

Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda

April 15, 2025
6:00 – 7:00 pm
Sylvan Heights Science Charter School
915 S. 13th Street
Harrisburg, PA 17104

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			
Kada Louis			
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:

IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

March 7, 2025:

Attendees: Erica Monroe, Susan Roth, Jessica Nordai (virtual) Lori Lauver, Margaret Stone Burton

Agenda Items Discussed:

- Search for a new auditor – currently reviewing proposals
- Door repair/replacement to begin this week
- Tuition billing and reconciliation- current budget projections for the 2024-2026 school year
- Projected positions needed to be filled for the 2025-2026 school year
 - Anticipate the need to hire either a school counselor or a school social worker
 - Anticipate the need to create a new part-time position to assist with the clerical work associated with tracking student attendance
- Advertising for positions and setting salaries

B. PRINCIPAL:

Upcoming Events and Happenings:

- Half day for all students: April 16th.
- Spring Break: School building will be closed for staff and students April 17th – April 21st.
- PSSA ELA and Math testing: Weeks of April 22nd and April 28th
- Special Education Family Night rescheduled for April 23rd.
 - Dinner will be provided
- 4th Quarter Family Engagement Meeting: May 1st (Hybrid)
 - Discuss projected 2025-2026 Federal Programs Title I, Title II and Title IV funds

- Mobile Dentist: May 20th and May 23rd.
- STEAM Night: May 22nd
- 4th grade moving-up celebration: May 27th

C. BY-LAWS AND POLICIES:

No meeting held

D. Family Advisory Committee:

- French Toast with Favs- May 15th at 8:05am- 8:30pm
- Next meeting: May 15th at 6:00pm (Hybrid meeting)

E. PERSONNEL:

- Next meeting scheduled for May 14th at 5:30
 - Topics- review personnel policies and handbook

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 March 18, 2025 Board Meeting

2. FISCAL ITEMS:

- Approve reconciled check numbers 3349-3378 and listed ACH transactions for the month of March 2025.
- Approve the purchase, replacement and repair of exterior doors by Capital Door and Hardware in the amount of \$10,253.00.

3. PERSONNEL:

- Approve the advertisement of anticipated vacancies and newly created positions for the 2025-2026 school year via: Frontline Education and

associated advertising, PA REAP, Handshake, PA Educator, Facebook, and Dojo.

4. AGREEMENTS/CONTRACTS/POLICIES

- Approve the Capital Area Intermediate Unit Letter of Intent for ELD Services for the 2025-2026 school year
- Approve the first reading of the following policies:
 - Creating a Position: Policy 3001
 - Employment of Staff: Policy 3004 Vol I 2025
 - Evaluation of Employees: Policy 3013
 - Physical Examination: Policy 3014
 - Copy of Conduct/Disciplinary Procedures: Policy 3017

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

Motion:

Second:

Discussion:

Vote:

Result:

B. OLD BUSINESS

C. NEW BUSINESS:

VIII. ADJOURNMENT