

## SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

### Board of Trustees Meeting Minutes

Monday, March 28, 2022

#### Call to Order

The meeting was called to order by Ed Jaroch at 5:35 pm. Following the Pledge of Allegiance, attendance of the board members was taken, and it was noted the meeting was being recorded.

It was noted that no Executive Committee meeting was held prior to tonight's meeting.

#### Attendance (all members were in-person unless otherwise indicated):

Ed Jaroch, Margaret Burton Conners, Merita Marek, Debra Simpson-Buchanan, Erica Monroe (virtual), Chad Hotsko (virtual), Lyndsay Bryce (virtual) were present. Mr. Amechie Walker and Nicole Marshall were absent. Staff present onsite included Susan Roth (Principal/ CAO), Jessica Nordai, Melena Overdorf; participating virtually, Renai Corson, Ashley Roufos-Abbey and Dominique Buterbaugh. Other attendees included Charles Finley from FAC (Family Advisory Committee) 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 agenda is submitted for Board approval.

May I have a motion to approve the agenda?

Motion: Mrs. Margaret Burton Conners

Second: Mr. Chad Hotsko

Discussion: There being none, the meeting continued.

Vote: 7-0

Result: The motion passed.

#### Recognition of Guests and Scheduled Speakers

- There being no guests or scheduled speakers, the meeting continued.

#### Comment Period

- A. Public: There being no public comment, the meeting continued.
- B. Staff: There being no staff comment, the meeting continued.

#### Reports

##### *Finance and Facilities Committee*

The Finance and Facilities Committee met on March 14, 2022. Attendees included Mr. Ed Jaroch, Mrs. Margaret Burton Conners, Mr. Chad Hotsko, Mr. Amechie Walker, Mrs. Melena Overdorf, Mrs. Dominique Buterbaugh, Mrs. Lori Lauver, and Mrs. Susan Roth.

Special Guests: Kelley Lorenzetti, CPA from Diana M. Reed & Assoc.

Key Discussion Items:

- Proposed budget adjustments to the 2021-2022 school budget.
  - We will be reopening the budget to address a \$44,000 shortfall anticipated after all budget categories were examined and budgetary cuts were made. The school's full budget is \$3.8 million; funds will be moved to cover unexpected expenses from the beginning of the school year.
- Update on Financial Advisor
  - The Financial Advisor has received and is reviewing the information provided to them from the school and will receive the information resulting from any Board actions taken tonight.
- Update on Lisa Conrad's Contract
  - Mr. Jaroch reported that he signed Lisa Conrad's contract. Mrs. Roth reported that Ms. Conrad has started work on tasks assigned (assisting with updating job descriptions, the school's organizational chart, and procedures).
- M3T Managed Services Agreement: \$690.00 per month after initial deposit of \$1,035.
- Cost of Federal Programs Conference:
  - Ms. Lauver to attend PA Association of Federal Programs Coordinators Annual Conference (Sunday, April 3 – Wednesday, April 6, 2022)
  - Conference is being held at 7 Springs Resort, Champion, PA
  - Registration Fee: \$420 Lodging: \$362.97 (Holiday Inn Express & Suites)
  - Food: As per meal plan
  - Mileage: federal mileage reimbursement rate (\$0.585 per mile)

***Principal's Report***

- Marking period 3 ended today; marking period 4 begins tomorrow. Grades will be entered and report cards will be available to families shortly.
- Guest Speakers
  - Mr. Ed Collins, CEO Journey Advancement, spoke to our students recently about what it means to manage your own company and the importance of staying in school, doing your homework, and doing your best. The students were actively engaged and we would like to invite Mr. Collins to visit again at a later time to continue dialogue with our students.
  - Nadine Graham, owner and operator of Porter's House Jamaican Restaurant spoke to the students about owning and operating a food service business and the importance of teamwork and good communication skills; she also provided food samples for tasting.
- COVID-19 Updates
  - Dauphin County COVID-19 transmission rates are currently low as per CDC data.
- Health and Safety Plan
  - Given the low local transmission rates of COVID-19 in our local community, it is recommended to remove the mask requirement for staff, students, and visitors.
  - Additional recommendation to no longer restrict student movement within the school building, grounds/ play area to classroom pods. This will allow classrooms to mingle and collaborate on projects with students from other classrooms.

