



# Sylvan Heights Board of Trustees Meeting Minutes 08-20-2024

## Board of Trustees Members in attendance

Attendees included Ed Jaroch, Margaret Stone Burton, Amechie Walker, Debra Simpson-Buchanan

## Board of Trustees Members not in attendance

Members not in attendance included Erica Monroe, Nicole Moore, Chad Hotsko

## Staff/Public in attendance

**School Administration:** Susan Roth, Principal/CAO; Jessica Nordai, Assistant Principal (virtual)

**School Staff:** Lori Lauver, STEM Coordinator; Renai Corson

**Interested Citizens:** Leigh Dalton, Esquire; Stock & Leader Attorneys at Law

## Call to order

A meeting of Sylvan Heights Science Charter School was held at Sylvan Heights Science Charter School, 915 S. 13<sup>th</sup> Street, Harrisburg, PA 17104 on August 20, 2024. The meeting was called to order at 6:12pm. This was followed by the Pledge of Allegiance and a moment of silence.

## Roll Call

Following roll call, a quorum was present as noted above.

## Announcement of Executive Session

No executive sessions were held since the July general board of trustees meeting

## Approval of Agenda

Motion to accept the agenda by Ms. Burton Conner. This was seconded by Ms. Simpson-Buchanan. There was no discussion and the motion passed unanimously.

## Recognition of Guest & Scheduled Speakers

## Comment Period

### Public Comments

- None

## Staff Comments

- None

## Reports

### Finance & Facilities

- No meeting held

### Principal

- Recent Events
  - Good Day PA on Channel ABC27: Aired August 8<sup>th</sup> at 7:30pm
  - Meet & Greet Preview Night: August 14<sup>th</sup> at 5:30pm
    - American Automobile Association (AAA) handed out backpacks filled with supplies to all students who attended
  - Annual Title I Family Engagement Meeting: August 14<sup>th</sup> at 6:00pm
    - Discussed proposed change in Title I spending to be used to support Title I Family Engagement Activities
      - Proposed amount: \$5,000.00
      - First sponsored event: Croissants & Coffee with the Principal on September 19<sup>th</sup> at 8:00am
  - Title I Parent and Family Engagement Input Survey is due by August 23<sup>rd</sup>.
- Upcoming Events
  - First day of school for all Sylvan Heights' students: August 21<sup>st</sup>
  - Back to School Night: August 29<sup>th</sup>
  - 25<sup>th</sup> Year Celebration: September 7<sup>th</sup> from 11:00a - 2:00p
  - Social and Emotional Family Learning Night: September 18<sup>th</sup>
- Purchase of new building
  - Amendment to Purchase and Sale Agreement - still waiting for updates on cost of requested repairs
  - NAI/Commercial-Industrial Realty Company to Represent via Jim Ross- agreement expires on September 14, 2024
- Documents for Review
  - HB McClure: Carrier RTU #3 Heat Exchanger Replacement
    - Proposal for labor and materials: \$3,651.00
  - Proposal to for SEK CPAs and Advisors to provide the following professional services:
    - Audit and related report generation: \$25,500.00
    - Preparation of single audit: \$ 3,000.00
    - Preparation of Federal Form 990: \$ 2,500.00
  - PA Lifesharing Services Agreement:
    - RN Services: \$57.00 per hour

- LPN Services: \$47.00 per hour
  - Nursing services to be provided approximately 3 hours per day over the lunch period
- Memorandum of Understanding (MOU) with Boyo Transportation to provide door/school transportation services to Hill Top and New Story for attending students
- Agreement for English Language Development/ELD English as a Second Language Services (ESL) with the CAIU to provide service at the rate of \$133.00 per hour with an estimated cost of \$6,862.80 for the 2024-2025 school year
- Safe Schools:
  - Jess Nordai, Assistant Principal and Susan Roth, Principal/CAO attended the Dauphin County School Safety Joint Task Force meeting held on August 8, 2024
  - Memorandum of Understanding (MOU) with Dauphin County School Safety Task Force
  - Trauma-Informed Approach Policy 1046.1
  - Trauma Sensitive Approach Behavior Support & Crisis Management online training course provided by JKM- all staff
  - Safe Crisis Management Certification Online Theory course- all staff except part-time cafeteria
  - Service Agreement with Care Solace, Inc in the amount of \$6,250.00 beginning September 1, 2024.
  - End-of-year parent survey results- parents feel their children are safe at school

