

Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda

November 21, 2023

6:00 – 7:00 pm

Sylvan Heights Science Charter School

915 S. 13th Street

Harrisburg, PA 17104

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Please rise for a moment of silence followed by the Pledge of Allegiance.

Can we have Roll Call:

II. ATTENDANCE

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

III. 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:

Second:
Discussion:
Vote:
Result:

IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

Finance and Facilities Meeting

Date: November 6, 2023

Time: 6:00pm

Attendees: Erica Monroe, Ed Jaroch, Margaret Burton Connors, Chad Hotsko (phone), Susan Roth, and Lori Lauver.

The following committee agenda items were discussed:

- Reviewed current assets for accuracy
- Citizen Bank Signatures:
 - Recommend the removal of Ed Jaroch and Merita Marek; and add Jessica Nordai, Erica Monroe and Margaret Burton Connors.
- Staff Retention Bonuses: Recommendation to approval retention bonuses for all staff who are currently employed as of November 30, 2023.
- Discussed proposed safety and security recommendations.
- Sager, Swisher and Co will no longer be conducting audits after the current year. Sylvan Heights conduct a search for a new auditor January 2024.
- Intent to Purchase Hale Ave:
 - Reviewed Hale Ave due diligence proposal being conducted by McKissick Associates.

- Reviewed proposed traffic study being conducted by Trans Associates
- Reviewed proposed sales agreement to purchase 300-350 Hale Ave in the amount of \$650,000.00 pending specials clauses.

B. PRINCIPAL:

- Upcoming events:
 - Thanksgiving break for 10-month staff and students: November 23rd – November 28, 2023
 - Life After Sylvan Program: November 30, 2023 at 6:00pm
- Adjusted service agreement with the CAIU to provide diagnostic classroom placement services for two students.
- Staff changes:
 - Mrs. Overdorf has been assigned as the substitute until after winter break in place of Lynn Wagner who resigned effective November 9, 2023.
 - Ahmanii Simmons is slated to become the new 4th grade teacher once she returns from FMLA in January.
 - Ms. Francis Lindsay has been assigned as the substitute for Ms. Morris, 1st grade teacher, who is slated to go on FMLA on November 28, 2023 and return in January after winter break.
 - Nursing Services: Recommendation to hire a part-time certified school nurse

C. BY-LAWS AND POLICIES:

No meeting held

D. Family Advisory Committee:

The Family Advisory Committee recruited volunteers during marking period 1 conferences.

E. PERSONNEL:

No meeting held.

F. PRESIDENT

VII. 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

- Approve the minutes from the October 10, 2023 Special Board Meeting and the October 17, 2023 Board of Trustees Reorganization Meeting.

2. FISCAL ITEMS:

- Approval of check numbers 2876- 2926 and the listed ACH transactions for the month of 2023.
- Approve the removal of Ed Jaroch and Merita Marek as signers for the Citizens’ Bank account, and to add Jessica Nordai, Erica Monroe and Margaret Burton Connors as signers to the Citizens Bank account.
- Approve the Annual Financial Report Accuracy Certification Statement for Fiscal Year Ending 6/30/2023 for submission.

3. PERSONNEL:

- Accept the resignation of Lynn Wagner, 4th grade teacher, effective November 9, 2023.
- Approve the recommendation to hire Dana Casale, as part-time, certified school nurse, non-exempt employment status.
- Approve staff retention bonuses for all staff employed through November 30, 2023.

4. AGREEMENTS/CONTRACTS/POLICIES

- Approve safety and security upgrades in the amount of \$4,770.00
- Approve the adjusted service agreement with the CAIU to provide diagnostic classroom placement services for two students for the amount of \$34,720.00.
- Approve the Hosted Services Agreement with the Lancaster Lebanon Intermediate Unit 13 to provide compliance tracking in the amount of a \$750.00 set up fee and an annual fee of \$500.00 per year.

- Approve the 350 Hale Ave Due Diligence Study with McKissick Architecture with an estimated total cost of \$14,000.00
- Approve the proposal for traffic engineering services to be conducted by Trans Associates with a fee limit of \$3,850.00
- Approve the sales agreement to purchase 300-350 Hale Avenue, Harrisburg, PA in the amount of \$650,000.00 contingent on special clauses as outlined in the sales agreement.

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

Motion:

Second:

Discussion:

Vote:

Result:

B. OLD BUSINESS

C. NEW BUSINESS:

VIII. ADJOURNMENT