

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, January 24, 2022

Call to Order

The meeting was called to order by Ed Jaroch at 5:30 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 (virtual), Merita Marek (virtual), Chad Hotsko (virtual), Lyndsay Bryce (virtual), Debra Simpson-Buchanan and Amechie Walker (virtual), Erica Monroe were present. Nicole Marshall was absent. Staff present onsite included Susan Roth (Principal/ CAO), Lori Lauver, Jessica Nordai; staff participating virtually included, Melena Overdorf, Renai Corson. Other attendees included Charles Finley and David Jones.

It was noted that the Board met in Executive Session before the meeting to discuss personnel matters. The meeting started at 5:00 pm and ended at 5:20 pm.

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: Mrs. Merita Merek

Discussion: There being none, the meeting continued.
Vote: 7-0
Result: The motion passed.

Recognition of Guests and Scheduled Speakers:

Comment Period

A. Public:

David Jones was scheduled speaker this evening. Mr. David Jones discussed, and asked questions about the particulars of the RFP for Building Services.

Key items:

- It was discussed that we prefer a single meeting with any interested vendors.
- Electronic (email) proposals are preferred
- A staff member must be present anytime an outside company/contractor enters the building.
- Several areas we would like to be managed for us include roof, windows, alarm, HVAC, sprinklers etc. (This was just an example of some of the areas)
- The service area of the school is 17,500 ft.
- Additional information on the RFP process will be prepared for consideration at the next board meeting.

B. Staff: There being no staff comment, the meeting continued.

Reports

Finance and Facilities Committee

- The Finance and Facilities Committee met on Monday, January 10, 2022. Those in attendance included Ed Jaroch, Margaret Burton Connors, Merita Marek, Susan Roth, Lori Lauver, Jess Nordai, Melena Overdorf. Special guests were Michael L. Reiner, CPA and Alissa R. Harrison, CPA from Sager, Swisher and Co.; Kelley Lorenzetti, CPA from Diana M. Reed and Associates.
- Topics of discussion included:
 - Review of Financial Statements with Supplemental Information for year-end June 30, 2021 by Sager, Swisher and Co.
 - Recommendation from Kelley Lorenzetti to transfer funds from money market to checking account to cover expenses until tuition funds are received from Harrisburg School District.
 - Recommendation for renewal of H.B. McClure services contract
 - Playground repairs have been completed.

Principal's Report

- School Day Allocation for the month of January 2022
 - January 7, 2022: virtual learning due to weather conditions; first Flexible Instructional Day (FID) utilized.
 - January 17, 2022, school closed in honor of Martin Luther King Jr.
 - January 18 and 19, 2022: virtual learning in response to reported COVID-19 cases.

- January 20, 2022: virtual learning due to weather conditions; second Flexible Instructional Day (FID) utilized.
- Parent Conferences are scheduled for Thursday evening, January 27th and Friday, January 28, 2022. All conferences will be held by phone or remote video link due to COVID-19 concerns.
- ARP ESSER Health and Safety
 - Recommendation to adopt the Pennsylvania Department of Health 2022 COVID-19 Isolation and Quarantine Period released on January 7, 2022: COVID-19 Isolation and Quarantine (pa.gov)
- Federal Grant Updates, Mrs. Lori Lauver, STEM/Federal Programs Coordinator
 - ARP ESSER 90% was being used which includes the following:
 - Instructional and support staff to plan and implement interventions to address learning loss due to COVID-19 interruptions (in-school, after-school, and summer programs)
 - Supplies necessary to support in-person and remote instruction(in-school, after-school, and summer programs)
 - Transportation and operational costs associated with “out of school time” intervention programs which address COVID-19 learning loss (after-school and summer)
 - Upgrade of technology items to support continuity of instruction and school operations
 - Contracted services of Licensed Social Workers to address increased student social, emotional, mental health needs resulting from COVID-19
 - Additional staffing to support COVID-19 Health and Safety Plan implementation
 - Supplies necessary to implement the School’s Health and Safety Plan (i.e. cleaning/disinfection supplies, PPE for students/ staff/ visitors, social distance signage, etc. to prevent the spread of COVID-19.
 - All items with planned expenses through ARP ESSER must address COVID-19 prevention, mitigation, and be a response to COVID-19.
- Homeless Monitoring: Recommendation to add unaccompanied youth to the School’s homeless policy.
- Staffing updates and Shout Outs
 - Mrs. Roth recognized the efforts of the staff as we continue to address additional needs resulting from COVID-19.
 - New hires include Mr. Kyle Snyder, Building Substitute, joined the staff January 3, 2022. Mr. Lucas Martire will be starting Monday January 31, 2022, he will be replacing Mrs. Stenzel in 3rd grade. Mrs. Jess Melhorn has returned to Sylvan Heights as the School’s Special Education Teacher
 - Mrs. Susan Roth stated we are still seeking one more teacher.
 - Mrs. Susan Roth stated that payment of certified staff salary increases approved at the December meeting will begin with their next paycheck.

