

## SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes

Monday, July 18, 2022

#### Call to Order

The meeting was called to order by president Ed Jaroch at 5:31 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):

Mr. Ed Jaroch, Mrs. Margaret Burton Connors , Mr. Chad Hotsko, Ms. Debra Simpson-Buchanan (virtual), Ms. Erica Monroe (virtual), and Mr. Amechie Walker (virtual). Ms. Lyndsay Bryceand Ms. Nicole Marshall were absent. Staff present onsite included Mrs. Susan Roth (Principal/ CAO), Miss Renai Corson. Staff attending virtually were Mrs. Lori Lauver and Mrs. Melena Overdorf). Dr. Leigh Dalton (Stock and Leader) was also at the meeting in person.

#### 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: Mrs. Margaret Burton Connors

2nd: Mr. Chad Hosko

Discussion: There being none, the meeting continued.

Vote: 7-0

Result: The motion passed.

#### Recognition of Guests and Scheduled Speakers

There being none, the meeting continued.

#### Comment Period

- A. Public: There being none, the meeting continued
- B. Staff: Mrs. Susan Roth stated that the new policies were posted for public comment online and that there were no public comments reported on the new policies.

## Reports

### ***Finance and Facilities Committee***

No meeting was held, the meeting continued.

Finance and Facilities next meeting will be held August 8<sup>th</sup> at 6:00 pm.

### ***Principal's Report (Mrs. Susan Roth)***

Mrs. Roth updated the Board on the following items:

- Program and supports for English Language Learners:
  - Memorandum of Understanding, 2022-2023 School Year Title III with the Capital Area Intermediate Unit. CAIU will provide consultation and support to the School's ELL staff and school personnel for the 2022-2023 school year.
  - Sylvan Heights Science Charter School's Language Instruction Education Program for English Language Learners (LIEP). The School is providing this service in-house this year instead of using outside agencies. Mrs. Susan Roth stated that having a LIEP teacher onsite is going to be very beneficial to our students.
- TSI Title I School Plan for the 2022-2023 school year:
  - End of 2021-2022 school year Acadience Benchmarking average reading composite score = 45% proficient. Goal for the 2022-2023 school year is 60% end of year proficiency in reading.
  - End of 2021-2022 school year Acadience Benchmark average math composite score = 54% proficient. The goal for the 2022-2023 school year will be 60% proficiency in math.
  - At the end of 2021-2022 school year the percentage of parent engagement in student attendance was 34%. Our goal for 2022-2023 is that 40% of parents will engage in Student Attendance Improvement meetings.
  - The 2021-2022 benchmark data reflects a significant increase over the previous year, however we have not yet returned to pre-COVID proficiency levels. Our TSI plan reflects a return to pre-COVID proficiency in year one, 70% proficiency in year 2, and 80% proficiency in year 3.
  - We are supporting our EL students and families in a variety of ways to support family engagement. It was noted that this subset of our school population consistently has demonstrated the highest level of parent/ family engagement of all subgroups within the school community.
- There is a 2022 Special Education Leadership Academy that will be held virtually and sponsored by the Intermediate Unit 1. Mrs. Susan Roth and Mrs. Jessica Nordai will be attending this Academy on July 19,20 & 21<sup>st</sup>
- Mrs. Lori Lauver will be attending the Pennsylvania Association of Federal Program Coordinators (PAFPC) Summer leadership Forum at the Harrisburg Hilton on August 11<sup>th</sup> & 12<sup>th</sup>. The School holds a membership for the Pennsylvania Association of Federal Programs Coordinators. They

have all kinds of events and anyone from the school may go to any of the events and they offer lots of information.

- The School has renewed our annual membership with the Pennsylvania Coalition of Public Charter Schools for the 2022-2023 school year.
- Bitner Electric has begun electrical repairs to the building. Tentative completion date is July 29, 2022.
- The PIV valve will be replaced by Lobar Associates Construction. Replacement of the sprinkler valve is necessary so that the sprinklers can be manually shut off in the event of a fire. During an annual sprinkler inspection, it was noted that the PIV was in . Recommend that funds used for the sprinkler repair are restricted funds. Work on the sprinkler is expected to start on July 25<sup>th</sup> and should be completed in 1 week.
- It is recommended to purchase 13 staff laptops via Dell Technologies using the PEPPM contract.
- Windstream, our current dial tone provider, will no longer provide services effective August 2<sup>nd</sup> 2022. The recommendation is to bundle internet and phone services with Comcast to realize a cost savings.
- The School is the process of procuring additional staff laptops. Procedures and/ or policies regarding decommissioning/ disposal of technology equipment will be reviewed and updated prior to disposing of technology equipment.
- It was stated that we renewed our commercial and school board legal liability with Selective Insurance effective July 1<sup>st</sup> 2022.
- It was stated that it was recommended to renew workers compensation and employer's liability insurance through Liberty Mutual Insurance effective July 1<sup>st</sup> 2022.
- Review of procedures to support proposed policies will continue during future By-Laws and Policies Committee Meeting.
- Review of job descriptions has been completed and discussed during the most recent Personnel Committee meeting.

