



# Sylvan Heights Board of Trustees Meeting Minutes 01-23-2024

## Board of Trustees Members in attendance

Attendees included Ed Jaroch, Margaret Burton Connors, Amechie Walker, Chad Hotsko, Nicole Moore (late)

## Board of Trustees Members not in attendance

Erica Monroe, Debra Simpson-Buchanan

## Staff/Public in attendance

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

**School Staff:** Lori Lauver, STEM/Federal Grant Coordinator

**Interested Citizens:**

## 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 January 23, 2024. The meeting was called to order at 6:01pm. 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.

## Approval of Agenda

A motion was made by Ms. Burton Connors for approval of the agenda. This was seconded by Mr. Jaroch. There was no discussion and the motion passed unanimously.

## Recognition of Guest & Scheduled Speakers

None

## Comment Period

### Public Comments

- None

### Staff Comments

- None

## Reports

### Finance & Facilities

- Meeting Held: January 9, 2024
  - Attendees: In-person included, Erica Monroe, Ed Jaroch, Margaret Stone Burton, Susan Roth, Jess Nordai, Lori Lauver and Kelley Lorenzetti, CPA of Diana M Reed and Associates, PC
- Guests Speakers (virtual attendance): Michael L. Reiner CPA and Alissa R. Harrison, CPA of Sager, Swisher and Company, LLP
- Presentation of Financial Statements with supplemental information for the year ending June 30, 2023 by Sager, Swisher, and Company.
- Review of financial audit indicated no findings.
- Additional topics discussed:
  - The need to locate a new auditor due to the retirement of Michael L Reiner, CPA
  - The transfer of \$250,000.00 from the Citizens Bank checking account to Orrstown Bank
  - The removal of Ed Jaroch as signer on the Orrstown Bank account; to continue to approve Susan Roth and Chad Hotsko as signers; and to add Margaret Stone Burton, Jessica Nordai and Erica Monroe as signers.
  - Consider seeking a structural engineer to determine if the roof can support additional HVAC units.

### Principal

- Susan Roth, Principal/CAO was appointed to the Harrisburg School District Act 141 Advisory Committee as the charter school representative.
- On December 14, the Governor signed legislation—Act 46 of 2023—amending the School Code to allow public school entities to adopt a school term consisting of *either* (a)180 days *or* (b) 900 hours at the elementary level or 990 hours at the secondary level.

## Events:

- January 16, 2024: School closed due to snow emergency. No make up date has been announced yet.
- January 19, 2024: Virtual Learning Day for all staff and students due to snow emergency (1<sup>st</sup> FID Day).
- End of marking period: January 18, 2024
- Math/Reading Acadience benchmarking for all grades; WIDA ESL testing; Mid-year 3<sup>rd</sup> and 4<sup>th</sup> grade ELA/Math/Science CDT testing
- January 27, 2024: Virtual Parent Engagement Meeting 10:00 am
- Marking period 2 conferences: February 1st afterschool till 6:00 February 2<sup>nd</sup> from 7:30 to 2:00.
- February 5, 2024: 100<sup>th</sup> Day of School Celebration
- Afterschool intervention groups are slated to begin at the end of January.

## Policy Updates:

- Recommendation to align policies 4010, 4011 and 4012 to reflect the amount for purchases subject to public bid is **\$23,200**, and the amount for purchases subject to written or telephonic price quotation is **\$12,600** per the Consumer Price Index as published by the Pennsylvania Department of Labor and Industry as of January 1, 2024.
- Recommendation to approve Policy 6028: Fraud: Pennsylvania's 'Whistleblower' Law protection from retaliation resulting from good faith reports of waste, fraud, and abuse.
- Recommendation to approve updated Policy 2051: Students Experiencing Homelessness, in Foster Care and Experiencing Educational Instability
- Recommendation to approve Policy 6008: Food Service: Sylvan Heights is a Community Eligibility Provision (CEP) school- all students receive free breakfast and lunch

## Act 13 Educator Effectiveness Evaluation Tool:

- Recommendation purchase a one-year Danielson Observation Annual License in the amount of \$1,250.00 and initial set-up fee of \$399.00 via Marzano Evaluation Center to track teacher, school counselor and school nurse evaluations and growth plans.

## By-Laws & Policies

- No Meeting Held

## Family Advisory Committee

- The school would like to thank the Family Advisory Committee for providing staff appreciation luncheon on December 22nd

## Personnel

- No Meeting Held

## President

- None

## Items for Board Action

### Consent Calendar

- Approval of Board Minutes
  - Approve the minutes from the December 19, 2023 Board of Trustees meeting
- Fiscal Items
  - Approve check numbers 2946-2971 and the listed ACH transactions for the month of December 2023
  - Approve the opening of an additional interest-bearing account with Citizens Bank for the purpose of federal funds
- Personnel
- Agreements/Contracts/Policies
  - Approve the proposal with Flook, Inc. to replace and reinforce downspout in the amount of \$993.00
  - Approve the proposal with El Vali's LLC Landscaping & Lawn Care to perform snow removal in the amount of \$300.00 per snowfall.

A motion was made by Mr. Jaroch for approval of the consent calendar with a second by Ms. Moore. A roll call vote was then taken with all board members voting to approve the motion (*motion passed 7-0*).

## Old Business

- None

## New Business

- Discussion of property purchase options in light of the tour of the Jewish Community Center. Discussion to also include the Hale Avenue Agreement of Sale and current due diligence study of 350 Hale Avenue being conducted by McKissick Architecture
  - Discussion around cost effectiveness of Hale Avenue study results

- Meeting with Harrisburg School District on Thursday, December 21, 2023
- Can the budget be built off of income revenue? Is there a flood risk and what are the potential financial ramifications of moving forward with the JCC property?
- Discussion around both properties and their effectiveness for what the school needs

## Adjournment

- The meeting was adjourned was at 6:58pm by Mr. Jaroch
- The next Board of Trustees meeting is scheduled for Tuesday, January 23, 2024 at 6:00pm