

**STEELTON-HIGHSPIRE SCHOOL DISTRICT**

**LEGISLATIVE MEETING**

**August 9, 2023**

**MINUTES**

**VOTING MEMBERS PRESENT:** Mr. Micheal Wanner President, Ms. Ashley Ward-McMullen, Vice President, Mr. Calvin Johnson, Treasurer, Ms. Karen Harris, Ms. Joyce Culpepper, Ms. Julianna Paoletti, Ms. Jenna Condran, Ms. Vanessa Jenkins and Ms. Rachel Slade.

**NON-VOTING MEMBERS PRESENT:** Mr. Willie Slade, Assistant to the Superintendent, Mr. William Zee, Solicitor Representative (virtual), Ms. Megan Armstead, Elementary Principal, Ms. Leni Cordero, Jr./Sr. High School Principal, Ms. Tarah Gross, Jr./Sr. High School Assistant Principal, Ivy Lynn Grunert, Assistant Business Manager, and Mark Carnes, II, Business Manager/Board Secretary.

**CALL TO ORDER**

Mr. Micheal Wanner called the meeting to order at 6:18 p.m.

**PLEDGE OF ALLEGIANCE**

Audience

**EXECUTIVE SESSION**

Executive Session was held prior to this meeting for student and board matters.

**PUBLIC COMMENT (Agenda items)**

**PRESENTATION**

None

**FOLLOW UP**

Mr. Mick Iskrick, Jr.

**School Spotlight**

Athletic Department, Mr. Erby and Ms. Cordero

**APPROVAL OF MINUTES**

**May 10, 2023 Legislative Meeting Minutes**

The Administration respectfully recommends that the Board approve the attached updated May 10, 2023 Legislative Meeting Minutes.

On a motion by Mr. Johnson, second by Ms. Harris to approve by Voice Call Vote, all members voting Aye, Legislative Meeting Minutes Item A.1 was approved.

**May 22, 2023 Special Meeting Minutes**

The Administration respectfully recommends that the Board approve the May 22, 2023 Special Meeting Minutes.

On a motion by Mr. Johnson, second by Ms. Harris to approve by Voice Call Vote, all members voting Aye, Legislative Meeting Minutes Item A.1 was approved.

### **June 14, 2023 Legislative Meeting Minutes**

The Administration respectfully recommends that the Board approve the attached June 14, 2023 Legislative Meeting Minutes.

On a motion by Mr. Johnson, second by Ms. Harris to approve by Voice Call Vote, all members voting Aye, Legislative Meeting Minutes Item A.3 was approved.

### **June 28, 2023 Special Meeting Minutes**

The Administration respectfully recommends that the Board approve the attached June 28, 2023 Special Meeting Minutes.

On a motion by Mr. Johnson, second by Ms. Harris to approve by Voice Call Vote, all members voting Aye, Legislative Meeting Minutes Item A.4 was approved.

### **REVIEW OF BOARD REPORTS**

Reports are all listed individually

### **FINANCE REPORT ACTION ITEM**

The Administration respectfully recommends that the Board approve the attached **June 2023 Finance Reports** which includes the Treasurer's Report and Accounts Payable/Estimated Expenditures Reports for the General Fund, Cafeteria Fund, Athletic Fund, and the Student Activities Account.

On a motion by Mr. Johnson and second by Ms. Ward-McMullen, by Voice Call Vote, all members voting Aye, Item B.1 was approved.

The Administration respectfully recommends that the Board approve the attached **Julye 2023 Finance Reports**, which includes the Treasurer's Report and Accounts Payable/Estimated Expenditures Reports for the General Fund, Cafeteria Fund, Athletic Fund, and the Student Activities Account.

On a motion by Mr. Johnson and second by Ms. Ward-McMullen, by Voice Call Vote, all members voting Aye, Item B.1 was approved.

### **PERSONNEL REPORT ACTION ITEM**

The Administration respectfully recommends that the Board approve the **Supervisor of Payroll and Financial Services job description**.

On a motion by Ms. Culpepper and second by Ms. Harris, by Voice Call Vote, all members voting Aye, Item C.1 was approved.

The Administration respectfully recommends that the Board approve the **Personnel Report**.

On a motion by Ms. Culpepper, second by Ms. Harris and was approved by Voice Call vote, all members voting Aye, Item C.2 was approved.

The Administration respectfully recommends that the Board approve the **Athletic Report**.

On a motion by Ms. Culpepper, second by Ms. Harris to table by Voice vote, all members voting Aye, Item C.3 was approved.

### **PROPERTY AND SUPPLIES REPORT**

The Administration respectfully recommends that the Board approve the use of the Softball field for **Little Rollers Youth Services** for football practice from August 7, 2023 - November 20, 2023 5:30 p.m. – 7:30 p.m. with Mr. Peterson.

On a motion by Ms. Jenkins, second by Ms. Ward-McMullen to approve by Voice Call Vote, all members voting Aye, Item D.1 was approved.

The Administration respectfully recommends that the Board approve the use of the football field for **Little Rollers Youth Services** football games on August 27, 2023, September 17, 2023, October 8, 2023 and October 22, 2023 with Mr. Peterson.

