

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

Meeting Location: 915 S. 13<sup>th</sup> Street, Harrisburg, PA 17104  
All meetings are open to the public

Date: July 17, 2023  
Time: 5:30 PM-6:30 PM

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## 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)			
Jessica Nordai, Assistant Principal (non-voting)			
Lori Lauver, Fed Prog/STEM Coordinator (non-voting)			

## III. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

None Scheduled

## IV. COMMENT PERIOD

## V. REPORTS

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

No meeting held.

## **B. Nominating Committee:**

No meeting held

## **C. PRINCIPAL:**

- 1) Charter Renewal: On June 27, 2023, Harrisburg School District approved our Charter Renewal for the next 5 years.
- 2) Wellness Committee Report:
  - a. The Committee met on July 12<sup>th</sup> to review the current school's Wellness Policy and to make recommendations. The committee reports that it has the full complement of required members, however the Committee is seeking additional parents/guardians/family members to join the committee.
  - b. Next meeting scheduled for August 2, 2023.
- 3) Pennsylvania Coalition of Public Charter Schools:
  - a. Susan Roth is scheduled to attend the Summer CEO Conference July 25<sup>th</sup> and July 26<sup>th</sup> in Carlisle PA.
- 4) The School has been selected to participate in the National Center for Education Statistics Pulse Panel survey for the 2023-2024 school year. The School will receive a \$200.00 debit card each month for the School's participation.
- 5) Personnel:
  - a. Recommend the hiring of Shayna Harte, 4<sup>th</sup> grade teacher and Mileiby Melendez as Cafeteria Staff.
  - b. Currently accepting applications for a 4<sup>th</sup> grade teaching position.
    - Recommend the renewal of the PAREAP Membership for the 2023-2024 school year and to contract with Pa Educator.net.
  - c. Recommendation to continue to provide medical, dental, vision and life insurance through Capital Blue for full-time staff.
  - d. Recommend the purchase of 9 Dell Latitude 5430 Laptops for staff to support the delivery of instruction
- 6) Food Services: Sylvan Heights continues to operate as a Community Eligibility Provision School (CEP)
  - a. All students are eligible for free breakfast and lunch
  - b. Recommendation to approve the Sponsor-to-Sponsor Agreement with Central Dauphin School District.
  - c. Recommendation to approve the Agreement for Participation in Child Nutrition Programs between the Capital Area Intermediate Unit and Sylvan Heights Science Charter School for the 2023-2024 school year.
- 7) Social Studies textbook update:

- a. Parents, staff and community members provided feedback on the proposed Social Studies textbooks
  - Recommendation to approve the purchase of SAVVAS Elementary Social Studies textbooks and also to provide supplementary materials/resources to insure multicultural representation.

8) Facilities Update:

- a. Meeting with Jim Enders, of Enders Insurance to bundle the School's Comprehensive and Workman's comp insurance through Selective Insurance.
- b. Recommendation for Shearer Security Devices to install a master keying system and hardware.
- c. Renewal of Diamond Sprinkler contract for 2 years.
- d. Installation of a new GPS-FC48 needlepoint bipolar ionization generator to the 13<sup>th</sup> Street side of the building.

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

Meeting Held: July 13, 2023

Attendees:

In-person: Merita Marek, Debra Simpson-Buchanan and Susan Roth

By phone: Leigh Dalton, Ph.D., Esquire

Topics Discussed:

- Student Handbook and Code of Conduct, and related policies
- Revised Bylaws and new trustee application

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

No meeting held

## **F. PERSONNEL:**

No meeting held.

## **G. PRESIDENT:**

# **VI. ITEMS FOR BOARD ACTION**

## **A. CONSENT AGENDA**

*The mission of the Sylvan Heights Science Charter School is to enhance children's lives through educational experiences that are grounded in a comprehensive, science-driven interdisciplinary program highlighting discovery and creativity.*

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

- Approval of the minutes from the June 26, 2023 Board Meeting

## **2. FISCAL ITEMS:**

## **3. PERSONNEL:**

- Accept the resignation of Jessica Melhorn, effective July 14, 2023
- To approve the hiring of the following for the 2023-2024 school year:
  - Shayna Harte, Classroom Teacher, exempt classification with a bachelor's degree
  - Mileiby Melendez, Cafeteria Staff, part-time, non-exempt classification

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

- Approve the renewal the School's membership with the Pennsylvania Coalition of Public Charter Schools in the amount of \$1065.00 for the 2023-2024 school year.
- Approval for the School's participation in the National Center for Education Statistics survey with the projected revenue anticipated to be \$200.00 per month
- Approval of the Sylvan Heights Science Charter School Student Handbook and Code of Conduct for the 2023-2024 school year.
- Approval of the Pennsylvania Department of Education Sponsor to Sponsor Agreement between Sylvan Heights Science Charter School (purchaser) and Central Dauphin School District for the 2023-2024 school year.
- Agreement for Participation in Child Nutrition Programs between the Capital Area Intermediate Unit and Sylvan Heights Science Charter School for the 2023-2024 school year.
- 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, 2023.
- Approve the renewal membership fee with PAREap for the 2023-2024 school year in the amount of \$899.00
- Approve the contract for service with PA Educator.net as sponsored via the Allegheny Intermediate Unit in the amount of \$875.00.
- Approve the purchase of 9 Dell Latitude 5430 Laptops from Dell Technologies with a unit price of \$913.54.
- Approve the purchase of SAVVAS Elementary Social Studies 2019 student edition plus digital courseware 5-year license for grades Kindergarten through 4<sup>th</sup> grade and corresponding teacher guides in the amount of \$17,380.00.
- Approve the renewal of commercial and legal liability with

- Selective Insurance with a total policy premium of \$15,624.00 effective school board July 1, 2023.
- Approve the cancelation of workers compensation and employer’s liability insurance through Liberty Mutual Insurance and contracting with Selective Insurance \$9,369.00 effective July 1, 2023.
- Renew the two-year contract with Diamond Sprinkler in the amount of \$580.00.
- Approve the proposal from HBMcClure to Installation of a new GPS-FC48 needlepoint bipolar ionization generator in the amount of \$1,384.00
- Approve the proposal from Shearer Security Devices to install a master keying system and hardware in the amount \$3,795.92.
- Approve the Sylvan Heights Science Charter School Amended Bylaws
- To approve the first reading of the following board policies:
  - 1013.4 Confidentiality of Special Education Student Information
  - 1013.5 Surrogate Parent
  - 2018.4 Gang Activity
  - 3031 Job Related Expenses
  - 5005 Facilities and Workplace Safety
  - 5006 Property Records
  - 5008 Lending of Equipment and Books
  - 6000 Records Management
  - 6000.1 Electronic Signatures/Records
- To approve the second reading of the following board policies:
  - Policy 4010: Purchases Subject to Bid/Quotation
  - Policy 4011: Purchases Budgeted
  - Policy 4012: Purchases Not Budgeted
  - Policy 4019: Audit
  - Policy 4022: GASB Statement 34
  - Policy 4026: Federal Fiscal Compliance
  - Policy 1038: Language Instruction Educational Program for English Learners
  - Policy 2000: Admissions and Enrollment
  - Policy 2004: Attendance
  - Policy 2033: Suspension and Expulsion

**B. OLD BUSINESS**

- Committee Meeting dates have been posted on the School’s website, the School’s entrance way, and in the local newspaper. Copies are available in the front lobby.

**C. NEW BUSINESS:**

- Resignation of Board of Trustee Lyndsay Bryce

## **VII. ADJOURNMENT**

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