By Laws and Policies Committee

- The next meeting is scheduled for February 3, 2022 at 5:30 pm.
- Copies of the School's charter and bylaws will be resent to all Board members.

Family Advisory Committee, Mr. Charles Finley

- Mr. Finley stated that contact has been made with the bank and a former member of the FAC.
- The FAC is providing lunch for the staff on Friday, January 28th to recognize their hard work.
- The FAC is revisiting the t-shirt/ sweatshirt sale; quotes for the t-shirts/ sweatshirts are being gathered as prices may have changed since the group had originally planned the fundraiser. Multiple members of the Board expressed interest in ordering items. The FAC hopes to have the sale organized by the end of the month and would like to use a portion of the profits from this fundraiser to purchase t-shirts for students who otherwise are unable to purchase them to allow all students to have Sylvan Heights t-shirts to wear on gym days.

Personnel Committee

- The next meeting is scheduled for February 9, 2022. The Personnel Committee is in need of additional members and encouraged Board members to consider serving on the Personnel Committee.

President

- Mr. Jaroch stated that Mrs. Roth's plan for her vacation time has been approved; Mrs. Roth's approved contract is being prepared for his signature.

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 December 20, 2021 Board of Trustees Meeting.

2. FISCAL ITEMS

- To approve the transfer of funds from the money market account to the checking account to cover up to two months of anticipated expenses.
- Approval of check numbers 2189-2234 and the listed ACH transactions for the month of November 2021.

- To approve the American Rescue Plan- Elementary and Secondary Schools Emergency Relief Fund (ARP-ESSER) application for submission.

3. PERSONNEL

- To accept the resignation of Salli Stentzel, Grade 3 Teacher, effective December 3, 2021.
- To approve the hiring Kyle Snyder, Building Substitute, effective January 3, 2022 in the amount of 40,500.00 (prorated), exempt classification status with a bachelor's degree.
- To approve the hiring of Lucas Martire, Grade 3 Teacher, effective January 31, 2022 in the amount of \$52,000 (prorated); master's degree with experience.
- To approve the hiring of Jess Melhorn, Special Education Teacher for the remainder of the 2021-2022 school year in the amount of \$34.52 per hour, 30 hours per week, exempt classification status with a bachelor's degree.

AGREEMENTS/CONTRACTS/POLICIES

- Renew contract with H.B. McClure Company to complete 2 annual inspections, in the amount of \$2,979.00 per year.
- Approve revision to Policy Number 251, Homeless Students
- Approve the revised ARP ESSER Health and Safety Plan

Approval of Consent Calendar

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

Motion: Mrs. Margaret Burton Conners

Second: Mr. Chad Hotsko

Discussion: None

Vote: 7-0

Result: Motion passed

Old Business

- A status update on the Financial Advisor search process was provided. The Solicitor is reviewing the Board of Trustees by-laws and policies to ensure proper commuthe Financial Advisor meets any requirements. It is the intent that the Financial Advisor will provide management recommendations for the School's short and long term financial planning. There is a desire to have a Finance and Facility Committee meeting held prior to the next Board meeting for further discussion with the date to be determined.

New Business

- There being no new business the meeting continued.

Adjournment

- The meeting was adjourned at 6:24 pm. The next Board of Trustees meeting will be held on Monday February 21, 2022 at 5:30 pm.