



Sylvan Heights Board of Trustees Meeting Minutes 02-18-2025

Board of Trustees Members in attendance

Attendees included Erica Monroe, Amechie Walker, Margaret Stone Burton, Chad Hotsko, Kada Louis

Board of Trustees Members not in attendance

Members not in attendance included Debra Simpson-Buchanan

Staff/Public in attendance

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

School Staff:

Interested Citizens: Seth Byers; Stock & Leader Attorneys at Law

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 February 18, 2025. The meeting was called to order at 6:04pm. 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 prior to today's meeting (2/18/2025) to discuss safety and security matters.

Approval of Agenda

Motion to accept the agenda by Ms. Stone Burton. This was seconded by Mr. Hotsko. 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

- January 6, 2025 canceled due to inclement weather.
- Next meeting - March 3, 2025: Meeting with SEK, CPAs and Advisors to review current audit

Principal

- Facilities
 - HB McClure Planned Maintenance Agreement
 - Price Increase
 - 1 - year contract renewal instead of previous 3-year contract
 - Discussed need for repeat maintenance calls needed for same unit
 - Work orders and cost of repairs were received for accuracy
 - Impact Fire Quote: Coordination, labor, and material to test 4 of the 1991 quick response upright automatic sprinklers and two of the automatic sprinklers and work of the quick response pendent sprinklers
- Targeted Support and Improvement (TSI) identification status due to student attendance, and achievement scores of economically disadvantaged students:
 - Attendance Historical Data:

PA Index Reporting Year	Percent
2018 - 2019 SY	84.2%
2019 - 2020 SY	80.5%
2020 - 2021 SY	78.6%
2021 - 2022 SY	96.2%
2022 - 2023 SY	42.4%
2023 - 2024 SY	65.6%
 - Attendance Improvement Initiatives:
 - February Attendance Challenge - best attending class at each grade level will receive a dance party. Top attending class in the school will receive a pizza party
 - Strawberry milk will be available at breakfast time only
 - CAIU sponsored workshop: Chronic Absenteeism and Attendance:
 - Jess Nordai, Anu Reynolds, and Rick Overdorf are slated to attend on February 21, 2025
 - Attendance goals will become part of the 2025-2026 TSI Title I School-wide Plan
- PA Coalition of Public Charter Schools: Meeting with Shaunte’ Smith, manager of member & partner engagement administrative meeting
 - Discussed multifaceted strategies for overall school improvement
 - PA Coalition has provided several resources
 - Susan Roth, attended the National School Choice Celebration on January 28th in Harrisburg
- 4th Annual PA School Choice Fair held at the Whitaker Center on February 1st
 - Sylvan Heights had a table of brochures and information promoting our school
 - The school intends to participate in future events
- Upcoming Events and Happenings
 - PSSA Math Night: Held January 16, 2025

- Health & Wellness Committee Meeting: Held January 28th at 4:00pm
 - Focused on creating display of information for parents at conferences
 - Next meeting February 25th at 4:00pm
- Marking period 2 Parent/Teacher conferences:
 - January 6th conferences were held online due to inclement weather
 - January 7th conferences were held in-person as scheduled
- Title I Quarterly Family engagement Meeting February 15th at 10:00am virtual only meeting
 - Discussed reallocation of federal fund from Title I to Title IV
 - Follow-up survey to be distributed to parents/guardian during the week of February 17th.
- Muffins in the morning: Marsh 11th from 8:05a - 8:30am
- PSSA 3rd & 4th Grade Breakfast: Saturday, March 22nd
- Multicultural Family Engagement Event: Saturday, March 29th
- After school programs:
 - 3rd & 4th grade book club meets Mondays & Wednesdays
 - Math 24 Challenge meets weekly on Thursdays
 - Girl Scouts for kindergarten - second grade meets weekly on Tuesdays
 - The program is looking to expand to 3rd & 4th grades for next school year
 - Currently meeting with Scouting America to determine availability of programming for the boys
- School calendar:
 - Flexible Instructional Day (FID) held on January 6, 2025
 - This is the second FID day this school year
 - Three FID days remain
 - No other changes to the school calendar

By-laws and Policies

- No meeting held

Family Advisory Committee

- Meeting held on January 16, 2025 at 6:00p
 - Childcare to be provided
 - Meeting was held in conjunction with PSSA Math Night
 - Discussed having an option for online attendance at the next FAC meeting to allow for flexibility of attendance
 - Next meeting scheduled for February 20, 2025

Personnel

- Joint Personnel & Finance meeting held on February 12, 2025
- Meeting held virtually due to inclement weather. Attendees were Erica Monroe, Margaret Stone Burton, Chad Hotsko, Susan Roth, Lori Lauver, Jess Nordai
- Topics discussed:
 - PDE Internal Controls Risk Assessment Tool Annual Review
 - Internal risk assessment tool used by the school to evaluate and quantify the risks associated with the operation or performance of the LEA's internal controls regarding its administration of its federal education funds
 - Meeting scheduled with Stock & Leader Monday, February 17th to review current personnel policies and verify alignment with the current personnel handbook

President

- None

Items for Board Action

Consent Calendar

- Approval of Board Minutes
 - Approve the minutes from the December 17, 2024 Board of Trustees meeting
- Fiscal Items
 - Approve reconciled check numbers 3280-3327 and listed ACH transactions for the months of December 2024 and January 2025.
 - Approve the Planned Maintenance Agreement with HB McClure for 1 year in the amount of \$5,225.
 - Approve the Impact Fire quote in the amount of \$1,180 for the testing of the outlined sprinkler heads.
- Personnel
 - Approve appointment of Kada Louis to serve as Board of Trustees member
- Agreements/Contracts/Policies
 - Approve the recommended items listed in the physical safety assessment as discussed during executive session
 - Approve the proposed Internal Controls Risk Assessment Tool
 - Approve the second reading of the following policy:
 - Child Abuse Policy 6022
 - Volunteers Policy 7016
 - Visitors Policy 7018

A motion was made by Ms. Stone Burton for approval of the consent calendar with a second by Mr. Walker. 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 7:08pm
- The next general Board of Trustees meeting is scheduled for Tuesday, March 18th, 2025 at 6:00pm