

Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda

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

Date: June 26, 2023

Time: 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 –

None Scheduled

IV. COMMENT PERIOD

V. REPORTS

A. FINANCE AND FACILITIES:

Meeting was held on June 12, 2023 at 6:00 pm

Topics discussed:

- Proposed 2023-2024 school year budget- proposed budget presents as balanced.
- Current financial status through May 2023.
- The need to transfer funds from the reserve account to cover expenses from the installation of the pipe valve by Lobar

B. Nominating Committee:

No meeting held

C. PRINCIPAL:

- 1) Transportation:
 - Recommendation to approve the contracted with Boyo Transportation to provide transportation to students participating in the Summer Intervention Program and the Extended School Year (ESY) program.
 - Recommendation to approve the contract with Krise Transportation for after-school programming and early dismissals for the 2023-2024 school year.
- 2) Social and Emotional Curriculum and Behavioral Supports:
 - The Center for Responsive Schools four-day contracted workshop for the teaching staff and a one-day consultant observation and feedback visit during 2023-2024 has been reduced to \$ 25,150.00.
 - Recommendation to approve the proposal to engage in a partnership with The All You Can Leadership Academy for the 2023-2024 school year in the amount of \$21,600.00.
- 3) English Language Arts curriculum, books and materials:
 - Recommendation to terminate the current Engage New York English Language Arts curriculum and replace it with the Wonders English Language Arts five (5) year subscription for hands-on and digital curricular books and materials provided by McGraw Hill LLC for grades Kindergarten through 4th grade.
- 4) Recommendation to approve the Initial Service Agreement with the CAIU to provide Occupational, Physical Therapy, Physical Therapy, Social Work and Speech and Language Support services during the 2023-2024 school year.
- 5) Comcast Business Services:
 - Recommendation to approve the revised Comcast Business Service Order Agreement for Comcast to provide the Business Internet Premium package.

- Recommendation to approve Comcast Business Services Order Agreement to terminate the School's phone lines with Windstream and to transfer the phone line to Comcast.
- 6) Recommendation to continue auditing tax preparation services with Sager, Swisher and Company, LLP
- 7) Policies for a first reading: Policies in support of federal programs and/or charter renewal are in the process of being developed or revised.

D. BY-LAWS AND POLICIES

No meeting held

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 May 15, 2023 Board of Trustees Meeting.
- Approval of the minutes from the June 12, 2023 Special Board Meeting

2. FISCAL ITEMS:

- Approval of check numbers 2687-2730 and the listed ACH transactions for the month of May 2023.
- Approve the Sylvan Heights Science Charter School Proposed 2023-2024 Budget Revenue and Expenditures July 1, 2023- June 30, 2024.
- Approve the transfer in the amount of \$37,285.43 from the School's reserve account to School's Citizen's bank account to cover the amount spent on the replacement of the pipe valve installed by Lobar Associates.

3. PERSONNEL:

4. AGREEMENTS/CONTRACTS/POLICIES

- Approve the revised proposal for the Center for Responsive Schools to provide a four-day contracted workshop for the teaching staff and a one-day consultant observation and feedback visit during 2023-2024 school year in the amount of \$ 25,150.00.
- Approve proposal to engage in a partnership with The All You Can Leadership Academy for the 2023-2024 school year in the amount of \$21,600.00.
- Approve the agreement with Krise Transportation for after-school intervention runs in the amount of \$125 per hour with the time exceeding 1 hour to be billed at \$31.25 per fifteen minutes; and for early dismissals to bill the school for \$250.00 for 2 hours with the time exceeding 2 hours to be billed at \$31.25 per fifteen minutes.
- To approve the recommended proposal to purchase the Wonders English Language Arts five (5) year subscription for hands-on and digital curricular books and materials through McGraw Hill LLC for grades Kindergarten through 4th grade in the amount of \$88,736.32.
- To approve the 3-year contract with PowerSchool to upgrade our current student-information-system (SIS) include enhancements to our attendance tracking system and to also include Multi-tiered Systems Supports (MTSS), and corresponding training to support the proposed upgrades for an initial amount of \$32,830.00 for the 2023-2024 school year and \$12,800 for each remain year of the contract.
- To approve the revised Comcast Business Service Order Agreement for Comcast to provide the Business Internet Premium package for the amount of \$319.90 per month with an installation fee of \$69.00.
- To approve Comcast Business Services Order Agreement to terminate the School's phone lines with Windstream and to transfer the phone line to Comcast for the amount of \$164.00 per month
- To approve the Memorandum of Understanding with Boyo Transportation to provide transportation for the Summer Intervention Program from June 12 to July 13th in the amount of \$255.00 for 9 passenger van and \$285.00 for a 30-passenger bus.
- To approve the Initial Service Agreement with the CAIU to provide Occupational, Physical Therapy, Physical Therapy, Social Work and Speech and Language Support services during the 2023-2024 school year in the amount of \$255,355.
- To approve Sager, Swisher and Company, LLP to perform auditing and tax preparation services in the amount of \$11,000.00 for single audit of financial records and \$1,500.00 for preparation of Form 990.
- To approve the first 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

C. NEW BUSINESS:

- Scheduling of dates for committee meetings for the 2023-2024 school year.

VII. ADJOURNMENT