

# Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda

January 23, 2023  
5:30 PM-6:30 PM

---

## I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

## II. ATTENDANCE

Board of Trustees	Present	Absent	Late
Ed Jaroch, President			
Margaret Burton Conners, Vice President			
Merita Marek, Secretary			
Chad Hotsko, Treasurer			
Lyndsay Bryce			
Amechie Walker			
Debra Simpson-Buchanan			
Nicole Marshall			
Erica Monroe			
Susan Roth, Principal/CAO (non-voting)			
Lori Lauver, Teacher (non-voting)			
Melena Overdorf, Teacher (non-voting)			

## III. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

Presentation by Melissa Hughes, PFM Consultant

## IV. COMMENT PERIOD

## V. REPORTS

## **A. FINANCE AND FACILITIES:**

Meeting Held: January 9, 2023

Attendees: Margaret Burton Conners, Susan Roth, Lori Lauver; Renai Corson

Topics Discussed:

- Moving forward with PLGIT
- Joining the trust as recommend by our Financial Advisor.
  - It is the recommendation of the committee that the school moves forward with the application to become a participate in the Pennsylvania Local Government Investment Trust (PLGIT)
- Revised Federal Programs thresholds
  - Purchase of goods under 24 P.S. §8-807.1 is a recommended practice for charter schools. The amounts reported in the most recent Pennsylvania Bulletin have increased for the new calendar year: the amount for purchases subject to public bid is **\$22,500**, and the amount for purchases subject to written or telephonic price quotation is **\$12,200**; effective January 1, 2023.
  - 
  - It is the recommendation of the committee that the School increases the thresholds as recommended and revise/create any related policies. Due to these changes, Policy 4026 is under review and will be represented for a first reading at a future date.
- The audit is almost completed and will be ready for review for the February committee meeting.

## **B. Nominating Committee:**

No meeting held

## **C. PRINCIPAL:**

- The School held its Life After School Program for all 4<sup>th</sup> grade families on January 10<sup>th</sup>. Representatives from Math and Science and the Circle School provided presentations for our families. Information will also be provided to families during marking period 2 conferences.
- Charter Renewal Updates: The Harrisburg School District requested a copy of the School's June 30, 2022 Annual Financial Report and Audit. The Annual Report was forwarded to the District on January 20<sup>th</sup>. The audit will be forwarded as soon as it becomes available.
- Emergency Instructional Time Template Section 520.1- 2022-2023 School year

- The Charter School is prepared to provide virtual/ remote instruction to all students, or smaller groups, should the Charter School experience temporary school wide closures as a result of COVID-19 and its impacts.
- ARP ESSER Health and Safety Plan Guidance and Template revised January 23, 23, 2023- The School will continue to follow the Health and Safety Plan. The Plan and all updates will continue to be posted on the school's website.

#### **D. BY-LAWS AND POLICIES:**

Meeting Held: January 5, 2023

Attendees: Merita Marek, Susan Roth, Lori Lauver; Renai Corson

Topics Discussed:

- Final Revisions of the Bylaws
- Discussion on implementation of proposed changes
- Need to add additional supporting polices to support Bylaws:
  - Policy 1008 Textbooks and Resource Materials
  - Policy 2021 Reporting Student Progress

#### **E. FAMILY ADVISORY COMMITTEE:**

No meeting held.

#### **F. PERSONNEL:**

No meeting held.

#### **G. PRESIDENT:**

### **VI. ITEMS FOR BOARD ACTION**

#### **A. CONSENT AGENDA**

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

- Approval of the minutes from the December 19, 2022 Board of Trustees Meeting.

## **2. FISCAL ITEMS:**

- Approval of check numbers 2547-2577 and the listed ACH transactions for the months of December 2022.
- To approve the amount for purchases subject to public bid to \$22,500.00; and the amount for purchases subject to written or telephonic price quotation to \$12,200 as per the most recent Pennsylvania Bulletin which went into effect on January 1, 2023.
- To approve the recommendation to move forward with the application to become a participant in the Pennsylvania Local Government Investment Trust (PLGET).

## **3. PERSONNEL**

- To approve the hiring of Davud Jusic, Instructional Assistant, non-exempt classification with an Associates Degree.

## **4. AGREEMENTS/CONTRACTS/POLICIES**

- To approve the 1<sup>st</sup> reading of the following polices:
  - Policy 1008 Textbooks and Resource Materials
  - Policy 2012 Reporting Student Progress
- To approve the Emergency Instructional Time Template Section 520.1 for the 2022-2023 School year
- To approve the revised ARP ESSER Health and Safety Plan Guidance and Template.

## **B. OLD BUSINESS**

## **C. NEW BUSINESS:**

## **VII. ADJOURNMENT**