

# Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda Final

November 15, 2021

5:30 PM-6:30 PM

Sylvan Heights Science Charter School

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## 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 Connors, Vice President			
Merita Marek, Secretary			
Chad Hotsko, Treasurer			
Lyndsay Bryce			
Amechie Walker			
Debra Simpson-Buchanan			
Nicole Marshall			
Erica Monroe			
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 draft agenda has been submitted to the Board for approval. Additionally, the preliminary draft agenda is also posted to the school’s website at [www.shscs.org](http://www.shscs.org) at least 24 hours prior to the scheduled board meeting. The school will post the approved agenda on the next business day following the scheduled board meeting.

May I have a motion to approve the agenda?

Motion:

Second:

Discussion:

Vote:  
Result:

## **IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –**

## **V. COMMENT PERIOD**

### **A. Public**

### **B. Staff**

## **VI. REPORTS**

### **A. FINANCE AND FACILITIES:**

November 8, 2021

Attendees: Ed Jaroch, Chad Hotsko, Lori Lauver, Melena Overdorf, Susan Roth

Topics discussed:

- Need for a full-time Document Clerk to assist with current requirements
- Need for 2 full-time Building Aides to assist with additional duties
- Need for a Financial Advisor
- Recommendation to remove Laura Kurtz and Andre Johnston as signers from all Citizen's bank accounts; and to remove Andre Johnston as signer from all Orrstown Bank accounts. Recommendation to add Ed Jaroch and Chad Hotsko as signers on both the Citizens and Orrstown Bank accounts.

### **B. PRINCIPAL:**

Facilities: Teachers have reported their classroom i-pad carts are not remaining charged due to the plugs not fitting snugly into the outlets. Flook Inc. is scheduled to replace the outlets over Thanksgiving break.

Fiscal Items: Due to the November board meeting being scheduled earlier in the month due to Thanksgiving, October bank statements have not yet been reconciled and will appear on the December consent calendar for approval.

Marking Period 1 Conferences: Teachers held virtual/remote conferences on Wednesday evening, November 10<sup>th</sup> and during daytime hours on November 11<sup>th</sup>. Report cards are in the process of being mailed this week.

Reminder of Calendar update: School will be in session for both students and staff on Wednesday, November 24<sup>th</sup>. Students who are car riders will begin dismissal at 12:20. Busses will begin dismissal at 12:30.

Federal Grant Updates: Presented by Lori Lauver, STEM/Federal Programs Coordinator

- American Rescue Plan - Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER)
- ESSER Fund (ARP ESSER) 7% Set Asides Consolidated Grant

Ready to Learn for Teaching and Learning Support:

- Amount awarded: \$18,587.00- funds must be spent by June 30, 2022
  - Pre-K to Grade 3 Alignment: \$8,587
    - Teachers will review and modify the current Engage NY English Language Curriculum and recommend purchases for supplemental materials.
  - Professional Development in the area of math: \$1,000
  - Elementary Science Education: \$9,000.00

Agreement for Educational Services between the Capital Area Intermediate Unit and Sylvan Heights Science Charter School:

- Sylvan Heights qualified for funding from the CAIU Innovation Grant towards Instructional Coaching Collaborative in the amount of \$1,050 for 2021-2022; and the amount of \$450.00 for 2022-2023 to provide Tier 1 Coaching Services for up to 3 Instructional Coaches.
- Sylvan Heights agrees to pay the CAIU the remaining costs not covered by the CAIU Innovation Grant in the amount of
  - 2022/2023 SY: \$600.00
  - 2023/2024 SY: \$1,050.00

### **C. BY-LAWS AND POLICIES:**

No meeting held

### **D. Family Advisory Committee:**

No meeting held.

### **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 October 18, 2021 Board of Trustees Meeting.

##### **2. FISCAL ITEMS:**

- To approved the recommendation to remove Laura Kurtz and Andre Johnston as signers from all Citizen’s bank accounts; and to remove Andre Johnston as signer from all Orrstown Bank accounts.
- To approve the recommendation to add Ed Jaroch and Chad Hotsko as signers on all Citizen Bank accounts
- To approve the recommendation to add Ed Jaroch and Chad Hotsko as signers to all Orrstown Bank accounts.

##### **3. PERSONNEL:**

- To accept the resignation Scott Bryson, effective October 29, 2021
- To approve the promotion of Renai J. Corson from part-time, Federal Grant Document Clerk to non-exempt, 12-month, full-time Document Clerk, (duties will continue to include Federal Grant Documentation) effective November 22, 2021.
- To approve the hiring of Tiara Hall, exempt, full-time, 10-month Building Substitute Teacher, effective October 29, 2021 in the amount of \$40,500 (prorated).
- To approve the posting and hiring of at least 2 full-time building aides to address on-going COVID-19 Health and Safety efforts.

#### **4. AGREEMENTS/CONTRACTS/POLICIES**

- To approve the ARP ESSER Set-aside funding application due November 29, 2021.
- To approve the Agreement for Educational Services between Capital Area Intermediate Unit and Sylvan Heights to provide Tier 1 Coaching Services for up to 3 Instructional Coaches for the 2021-2022; 22/23; and 23/24 school year for a total cost of \$1,650.
- To approve the replacement of electrical outlets by Flook Inc. with work scheduled to be completed over Thanksgiving break and not to exceed \$1,750.

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

Motion:

Second:

Discussion:

Vote:

Result:

#### **B. OLD BUSINESS**

#### **C. NEW BUSINESS:**

### **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](mailto:publiccomment@shscs.org), phone the school directly at 717-232-9220 or mail their request to Sylvan Heights Science Charter School, 915 S. 13<sup>th</sup> 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](http://www.shscs.org) for more information.*

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