

# Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda

November 19, 2024

6:00 – 7:00 pm

Sylvan Heights Science Charter School

915 S. 13<sup>th</sup> Street

Harrisburg, PA 17104

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## I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Please rise for a moment of silence followed by the Pledge of Allegiance.

Can we have Roll Call:

## II. ATTENDANCE

Board of Trustees	Present	Absent	Late
Erica Monroe, President			
Amechie Walker, Vice President			
Margaret Stone Burton, Secretary			
Chad Hotsko, Treasurer			
Debra Simpson-Buchanan			
Nicole Moore			
Susan Roth, Principal/CAO (non-voting)			
Jess Nordai, Assistant Principal (non-voting)			
Lori Lauver, Teacher (non-voting)			

## III. APPROVAL OF AGENDA

May I have a motion to approve the agenda?

Motion:

Second:

Discussion:

Vote:

Result:

*The mission of the Sylvan Heights Science Charter School is to enhance children's lives through educational experiences that are grounded in a comprehensive, science-driven interdisciplinary program highlighting discovery and creativity.*

## **IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –**

None

## **V. COMMENT PERIOD**

**A. Public**

**B. Staff**

## **VI. REPORTS**

### **A. FINANCE AND FACILITIES:**

Meeting Held: November 4, 2024, 6:00 pm

Attendance: Chad Hotsko, Erica Monroe, Susan Roth

Topics discussed:

- Switching from Orrstown Bank to possibly Link Bank
- Moving away from our current architect and looking for someone that can give us a fresh perspective
- Locating a new real estate agent
- 2023-2024 audit is currently under way
  - The 2023-2024 school year ended on budget
- 2024-2025 School year is currently on budget
  - Current enrollment 219; another student is in the process of joining our school- this will bring our enrollment back up to 220.

### **B. PRINCIPAL:**

Parent and Family Engagement:

- Information is being continually added to our Parent Information Corner located in the School's front lobby
- Parent and Family Engagement Meeting: Thursday November 21<sup>st</sup> at 6:00pm
  - Childcare available for children 2-12.
- Parent/Teacher Conferences were held on November 4<sup>th</sup> and 5<sup>th</sup>
  - Results survey questions
    - Yes, parents are interested in having the school library opened up once per month for students to check out books
    - Yes, parents do want holiday themed activities through the school year

- The Girl Scouts are starting a Girl Scout troop to be held here at Sylvan Heights, starting on December 3<sup>rd</sup> at 3:45 – 4:45pm for girls in grades K-2<sup>nd</sup>.
  - The Girl Scouts are seeking parent volunteers to assist
- Donuts with Grown-ups 8:00am
- Toys for Tots at Sylvan Heights: December 12<sup>th</sup> at 6:00pm

#### Annual Wellness Report:

- September/October Wellness Committee Meetings:
  - Members reviewed and revised the current School Wellness policy and its alignment to the triennial assessment
- November Wellness Watch Newsletter is available on the School's website and in the front office
  - Parents may view most recent triennial assessment clicking on the QR code in the newsletter
- The revised Wellness Policy # 2046 and most recent triennial assessment have been posted to the school's website and are available for review and comment.
- Next Health and Wellness Meeting: November 26<sup>th</sup> at 4:00pm

#### Fund Raisers:

- October Penny Wars: Total donations: \$1,118.00
- November & December: Joe Corbis & Claire's Gourmet pizza and dessert sale.

#### Personnel:

- Recommendation to provide staff retention bonuses on December 15, 2024:
  - Full-time exempt staff: \$100.00
  - Full-time non-exempt staff: \$75.00
  - Part-time staff: \$50.00

#### School Calendar:

- Thanksgiving Recess: November 27<sup>th</sup> – December 2<sup>nd</sup>
- Picture Retake Day: December 5, 2024

### **C. BY-LAWS AND POLICIES:**

No meeting held

### **D. Family Advisory Committee:**

Next meeting November 21, 2024 at 6:00 pm

### **E. PERSONNEL:**

No meeting held

## ***F. PRESIDENT***

## **VII. ITEMS FOR BOARD ACTION**

By notice of the President, the following action items suggest a roll call vote. You will be recorded as voting in the affirmative for the motion unless you say “nay” or “I abstain”. Board Members are further advised that they must publicly announce and disclose the nature of any conflict of interest before the vote on the matter is taken.

### ***A. CONSENT CALENDAR***

#### **1. APPROVAL OF BOARD MINUTES**

- Approve the minutes from the October 15, 2024 Board Meeting

#### **2. FISCAL ITEMS:**

- Approve reconciled check numbers 3229-3259 and listed ACH transactions for the month of October 2024.

#### **3. PERSONNEL:**

- Approve the recommendation to provide staff retention bonuses on December 15, 2024:
  - Full-time exempt staff: \$100.00
  - Full-time non-exempt staff: \$75.00
  - Part-time staff: \$50.00

#### **4. AGREEMENTS/CONTRACTS/POLICIES**

- Approve the first reading of the following policy:
  - Student Wellness Policy 2046
- Approve the second reading of the following policies:
  - Policy 6022: Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
  - Policy 7018: Title I Parent and Family Engagement
  - Policy 5009: Building Security
  - Policy 6001: Public Records

May I have a motion to approve the consent calendar as recommended?

Motion:

Second:

Discussion:

Vote:  
Result:

***B. OLD BUSINESS***

***C. NEW BUSINESS:***

Ed Jaroch has fulfilled his term as previous past president.  
The Board continues to recruit new board members.

**VIII. ADJOURNMENT**