

SYLVAN HEIGHTS SCIENCE CHARTER SCHOOL

Board of Trustees Meeting Minutes

Monday, November 21, 2022

Call to Order

The meeting was called to order by president 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):

Mr. Ed Jaroch, Mrs. Margaret Burton Conners, Mrs. Merita Marek, Ms. Debra Simpson-Buchanan, Ms. Erica Monroe were present at the meeting. Board members attending the meeting virtually were Mr. Chad Hotsko, Ms. Lyndsay Bryce, Ms. Nicole Marshall. Mr. Amechie Walker was absent. Staff present onsite included Mrs. Susan Roth (Principal/ CAO) and Mrs. Melena Overdorf. Mr. Chris Harris from Stock & Leader was also in attendance at the meeting.

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 none, the meeting continued.

Reports

Finance and Facilities Committee

It was reported a Finance and Facilities Committee meeting was held on November 7, 2022. Attendees included Mr. Ed Jaroch, Mr. Chad Hotsko, Mrs. Margaret Burton-Conners, Mrs. Susan Roth, and Mrs. Lori Lauer. Mrs. Roth provided the Board with an update on current analysis being conducted by the financial advisor including both short and long-term budgetary projections including the impact of the scheduled end of ESSER funding. Once the analysis is completed, the financial advisor will present the information to the Finance and Facilities Committee with recommendations to the Board following the Committee meeting.

Other topics of discussion during the Committee meeting included procurement cards, positive pay charges, interest bearing accounts, building fund account, and monetary employee incentives (pending guidance from the financial advisor). The financial advisor will be incorporating an analysis of items outlined within our Charter renewal application (addition of 5th grade; potential move to a different building) submitted to Harrisburg School District.

Nominating Committee

It was reported that no meeting was held.

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 Conners

Second: Mrs. Merita Marek

Discussion: There being none, the meeting continued.

Vote: 8-0

Result: The motion passed.

Principal's Report (Mrs. Susan Roth)

The following updates were provided to the Board:

1. The Nominating Committee will be scheduling committee meetings beginning in January. Additional they will be reaching out to community members to recruit Board Members.
2. The US Marines recently visited the 3rd grade classrooms. They presented a donation of books for the entire school which will be distributed tomorrow (11/22) and prior to the winter break in December.
3. Marking period 1 parent conferences were deemed a huge success. A large number of parent volunteer packets were distributed to parents as we are able to welcome parents to volunteer in-person this year. There had previously been a requirement for parents to volunteer with the School; due to COVID, this requirement was suspended and will be reviewed as we plan for the future.
4. Charter renewal update: Charter renewal documents were submitted to Harrisburg School District on October 31, 2022. An official request was made to renew the charter; to move to a larger facility beginning in the 2024 – 2025 school year; and to add 5th grade.

By-Laws and Policies Committee

It was reported a By-Laws and Policies Committee meeting was held on November 3, 2022. Attendees included Mrs. Merita Marek, Ms. Debra Simpson-Buchanan, and Mrs. Susan Roth. Topics of discussion included the procedures for policy creation and approval, review of policies undergoing the first and second readings. The Committee continues to review the current by-laws to ensure that the language used within the updated by-laws agrees with the Board's policies.

Family Advisory Committee

It was reported that there was no meeting held.

Personnel Committee

It was reported a Personnel Committee meeting was held on November 9, 2022. Attendees included Mrs. Margaret Burton Connors, Mrs. Susan Roth, and Ms. Renai Corson. The committee further discussed proposed monetary incentives to staff and the timing of those incentives during the current school year. In addition to the proposed incentives were reviewed by the financial advisor, contact was made with PSERS to discuss any potential impacts incentives may have on retirement, and we are awaiting analysis from the business office regarding the logistics of these incentives.

The School has been utilizing three different search engines, Frontline, and the School's website to seek candidates for current staff vacancies. As many schools are searching to fill the same positions, we are competing with others for a limited pool of candidates. Additional recruitment efforts include participation in a regional teacher recruitment fair and posting job openings to college/ university career centers via Handshake.

President

Mr. Jaroch shared information gained from his attendance of a webinar hosted by Charter Capital, a firm which assists charter schools with the process of moving locations. Mr. Jaroch also attended an event held by NCIR that provided an overview of the current status of commercial real estate in the Harrisburg area.

Mrs. Roth stated that we are awaiting the fiscal analysis and recommendations from our financial advisor.

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 October 17, 2022 Board of Trustees Meeting.

2. FISCAL ITEMS:

- Approval of check numbers 2471-2518 and the listed ACH transactions for the months of September and October 2022.

3. PERSONNEL

- To approve the hiring of Elma Jusic, Building Substitute, exempt employment status • To accept the resignation of Chevelle May, 4th teacher; and Rebecca Doty, Reading Specialist

4. AGREEMENTS/CONTRACTS/POLICIES

To approve the 2nd Reading of the following board policies:

- Policy 0003: Functions
- Policy 0006.1: Attendance at Meetings via Electronic Communications
- Policy 7006 Public Complaint Procedures

Approval of Consent Calendar

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

Motion: Mrs. Merita Marek

Second: Ms. Nicole Marshall

Discussion: There being no discussion, the meeting continued.

Roll Call Vote

Mr. Ed Jaroch - yes

Mrs. Margaret Burton-Conners - yes

Mrs. Marita Marek - yes

Mr. Chad Hotsko - yes

Ms. Lyndsay Bryce - yes

Mr. Amechie Walker - absent

Ms. Debra Simpson Buchanan - yes

Ms. Nicole Marshall - yes

Ms. Erica Monroe - yes

Vote: 8 - 0

Result: Motion passed

Old Business:

There being no old business the meeting continued.

New Business:

There being no new business the meeting continued.

Adjournment:

The meeting was adjourned at 6:07 pm. The next Board of Trustees meeting will be held at the School on Monday, December 19, 2022 at 5:30 pm.