

## SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes

Monday, June 27, 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 Conners (virtual), Mr. Chad Hotsko (virtual), Ms. Debra Simpson-Buchanan (virtual), Ms. Nicole Marshall (virtual - joined at 5:33 pm), Ms. Erica Monroe, and Mr. Amechie Walker (virtual-joined at 5:34 pm after approval of the agenda). Staff present onsite included Mrs. Susan Roth (Principal/ CAO), Mrs. Lori Lauver, and Mrs. Jessica Nordai. Attending virtually were Mrs. Melena Overdorf and Dr. Leigh Dalton (Stock and Leader).

#### 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 Conners

2nd: Ms. Erica Monroe

Discussion: There being none, the meeting continued.

Vote: 6-0

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: There being no staff comment, the meeting continued.

## Reports

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

The Finance and Facilities Committee meeting was held June 20, 2022. Attendees included Ed Jaroch, Margaret Burton Conners, Lori Lauver, and Susan Roth. Key discussion items during the meeting included:

- Proposed 2022-2023 school year budget including proposed teacher salaries for the upcoming school year. As part of the proposed budget, the Committee recommended that teachers receive a \$1,500 raise and proposed a starting salary for teachers of \$47,500. There was also discussion of the need to hire a second special education teacher to accommodate the rising number of special education students.
- The Committee discussed updates on building repairs. Mrs. Roth updated the Board on the proposed schedule for electrical repairs. The Committee proposes to engage in a contract with Lobar Associates Construction through KPN for replacement of electrical service due to storm damage in the amount of \$90,422.20. An insurance claim has been filed and it is proposed to utilize Building Funds to cover any amount not covered by insurance.
- Lisa Conrad's contract and work completed
- Mrs. Roth provided additional information to the Board regarding the budget report regarding the negative balance currently shown (due to timing of district and federal funding reimbursements).

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

Mrs. Roth updated the Board on the following:

- Update on open staff positions - we are seeking to hire teachers for grades 1, 3, and 4. Additionally, we are seeking to hire an additional special education teacher.
- English Language Learner Program: current Sylvan Heights certified staff will provide direct instruction to English Language Learners instead having these services provided by the CAIU (CAIU provided services during the 2021-2022 school year)
- Update on summer supplemental reading and math program. We have 27 students who are currently participating in the program and the program is going well. We anticipate having to shorten the program by 2 days to accommodate the electrical repairs to the building.
- Update on proposed Kindergarten Academy. We anticipate starting the proposed Kindergarten Academy following the electrical repairs
- The School's current curriculum includes:
  - Phonemic awareness instruction: Heggerty Curriculum
  - Reading instruction: 95% Group Phonics Core Curriculum

- English Language Arts: Engage NY Core Knowledge [www.engageny.org](http://www.engageny.org).
- Math Instruction: envision Mathematics Common Core
- Science Instruction: Full Option Science System (FOSS) and Engineering is Elementary
- Social Studies: Exploring Pennsylvania (4th grade only); all teachers must teach social studies content each year.
- New curriculum added for the 2022-2023 school year
  - Handwriting instruction: Zaner-Bloser Handwriting. Instruction will address loss of handwriting skills due to periods of online instruction. The School will be adding manuscript instruction for 4th grade. Mrs. Overdorf reported that the handwriting curriculum is being field tested during the summer program and has proven successful in improving basic handwriting skills.
  - English Language Arts/writing/grammar instruction: Thoughtful Learning. Targeted skills include punctuation, capitalization, spelling, mechanics, usage, grammar, and sentences.
- Agreement for School-Age Special Education Services with the CAIU for the 2022- 2023 school year. The recommended agreement includes speech/ language, occupational therapy, and psychology services and expanded licensed social worker services which will be covered by grant funding and represents an increase in services from part-time services for 2022-2023 school year.
- Dental and Vision Insurance: Recommend changing the contracted provider for employee dental and vision insurance to Capital Blue. Note: Capital Blue is the current medical insurance provider. Contracts with Davis (vision) and United Concordia (dental) will be canceled.
- Technology Needs: We will be ordering additional upgraded iPads from Apple, Inc. and have included the Education Price Quote for the iPads; iPad cases and 4-year AppleCare for Schools. This purchase is supported with federal funding and will complete the upgrade of iPads for the School.