#### **By-laws and Policies**

- No meeting held

#### **Family Advisory Committee**

- No meeting held

#### **Personnel**

- No meeting held

#### **President**

- None

## **Items for Board Action**

#### **Consent Calendar**

- Approval of Board Minutes
  - Approve the minutes from the July 23, 2024 Board of Trustees meeting
  - Approve the minutes from the August 13, 2024 Special Board of Trustees meeting
- Fiscal Items

- Approved reconciled check numbers 3129 - 3169 and listed ACH transactions for the month of July 2024
- Approve the proposal for HB McClure to replace the Carrier RTU #3 Heat Exchanger in the amount of \$3,651.00
- Approve the Proposal to for SEK CPAs and Advisors to provide the following professional services:
  - Audit and related report generation: \$25,500.00
  - Preparation of single audit: \$ 3,000.00
  - Preparation of Federal Form 990: \$ 2,500.00
- Approve the Agreement with PA Lifesharing Services to provide the following services:
  - RN Services: \$57.00 per hour
  - LPN Services: \$47.00 per hour
- To Approve the Memorandum of Understanding (MOU) with Boyo Transportation to provide door/school transportation services to Hill Top and New Story for attending students as listed:
  - \$225.00 per round trip van service during school hours
  - \$77.00 for a mid-day trip during school hours
  - \$19.50 per hour for each aide (total \$78.00 per day).
- To approve the Agreement for English Language Development/ELD English as a Second Language Services (ESL) with the CAIU to provide service at the rate of \$133.00 per hour with an estimated cost of \$6,862.80 for the 2024-2025 school year
- To approve the Service Agreement with Care Solace, Inc in the amount of \$6,250.00 beginning September 1, 2024.
- Personnel
  - Accept the resignation of 4<sup>th</sup> grade teacher, Ahmanii Simmons
  - Accept the resignation of building aide, Tajah Jackson
  - Accept the change in position of Mike Furry from instructional support teacher to 4<sup>th</sup> grade teacher
  - Accept the change in position of Mileiby Melendez from part-time cafeteria staff to part-time building aide
- Agreements/Contracts/Policies
  - Approve the Amendment to Purchase and Sale Agreement with attachments prepared by McKissick Architects
  - Approve the non-renewal of the NAI/Commercial-Industrial Realty Company Standard to Represent via Jim Ross when it expires on September 14, 2024.
  - Approve the Memorandum of Understanding (MOU) with Dauphin County School Safety Task Force
  - Approve the first reading of the followings policies:
    - Policy 1046.1 Trauma Informed Approach
    - Policy 2010: Medications
    - Policy 2010.1 Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
    - Policy 2018 Student Discipline
    - Policy 2018.1 Weapons
    - Policy 2018.2 Terroristic Threats

- Policy 2022 Tobacco and Vaping Products
- Policy 2027 Controlled Substance/Paraphernalia
- Policy 3017.1 Educator Misconduct
- Policy 3023 Tobacco and Vaping Products
- Policy 3051 Controlled Substance Abuse
- Policy 6027 Conflict of Interest
- Approve the second reading of the following policies:
  - Policy 2021 Dress and Grooming

A request was made to pull out bulleted item two under agreements/contracts/policies for a separate vote. A motion was made by Ms. Simpson-Buchanan for approval of the consent calendar with the removed item with a second by Ms. Stone Conners. A roll call vote was then taken with all board members voting to approve the motion (*motion passed 4-0*).

A roll call vote was then taken with all board members voting to approve the non-renewal of the NAI/Commercial-Industrial Realty Company Standard to Represent via Jim Ross when it expires on September 14, 2024 (*motion passed 3-1*).

## Old Business

## New Business

- A question was posed as to what are the Sylvan Heights' cell phone procedures for students.

## Adjournment

- The meeting was adjourned was at 6:39pm
- The next general Board of Trustees meeting is scheduled for Tuesday, September 17<sup>th</sup>, 2024 at 6:00pm