

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, May 15, 2023

Meeting location: Sylvan Heights Science Charter School, 915 S. 13<sup>th</sup> Street, Harrisburg, Pa 17104

**Call to Order**

The meeting was called to order at 5:50 pm by Mrs. Margaret Burton-Conners. Following the Pledge of Allegiance, attendance of the board members was taken, and it was noted the meeting was being recorded.

It was noted an Executive Session was held at 5:00 pm to discuss safety and security matters.

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

Board members in attendance include. Mrs. Margaret Burton-Conners, Mrs. Merita Marek, Mr. Chad Hotsko, Mr. Amechie Walker, Mrs. Deborah Simpson Buchanan, Ms. Nicole Marshall. Mr. Ed Jaroch, Mrs. Erica Monroe and, Ms. Lyndsay Bryce were absent. Staff present onsite included Mrs. Susan Roth (Principal/ CAO), Jess Nordai (Vice Principal), Lori Lauver and Attorney Mrs. Leigh Dalton by phone.

**Approval of Agenda:**

May I have a motion to approve the agenda?

Motion: Mrs. Merita Marek

Second: Mrs. Deborah Simpson Buchanan

Discussion: There being none, the meeting continued.

Result: The motion passed.

**Recognition of Guest and scheduled speakers:**

Kelley Lorenzetti, CPA, Diana M Reed and Associates, PC

- Mrs. Lorenzetti review the proposed mid-year recommended budget adjustments for the 2022-2023 school year. There were no concerns noted
- **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:**

It was reported that no meeting was held.

### **Nominating Committee:**

It was reported that no meeting was held.

## **Principal's Report:**

### **Susan Roth, Principal/CAO reported on the following:**

- **Upcoming Events:**
  - Title 1 Family Engagement Meeting is scheduled to be held on Thursday May 18, 2023; 6:00pm
  - Ryan the Bugman is providing our grade 2 and grade 3 students with Science and Careers workshop on May 23rd here at the school
  - Family STEM Night is scheduled for Thursday, May 25, 2023 at 6:00pm for all grades Kindergarten through 4<sup>th</sup> grade. Friend and Families are invited to attend. The English Language Arts and Social Studies proposed curriculum will be on display for parent feedback, along with the School's Parent Survey.
  - Special Education Family Night: March 31, 2023 at 6:00pm
  - The Kindergarten Field Trip to Paulus Farms is schedule for June 1, 2023
  - The Comprehensive Planning Committee Meeting is scheduled to meet June 7, 2023; 12:00pm
- Recommendation to renew the contract with New Story to provide student placement options for the remainder of the 2022-2023 school year.
- The proposed School Calendar for the 2023-2024 school year includes half-days approximately 1 time per month to allow for professional development.
- Recommendation for the Center for Responsive Schools to provide a four-day contracted workshop for the teaching staff and a one-day consultant observation and feedback visit during 2023-2024 school year.
- Updates on Charter Renewal:
  - A follow up meeting is scheduled for May 17, 2023 with the Harrisburg School District to discuss next steps

### **Reported by Jessica Nordai, Assistant Principal**

- PSSA Monitoring Visit: The School was monitored on April 28, 2023 during an unscheduled monitoring visit. Mrs. Roth was absent that day due to illness. Mrs. Nordai provided the monitor with all requested documentation either in-person on the day of the visit or during a follow up email. The School did pass PSSA monitoring; however, it was recommended that the School move towards the online PSSA testing platform in the future.

**By-Laws and Policies:**

- The meeting was held on May 4, 2023 at 5:30
- Attendees included Susan Roth and Merita Marek
- The topic discussed was the components of the application packet for individuals seeking to join the board of trustees

**Family Advisory Committee:**

- School staff and administration thanked the Family Advisory Committee for providing us with a dessert bar in celebration of Teacher Appreciation Week.

**Personnel Committee:**

No meeting held.

**President:**

No information shared

**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 April 17, 2023 Board of Trustees Meeting.

**2. FISCAL ITEMS:**

- Approval of check numbers 2666- 2686 and the listed ACH transactions for the month of April 2023.
- Approve the Sylvan Heights Science Charter School Proposed General Budget Adjustment for 2022-2023 School Year
- Approve the contract with New Story to provide student placement options for the remainder of the 2022-2023 school year in the amount of \$405.00 per day.
- Approval of the Center for Responsive Schools to provide a four-day contracted workshop for the teaching staff and a one-day consultant observation and feedback visit during 2023-2024 school year in the amount of \$27,340.00.

3. **PERSONNEL:**

4. **AGREEMENTS/CONTRACTS/POLICIES**

- Approval of the 2023-2024 School Calendar

**Approval of Consent Agenda:**

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

Motion: Mrs. Merita Marek

Second: Mrs. Deborah Simpson Buchannan

Discussion: None

Roll Call Vote

Mrs. Margaret Burton-Conners - yes

Mrs. Merita Marek- yes

Mr. Chad Hosko-yes

Mr. Amechie Walker- yes

Mrs. Debra Simpson Buchanan-yes

Ms. Nicole Marshall - yes

Result: Motion passed

**B. OLD BUSINESS - None reported**

**C. NEW BUSINESS – None reported**

**Adjournment:**

**The next Board of Trustees meeting will be held on Monday June 26, 2023 at 5:30 pm.**

**The meeting was adjourned at 6:16 pm by Mrs. Margaret Burton-Conners.**