



Sylvan Heights Board of Trustees Meeting Minutes 05-20-2025

Board of Trustees Members in attendance

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

Board of Trustees Members not in attendance

Members not in attendance included Debra Simpson-Buchanan, Kada Louis

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 May 20, 2025. The meeting was called to order at 6:14pm. 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 and student matters.

Approval of Agenda

Motion to accept the agenda by Ms. Stone Burton. This was seconded by Mr. Walker. 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 May 5, 2025 with Erica Monroe (virtual), Susan Roth, Jessica Nordai, Lori Lauver (virtual), Chad Hotsko, and Margaret Stone Burton attending.
- Topics discussed included:
 - Facilities
 - Partial blacktopping of rear parking lot - total cost \$8,700 (general fund - paid via school credit card)
 - Repairs to plumbing: Approximate cost: \$500 (general fun - paid via school 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 scheduled meetings
 - Proposal of \$25 gift card/family
 - Total anticipated cost: \$2,500
 - Consideration of end of year retention bonuses for all staff
 - Finance: 2025 - 2026 School Year
 - Add 2 positions to the 2025-2026 budget
 - Full-Time building substitute
 - Part-time attendance clerk
 - Instead of substituting, specials teachers will:
 - Reintroduce music lessons and chorus - currently using Title IV grant money to supplement supplies
 - Introduce typing skills - all PSSAs must be administered online in 2026
 - Medical Benefits
 - Increase of 17% for current premiums for 2025-2026 school year
 - Discussion of no increase to employee contribution for the school year
- Next meeting: June 2, 2025

Principal

- Year-end financial projections:
 - \$41,000 cash positive position
 - Recommended staff retention bonuses to be paid on June 15, 2025 payroll
 - \$1,000 full-time certified staff
 - \$750 other full-time staff
 - \$400 part-time staff
- Proposals and Agreements
 - Brown Plus Accountants & Advisors proposal to provide professional accounting services
 - Agreement for School-Aged Educational Services with the CAIU
- Upcoming Events and Happenings:
 - May 20th & 23rd - Mobile Dentist
 - May 22nd - STEAM Night
 - May 27th - 4th Grade end of the year celebration
 - May 30th - Last day of school

By-laws and Policies

- No meeting held

Family Advisory Committee

- French Toast with Favs is May 29th from 8:05am - 8:30am

Personnel

- Meeting was held on May 14th with Erica Monroe, Susan Roth, Jess Nordai, and Margaret Stone Burton attending
 - Topics discussed:
 - Reviewed personnel policies and handbook
 - Staff retention
- Next meeting: June 18th, 2025 at 5:00pm

President

- None

Items for Board Action

Consent Calendar

- Approval of Board Minutes
 - Approve the minutes from the April 15, 2025 Board of Trustees meeting
- Fiscal Items
 - Approve reconciled check numbers 3379-3403 and listed ACH transactions for the months of April 2025.
 - Approve the issuance of a \$25 gift card for each family who attends their scheduled attendance improvement meeting over the summer months.
 - Approve Brown Plus Accountants & Advisors proposal to provide professional accounting services for a maximum fee of \$31,000.
 - Approve improvements to the school's communication system as discussed in the amount of \$10,243.36.
- Personnel
 - Approve the recommendation for staff retention bonuses to be paid on June 15, 2025 payroll as follows:
 - \$1,000 full-time certified staff
 - \$750 all other full-time staff
 - \$400 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.
- Agreements/Contracts/Policies
 - Approve the Agreement for School-Age Educational Services with the Capital Area Intermediate Unit in the amount of \$365,714.63
 - Approve the Small Group Proposal prepared for Sylvan Heights Science Charter School with Capital Blue Cross as the provider for medical, dental, and vision insurance effective July 1, 2025.
 - Approve the first reading on the following policies:

- Outside Activities: Policy 3019
- Freedom of Speech in Non-school Settings: Policy 3020
- Complaint Process: Policy 3026
- Work Periods: Policy 3032
- Approve the second 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 Mr. Hotsko 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

- Discussion was held regarding Spanish classes/club

New Business

- Kindergarten lottery held on 5/15/2025 at 4:15pm. All spots filled via the lottery with 35+ on the waitlist.

Adjournment

- The meeting was adjourned was at 6:39pm
- The next general Board of Trustees meeting is scheduled for Tuesday, June 24th, 2025 at 6:00pm