#### ***By-Laws and Policies Committee***

It was reported no meeting was held. Next meeting is scheduled for August 4th.

#### ***Family Advisory Committee***

It was reported that no meeting was held since the last Board meeting. Mrs. Roth stated that she and Mr. Finley will be meeting to plan for the upcoming school year.

#### ***Personnel Committee***

It was reported no meeting was held. The next meeting will be held on August 10th at 5:30pm.

#### ***President***

There being no formal report from the President the meeting continued.

#### **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**

- Approval of the minutes from the June 27, 2022 Board of Trustees Meeting.

**2. FISCAL ITEMS**

- Approval of check numbers 2375-2406 and the listed ACH transactions for the month of June 2022.
- Approve the contract with Lobar Associates Construction for PIV Valve Replacement in the amount of \$37,285.43.
- Approve the Dell Technologies quote to purchase 13 XPS 13 Plus laptops per unit price of \$1609.00 for a total of \$20,922.00
- Approve the Comcast Business Service Order Agreement to continue to provide internet services at \$329 per month; and add on a business voice line at \$164.80 per month.

**3. PERSONNEL**

Approval of the following job descriptions:

- Regular Education Teacher
- Reading Specialist
- Cafeteria Coordinator
- Instructional Support Teacher
- Technology Instructional Support Teacher
- STEM Coordinator/Federal Programs Coordinator
- Food Service Support Staff

**AGREEMENTS/CONTRACTS/POLICIES**

- Approve the Memorandum of Understanding, 2022-2023 School Year Title III with Capital Area Intermediate Unit
- Approve Sylvan Heights Science Charter School’s Language Instruction Education Program for English Language Learners (LIEP)
- Approval of TSI Title I School Plan for the 2022-2023 School Year.
- Approve the renewal of commercial and school board legal liability with Selective Insurance with a total policy premium of \$14,471.00 effective July 1<sup>st</sup>, 2022
- First Reading of the following board policies:
  - Policy 1021 Field Trips
  - Policy 2018.1 Weapons

- Policy 2049 Bullying/Cyberbullying (revised)
- Policy 4008 Bank Accounts
- Policy 4009 Investment of Funds
- Policy 4020 Fund Balance
- 2<sup>nd</sup> Reading for approval of the following board policies:
  - Policy 1005- Curriculum
  - Policy 1012- Guidance Counseling
  - Policy 1030- Homework
  - Policy 2000- Enrollment (revised)
  - Policy 2016- Student Records
  - Policy 2018.2- Terroristic Threat
  - Policy 2009- Health Services
  - Policy 2009.1- Food Allergy Management
  - Policy 2022- Tobacco/vaping
  - Policy 2026- Searches
  - Policy 2027- Controlled Substances
  - Policy 2036- Student Assistance Program
  - Policy 2036.1- Threat Assessment
  - Policy 2037- Electronic Devices
  - Policy 6010- Transportation
  - Policy 7004- Public Attendance at School Events

### **Approval of Consent Calendar**

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

Motion: Mrs. Merita Marek

Second: Mrs. Margaret Burton Conners

Discussion: There being no discussion, the meeting continued.

### **Roll Call Vote**

Mr. Ed Jaroch - yes

Mrs. Burton Conners - yes

Mrs. Marita Marek - yes

Mr. Chad Hotsko - yes

Ms. Lyndsay Bryce -absent

Mr. Amechie Walker - yes

Ms. Debra Simpson Buchanan - yes

Ms. Nicole Marshall -absent

Ms. Erica Monroe - yes

Vote: 7 - 0

Results: Motion passed

**Old Business**

There being no old business, the meeting continued.

**New Business:**

- Mr. Jaroch reported that he got a standard realtor contract from Jim Ross and presented it to Dr. Leigh Dalton for review.
- Discussion of regulations for location of bar relative to any prospective school location.

**Adjournment**

The meeting was adjourned at 6:18 pm. The next Board of Trustees meeting will be held on Monday, August 15th, 2022 at 5:30 pm.