

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

May 20, 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:

## **IV. RECOGNITION OF GUESTS AND SCHEDULED SPEAKERS –**

No scheduled guest speakers

## **V. COMMENT PERIOD**

### ***A. Public***

### ***B. Staff***

## **VI. REPORTS**

### **A. FINANCE AND FACILITIES:**

Meeting Held: May 5, 2025:

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

Agenda Items Discussed:

Facilities:

- Partial blacktopping of rear parking lot – total cost: \$8,700.00 (general fund- paid via School credit card)
- Repairs to plumbing: Approximate cost: \$500.00 (general fund- paid via School's credit card)
  - Unable to unclog downspout outside of Kindergarten classroom
- Electrical outlet repair has been completed (PCCD grant funded)

Finance:

2024-2025 School Year:

- Attendance incentives for families who participate in schedule meetings
  - Propose: \$25.00 gift card per family
  - Total anticipated cost: \$2,500.00
- Consideration of end of year retention bonuses for all staff

2025-2026- School Year

- Add 2 positions to the budget 2025-2026 budget
  - Full-time substitute teacher
  - Part-time attendance clerk
- Instead of Specials teachers substitute teaching:

- Reintroducing music lessons and chorus – currently using Title IV grant money to supplement supplies
- Introducing typing skills – all students must take online PSSAs in 2026
- 2025-2026 Medical Benefits:
  - Increase of 17% for current insurance premiums
  - Discussed no increase to employee contribution

Next Meeting: June 2, 2025

## **B. PRINCIPAL:**

Year-end financial projections:

- \$41,000.00 cash positive position
- Recommended staff retention bonuses to be paid on June 15, 2025:
  - \$1,000.00 full-time certified staff
  - \$750.00 full-time staff
  - \$400.00 part-time staff

Proposals and Agreements:

- Brown Plus Accounts & Advisors proposal to provide professional accounting services
- Agreement for School-aged Educational Services with the CAIU

Upcoming Events and Happenings:

- Mobile Dentist: May 20<sup>th</sup> and May 23<sup>rd</sup>.
- STEAM Night: May 22<sup>nd</sup>
- 4<sup>th</sup> grade moving-up celebration: May 27<sup>th</sup>
- Last day of school: May 30, 2025

## **C. BY-LAWS AND POLICIES:**

No meeting held

## **D. Family Advisory Committee:**

French Toast with Friends: May 29<sup>th</sup> from 8:05am until 8:30am

## **E. PERSONNEL:**

Meeting Held: May 14, 2024

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

Agenda Items Discussed:

- Reviewed personnel policies and handbook
- Staff retention

Next Meeting: June 18, 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 April 15, 2025 board meeting.

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

- Approve check numbers 3079-3403 and listed ACH transactions for the month of April 2025
- Approve the issuance of a \$25.00 gift card for each family who attends their scheduled attendance improvement meeting.
- Approve the Brown Plus Accounts & Advisors proposal to provide professional accounting services for a maximum fee of \$31,000.00.
- Approve improvements to the school's communication system as discussed in the amount of \$10,243.36.

#### **3. PERSONNEL:**

- Approve the recommendation for staff retention bonuses to be paid on June 15, 2025 as follows:
  - \$1,000.00 full-time certified staff
  - \$750.00 full-time staff
  - \$400.00 part-time staff

- Approve the recommendation for there to be no increase to the employee contribution portion to medical, dental or vision benefits for the 2025-2026 school year.

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

- Approve the Agreement for School-age Educational Services with the CAIU in the amount of \$365,714.63
- Approve the Small Group Proposal prepared for Sylvan Heights Science Charter School with Capital Blue as the provider for medical, dental and vision insurance effective July 1, 2025.
- Approve the 1<sup>st</sup> reading on the following policies:
  - Outside Activities: Policy 3019
  - Freedom of Speech in Nonschool Settings: Policy 3020
  - Complaint Process: Policy 3026
  - Work Periods: Policy 3032
- Approve the 2<sup>nd</sup> 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**