***BY-LAWS AND POLICIES:***

The By-Laws and Policies Committee meeting was held on June 9, 2022. Attendees included Merita Marek, Debra Simpson-Buchanan and Susan Roth. Key items discussed included:

- continued discussion of Sylvan Heights Science Charter School Bylaws
- review of proposed policies
- procedure for policy approval

There are several policies that have been presented for the Board’s consideration with a first reading this evening. The policies will be posted to the school’s website for review and comment. Anyone wishing to comment on the policies prior to the July Board meeting can do so by emailing [publiccomment@shscs.org](mailto:publiccomment@shscs.org). Please do not email questions or comments to Mrs. Roth directly.

***Family Advisory Committee***

It was reported that no meeting was held since the last Board meeting. Mrs. Roth reported that she and Mr. Finley spoke and they intend to meet over the summer to prepare for the upcoming school year.

### ***Personnel Committee***

The Personnel Committee meeting was held June 7, 2022. Attendees included Lisa Conrad and Susan Roth. Key items discussed were: proposed updates to job descriptions, organizational chart, workflow responsibilities.

### ***President***

Mr. Ed Jaroch just stated that all this work we are doing now is to help us for our renewal of Charter School Application due October 31, 2022. Mrs. Roth will resend information to the Board. We anticipate approving the Charter application for submission during the September meeting. Encourages the Board to ensure that Mrs. Roth has the resources necessary to complete the tasks associated with charter renewal.

Mr. Jaroch reported that he will be signing the contract renewal for Mrs. Roth immediately following the Board meeting.

## **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 May 23, 2022 Board of Trustees Meeting.

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

- Approval of check numbers 2344-2374 and the listed ACH transactions for the month of May 2022.
- Approve the Sylvan Heights Science Charter School general budget for the 2022-2023 school year.
- Approve the contract with Lobar Associates Construction for replacement of electrical service due to storm damage in the amount of \$90,422.20.
- Approve the Agreement for School-age Special Education Services with the CAIU in the amount of \$252,343.00 for the 2022-2023 school year.
- Approve the Apple Inc. Education Price Quote for 10.2-inch iPads; cases and 4-year AppleCare for Schools in the amount of \$53,889.00.

### 3. **PERSONNEL**

Approval of the following job descriptions:

- Building Aide
- Building Substitute
- Special Education Teacher
- Instructional Assistant
- ESL Teacher
- School Counselor

### **AGREEMENTS/CONTRACTS/POLICIES**

- Approve the Zaner-Bloser Handwriting curriculum and the Thoughtful Learning Curriculum to support English Language Arts in the areas of writing and grammar for grades Kindergarten through 4th grade.
- Approve the termination of United Concordia Dental Insurance and Davis Vision insurance effective July 1, 2022
- Approve the Small Group Proposal prepared for Sylvan Heights Science Charter School with Capital Blue as the provider for medical, dental and vision insurance effective July 1, 2022.
- Approve the Apple Inc. Education Price Quote for 10.2-inch iPads; cases and 4-year AppleCare for Schools in the amount of \$53,889.00.
- First Reading 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: Ms. Nicole Marshall

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 - absent

Mr. Chad Hotsko - yes

Ms. Lyndsay Bryce -absent

Mr. Amechie Walker - yes

Ms. Debra Simpson Buchanan - yes

Ms. Nicole Marshall - yes

Ms. Erica Monroe - yes

Vote: 7 - 0

Results: Motion passed

### **Old Business**

There being no old business, the meeting continued.

### **New Business:**

- Mrs. Margaret Burton Conners reported a recent visit to a property on N. Cameron Street to explore the building's potential for a proposed move. She stated that there is currently a space building standing empty within the building which could be tailored to meet our needs as a school including an area that was previously slated for a playground. Additional information is necessary.
- Mr. Jaroch reported that the Financial Advisors have indicated a proposed amount that we could afford towards securing a different location for the School. We will need to gather additional information in order to discuss our proposed plan with the Harrisburg School District.
- Mr. Amechie Walker informed the Board about an additional property that the Board may wish to consider that is available and in closer proximity to the School's current location. Mr. Jaroch stated that the Board can seek additional information on the property mentioned by Mr. Walker.
- Mrs. Susan Roth sought input from the Board of Trustees should approve any field trips planned by the school that we take a bus to offsite locations. The consensus was that the Board should approve such field trips.

## **Adjournment**

The meeting was adjourned at 6:25 pm.

The next Board of Trustees meeting will be held on Monday, July 18th, 2022 at 5:30 pm.