- Masks will still be available for students, staff, and visitors who wish to wear them; it will be an option.
- This will be the first time since March 2020 that students will be permitted to have a more normalized interactions with peers
- Sylvan Heights Safe Schools Committee
  - Meeting was held on March 24, 2022. Attendees included Melena Overdorf, Dominique Buterbaugh, Lori Lauver, and Susan Roth.
  - Mrs. Roth attended the Dauphin County Safe Schools Committee meeting held recently and reported on topics discussed at the meeting
    - recommendation for schools to conduct After Action Review and to revise All Hazards/ Continuity of Operations Plans
    - Dauphin County plans to conduct a Weather Emergency drill in April
    - TMI drills are discontinued and will be replaced with similar drills (i.e. Hazardous Materials, etc.)
    - Act 44 Symposium will be scheduled in the near future (tentatively in May 2022)
- Nursing Services
  - Recommendation to update PA Lifesharing Services agreement to allow for services to be provided by an LPN at the rate of \$40. This recommendation is in response to the COVID-19 related nursing shortages and will permit additional coverage opportunities when our assigned nurse is off.

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

The By-Laws and Policies Committee meeting was held on March 17, 2022. Attendees included Mr. Ed Jaroch, Mrs. Merita Marek, Mrs. Debra Simpson-Buchanan, Mrs. Susan Roth and Mrs. Dominique Buterbaugh.

#### Key Discussion Items:

- The committee is reviewing the School's by-laws for updates
  - Discussed the removing the YWCA of Greater Harrisburg
  - Discussed merging language in the by-laws from Policy 006.1 (Attendance at Meetings via Electronic Communications)
  - A Google Doc was created for members to continue the review process and suggest additional revisions
- A draft of revisions to the By-laws will be presented at the next meeting to allow for full Board review and discussion

### ***Family Advisory Committee- Mr. Charles Finley***

- The Texas Roadhouse fundraiser was a success - our fundraiser had the largest support of all previous fundraisers at this Texas Roadhouse restaurant. The FAC will explore options to organize another event in the future given the success of our first event.
- We are exploring options for a civics-oriented field trip for the students, such as visiting Harrisburg Mayor Office to learn how local government works.
- The FAC would like to organize something special for the 4th grade students who are leaving Sylvan Heights this year. In the past, the school has recognized the transition of our 4th grade students. Due to COVID-19, we have not been able to do this in the past.

### **Personnel Committee**

- It was stated no meeting was held. Mr. Jaroch reminded the Committee that The Principal's contract must be completed and voted on prior to June 30, 2022.

### **President**

- Mr. Jaroch reminded the Board that the committee meeting schedules needed to be finalized and submitted for advertisement and posting.

## **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 AGENDA**

#### **1. APPROVAL OF BOARD MINUTES**

- Approve the minutes from the February 21, 2022 Board of Trustees Meeting.

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

- Approval of check numbers 2246, 2248- 2271 and the listed ACH transactions for the month of February 2021.
- Approval of the cost associated for Lori Lauver to attend the PA Association of Federal Programs Coordinators Annual Conference from April 3rd- 6th.
- Approval of the M3T Managed Services Agreement in the amount of \$690.00 per month after initial deposit of \$1,035.
- Approval of the PA Lifesharing Services Agreement allowing for services to be provided by an LPN for \$40.00 per hour.
- Approval of the proposed budget adjustments to the current 2021-2022 School year budget.

## **AGREEMENTS/CONTRACTS/POLICIES**

- Approval of the revised Health and Safety Plan effective March 30, 2022.

### **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: Revisions to the Health and Safety Plan were reviewed for clarification prior to voting.

Roll call vote:

Mr. Ed Jaroch- Yes  
Mrs. Margaret Burton Conners- Yes  
Mrs. Merita Marek- Yes  
Mr. Chad Hosko- no response; muted  
Ms. Lindsay Bryce- Yes  
Mrs. Debra Simpson-Buchanan- Yes  
Miss Erica Monroe- Yes

Result:6-0; motion passed.

**Old Business**

Mrs. Roth provided information about summer programs being offered by the school.

- Mrs. Roth stated that we will have summer school programs four (4) mornings per week (Monday - Thursday).
- The focus of the summer programs for this year will be math and reading
- Parents will be informed about summer program opportunities via Class Dojo, emails and letters.
- Transportation will be provided for any students that need transportation.
- Students will not receive breakfast or lunch from the school on program days; students will receive a snack during each day.
- ARP ESSER funding will be used to support summer learning programs.

**New Business**

There being no New Business a motion to adjourn the meeting was made by Mrs. Margaret Burton Conners.

**Adjournment**

The meeting was adjourned at 6:09 pm. The next Board of Trustees meeting will be held April 25th at 5:30 pm.