

Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda

June 25, 2024
6:00 – 7:00 pm
Sylvan Heights Science Charter School
915 S. 13th Street
Harrisburg, PA 17104

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Please rise for a moment of silence followed by the Pledge of Allegiance.

Can we have Roll Call:

II. ATTENDANCE

Board of Trustees	Present	Absent	Late
Erica Monroe, President			
Amechie Walker, Vice President			
Margaret Stone Burton, Secretary			
Chad Hotsko, Treasurer			
Debra Simpson-Buchanan			
Nicole Marshall			
Ed Jaroch, Immediate Past President			
Susan Roth, Principal/CAO (non-voting)			
Jess Nordai, Assistant Principal (non-voting)			
Lori Lauver, Teacher (non-voting)			

III. APPROVAL OF AGENDA

May I have a motion to approve the agenda?

Motion:

Second:

Discussion:

Vote:

Result:

The mission of the Sylvan Heights Science Charter School is to enhance children's lives through educational experiences that are grounded in a comprehensive, science-driven interdisciplinary program highlighting discovery and creativity.

IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

Guest: Peter Ruth, Esquire, of Stock and Leader, Attorneys at Law

- Discuss and answer questions pertaining to the proposed Agreement of Sale to purchase the From the Heart Church building

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

Meeting Held: June 17, 2024

Attendees: Erica Monroe, Chad Hotsko, Ed Jaroch, Jess Nordai and Susan Roth

Topics Discussed:

- 2024-2024 proposed budget
- Anticipated building repairs
- Next steps moving forward with the proposed agreement of sale to purchase From the Heart Church.

B. PRINCIPAL:

Documents for Review:

- Memorandum of Understanding with Big Smiles Pennsylvania P.C. (dba “Smile Pennsylvania) to provide preventative and restorative dental services to our students
- Memorandum of Understanding 2024-2025 School Year Title III services provided in the CAIU #15 Title III Consortium
- Agreement for School-age Educational Services with the CAIU for out-of-building specialized placement services; occupational, physical and Speech/Language therapies/supports; psychological services; social work and Special Education Coaching
- Confirmation memorandum with the CAIU for Summer 2024 Extended Year Status
- New Story Tuition Agreement ESY 2023-2024 School Year
- New Story Schools Service Agreement for the 2024-2025 School Year.

- Sales and Service Agreement with ComDoc, Inc. (a XEROX Business Solutions company) to replace our current 3-year lease agreement with a 5 year lease agreement.

C. BY-LAWS AND POLICIES:

No meeting held

D. Family Advisory Committee:

No meeting held

E. PERSONNEL:

Meeting Held: June 12, 2024

Attendees: Erica Monroe, Margaret Stone Burton, Jess Nordai and Susan Roth

Topics Discussed:

- Reviewed Personnel Handbook- recommended revisions to the handbook and corresponding policies
- Recommend raise for all full-time professional staff in the amount of \$1,000.00 for the 2024-2025 school year

F. PRESIDENT

VII. ITEMS FOR BOARD ACTION

By notice of the 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 CALENDAR

1. APPROVAL OF BOARD MINUTES

- Approve the minutes from May 21, 2024 board meeting.

2. FISCAL ITEMS:

- Approved reconciled checks and listed ACH transactions for the month of May 2024.
- To approve the Sylvan Heights Science Charter School proposed 2024-2025 Budget Revenue and Expenditures for July 1, 2024 to June 30, 2025.
- Agreement for School-age Educational Services with the CAIU for out-of-building specialized placement services; occupational, physical and Speech/Language therapies/supports; psychological services; social work and Special Education Coaching for the 2024-2025 school year, in the amount of \$425,256.47.
- To approve the confirmation memorandum with the CAIU for Summer 2024 Extended Year Status at a cost of \$271.00 per day and \$46.00 per day for Personal Care Assistance for a total of 19 days during the summer of 2024.
- To approve the New Story Tuition Agreement ESY 2023-2024 School Year in the amount of \$417 per day per the New Story summer school calendar.
- To approve the New Story Schools Service Agreement for the 2024-2025 School Year in the amount of \$438.00 per day per the New Story school-year calendar.
- To approve the Sales and Service Agreement with ComDoc, Inc. (a XEROX Business Solutions company) to replace our current 3-year lease agreement with a 5-year lease agreement at a rate of \$ 349.95 per month.
- To approve the recommendation for McKissick Architecture to complete floor plans in the amount of \$6,500.00 upon acceptance of the agreement of sale by the From the Heart Church.

3. PERSONNEL:

- To accept the retirement of Marlin Stevens, School Counselor, effective June 30, 2024.

4. AGREEMENTS/CONTRACTS/POLICIES

- To approve the first reading of the followings policies:
 - Policy 3017 Conduct/Disciplinary Procedures
 - Policy 3017.1 Educator Misconduct
 - Policy 3021 Political Activities
 - Policy 3025 Dress and Grooming

- Memorandum of Understanding with Big Smiles Pennsylvania P.C. (dba “Smile Pennsylvania) to provide preventative and restorative dental services to our students
- Memorandum of Understanding 2024-2025 School Year Title III services provided in the CAIU #15 Title III Consortium
- Approve the Agreement of Sale to purchase the From the Heart Church building.
- Approve the authorization for Sylvan Heights Science Charter School to work with PFM in the pursuit of financing and bond counsel, in the purchase of From the Heart Church per the specifications set in the agreement of sale.
- Approve the recommendation to apply for the gaming grant co-application letter request to use the funds if awarded to aid in the purchase of the From the Heart Church building.

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

Motion:

Second:

Discussion:

Vote:

Result:

B. OLD BUSINESS

C. NEW BUSINESS:

- Board of Trustees public meeting schedule for the 2024-2025 school year.

VIII. ADJOURNMENT