

Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda

August 19, 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:

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 –

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

No meeting held

Next meeting September 8, 2025

B. PRINCIPAL:

2023-2026 Schoolwide Title I Comprehensive Plan end-of-year progress towards goals for school year 2024-2025

- 3rd and 4th grade CDT scores
- Office referrals

2025-2026 Schoolwide Title 1 Proposed Plan:

- Application deadline extended to September 30, 2025.
- Recommendation to add goal to support family engagement and improved attendance

Funding Amount:

Federal Funds	Anticipated allocation for the 2025-2026 sy
Title 1A	\$185,813.00
Title II	\$14,930.00
Title IVA	\$11,213.00

Program descriptions and projected use of funds:

- Title 1: Helps to offset salaries and benefits for resource teachers and school counselor/social worker; supporting supplies and materials, including items to support students who have been reported as displaced and family engagement
 - Consideration to use Title I funds to support teacher retention bonuses
- Title II: Tuition reimbursement; conferences and staff professional development
- Title IV: Supports field excursions and transportation cost for each grade level and supplies.

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Recently Held Events:

- Meet and Greet: Held on August 13, 2025
 - 111 families participated

Upcoming Events:

- First day of school: August 20, 2025
- Back-to-School-Night: August 28, 2025
 - Title I Annual Meeting

C. BY-LAWS AND POLICIES:

No meeting held

Next meeting is September 11, 2025

D. NOMINATING COMMITTEE:

Meeting held: July 31, 2025

Attendees: Erica Monroe, Susan Roth, Jess Nordai and Kada Louis (virtual)

Topics Discussed:

- Board members years served
- Resume of interested board applicant and recommendations
- Process to become a board member as outlined in Bylaws
- Information Packet for prospective members

E. PERSONNEL:

Meeting held: August 6, 2025

Attendees: Margaret Stone Burton, Susan Roth, Jess Nordai and Erica Monroe (virtual)

Topics Discussed:

- Extended Leave requests
- Personnel Handbook
- Annual Review of Sylvan Heights' Professional Education Plan

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 July 22, 2025 board meeting.

2. FISCAL ITEMS:

- Approved reconciled check numbers 3470-3507 and listed ACH transactions for the month of July, 2025
- Approve the Comprehensive Insurance plan with Selective Insurance in the amount of \$20,690.00 per year
- Approve the Sponsor-to-Sponsor Agreement with Central Dauphin School District to provide breakfast, lunch and supplies in the amount of \$218,844.00.

3. PERSONNEL:

- To approve the following staff changes for the 2025-2026 school year:
 - Withdraw of the application of Sheila Dietrich, Ed.D., full-time exempt classification for the position of School Counselor
 - Accept the resignation of Dana Casale, Certified School Nurse
 - Approve Adam Wimmer, full-time exempt classification, for the position of 3rd grade teacher
 - Approve Alison Gagliardi, full-time exempt classification, for the position of Building Substitute
 - Approve Jayla Stubbs, full-time non-exempt classification for the position of building aide
- To approve La'Keya McCraw's request for extended leave

4. AGREEMENTS/CONTRACTS/POLICIES

- Approve the Memorandum of Understanding (MOU) with Boyo Transportation to provide student transportation for the following fees:
 - \$261.00 for a round trip van
 - \$78.00 for a midday trip per van
 - \$20.00 per hour for each van aide
- Approve the PA Lifesharing Services Agreement:
 - Certified School Nurse: 67.00 per hour
 - RN Services: \$59.00 per hour
 - LPN Services: \$49.00 per hour

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

Motion:

Second:

Discussion:

Vote:

Result:

B. OLD BUSINESS

C. NEW BUSINESS:

Approve the recommendation for Percy Maple to join the Sylvan Heights Science Charter School board of trustees.

VIII. ADJOURNMENT