



Sylvan Heights Science Charter School Board of Trustees Meeting Minutes (Reorganization Meeting) October 17, 2023

Board of Trustees Members in attendance

Attendees included Ed Jaroch, Merita Marek, Amechie Walker, Debra Simpson-Buchanan, Erica Monroe, Nicole Marshall (remote)

Board of Trustees Members not in attendance

Members not in attendance included Margaret Burton Conners, Chad Hotsko

Staff/Public in attendance

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

School Staff: Lori Lauver, STEM/Federal Grant Coordinator; Melena Overdorf, teacher; Nicole Jordan, Cafeteria Coordinator

Interested Citizens: Jim Ross, Vern McKissick, Charles Finley

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 October 17th, 2023. The meeting was called to order at 6:11pm. 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.

Election of Officers

Leigh Dalton from Stock & Leader opened the floor for nominations for president.

- Nominations for president - Mr. Amechie Walker nominated Mrs. Erika Monroe, seconded by Mr. Ed Jaroch, no discussion, passed unanimously
- Nominations for VP - Ms. Nicole Marshall nominated Mr. Amechie Walker, seconded by Mrs. Debra Simpson Buchanan, no discussion, passed unanimously
- Nominations for Secretary - Mrs. Simpson Buchanan nominated Mrs. Margaret Burton Conners, seconded by Mr. Walker, no discussion, passed unanimously

By-Laws & Policies

- No Meeting Held
- One financial policy needs approved and is on the consent calendar

Family Advisory Committee

- Working to get more participants and will use the parent engagement meeting to engage parents
- Also planning to have an information station for parents to sign up as FAC volunteers during conferences on November 9th and 10th.
- Looking to get more speakers to address our students about different career aspects, including a tour of the mayor's office

Personnel

- No Meeting Held

President

- None

Items for Board Action

Consent Calendar

- Approval of Board Minutes
 - Approve the minutes from the September 18, 2023 Board of Trustees meeting
- Fiscal Items
 - Approve check numbers 2842-2875 and the listed ACH transactions for the month of September 2023
- Personnel
 - NONE
- Agreements/Contracts/Policies
 - Approve the Memorandum of Understanding (MOU) between Boyo Transportation & Sylvan Heights Science Charter School in the amount of \$325.00/bus per field excursion for the 2023/2024 school year.
 - Recommendation to approve the following policy for a 1st reading:
 - Policy 6028: Fraud

A motion was made by Mr. Jaroch for approval of the consent calendar with a second by Mrs. Simpson Buchanan. Following discussion of the need for a meeting minutes revision to the new business section to complete the statement of moving meetings from Mondays to Tuesdays, Mr. Jaroch, amended his motion to include this revision, Mrs. Simpson Buchanan agreed to second that amended motion. 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

- Check signers discussed. Mrs. Roth to initiate the paperwork process with Citizen's Bank.
- Discussion of Intent to Purchase 350 Hale Avenue
 - Letter of Intent - non-binding; 75 days
 - A motion to approve the signing and submission of the letter of intent to the selling agent of 350 Hale Avenue was made by Mr. Jaroch and seconded by Mrs. Marek. The motion was approved unanimously (*motion passed 6-0*).

Adjournment

- The meeting was adjourned was at 7:19pm by Mrs. Monroe
- The next Board of Trustees meeting is scheduled for Tuesday, November 21, 2023 at 6:00pm