



Sylvan Heights Board of Trustees Meeting Minutes 11-21-2023

Board of Trustees Members in attendance

Attendees included Ed Jaroch, Amechie Walker, Debra Simpson-Buchanan, Margaret Burton Conners, Erica Monroe, Nicole Moore

Board of Trustees Members not in attendance

Members not in attendance included Chad Hotsko

Staff/Public in attendance

School Administration: Susan Roth, Principal/CAO; Jessica Nordai, Assistant Principal; Leigh Dalton, Solicitor; Peter Ruth, solicitor

School Staff: Lori Lauver, STEM/Federal Grant Coordinator

Interested Citizens: Jim Ross

Call to order

A meeting of Sylvan Heights Science Charter School was held at Sylvan Heights Science Charter School, 915 S. 13th Street, Harrisburg, PA 17104 on November 21st, 2023. The meeting was called to order at 6:08pm. This was followed by the Pledge of Allegiance and a moment of silence.

Roll Call

Following roll call, a quorum was present as noted above.

Announcement of Executive Session

Prior to the general meeting, an executive session was held to discuss safety/security and student matters.

Approval of Agenda

A motion was made by Ms. Burton Conners for approval of the agenda. This was seconded by Amechie. There was no discussion and the motion passed unanimously.

Recognition of Guest & Scheduled Speakers

None

Comment Period

Public Comments

- None

Staff Comments

- None

Reports

Finance & Facilities

Finance and Facilities Meeting

Date: November 6, 2023 @ 6:00pm

Attendees: Erica Monroe, Ed Jaroch, Margaret Burton Connors, Chad Hotsko (phone), Susan Roth, and Lori Lauver.

The following committee agenda items were discussed:

- Reviewed current assets for accuracy
- Citizen Bank Signatures: Recommend the removal of Ed Jaroch and Merita Marek; and add Jessica Nordai, Erica Monroe and Margaret Burton Connors.
- Staff Retention Bonuses: Recommendation to approval retention bonuses for all staff who are currently employed as of November 30, 2023
- Discussed proposed safety and security recommendations.
- Sager, Swisher & Company will no longer be conducting audits after the current year. Sylvan Heights will conduct a search for a new auditor in January 2024.
- Intent to Purchase Hale Ave:
 - Reviewed Hale Ave due diligence proposal being conducted by McKissick Associates.
 - Reviewed proposed traffic study being conducted by Trans Associates
 - Reviewed proposed sales agreement to purchase 300-350 Hale Ave in the amount of \$650,000 pending specials clauses.

Principal

- Upcoming Events
 - Thanksgiving recess for staff and students is Wednesday, November 22nd through Monday, November 27th
 - Life After Sylvan: November 30th at 6:00pm
- Adjusted service agreement with CAIU to provide diagnostic classroom placement for two students
- Toys for Tots distribution on December 14th starting at 6:00pm
- Staff Changes:
 - Mrs. Overdorf was assigned as the substitute teacher until after winter break in place of Lynn Wagner who resigned effective November 9, 2023.
 - Ahmanii Simmons is slated to become the 4th grade teacher upon return from FMLA in January 2024.
 - Ms. Francis Lindsay is the assigned substitute for Mrs. Morris (1st grade) who is scheduled for FMLA leave starting November 28th through winter break.

- Nursing services: recommendation to hire a part-time certified school nurse.

By-Laws & Policies

- No Meeting Held

Family Advisory Committee

- Recruiting of volunteers during parent/teacher conferences on 11/9 & 11/10.

Personnel

- No Meeting Held

President

- None

Items for Board Action

Consent Calendar

- Approval of Board Minutes
 - Approve the minutes from the October 10th special board meeting and the October 17th Board of Trustees meeting
- Fiscal Items
 - Approve check numbers 2876-2926 and the listed ACH transactions for the month of October 2023
 - Approve the removal of Ed Jaroch and Merita Marek as signers for the Citizens' Bank account, and to add Jessica Nordai, Erica Monroe, and Margaret Burton Connors as signers to the Citizens' Bank account
 - Approve the annual financial report accuracy certification statement for fiscal year ending 6/20/2023 for submission
- Personnel
 - Accept the resignation of Lynn Wagner, 4th grade teacher, effective November 9, 2023
 - Approve the recommendation to hire Dana Casale as part-time certified school nurse, non-exempt employment status
 - Approve staff retention bonuses for all staff employed through November 30, 2023.
- Agreements/Contracts/Policies
 - Approve safety and security upgrades in the amount of \$4,770
 - Approve the adjusted service agreement with the CAIU to provide diagnostic classroom placement services for two students for the amount of \$34,720
 - Approve the hosted services agreement with the Lancaster Lebanon Intermediate Unit (13) to provide compliance tracking in the amount of a \$750 set-up fee and an annual fee of \$500/year.
 - Approve the 350 Hale Ave. Due Diligence study with McKissick Architecture with an estimated total cost of \$14,000
 - Approve the proposal for traffic engineering services to be conducted by Trans Associates with a fee limit of \$3,850.

- Approve the sales agreement to purchase 300-350 Hale Avenue, Harrisburg, PA in the amount of \$650,000 contingent on special clauses as outlined in the sales agreement.

A motion was made by Mr. Jaroch for approval of the consent calendar with a second by Mrs. Burton Conners. A roll call vote was then taken with all board members voting to approve the motion (*motion passed 6-0*).

Old Business

- None

New Business

- None

Adjournment

- The meeting was adjourned was at 6:36pm by Mr. Jaroch
- The next Board of Trustees meeting is scheduled for Tuesday, December 19, 2023 at 6:00pm