

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

July 22, 2025

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			
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:**

Review of the 2025-2026 Sylvan Heights Science Charter School Student Handbook and Code of Conduct

Review of Bullying/Cyberbullying Policy 2049

2025-2026 Benchmark Assessment Schedule:

- Acadience/Star
- CDTs
- Firefly

Facilities:

- Replacement of carpet in classroom numbers 109 and 120. Replace with VCT Armstrong Excelon multicolor 52500 carnival white 12in x 12in

Music Program and Curriculum:

- Music Curriculum- recommendation to purchase Music in Motion
  - Includes teacher guides, digital resources, listening resource kits, dances and singing games, and a 3-year online subscription.
- Year-end survey results:
  - Parents strongly agree to the purchase of the music curriculum and the reinstatement of instrument lessons and chorus

Science Program and Curriculum:

- Science Curriculum- recommendation to purchase two units per grade level of Activate Learning's Open SciEd curriculum which also includes teacher resources and professional development
- Year-end survey results

Upcoming events:

- Annual Review of Sylvan Heights' Professional Education Plan- August 6, 2025
- Meeting and Greet: August 13, 2025
- 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:**

No meeting held.

Next meeting is July 31, 2025

## **E. PERSONNEL:**

No meeting held

Next meeting is August 6, 2025

## ***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 June 24, 2024 board meeting.

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

- Approved reconciled check numbers 3434-3460 and listed ACH transactions for the month of June 2025
- Approve the Workers Compensation and Employers Liability Insurance Policy via Selective Insurance Company of the Southeast in the amount of \$12,651.00 per year
- Approve the Blanket Accident Insurance policy via K&K Insurance in the amount of \$1,375.00
- Approve the Music in Motion Music Play Grades K-5<sup>th</sup> complete curriculum in the amount of \$1,625.00
- Approve the purchase of two units per grade level (K-4) of Activate Learning's Open SciEd Curriculum in the amount of \$12,464.00
- Approve the purchase of ALO Math K-6 Digital Licenses and ALO Reading K-6 Digital Licenses via Lexia Voyager Sopris (Acadience) in the amount of \$2,366.00
- Approve the removal of carpet and installation of VCT Armstrong Excelon in rooms 109 and 120 by Fluss Flooring for \$11,985.00

### **3. PERSONNEL:**

- To approve the hiring of the following for the 2025-2026 school year:
  - Sheila Dietrich, Ed.D., full-time exempt classification for the position of School Counselor
  - D'Anne Leschke, full-time exempt classification, for the position of kindergarten teacher
  - Chevelle May, full-time exempt classification, for the position of 4<sup>th</sup> grade teacher

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

- Approve the School Nutrition Program (SNP) Agreement Between SNP Sponsors with Shared Students for the 2025-2026 between Sylvan Heights and Capital Area IU 15
- Approve the Memorandum of Understanding (MOU) between the City of Harrisburg Police and Sylvan Heights for the 2025-2026 and 2026-2027 school years.
- Approve the 2025-2026 Sylvan Heights Science Charter School Student Handbook and Code of Conduct
- Approve the 2<sup>nd</sup> reading of the following policies:

- Budget Planning: Policy 4001
- Travel Reimbursement- Federal Programs: Policy 4026.1
- Complaint Process: Policy 3026
- Family and Medical Leaves: Policy 3025
- Uncompensated Leave: Policy 3037
- Jury Duty: Policy 3042

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

Motion:

Second:

Discussion:

Vote:

Result:

## ***B. OLD BUSINESS***

## ***C. NEW BUSINESS:***

Confirmation of Nominating Committee members

## **VIII. ADJOURNMENT**