



Sylvan Heights Board of Trustees Meeting Minutes 02-20-2024

Board of Trustees Members in attendance

Attendees included Erica Monroe, Debra Simpson-Buchanan, Ed Jaroch, Margaret Burton Conners, Chad Hotsko

Board of Trustees Members not in attendance

Members not in attendance included Amechie Walker, Nicole Moore

Staff/Public in attendance

School Administration: Susan Roth, Principal/CAO; Jessica Nordai, Assistant Principal
School Staff: Lori Lauver, STEM/Federal Grant Coordinator; Marty Stevens, School Counselor
Interested Citizens:

Call to order

A meeting of Sylvan Heights Science Charter School was held at Sylvan Heights Science Charter School, 915 S. 13th Street, Harrisburg, PA 17104 on February 20, 2024. The meeting was called to order at 6:09pm. 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

An executive session was held immediately prior to this meeting to discuss matters of real estate and personnel.

Approval of Agenda

A motion was made by Ms. Burton Conners to amend the agenda to remove the line item for cancellation of Jim Ross contract, seconded by Mr. Jaroch. This motion passed unanimously.

Motion to accept the amended agenda by Ms. Burton Conners. This was seconded by Mr. Jaroch. There was no discussion and the motion passed unanimously.

Recognition of Guest & Scheduled Speakers

Mr. Marty Stevens, School Counselor & Homeless Liaison

- Mr. Stevens presented on the McKinney-Vento Act, how students are identified as displaced, and what services/supports are provided by the school. Questions were posed on how students have been adjusting to the return of learning after the pandemic.

Comment Period

Public Comments

- None

Staff Comments

- None

Reports

Finance & Facilities

Finance and Facilities Meeting

Date: February 5, 2024

Attendees: Erica Monroe, Susan Roth, Jess Nordaj, and Lori Lauver

Topics discussed:

- Current student enrollment
- Mid-year financial status report
- Compliance Monitoring
 - Fraud Policy & Procedure
 - Contract termination clause
- Facilities:
 - Creation of new subcommittee - search for new facility
 - Review of contact with Jim Ross
 - Roof patching scheduled on February 8th
 - Problems with heating is currently resolved

Principal

- Upcoming Events
 - Black History classroom activities
 - Heart Healthy activity day: February 15th, 2024 (during school hours)
 - 3rd & 4th Grade Math Night: February 22, 2024 at 6:00pm
 - 500 Men & Women Reading: March 5th (during school hours)
 - Kindergarten Reading Night: March 5th at 6:00pm - Mystery Guest Reader
 - Family Engagement Night: March 14th at 6:00pm - social/emotional team building activities
 - Special Education Night
- ARP ESSER Health & Safety Plan - recommended revisions

- o Student temperatures will not be taken unless a student is presenting with symptoms
- o Pre-screening measures prior to entering the building will be discontinued
- Partnerships: Capital Region Literacy Council
 - o Recognition of Joe Bedard, Board Chair, to serve as a community member on the Steering Committee of the School's three-year comprehensive plan
- Mid-year report on progress toward Schoolwide Title I Three-Year Comprehensive Plan & Charter School goals: (see attached chart)
 - o English Language Arts: (goals not met)
 - o Math (goals met)
 - o Science (goals met)
 - o PBIS/Office Referrals (goals met)

Discussion: Action Plan to focus on improving reading scores:

- Continued focused implementation of IXL in all grade levels
- All individual teacher actions plans are focused on improving English Language Arts (reading skills)
- Implementation of Grade 4 afterschool book club to begin on March 18th
- All teachers (including specials teachers) to take online professional development course via the PDE SAS website: Structure of Literacy (10-hours)
- In person training of Wonders ELA resource materials and tools scheduled for March 8, 2024 by McGraw Hill representative

Discussion: Success of the reduction of office referrals:

- Ongoing implementation of the PBIS program and Sylvan Heights' Pride (Be Prepared, Respectful, Involved, Dedicated and Encouraging)
- All staff participated in 4 days of Responsive Classroom during the first quarter
- Responsive Classroom consultant scheduled to tour the School on February 21st and to provide feedback.

By-Laws & Policies

- No meeting held
- Next meeting is slated for March 7, 2024 at 5:30pm

Family Advisory Committee

- Meeting held on February 8th at 4:00pm

Personnel

- No meeting held
- Next meeting is slated for March 13, 2024 at 5:30pm

President

- None

Items for Board Action

Consent Calendar

- Approval of Board Minutes
 - Approve the minutes from the January 23, 2024 Board of Trustees meeting
- Fiscal Items
 - Approve check numbers 2972-2993 and the listed ACH transactions for the month of January 2024.
- Personnel
 - Accept the resignation of Anthony Taliani, effective February 23, 2024.
- Agreements/Contracts/Policies
 - Approve the recommendation to form a new special committee with the intended purpose to help the school locate a facility
 - Approve the revised Student Handbook & Code of Conduct
 - Approve the revised ARP ESSER Health & Safety Plan
 - Approve the 2nd reading of the following policies:
 - Policy 2051: Students Experiencing Homelessness, in Foster Care & Experiencing Educational Instability
 - Policy 4010: Purchases Subject to Bid Quotation
 - Policy 4011: Purchases Budgeted
 - Policy 4012: Purchases Not Budgeted
 - Policy 6008: Food Services
 - Policy 6028: Fraud

A motion was made by Mrs. Burton Conners for approval of the consent calendar with a second by Mr. Hosko. A roll call vote was then taken with all board members voting to approve the motion (*motion passed 5-0*).

Old Business

- None

New Business

- Proposed dates for newly created special committee and committee members
 - Deb, Chad both expressed interest. Parents will also be invited to join the committee
 - Meeting date TBD

Adjournment

- The meeting was adjourned at 7:00pm with a motion by Mr. Jaroch
- The next Board of Trustees meeting is scheduled for Tuesday, March 19th, 2024 at 6:00pm