



Sylvan Heights Board of Trustees

Meeting Minutes 11-19-2024

Board of Trustees Members in attendance

Attendees included Debra Simpson-Buchanan, Erica Monroe, Amechie Walker, Margaret Stone Burton, Chad Hotsko, Nicole Moore

Board of Trustees Members not in attendance

All members were present.

Staff/Public in attendance

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

School Staff:

Interested Citizens: Leigh Dalton, Esquire; Stock & Leader Attorneys at Law, Nicole Walker: citizen

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 November 19, 2024. The meeting was called to order at 6:08pm. 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

An executive session was held on 11/19/2024 at 5:45pm to discuss personnel matters.

Approval of Agenda

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

Recognition of Guest & Scheduled Speakers

Comment Period

Public Comments

- None

Staff Comments

- None

Reports

Finance & Facilities

- Meeting held on November 4, 2024 at 6:00pm
 - Attendees: Chad Hotsko, Erica Monroe, Susan Roth
 - Topics discussed:
 - Switching from Orrstown Bank to possibly Link Bank
 - Moving away from our current architecture firm and looking for another company for a fresh perspective
 - Locating a new real estate agent
 - 2023 - 2024 audit is underway
 - The 2023-2024 school year ended on budget
 - 2024-2025 school year is currently on budget
 - Current enrollment is 219; another student is in the enrollment process to bring us back to our 220 capacity

Principal

- Parent and Family Engagement Updates
 - Information is continually added to our Parent Information Corner located in the front lobby
 - Parent & Family Engagement Meeting (Family Advisory Committee): Thursday, November 21 at 6:00pm
 - Childcare available for children 2 - 12
 - Parent/Teacher conferences were held on November 4th & 5th
 - Survey question results
 - Yes, parents are interested in having the school library opened once per month for students to check-out books
 - Yes, parents do want holiday themed activities throughout the school year
- Upcoming Events
 - Girl Scouts are starting a troop at Sylvan Heights. It will be held every Tuesday starting December 3rd from 3:45p - 4:45p for girls in kindergarten, first and second grades
 - They are seeking parent volunteers to assist
 - Donuts with Grown-ups will be held on Tuesday, December 10th from 8am until 9am
 - Toys for Tots distribution event at Sylvan Heights is Thursday, December 12th starting at 6:00pm
- Fundraisers
 - Penny Wars donations totaled \$1,118.

- Joe Corbi's pizza & Claire's Gourmet dessert sale - November/December
- 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 the most recent triennial assessment by clicking on the QR code in the newsletter
 - The revised Wellness Policy #2046 and most recent triennial assessment has been posted to the school's website and are available for review and comment.
 - Next Health & Wellness committee meeting is November 26th at 4:00pm
- Personnel
 - Recommendation to provide staff retention bonuses on December 15th, 2024 pay:
 - Full time exempt staff: \$100.00
 - Full time non-exempt staff: \$75.00
 - Part time staff: \$50.00
- School Calendar:
 - Thanksgiving Recess: November 27th through December 2nd - Staff/students return on Tuesday, December 3rd
 - Picture Retake Day: Thursday, December 5, 2024

By-laws and Policies

- No meeting held

Family Advisory Committee

- Next meeting scheduled for November 21, 2024 at 6:00pm

Personnel

- No meeting held

President

- None

Items for Board Action

Consent Calendar

- Approval of Board Minutes
 - Approve the minutes from the October 15, 2024 Board of Trustees meeting
- Fiscal Items

- Approved reconciled check numbers 3229-3259 and listed ACH transactions for the month of October 2024
- Personnel
 - Approve the recommendation to provide staff retention bonuses on December 15th, 2024 pay:
 - Full time exempt staff: \$100.00
 - Full time non-exempt staff: \$75.00
 - Part time staff: \$50.00
- Agreements/Contracts/Policies
 - Approve the first reading of the following policy:
 - Student Wellness Policy 2046
 - Approve the second reading of the followings 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

A motion was made by Mr. Hotsko for approval of the consent calendar with a second by Mr. Walker. A roll call vote was then taken with all board members voting to approve the motion (*motion passed 6-0*).

Old Business

New Business

- A discussion about a Spanish class/club for our students. Survey of parents to determine interest

Adjournment

- The meeting was adjourned was at 6:45pm
- The next general Board of Trustees meeting is scheduled for Tuesday, December 17th, 2024 at 6:00pm