



Sylvan Heights Board of Trustees Meeting Minutes 04-15-2025

Board of Trustees Members in attendance

Attendees included Erica Monroe, Margaret Stone Burton, Debra Simpson-Buchanan, Kada Louis

Board of Trustees Members not in attendance

Members not in attendance included Amechie Walker, Chad Hotsko

Staff/Public in attendance

School Administration: Susan Roth, Principal/CAO; Jessica Nordai, Assistant Principal; Lori Lauver, Federal Programming/STEM Coordinator

School Staff:

Interested Citizens:

Call to order

A meeting of Sylvan Heights Science Charter School was held at Sylvan Heights Science Charter School, 915 S. 13th Street, Harrisburg, PA 17104 on April 15, 2025. The meeting was called to order at 6:06pm. This was followed by the Pledge of Allegiance and a moment of silence.

Roll Call

Following roll call, a quorum was present as noted above.

Announcement of Executive Session

An executive session was held just prior to this board of trustees meeting to discuss safety and security.

Approval of Agenda

Motion to accept the agenda by Ms. Stone Burton. This was seconded by Ms. Simpson Buchanan. There was no discussion and the motion passed unanimously.

Recognition of Guest & Scheduled Speakers

Comment Period

Public Comments

- None

Staff Comments

- None

Reports

Finance & Facilities

- Meeting held on March 7, 2025 with Erica Monroe, Susan Roth, Jessica Nordai (virtual), Lori Lauver, and Margaret Stone Burton.
- Topics discussed included:
 - Search for a new auditor - currently reviewing proposals
 - Door repair/replacement to begin this week
 - Tuition billing & reconciliation - current budget projections for the 2025-2026 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

Principal

- Upcoming Events and Happenings:
 - April 16th - Half day for all students
 - April 17th - April 21st - Spring break; school building will be closed for staff & students
 - Week of April 22nd & April 28th - PSSA ELA and Math testing
 - April 23rd - Special Education Family Night
 - Dinner will be provided
 - May 1st - 4th Quarter Family Engagement Meeting (Hybrid)
 - Discuss projected 2025-2026 Federal Programs Title I, Title II, and Title IV funds
 - May 20th & 23rd - Mobile Dentist
 - May 22nd - STEAM Night
 - May 27th - 4th Grade end of the year celebration

By-laws and Policies

- No meeting held

Family Advisory Committee

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

Personnel

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

President

- None

Items for Board Action

Consent Calendar

- Approval of Board Minutes
 - Approve the minutes from the March 18, 2025 Board of Trustees meeting
- Fiscal Items
 - Approve reconciled check numbers 3349-3378 and listed ACH transactions for the months of March 2025.
 - Approve the purchase, replacement and repair of exterior doors by Capital Door & Hardware in the amount of \$10,253.00.
- 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.
- 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

A motion was made by Ms. Simpson Buchanan for approval of the consent calendar with a second by Ms. Stone Burton. A roll call vote was then taken with all board members voting to approve the motion (*motion passed 4-0*).

Old Business

New Business

Adjournment

- The meeting was adjourned was at 6:45pm
- The next general Board of Trustees meeting is scheduled for Tuesday, May 20th, 2025 at 6:00pm