



# Sylvan Heights Board of Trustees Meeting Minutes 03-18-2025

## Board of Trustees Members in attendance

Attendees included Erica Monroe, Margaret Stone Burton, Debra Simpson-Buchanan, Kada Louis, Chad Hotsko (phone)

## Board of Trustees Members not in attendance

Members not in attendance included Amechie Walker

## 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. 13<sup>th</sup> Street, Harrisburg, PA 17104 on March 18, 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

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. Simpson Buchanan. 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 March 3, 2025 with Erica Monroe, Susan Roth, Jessica Nordai, Lori Lauver, Sheryl Pursel, CPA (Diana Reed & Associates), with Kada Louis and Margaret Stone Burton each attending virtually.
- Topics discussed included:
  - Audit ending June 30, 2024 presentation by Smith Elliot Kerns and Company, LLC. Kevin B. Stouffer, CPA and Gary D. Snyder, CPA presented
  - Mid-year financial status and accounting changes/updates
    - Diana Reed's office is reviewing the 2024-2025 budget to determine if current budget adjustments are needed
    - Update to be provided at the next Finance and Facilities meeting schedule for April 7<sup>th</sup> at 6:00p. Meeting will be hybrid

### Principal

- Facilities
  - Impact Fire Automatic Sprinkler Testing Results: As per Dyne Fire Protection Labs dated 2/27/2025, the Fast Response Automatic Sprinklers report shows that all sprinkler head operation classifications were normal.
  - No lead was detected in the water supply per the most recent lead test conducted on April 14<sup>th</sup>, 2023. The school continues to receive its water supply from Capital Region Water. The school has made no changes or upgrades to the school building that would have warranted retesting.
- Mid-year report on progress toward Three-year Comprehensive Plan and Charter School Goals:
  - English Language Arts/Reading
    - CDT
      - 4<sup>th</sup> grade averaged 15 points above the expected growth score
      - 3<sup>rd</sup> grade did not meet growth expectations
    - Acadience
      - Kindergarten held with total number of students proficient from beginning of year
      - 1<sup>st</sup> grade saw an increase of 18% of students reading at proficiency
      - 2<sup>nd</sup> grade saw a decrease of 4% in students reading at proficiency
  - Math
    - CDT

- 4<sup>th</sup> grade averaged above expected growth score
  - 3<sup>rd</sup> grade nearly doubled the expected growth score
- Acadience
  - Kindergarten held with total number of students proficient from beginning of year
  - 1<sup>st</sup> grade saw an increase of 5% of students at proficiency expectations
  - 2<sup>nd</sup> grade saw a increase of 29% in students at proficiency expectations
- Office Referrals/PBIS
  - Total number of referrals
    - Less than 20% of students have 2 or more referrals
  - WIN: *What I Need* Reading Block: Grades 1st through 4th continue to switch classrooms/teachers and receive direct instruction on their skill level in the area of reading.
- Recently held school events:
  - March 7<sup>th</sup> - Stop, Drop & Read - Sponsored by the Capital Region Literacy
    - All students received a free book to take home
  - March 13<sup>th</sup> - 4<sup>th</sup> Grade field excursion to the PA State Museum and Capital Building
- Upcoming Events and Happenings:
  - 3<sup>rd</sup> & 4<sup>th</sup> Grade PSSA Prep Breakfast: March 22<sup>nd</sup> from 9:00a - 11:00a
  - Health & Wellness Team Meeting: March 25<sup>th</sup> at 4:00pm
  - Multicultural Celebration: March 29<sup>th</sup> from 10:00 am until 12:00 pm
    - Order your 4<sup>th</sup> Grade Class Family Cookbook - \$12
  - 2<sup>nd</sup> Grade Field Excursion to Hershey Gardens: April 2<sup>nd</sup>
  - Special Education Family Night: April 8<sup>th</sup> 6:00p
    - Dinner will be provided
- 2025 - 2026 Academic School Calendar
  - 174 school days for students
  - 190 days for 10-month staff
  - Board meetings will be held on the 3<sup>rd</sup> Tuesday of each month except when noted
- Agreements and Contracts
  - Engagement letter for school solicitor services
  - Stock & Leader joining with Saxton & Stump Law Firm

## By-laws and Policies

- No meeting held

## Family Advisory Committee

- Meeting held on February 20<sup>th</sup>, 2025 at 6:00p
  - NO parents attended
- Next meeting is scheduled for March 20<sup>th</sup>, 2025
  - Meeting will be hybrid
- Other family engagement events:
  - Muffins in the morning: held March 11<sup>th</sup> during arrival
    - 42 adults attended and ate breakfast with their student
  - Next quarterly event, French Toast with Friends, will be in May

## Personnel

- Next meeting is scheduled for April 9<sup>th</sup> 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 February 18, 2025 Board of Trustees meeting
- Fiscal Items
  - Approve reconciled check numbers 3322-3347 and listed ACH transactions for the months of February 2025.
  - Approve the audited financial statements, including the single audit, and all the supplemental information, for year ending June 30, 2024
  - Approve the renewal for Frontline Education to continue to provide the Human Capital Management/Recruiting & Hiring bundle in the amount of \$9,110.19 and the Absence & Substitute Management package in the amount of \$5,188.57
  - Approve the renewal of PowerSchool SIS Hosted subscription and Special Programs in the amount of \$9,484.14
- Personnel
- Agreements/Contracts/Policies
  - Approve the MOU with Boyo Transportation to provide transportation for Sylvan Heights' field excursion as scheduled, in the amount of \$345/bus trip and \$250/van trip
  - Approve the 2025-2026 Sylvan Heights Science Charter School Academic School Calendar
  - Approval of the terms and conditions as outlined in the Engagement Letter for School Solicitor Services and to choose to be represented by Attorney Leigh Dalton at Saxon & Stump Lawyers and Consultants

A motion was made by Ms. Stone Burton for approval of the consent calendar with a second by Mr. Hotsko. A roll call vote was then taken with all board members voting to approve the motion (*motion passed 5-0*).

## Old Business

## New Business

## Adjournment

- The meeting was adjourned was at 6:54pm
- The next general Board of Trustees meeting is scheduled for Tuesday, April 15<sup>th</sup>, 2025 at 6:00pm