



Sylvan Heights Board of Trustees Meeting Minutes 03-19-2024

Board of Trustees Members in attendance

Attendees included Erica Monroe, Ed Jaroch, Margaret Burton Conners, Nicole Moore

Board of Trustees Members not in attendance

Members not in attendance included Amechie Walker, Chad Hotsko, Debra Simpson-Buchanan

Staff/Public in attendance

School Administration: Susan Roth, Principal/CAO; Jessica Nordai, Assistant Principal

School Staff: Lori Lauver, STEM/Federal Grant Coordinator

Interested Citizens: Kada Louis, parent

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 March 19, 2024. 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 March 6, 2024 prior to this meeting to discuss matters of real estate.

Approval of Agenda

Motion to accept the agenda by Ms. Burton Conners. This was seconded by Ms. Nicole Moore. There was no discussion and the motion passed unanimously.

Recognition of Guest & Scheduled Speakers

None

Comment Period

Public Comments

- None

Staff Comments

- None

Reports

Finance & Facilities

Finance and Facilities Meeting

Date: March 4, 2024

Attendees: Erica Monroe (virtual), Susan Roth, Jess Nordai, and Chad Hotsko (virtual)

Topics discussed:

- Discussion of the tour of the church
- Recommendation to hold an executive session to discuss in further detail with the entire board
- Financial limitations for borrowing

Principal

- Upcoming Events
 - The M/W 3rd Grade Afterschool SEL Club, and 4th Grade Book Club began on March 18th and is slated to run through May 22nd
 - Spring Picture Day: Wednesday, March 20th
 - Family Engagement Night: Rescheduled for March 26, 2024 at 6:00pm- come experience our school's social and emotional team building activities from the Second Step Out-of-School-Time program
 - Half-day for all students on March 27th:
 - PBIS Student Celebration (during school hours)
 - PSSA professional development for all staff
 - School building to be closed March 27th and reopening April 2nd
 - Kindergarten preview night: April 9th
 - 3rd and 4th Grade PSSA School Breakfast and Prep Day: April 13th
- Federal Programs Mid-year adjustments:
 - Title I- Improving Basic Programs- reduction in funds of \$7,497.00
 - Title II- Part A- Supporting Effective Instruction - reduction in funds of \$471.00
 - Title IV- Student Support and Academic Enrichment - no reduction in funds
 - Mid-year Federal Program adjustments have been placed on the next Title 1 Family Engagement Meeting slated for May 14th at 1:15pm (hybrid session).

By-Laws & Policies

- No meeting held

Family Advisory Committee

- No meeting held

Personnel

Personnel Meeting

Date: March 13, 2024

Attendees: Erica Monroe, Margaret Stone Burton, Susan Roth, and Jess Nordai

Topics discussed:

- Employee list with current funding source
- Personnel Handbook
- Exit Interview Policy
- Medical Benefits election form
- Principal/CAO contract renewal
- Additional meeting to be scheduled for April

President

- None

Items for Board Action

Consent Calendar

- Approval of Board Minutes
 - Approve the minutes from the February 20, 2024 Board of Trustees meeting
- Fiscal Items
 - Approve check numbers 2994 - 3025 and the listed ACH transactions for the month of February 2024.
- Personnel
 - Accept the retirement of Beth Collman, effective March 20, 2024.
- Agreements/Contracts/Policies

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

Old Business

- Financial interest forms are due by April board meeting

New Business

- Executive session will occur immediately following this meeting

Adjournment

- The meeting was adjourned was at 6:19pm
- The next Board of Trustees meeting is scheduled for Tuesday, April 16th, 2024 at 6:00pm

