



Sylvan Heights Board of Trustees Meeting Minutes 09-17-2024

Board of Trustees Members in attendance

Attendees included Ed Jaroch, Debra Simpson-Buchanan, Erica Monroe, Nicole Moore

Board of Trustees Members not in attendance

Members not in attendance included Margaret Stone Burton, Amechie Walker, Chad Hotsko

Staff/Public in attendance

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

School Staff:

Interested Citizens: Leigh Dalton, Esquire; Stock & Leader Attorneys at Law, Seth Byers, Law Clerk; Stock & Leader Attorneys at Law, Ceira Headen (parent)

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 September 17, 2024. The meeting was called to order at 6:03pm. 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 August general board of trustees meeting

Approval of Agenda

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

Recognition of Guest & Scheduled Speakers

Comment Period

Public Comments

- Ms. Headen voiced concerns over the release of her student to a person without being required to show their identification.

Staff Comments

- None

Reports

Finance & Facilities

- No meeting held

Principal

- Recent Events
 - Title I Parent and Family Engagement Input survey results
 - 50 survey participants
 - Copies of proposed policy and survey results were distributed to parents for review and public comment
 - 25th year celebration was held on September 7th
 - Positive feedback from parents
 - Event was well attended
- Upcoming Events
 - Social and Emotional Family Learning Night: September 18th at 6:00p
 - Croissants & Coffee with the principals: September 19th at 8:00a - 9:00a
 - Opportunity for parents to ask questions and have casual conversation
 - Information on how to joining the Family Advisory Committee (FAC) and/or become an officer
- Purchase of new building
 - Notice of termination to purchase From the Heart Church
 - Stock and Leader to release any and all deposit money held in accordance with the Purchase Agreement to the Purchases in accordance with Section 3 (b)(iii) of the Purchase Agreement.
- Documents for Review
 - HB McClure: Carrier RTU #8 Heat Exchanger Replacement
 - Proposal for labor and materials: \$9,542.00
 - Diana M. Reed & Associates, PC engagement letter
 - Services to include: Bookkeeping, financial reporting, audit preparation, and other related services
- Personnel Updates and WIN Program
 - Rick Overdorf change in position to Title I Instructional support teacher

- What I Need (WIN) intervention program start date: September 23rd from 9:00a until 10:00a daily for all students in grade 1 through grade 4

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 August 20, 2024 Board of Trustees meeting
- Fiscal Items
 - Approved reconciled check numbers 3162-3200 and listed ACH transactions for the month of August 2024
 - Approve the proposal for HB McClure to replace the Carrier RTU #8 Heat Exchanger in the amount of \$9,542.00
- Personnel
 - Accept the resignation of instructional support teacher, Elma Jusic effective August 23, 2024
 - Approve the hiring of Shamaia Ferguson, kindergarten teacher, effective September 3, 2024
 - Accept the change in position of Rick Overdorf from kindergarten teacher to Title I instructional support teacher
- Agreements/Contracts/Policies
 - Approve the letter of engagement with Diana M. Reed & Associates, PC
 - Approve the second 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

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 4-0*).

Old Business
New Business
Adjournment

- The meeting was adjourned was at 6:14pm
- The next general Board of Trustees meeting is scheduled for Tuesday, October 15th, 2024 at 6:00pm