



# Sylvan Heights Board of Trustees Meeting Minutes 07-23-2024

## Board of Trustees Members in attendance

Attendees included Ed Jaroch, Margaret Stone Burton, Erica Monroe, Nicole Moore, Debra Simpson Buchanan, Chad Hotsko (virtual; left early)

## Board of Trustees Members not in attendance

Members not in attendance included Amechie Walker

## Staff/Public in attendance

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

**Principal School Staff:** Lori Lauver, STEM Coordinator

**Interested Citizens:** Leigh Dalton, Esquire; Stock & Leader Attorneys at Law; Peter Ruth, Esquire; Stock & Leader Attorneys at Law; Vern McKissick, McKissick Architecture

## 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 July 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 since the June general board of trustees meeting

## Approval of Agenda

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

## Recognition of Guest & Scheduled Speakers

### Discussion of due diligence information:

- Peter Ruth, Esquire of Stock and Leader, Attorneys at Law
  - Zoning approval updates - use and parking
  - Extension of due diligence period due to concerns with zoning board
- Vern McKissick, McKissick Architecture
  - Walkthroughs of the building to get dimensions due to the lack of drawings
  - Presentation of multiple options for the remodeled layout
  - Further updates on August 13<sup>th</sup> special meeting

## Comment Period

### Public Comments

- None

### Staff Comments

- None

## Reports

### Finance & Facilities

- No meeting held

### Principal

- Schoolwide Title I Comprehensive Plan Update
  - Plan runs 2023 - 2026
    - 3<sup>rd</sup> & 4<sup>th</sup> Grade CDT scores increased an average of 13.65 points in the area of math and 21.5 points in the area of reading/ELA
    - Office discipline referrals continue to decline in comparison to previous years

### 2024-2025 Schoolwide Title 1 Proposed Plan:

#### Funding Amount:

Federal Fund	Amount allocated for the 2024-2025 sy	Amount allocated for 2022-2023 sy	Dollar amount less
Title 1A	\$147,578.00	\$165,981.00	\$-18,403.00
Title II	\$ 11,849.00	\$ 13,054.00	\$- 1,205.00
Title IVA	\$ 11,459.00	\$ 13,323.00	\$- 1,864.00

- Program descriptions and projected use of funds:
  - Title I : Helps to offset salaries and benefits for resource teachers and school counselor; supporting supplies and materials, including items to support students who have been reported as homeless
  - Title II: Tuition reimbursement; conferences and staff professional development
  - Title IV: Recommendation to transfer funds from Title IV into Title 1A to offset rising costs and funding cut
- Projected goals to support school-wide programs:
  - Continue to focus on increasing CDT and PSSA scores
    - Use resources to implement WIN (What I Need) time into the daily schedule
  - Continue to focus on reducing office referrals
- Documents for Review:
  - School-wide Insurance Policies:
    - Selective Insurance Comprehensive Insurance Policy
      - Selective Insurance Compensation Company of the Southeast Workers Compensation and Employee Liability Insurance
      - K&K Insurance blanket accident insurance policy for students at school excluding activities and athletics
  - Sponsor-to-Sponsor Agreement between Sylvan Heights and Central Dauphin School district to provide the school breakfast program, national school lunch program and supplies
  - School Nutrition Program (SNP) Agreement between SNP Sponsors and Shared Students to provide meals to attending students
  - Agreement between Keystone Service Systems, Inc. DBA Capital Area Head Start and Sylvan Heights Science Charter School
  - PowerSchool Messenger Communications license and subscription
  - Microsoft Participation Agreement for Enrollment in Education Solutions (EES) via the IU13 Consortium
  - Policy 2021 Dress and Grooming:
    - Per the year-end parent survey, parents reported they would still like the students to wear uniforms but would like students to be able to wear any color shoes/sneakers.
  - Personnel Handbook

#### **By-Laws & 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 June 24, 2024 Board of Trustees meeting
  
- Fiscal Items:
  - *Approve reconciled check numbers 3108 - 3128 and listed ACH transactions for the month of June 2024*
  - Approve the Comprehensive Insurance plan with Selective Insurance in the amount of \$18,458.00 per year
  - Approve the Workers Compensation and Employers Liability Insurance Policy via Selective Insurance Company of the Southeast in the amount of \$9,534.00 per year
  - Approve the Blanket Accident Insurance policy via K&K Insurance in the amount of \$1,375.00
  - Approve the Sponsor-to-Sponsor Agreement with Central Dauphin School District to provide breakfast, lunch and supplies in the amount of \$213,084.00
  - Approve the renewal of PowerSchool Messenger Communications license and subscription in the amount of \$1,416.00
  
- Personnel
  - Approve the hiring for Tammy Kobler, part-time, non-exempt Clerical Office Assistant with an anticipated start date of August 5, 2024.
  - Approve the Personnel Handbook
  
- Agreements/Contracts/Policies
  - Approve the first reading of the followings policies:
    - Policy 3017.1 Educator Misconduct
    - Policy 2021 Dress and Grooming
  - Approve the second reading of the following policies:
    - Policy 3017 Conduct/Disciplinary Procedures
    - Policy 3021 Political Activities
    - Policy 3025 Dress and Grooming
  - Approve the 2024-2025 Schoolwide Title 1 Proposed Plan
  - Approve the Agreement between Sylvan Heights Science Charter School and Keystone Service Systems, Inc. DBA Capital Area Head Start
  - Approve the School Nutrition Program (SNP) Agreement Between the SNP Sponsors with Shared Students
  - Approve the Microsoft Participation Agreement for Enrollment for Education Solutions (EES) via IU13 Consortium

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

## Old Business

## New Business

## Adjournment

- The meeting was adjourned was at 7:28pm
- A special meeting of the Board of Trustees is scheduled for Tuesday, August 13<sup>th</sup>, 2024 at 6:00pm
- The next general Board of Trustees meeting is scheduled for Tuesday, August 20<sup>th</sup>, 2024 at 6:00pm