



Sylvan Heights Board of Trustees Meeting Minutes 06-25-2024

Board of Trustees Members in attendance

Attendees included Ed Jaroch, Margaret Burton Connors, Erica Monroe, Nicole Moore, Amechie Walker

Board of Trustees Members not in attendance

Members not in attendance included Debra Simpson-Buchanan, Chad Hotsko

Staff/Public in attendance

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

School Staff:

Interested Citizens: Dave Jones, 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. 13th Street, Harrisburg, PA 17104 on June 25, 2024. The meeting was called to order at 6:13pm. 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 May general board of trustees meeting

Approval of Agenda

Motion by Mr. Jaroch to amend the agenda to pull policy 3017.1 from first reading and under the agreement of sale of From the Heart Church building to include an authorization for Susan to execute revised language subject to review and approval by the solicitor except for an increase in sales price. Further to authorize the solicitor to prepare and submit any necessary applications for zoning approvals as required by the approved agreement of sale. The motion was seconded by Ms. Burton Stone. The motion passed unanimously. Motion to accept the amended agenda by Ms. Burton Conner. This was seconded by Mr. Jaroch. There was no discussion and the motion passed unanimously.

Recognition of Guest & Scheduled Speakers

Dave Jones, Esquire of Stock and Leader, Attorneys at Law

- Discussion of questions pertaining to the proposed Agreement of Sale to purchase the From the Heart Church building

Comment Period

Public Comments

- None

Staff Comments

- None

Reports

Finance & Facilities

- Meeting held June 17, 2024
- Attendees included: Erica Monroe, Chad Hotsko, Ed Jaroch, Jess Nordai and Susan Roth
- Topics Discussed
 - 2024-2025 proposed budget
 - Anticipated building repairs
 - Next step moving forward with the proposed agreement of sale to purchase From the Heart Church

Principal

- Event Summary
 - End of year 4th grade celebration occurred for June 4th
 - Last day of school for students & 10-month staff was June 5th, 2024
 - 25th Sylvan Heights Anniversary celebration postponed until September 7, 2024
 - Summer intervention & enrichment programs began on June 10 and runs until July 11
- Documents for Review
 - Memorandum of Understanding (MOU) with Big Smiles Pennsylvania P.C. (dba “Smile Pennsylvania) to provide preventative and restorative dental services to our students
 - Memorandum of Understanding (MOU) with 2024-2025 school year Title III services provided in the CAIU #15 Title III Consortium
 - Agreement for School-age Educational Services with the CAIU for out-of-building specialized placement services; occupational, physical and Speech/Language therapies/supports; psychological services; social work and Special Education Coaching
 - Confirmation memorandum with the CAIU for Summer 2024 Extended Year Status
 - New Story tuition agreement ESY 2023-2024 school year
 - New Story Schools service agreement for the 2024-2025 school year
 - Sales & Service Agreement with ComDoc, Inc. (a XEROX Business Solutions company) to replace our current 3-year lease agreement with a 5-year lease agreement

By-Laws & Policies

- No meeting held
- Meetings will need to be reinstated for the 2024-2025 school year

Family Advisory Committee

- No meeting held

Personnel

- Meeting held June 12, 2024
- Attendees included: Erica Monroe, Margaret Stone Burton, Jess Nordai and Susan Roth
- Topics Discussed
 - Reviewed Personnel Handbook - recommended revisions to the handbook and corresponding policies
 - Recommendation of raise for all full-time professional staff in the amount of \$1,000 for the 2024-2025 school year

President

- None

Items for Board Action

Consent Calendar

- Approval of Board Minutes
 - Approve the minutes from the May 21, 2024 Board of Trustees meeting
- Fiscal Items
 - Approve reconciled checks and the listed ACH transactions for the month of May 2024.
 - Approve the Sylvan Heights Science Charter School proposed 2024-2025 budget revenue and expenditures for July 1, 2024 through June 30, 2025
 - To approve Agreement for School-age Educational Services with the CAIU for out-of-building specialized placement services; occupational, physical and Speech/Language therapies/supports; psychological services; social work and Special Education Coaching for the 2024-2025 school year in the amount of \$425,256.47
 - To approve confirmation memorandum with the CAIU for Summer 2024 Extended Year Status at a cost of \$271 per day and \$46 per day for personal care assistance for a total of 19 days during summer of 2024
 - To approve the New Story tuition agreement ESY 2023-2024 school year in the amount of \$417 per day per the New Story summer school calendar
 - To approve the New Story Schools service agreement for the 2024-2025 school year in the amount of \$438 per day per the New Story school year calendar
 - To approve the Sales & Service Agreement with ComDoc, Inc. (a XEROX Business Solutions company) to replace our current 3-year lease agreement with a 5-year lease agreement at a rate of \$349.95 per month
 - To approve the recommendation for McKissick Architecture to complete floor plans in the amount of \$6,500 upon acceptance of the agreement of sale by the rom the Heart Church

- Personnel
 - To accept the retirement of Marlin Stevens, school counselor, effective June 30, 2024
- Agreements/Contracts/Policies
 - Approve first reading of the following policies:
 - Policy 3017: Conduct/Disciplinary Procedures
 - Policy 3021: Political Activities
 - Policy 3025: Dress and Grooming
 - Approval of the Memorandum of Understanding (MOU) with Big Smiles Pennsylvania P.C. (dba “Smile Pennsylvania) to provide preventative and restorative dental services to our students
 - Approval of the Memorandum of Understanding (MOU) with 2024-2025 school year Title III services provided in the CAIU #15 Title III Consortium
 - Approval of the Agreement of Sale to purchase the From the Heart Church building and authorize Susan to execute revised language subject to review and approval by the solicitor except for an increase in sales price. Further to authorize the solicitor to prepare and submit any necessary applications for zoning approvals as required by the approved agreement of sale.
 - Approval of the authorization for Sylvan Heights Science Charter School to work with PFM in the pursuit of financing and bond counsel, in the purchase of From the Heart Church building per the specifications set in the agreement of sale.
 - To approve the recommendation to apply for the gaming grant co-application letter request to use the funds if awarded to aid in the purchase of the From the Heart Church building

A motion was made by Mr. Ed 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 5-0*).

Old Business

None

New Business

- Board of Trustees public meeting schedule for the 2024-2025 school year
- ABC27 Advertising opportunity

Adjournment

- The meeting was adjourned was at 7:05pm
- The next Board of Trustees meeting is scheduled for Tuesday, July 23rd, 2024 at 6:00pm