

Agenda

SHSCS BOARD OF TRUSTEES

June 28, 2021 Meeting

June 28, 2021

5:30 PM-6:30 PM

Sylvan Heights Science Charter School

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
Ed Jaroch, President			
Margaret Burton Conners, Vice President			
Merita Marek, Secretary			
Andre Johnston, Treasurer (non-voting)			
Lyndsay Bryce			
Amechie Walker			
Debra Simpson-Buchanan			
Nicole Marshall			
Erica Monroe			
Laura Kurtz, former president			
Susan Roth, Principal/CAO (non-voting)			
Lori Lauver, Teacher (non-voting)			
Jess Nordai, Teacher (non-voting)			

III. APPROVAL OF AGENDA

It should be noted that public notice was given for this meeting in accordance with Act 84 of 1986. The preliminary agenda is submitted for Board approval.

May I have a motion to approve the agenda?

Motion:

Second:

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.

Discussion:
Vote:
Result:

IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

Finance and Facilities Meeting

Attendees:

- Voting Board Members: Ed Jaroch
- Non-Voting Board Members: Andre Johnson
- Staff: Susan Roth, Lori Lauver, and Melena Overdorf
- Kelley Lorenzetti, CPA, from Diana Reed and Associates, PC

Agenda: Reviewed proposed 2021-2022 school year budget

B. PRINCIPAL:

Proposed budget and summary of federal grant funding for the 2021-2022 school year:

A) Consolidated Application: \$199,138.00

- Title I: Salaries, partial benefits and supplies for Reading Specialist, School Counselor and Math Resource Teacher, and clothing for homeless students
- Title II: Tuition Reimbursement, Conferences and Professional Development
- Title IV: Transfer of Title IV dollars into Title I

- B) Continuity of Education Equity Grant- GEER: \$10,375.00
- Purchase of 95% Phonics Group Core Program, including license renewal, classroom kits and workbooks.
- C) Elementary and Secondary School Emergency Relief Fund (ESSER I): \$93,155.00
- Technology (i-pads, cases, hotspots, etc.). We are requesting Board approval for the use of ESSER I funds to purchase of 47 iPads, Logitech rugged cases, and 4-year Apple Care + in the total amount of \$22,263.65 as per Apple Quote 2210329711 and the PEPPM contract.
 - Individual STEM supplies to support student at-home and in-person instruction
 - Extra student "general" supplies (i.e. pencils, scissors, glue sticks, notebooks, paper, etc.) for use during at-home instruction- Supports students in case of mandatory school related closures due to COVID-19 and/or Flexible Instructional Days.
 - Contracted Services (CAIU) for a Licensed Social Worker to provide services
 - Supplies to support COVID-19 health and safety response to include such items, as PPE, cleaning solutions etc.
 - Replacement of kitchen sink and faucet to allow for space for sufficient cleaning
- D) Elementary and Secondary School Emergency Relief Fund (ESSER II): \$430,845.00 (proposed).
- Salaries and partial benefits of 3 support teachers and the one Instructional Assistant.
 - Remaining contracted services (CAIU) for a Licensed Social Worker (total 112 days for a contracted price of \$72,240.00 to be spread out over both ESSER I and ESSER II.
 - English as a Second Language Services
 - DreamBox for grades K-2; First in Math for grade 3 and 4.
 - Positive Behavior Interventions and Supports (PBIS): lesson planning and interventions, materials, supplies, etc.
 - Technology for students (i-Pads), staff (laptops) and technology supplies to support instruction.
- E) American Rescue Plan- Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER III): \$210,486.00 (proposed).
- Salary and partial benefits for full-time technology support teacher
 - Wages for part-time document clerk
 - 50% salary and partial benefits for Health/PE teacher and Attendance/transportation secretary.
 - After school tutoring and June 2022 summer camp (salaries, supplies and transportation).

F) Building repairs not covered by grant funding

- Door replacement
- Addition security cameras
- Plumbing maintenance
- General maintenance

G) Teacher Salaries:

- New hires with bachelor's degree: \$45,000
- New hires with a Master's degree: \$46,000
- Existing certified teaching staff: increase salaries by \$4,000 to align with new teaching staff salaries.

H) Budget includes 1 part-time breakfast staff and 3 part-time building staff to assist with hallway, lunch, recess, arrival and dismissal supervision.

Note: The 2021-2021 school year budget allows for virtual instruction to continue during COVID-19 mandated school closures and PDE approved Flexible Instructional Days. Parents/guardians will not be provided with virtual or hybrid learning as an option to in-person instruction.

Other Business- Principal's report continued:

Federal Monitoring 2020-2021: As communicated by PDE on June 23, 2021, monitoring has provided reasonable compliance for each federal program: Elementary and Secondary Emergency Relief Fund (ESSERF) and Federal Programs Consolidated Review of Title I, Title II and Title IV.

Memorandum of Understanding:

- Memorandum of Understand between Sylvan Heights Science Charter School and Dauphin County- Transportation Procedures Agreement to ensure the educational stability of Foster Care Youth: Every Student Succeeds Act (ESSA) requirements
- Memorandum of Understanding between Sylvan Heights Science Charter School and Keystone Service Systems, Inc. DBA Capital Area Head Start

Enrollment for the 2021-2022 school year:

- Kindergarten roster is currently full- new applications will be waitlisted.
- Currently scheduling wait-listed students for grades 1st – 4th open slots.

