Policy 4019: Audit
  - Policy 4022: GASB Statement 34
  - Policy 4026: Federal Fiscal Compliance
  - Policy 1038: Language Instruction Educational Program for English Learners
  - Policy 2000: Admissions and Enrollment
  - Policy 2004: Attendance
  - Policy 2033: Suspension and Expulsion

**Approval of Consent Agenda:**

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

Roll Call Vote

Mr. Ed Jaroch- yes

Mrs. Margaret Burton-Conners -unable to vote

Mrs. Merita Marek- yes

Mrs. Debra Simpson Buchanan - yes

Ms. Nicole Marshall – yes

Mr. Amechie Walker - yes

Result: 5-0

**B. OLD BUSINESS**

- Committee Meeting dates have been posted on the School's website, the School's entrance way, and in the local newspaper. Copies are available in the front lobby.

**C. NEW BUSINESS**

- Resignation of Board of Trustee Lyndsay Bryce- Ms. Bryce reports that she is no longer available to serve on the board due to a conflict in her schedule.

**Mr. Jaroch requested a motion to accept Ms. Bryce's resignation:**

**Motion: Ms. Merita Marek**

**2<sup>nd</sup>: Mrs. Nicole Moore**

**Adjournment:**

**The next Board of Trustees meeting will be held on Monday August 21, 2023 at 5:30 pm.**

**The meeting was adjourned at 6:15 pm by Mr. Ed Jaroch**