

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, April 25, 2022

Call to Order

The meeting was called to order by Ed Jaroch at 5:36 pm. 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):

Ed Jaroch, Margaret Burton Connors, Merita Marek, Chad Hotsko, Debra Simpson-Buchanan and Erica Monroe were present. Staff present onsite included Susan Roth (Principal/ CAO), Lori Lauver, Melena Overdorf. Staff participating virtually included Jessica Nordai, Ashley Roufos- Abbey and Dominique Buterbaugh.

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 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: Mrs. Margaret Burton Connors

Second: Mr. Chad Hotsko

Discussion: There being none, the meeting continued.

Vote: 6-0

Result: The motion passed.

Recognition of Guests and Scheduled Speakers:

Technology in the Classroom, Mrs. Roufos-Abbey, Technology Instructional Support Teacher

Mrs. Roufos Abbey provided an update of how technology is being integrated across Sylvan Heights' classrooms. She visits each classroom twice per week, serving all students. Students began the year with lessons in digital citizenship at the beginning of the year and are currently engaged in lessons in coding with an emphasis on teamwork. Using photos and video clips, Mrs. Roufos-Abbey shared an example of

her collaboration with the third-grade team to explore science concepts learned during a unit on force and motion using tech tools principles of coding. Writing is incorporated into the lessons in a variety of ways (i.e. journal entries, Venn diagrams, interviews about how tech tools can be used for other purposes, etc.). The integration of technology has helped students with developing respectful communication skills and social skills. The school was able to develop and field test the computer science curriculum through a PAsmart grant award.

Comment Period

- A. Public: There being none, the meeting continued
- B. Staff: There being no staff comment, the meeting continued.

Reports

Finance and Facilities Committee

The Finance and Facilities Committee Meeting was held on April 11, 2022. Those in attendance included Ed Jaroch, Margaret Burton Conners, Chad Hotsko, Lori Lauver, and Susan Roth.

Topics of discussion included:

- RFP for Property Management: We have a phone call scheduled with David Jones from Stock and Leader on Wednesday, April 27, 2022 at 4:30 pm to discuss more information.
- PFM Financial Advisors are scheduled to present a financial overview at the Finance and Facilities Committee meeting scheduled for May 9, 2022. They have completed the first part of the contract (high level overview).

Principal's Report

- The 2022-2023 Academic School Year Calendar was presented for consideration. It was noted that the calendar is aligned closely with the academic school year calendar for Harrisburg School District but is not identical.
- PSSA Testing Schedule:
 - PSSA English Language Arts Grades 3 and 4: April 26th – 28th
 - PSSA Math Grades 3 and 4: May 3rd and 4th
 - PSSA Science Grade 4: May 5th and May 10th
 - Adjustments to the building schedule for the next three weeks have been made to accommodate testing.
- The first session of the after-school program was completed last week. We will begin the next session on April 30, 2022 focusing on supporting struggling readers who are not receiving additional support during the school day. We will continue an after-school program next school year and will offer summer programs to students struggling in reading and math.

By Laws and Policies Committee

The Bylaws and Policies Committee meeting was held on April 7, 2022. Attendees included Merita Marek, Debra Simpson-Buchanan and Susan Roth. There was continued discussion of Sylvan Heights Science Charter School Bylaws. The Committee is considering updates to some of the language used and will continue their work with a goal of having draft revisions available for consideration by the Board by June 30, 2022.

Family Advisory Committee

- There being no report the meeting continued

Personnel Committee

The Personnel Committee meeting was held on April 12, 2022. Attendees included Margaret Burton Conners, Lisa Conrad, and Susan Roth.

Key discussion items included:

- Mrs. Roth's draft contract has been reviewed by committee, and is ready for review by the Solicitor.
- Dr. Lisa Conrad has been reviewing job descriptions and providing revisions for consideration.

President

- Reported that things are coming together - the financial report, along with the budgeting process will provide data to help the Board understand if we have the resources available to own another building, etc.

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 March 28, 2022 Board of Trustees Meeting.

2. FISCAL ITEMS

- Approval of check numbers 2284-2309 and the listed ACH transactions for the month of March 2022.

3. PERSONNEL

Accept the resignation of Latoya Carter effective April 11, 2022.

AGREEMENTS/CONTRACTS/POLICIES

- Approval of the Sylvan Heights Science Charter School 2022-2023 School Calendar.

Approval of Consent Calendar

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

Motion: Mr. Chad Hotsko

Second: Mrs. Margaret Burton Conners

Discussion: It was clarified that that Mrs. Latoya Carter resigned her position as kindergarten teacher with an option to return to a position at Sylvan Heights in the future. The previous kindergarten teacher has agreed to accept the position for the remainder of this school year.

Vote: 6 - 0

Mr. Ed Jaroch-yes

Mrs. Margaret Burton Conners-yes

Mrs. Merita Marek-yes

Mr. Chad Hosko-yes

Mrs. Debra Simpson Buchannan-yes

Ms. Erica Monroe - yes

Results: Motion passed

Old Business

- Mr. Jaroch reminded Board members that Financial Statements are due May 1, 2022.

New Business

- Mr. Hosko brought up a concern regarding fees charged by Citizen Bank. which may include positive pay, per check fees, etc. Mr. Hosko suggested exploring a P-card program as an option to save on fees. Mrs. Roth stated that she has discussed the possibility of P-cards with the Financial Advisor and plans to continue dialogue for further information. Mr. Hotsko suggested that there are many benefits to a P-card program to reduce bank fees, increase efficiency, and to realize benefits from vendors.

Adjournment

The meeting was adjourned at 6:10 pm. The next Board of Trustees meeting will be held on Monday, May, 23, 2022 at 5:30 pm.