Flexible Instructional Days:

- There are currently 4 weather emergency make-up days built into the school calendar. Sylvan Heights has requested approval from PDE for 5 Flexible Instructional Days (FIDs) to be used in place of, or in addition to, the already scheduled snow make-days.

- During weather emergencies, parents/guardians will be notified via School Messenger, Class DoJo, website posting and news channel broadcasts of the FID or snow day.
- Students will be instructed to take home their i-Pads and supplemental school supplies in anticipation of a pending storm.
- Students would also be provided the option to completed school work via pencil/paper
- Note: FIDs would count as instructional days and would not need to be made-up. Snow days would need to be made-up on the next scheduled make-up day.

Personnel:

- To hire LaKisha Pate, as Special Education teacher for the 2021-2022 school year, in the amount of \$46,000 exempt classification with a master's degree.
- To hire Kisha Young, as 4th Grade Classroom teacher for the 2021-2022 school year, in the amount of \$45,000 exempt classification with a bachelor's degree.

Policies:

- Recommendation to sign Bent Creek Services Policy Maintenance Program Participation Agreement- Bent Creek will provide training on how we are to access and edit policies
- Policy 800 Records Management- Recommendation to name Principal/CAO as Document Coordinator

C. BY-LAWS AND POLICIES:

No meeting held

D. Family Advisory Committee:

Meeting was held on May 18, 2021

Discussed recruiting new members and ideas for increasing parent engagement.

E. PERSONNEL:

No meeting held

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 the May 17, 2021 Board of Trustees Meeting

2. FISCAL ITEMS:

- Approval of check numbers 1976-1977, 1979-1981, 1983-1993, 1995-1998, 2001-2005 and the listed ACH transactions for the month of May 2021.
- To approve the Purchase of 95% Phonics Group Core Program, including license renewal, classroom kits and workbooks in the amount of \$10,375.00
- Approval of the Agreement for School-Age Special Education Services via the CAIU for the total amount \$239,819.39, which includes \$72,240.00 for 112 days of Social Work for the 2021-2022 school year.
- Approval of the use of ESSER I funds to purchase of 47 iPads, Logitech rugged cases, and 4-year Apple Care + in the total amount of \$22,263.65 as per Apple Quote 2210329711 and the PEPPM contract.

3. PERSONNEL:

- To approve the hiring of LaKisha Pate, as Special Education teacher for the 2021-2022 school year, in the amount of \$46,000 exempt classification with a master’s degree.
- To approve the hiring of Kisha Young, as 4th Grade Classroom teacher for the 2021-2022 school year, in the amount of \$45,000 exempt classification with a bachelor’s degree.

4. AGREEMENTS/CONTRACTS/POLICIES

- To approve the proposed 2021-2022 school year budget for in-person instruction
- To approve the Memorandum of Understand between Sylvan Heights Science Charter School and Dauphin County- Transportation Procedures Agreement to ensure the educational stability of Foster Care Youth

- To approve the Memorandum of Understanding between Sylvan Heights Science Charter School and Keystone Service Systems, Inc. DBA Capital Area Head Start
- To approve the Flexible Instructional Days proposed plan for the 2021-2022 school year.
- To approve Bent Creek Services Policy Maintenance Program Participation Agreement
- To approve the second reading of the following policy.
 - Policy 800: Records Management

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

Motion:

Second:

Discussion:

Vote:

Result:

B. OLD BUSINESS:

C. NEW BUSINESS

- Elect Chad Hotsko, Community representative, to serve a three-year term as Board Director.
- Review/verification of Board of Trustee and Committee meeting dates for the 2021-2022 school year.
- Return of Board of Trustee meetings to in-person beginning with the July 26, 2021 meeting date.

VIII. ADJOURNMENT

BOARD OF TRUSTEE MEETINGS

Meetings will be held @ 5:30 pm on the following dates:

Monday, July 26, 2021
Monday, August 23, 2021
Monday, September 20, 2021
Monday, October 18, 2021
Monday, November 15, 2021
Monday, December 20, 2021
Monday, January 24, 2022
Monday, February 21, 2022
Monday, March 28, 2022
Monday, April 25, 2022
Monday, May, 23, 2022
Monday, June 27, 2021

BOARD OF TRUSTEE COMMITTEE MEETINGS

Finance & Faculties Committee: (meetings are held at 6:00 PM)

Monday, September 13, 2021
Monday, November 8, 2021
Monday, January 10, 2022
Monday, March 14, 2022
Monday, May 16, 2022

By-Laws & Policy Committee: (meetings are held at 5:30 PM)

Thursday, August 5, 2021
Thursday, October 7, 2021
Thursday, February 3, 2022
Thursday, April 7, 2022

Personnel Committee: (meetings are held at 5:30 PM)

Wednesday, August 11, 2021
Wednesday, November 10, 2021
Wednesday, February 9, 2022
Wednesday, May 11, 2022

Meetings are held at Sylvan Heights Science Charter School, 915 South 13th Street, Harrisburg, PA 17104 except when the school building is closed due to mandated school closures related to

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.

COVID-19. During school closures, attendance at meetings will take place via Electronic Communication. All meetings, whether in-person or via electronic communication, are open to the public. Those wishing to attend electronic communication meetings may email the school at publiccomment@shscs.org, phone the school directly at 717-232-9220 or mail their request to Sylvan Heights Science Charter School, 915 S. 13th Street, Harrisburg, Pa 17104 for access to the meeting. Please reference Board Policy 006.1, Attendance at Meetings via Electronic Communications or our school's website at www.shscs.org for more information.