

Sylvan Heights Science Charter School Board of Trustees’ Meeting Agenda

June 24, 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 –

Sheryl Pursel, CPA of Diana Reed & Associates, PC

V. COMMENT PERIOD

A. Public

B. Staff

VI. REPORTS

A. FINANCE AND FACILITIES:

Meeting Held: June 2, 2025:

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

Agenda Items Discussed:

Facilities:

Discussed officially placing on the board agenda- Focus on repairing/upgrading the current school building rather than purchasing a new building

Finance:

Reviewed the 2025-2026 proposed school year budget

Board Policies:

- Revise Budget Planning policy number 401
- Remove Budget Adoption policy number 402
- Revise Travel Reimbursement policy number 4016.1

B. PRINCIPAL:

Updates:

- Family Engagement/Attendance Meetings

Agreements and Proposals:

- Revised Agreement for School-age Educational Services with the CAIU
- Approve the Agreement for English Language Development (ELD)/English as a Second Language (ESL) Services with the CAIU
- Approve the Memorandum of Understanding (MOU) for the 2025-2026 school year with the CAIU #15 Title III Consortium.
- Approve the MOU with Boyo Transportation to transport students for Extended School Year (ESY)
- Approve the New Story Schools Services Agreement for the 2025-2026 school year
- Approve the proposed to contract with Renaissance Products & Services
 - Star Comprehensive Suite Subscription

C. BY-LAWS AND POLICIES:

No meeting held

D. Family Advisory Committee:

E. PERSONNEL:

Meeting Held: June 18, 2025

Attendees: Attendees: Erica Monroe, Susan Roth, Jessica Nordai, and Margaret Stone Burton

Agenda Items Discussed:

- Reviewed 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 May 20, 2025 board meeting.

2. FISCAL ITEMS:

- Approve check numbers 3400- 3433 and listed ACH transactions for the month of May 2025
- Approve the proposed 2025-2026 school year budget
- Approve Dunbar Cleaning Services to shampoo, strip/wax, scrub and/or deep clean all floor services for the amount of \$3,500.00

3. PERSONNEL:

- Accept the resignation of Lucas Martire, 3rd grade teacher effective June 30, 2025
- Accept the resignation of Amber Beutler, 2nd grade teacher effective June 30, 2025.
- To approve a 2%, pay increase for all returning employees at the start of the 2025-2026 school year.

4. AGREEMENTS/CONTRACTS/POLICIES

- Approve the recommendation to focus on repairing/upgrading the current school building rather than purchasing a new building.
- Approve the Agreement for School-age Educational Services with the CAIU in the amount of \$361,063.23
- Approve the Agreement for English Language Development (ELD)/English as a Second Language (ESL) Services in the amount of \$139.00 to be provided as needed.
- Approve the Memorandum of Understanding for the 2025-2026 school year with the CAIU #15 Title III Consortium.
- Approve the MOU with Boyo Transportation to transport students for ESY Summer 2025 at the cost of \$260.00 per day and the additional cost of \$20.00 per hour per aide.
- Approve the New Story Schools Services Agreement for the 2025-2026 school year and the individual student rate of \$451 per day beginning August 20, 2025
- Approve the proposed to contract with Renaissance Products & Services in the amount of \$2,317.00
- Approve the 1st reading on 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
- Approve the 2nd reading of the following policies:
 - Outside Activities: Policy 3019
 - Freedom of Speech in Nonschool Settings: Policy 3020
 - Complaint Process: Policy 3026
 - Work Periods: Policy 3032
- Approved the removal of Budget Adoption Policy 402

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

Motion:

Second:

Discussion:

Vote:

Result:

B. OLD BUSINESS

C. NEW BUSINESS:

Committee Meeting Schedule for the 2025-2026 school year

VIII. ADJOURNMENT