



Sylvan Heights Board of Trustees Meeting Minutes 06-24-2025

Board of Trustees Members in attendance

Attendees included Erica Monroe, Margaret Stone Burton, Amechie Walker, Chad Hotsko, Debra Simpson-Buchanan, Kada Louis

Board of Trustees Members not in attendance

All board members were present

Staff/Public in attendance

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

School Staff: Melena Overdorf, teacher

Interested Citizens: Sheryl Pursell, CPA Diana Reed & Associates; Percy Maple; Natalie Rosa

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 June 24, 2025. The meeting was called to order at 6:05pm. 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

No executive sessions have been held since the last general board meeting.

Approval of Agenda

Motion to accept the agenda by Mr. Hotsko. This was seconded by Ms. Stone Burton. 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 June 2, 2025 with Erica Monroe (virtual), Susan Roth, Jessica Nordai, Lori Lauver (virtual), Chad Hotsko, and Margaret Stone Burton attending.
- Topics discussed included:
 - 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
 - Policies:
 - Revise Budget Planning policy number 401
 - Remove Budget Adoption policy number 402
 - Revise Travel Reimbursement policy number 4016.1

Principal

- Updates:
 - Family Engagement/Attendance Meetings
- Proposals and Agreements
 - Revised Agreement for School-Aged 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 contract with Renaissance Products & Services
 - Star Comprehensive Suite Subscription

By-laws and Policies

- No meeting held

Family Advisory Committee

- May have to fold the committee due to a lack of parental involvement. Will have to review the by-laws to determine next steps.

Personnel

- Meeting was held on June 18th with Erica Monroe, Susan Roth, Jess Nordai, and Margaret Stone Burton attending
 - Topics discussed:
 - Reviewed personnel policies and handbook

President

- None

Items for Board Action

Consent Calendar

- Approval of Board Minutes
 - Approve the minutes from the May 20, 2025 Board of Trustees meeting
- Fiscal Items
 - Approve reconciled check numbers 3400-3433 and listed ACH transactions for the months 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 floors for the amount of \$3,500
- 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
 - Approve a 2% pay increase for all returning employees at the start of the 2025-2026 school year
- 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 Capital Area Intermediate Unit in the amount of \$361,063.23
 - Approve the English Language Development (ELD)/English as a Second Language (ESL) Services in the amount of \$139 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 Memorandum of Understanding with Boyo Transportation to transport students for ESY Summer 2025 at the cost of \$260/day and the additional cost of \$20/hour per aide
 - Approve the New Story Schools Services Agreement for the 2025-2026 school year and the individual student rate of \$451/day beginning August 20, 2025
 - Approve the proposed contract with Renaissance Products & Services in the amount of \$2,317
 - Approve the first reading on the following policies:

- Budget Planning: Policy 4001
- Travel Reimbursement-Federal Programs: Policy 4026.1
- Complaint Process: Policy 3026
- Family and Medical Leave Act: Policy 3025
- Uncompensated Leave: Policy 3037
- Jury Duty: Policy 3042
- Approve the second reading of the following policies:
 - Outside Activities: Policy 3019
 - Freedom of Speech in Non-school Settings: Policy 3020
 - Complaint Process: Policy 3026
 - Work Periods: Policy 3032

A motion was made by Ms. Simpson-Buchanan 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 6-0***).

Old Business

New Business

Adjournment

- The meeting was adjourned was at 6:30pm
- The next general Board of Trustees meeting is scheduled for Tuesday, July 22nd, 2025 at 6:00pm