

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

September 20, 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			
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 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:**

Meeting held September 13, 2021

Attendees: Ed Jaroch, Board President, Lori Lauver, STEM/Federal Grants Coordinator and Melena Overdorf, Safe Schools Coordinator/Music Teacher

The Committee made the following recommendations:

- To move forward with Stock and Leader to create a contract for the removal of the Bill Board sign by Nate Smucker.
- To research/gather additional information on how to prevent water from coming into the school building during a significant rain fall.
- To research/gather information on PDE allowable limits and requirements for charter school rental reimbursement.

### **B. PRINCIPAL:**

COVID-19 Updates:

- Sylvan Heights has 1 confirmed case of COVID-19 and one suspected case of COVID-19, affecting 2 separate classes. I-Pads were distributed to students or their parents/guardians at the time of dismissal so students would be able to participate in online instruction.

Back to School Nights:

- Back to school nights were held on Tuesday, September 7<sup>th</sup> for Kindergarten and Grade 1; and on Thursday, September 9<sup>th</sup> for grades 2, 3 and 4.
- All attendees received information from the Family Advisory Committee, their child's teacher(s) and overall all school information.

- Information was sent home and is posted to the school’s website for parents to view if they were not able to attend Back-to-School Night in-person.

Review of the 2021-2022 Sylvan Heights Science Charter School TSI Title 1 School Plan

- Strengths and Challenges
- Goals
- Action Plan
- Professional Development
- Communications

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

No meeting held

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

The FAC is in the process of reviewing feedback forms and will set a date/time for the next meeting.

### **E. PERSONNEL:**

Recommended time for August meeting to be rescheduled: Wednesday, September 29<sup>th</sup> at 5:30.

Note: The Committee is seeking additional members.

### **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 August 23, 2021 Board of Trustees Meeting.

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

- Approval of check numbers 2081-2110 and the listed ACH transactions for the month of August 2021.

### **3. PERSONNEL:**

- To approve the hiring of Renai Corson, part-time Federal Grant Document Clerk (20 hours per week for the fiscal year) in the amount of \$15.50 per hour.

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

- To approve the Memorandum of Understanding for the 2021-2022 school year between Boyo Transportation and Sylvan Heights Science Charter School to provide van transportation from home/school during school hours for identified students.
- To approve the Capital Area Intermediate Unit IDEA Part B Subgrant Contract for the projected period of July 1, 2021 through September 30, 2022, in the amount of \$25,233.91.
- To approve the Memorandum of Understanding between Sylvan Heights Science Charter School and the City of Harrisburg, Bureau of Police for a total of two consecutive school years beginning August 2, 2021.
- To approve the Sylvan Heights Science Charter School TSI Title I School Plan 1 for the 2021-2022 school year.

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

Motion:

Second:

Discussion:

Vote:

Result:

**B. OLD BUSINESS:**

- Reminder that our October Board of Trustees Meeting is also our Annual Organizational Meeting.

**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.*