

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, September 18<sup>th</sup>, 2023

Meeting Location: 915 S. 13th Street, Harrisburg, PA 17104

**Call to Order**

The meeting was called to order at 5:34 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, Mr. Ed Jaroch, Mrs. Margaret Burton Conners. Mrs. Merita Marek, Mr. Amechie Walker, Mrs. Deborah Simpson Buchanan (remote), Ms. Nicole Marshall, Mrs. Erica Monroe. Mr. Chad Hotsko was absent. Staff present onsite included Mrs. Susan Roth (Principal/ CAO), Jessica Nordai (Assistant Principal), Lori Lauver, Leigh Dalton by (remote)

**Approval of Agenda:**

May I have a motion to approve the agenda?

**Motion:** Mrs. Merita Marek

**Second:** Mrs. Margaret Burton Conners

**Discussion:** There being none, the meeting continued.

**Result:** The motion passed.

**Recognition of Guest and scheduled speakers:**

- Melissa Hughes, Financial Advisor, PFM
- Jim Ross, Real Estate Agent, NAI CIR

**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:**

Meeting Held September 11, 2023

Attendees: Ed Jaroch, Margaret Burton Conners, Susan Roth and Lori Lauver

- During this meeting multiple questions were posed. Due to that, our financial advisor was contacted and asked to be at this general board meeting.
- Former potential spot would not be a viable option due to financial and other tenant constraints
- Notified of property on Hale Avenue (Girl Scouts). There are some concerns with that building:
  - Proximity to current Harrisburg district school with same arrival/dismissal times

- Building square footage is the same as current space; would need considerable renovations including adding-on to the building
- A tour of the building is to be set-up at a convenient time in the near future.
- Another building was also recommended, the former Holy Family Church/School (25<sup>th</sup> Street). While not toured, it was reviewed through the windows (It's about 32,000 sq. ft). It would need some significant renovations as well to make it appropriate for Sylvan Heights' needs.
  - Property listed at \$1.85 million (could get a reduction in price maybe)
  - \$500,000-600,000 to spend on renovations
  - Some cash toward purchase/renovations; financing for the rest (around \$1 million)
  - Launch capital campaign to help cover the costs of the financing
  - Sell the current building, use funds to pay off the rest of the debt (approximately 5-year plan)
- Questions were asked about if Harrisburg SD would allow us to move such a distance from our current location, and do we need to have that approval prior to moving forward with financing?
- Melissa believes that \$2.5 – 3.0 million is where the financial cap is for Sylvan Heights for purchase and renovations combined.
- Depending on the final building decision, one bartering point would be one tax-exempt property for another, with the potential that Sylvan Heights' current site becomes a taxable property.

**Nominating Committee:**

No meeting held

**Principal's Report:**

- Update on start of the new school year:
  - Professional Development
  - Induction Plan
  - Back-to-School Night
  - Family STEM night
  - Afterschool interventions
  - Field Experiences
  - Safe-2-Say
  - Health and Safety Plan
- Letter of Engagement with Diana M. Reed's office
- Update on grant spending:
  - ARP ESSER
  - ARP Homeless grant
  - ESSER II
  - Federal Title 1, II and IV prior year

**By-Laws and Policies:**

No meeting was held.

**Family Advisory Committee:**

No meeting was held.

**Personnel Committee:**

No meeting was held.

**President:**

There was an executive Session on Wednesday September 6<sup>th</sup> at 5:30p to talk about facilities. After the September 18<sup>th</sup> board meeting there will be an executive session to discuss safety and security.

**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 August 21, 2023 Board Meeting

**2. FISCAL ITEMS:**

- Approval of check numbers 2795-2841 and the listed ACH transactions for the month of August 2023.
- Approval of the Letter of Engagement with Diana M. Reed & Associates, PC, Certified Public Accountants for the 2023-2024 school year.

**3. PERSONNEL:**

**4. AGREEMENTS/CONTRACTS/POLICIES**

- Approval of the NAI/Commercial-Industrial Realty Company Standard Authorization to represent Sylvan Heights Science Charter School via James Ross, agent, for one (1) year.
- Approval of the revised ARP ESSER Health and Safety Plan

**B. OLD BUSINESS: None**

**C. NEW BUSINESS: None**

**Changing date Monthly Board Meeting from Mondays at 5:30pm to Tuesdays at 6:00pm**

- Discussion of changing the day and/or time of the monthly Board of Trustee meetings.

**Approval of Consent Agenda:**

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

Motion: Mrs. Margaret Burton Connors

Second: Mrs. Erica Monroe

Roll Call Vote

Mr. Ed Jaroch- yes

Mrs. Margaret Burton-Connors -yes

Mrs. Merita Marek- yes

Mrs. Debra Simpson Buchanan – yes (remote)

Ms. Nicole Marshall – yes

Mrs. Erica Monroe - yes

Result: 6-0

**Adjournment:**

The next Board of Trustees meeting will be held on Tuesday October 17<sup>th</sup>, 2023 at 6:00 pm.

The meeting was adjourned at 6:42 pm by Mr. Ed Jaroch