On a motion by Ms. Jenkins, second by Ms. Ward-McMullen to approve by Voice Call Vote, all members voting Aye, Item D.2 was approved.

The Administration respectfully recommends that the Board approve the use of the Elementary School Gym for **TCBA Wolfpack** to hold basketball practice on August 14, 2023 - August 18, 2023 from 6:00 p.m. - 8:00 p.m. with Mr. Peterson.

On a motion by Ms. Jenkins, second by Ms. Culpepper to approve by Voice Call Vote, all members voting Aye, Item D.3 was approved.

### **Disposal of Uniform Surplus**

The Administration respectfully recommends that the Board approve of the following items declared as surplus.

- 40 - unused football pants

On a motion by Ms. Jenkins, second by Ms. Ward-McMullen to approve by Voice Call Vote, all members voting Aye, Item D.4 was approved.

### **PUPIL SERVICES REPORT ACTION ITEM**

The Administration respectfully recommends that the Board approve the attached **Elementary School ATSI Title 1** plan for 2023-2024 school year.

On a motion by Ms. Paoletti, second by Ms. Ward-McMullen to approve by Voice vote, all members voting Aye, Item E.1 was approved.

### **Health Professional Contract Services**

The Administration respectfully requests the continuation of the following professionals to provide contacted services SHSD for the 2023-2024 school year.

1. **William J. Albright, IV, MD, School Physician - \$13,097**
2. **David Settino, DDS, School Dentist - \$0 (volunteer)**

On a motion by Ms. Paoletti, second by Ms. Harris to approve by Voice vote, all members voting Aye, Item E.2 was approved.

The Administration respectfully recommends that the Board approve the attached **Athlon Fitness Software** for Steelton-Highspire School District.

On a motion by Ms. Paoletti, second by Ms. Harris to approve by Voice vote, all members voting Aye, Item E.3 was approved.

The Administration respectfully recommends that the Board approve the attached agreement with **UPMC** and the Steelton-Highspire School District for physician coverage services for 2023-2026 school year. On a motion by Ms. Paoletti, second by Ms. Ward-McMullen to approve by Voice vote, all members voting Aye, Item E.4 was approved.

The Administration respectfully recommends that the Board approve the attached agreement with **Keystone Services Systems** and the Steelton-Highspire School District for the Head Start program for 2023-2024 school year.

On a motion by Ms. Paoletti, second by Ms. Harris to approve by Voice vote, all members voting Aye, Item E.5 was approved.

The Administration respectfully recommends that the Board approve the attached agreement with **Community Life Team** and the Steelton-Highspire School District for the ambulance services for 2023.

On a motion by Ms. Paoletti, second by Ms. Ward-McMullen to approve by Voice vote, all members voting Aye, Item E.6 was approved.

The Administration respectfully recommends that the Board approve the attached **Elementary Faculty Handbook** for the 2023-2024 school year.

On a motion by Ms. Paoletti, second by Ms. Ward-McMullen to approve by Voice vote, all members voting Aye, Item E.7 was approved.

The Administration respectfully recommends that the Board approve the attached **Jr. /Sr. High School Faculty Handbook** for the 2023-2024 school year.

On a motion by Ms. Paoletti, second by Ms. Ward-McMullen to approve by Voice vote, all members voting Aye, Item E.8 was approved.

The Administration respectfully recommends that the Board approve the attached **Class of 2023 Graduates** from Steelton-Highspire School District. On a motion by Ms. Paoletti, second by Ms. Ward-McMullen to approve by Voice vote, all members voting Aye, Item E.9 was approved.

**SUPERINTENDENT'S REPORT ACTION ITEM**

The Administration respectfully recommends that the Board approve the **donation report**.

On a motion by Mr. Johnson, second by Ms. Culpepper and was approved. by Roll Call vote, all voting Aye, Item F.1 was approved.: Roll Call Vote: – Aye, Ms. Harris – Aye, Ms. Condran – Aye, Ms. Slade – Aye, Ms. Jenkins – Aye, Ms. Ward-McMullen – Aye, Mr. Wanner – Aye, Ms. Paoletti – Aye, Ms. Culpepper – Aye and Mr. Johnson – Aye, Item F.1 was approved.

<b><u>Name</u></b>	<b><u>Fund</u></b>	<b><u>Amount/Other</u></b>
All You Can, Inc., Mr. R. Rodriguez	Athletic Equipment	\$200.00

**BOARD POLICY REPORT ACTION ITEM**

No report at this time.

**CURRICULUM ACTION ITEM**

No report at this time.

**PROPERTY AND SUPPLIES REPORT**

No report at this time.

**SPECIAL PROJECTS REPORT ACTION ITEM**

No report at this time.

**STUDENT ACTIVITIES REPORT ACTION ITEM**

No report at this time.

**TRANSPORTATION REPORT ACTION ITEM**

No report at this time

## **SCHOOL BOARD PRESIDENT'S REPORT**

Summer Programming:

All You Can, Inc.

Jr./Sr. High School Summer Program

Neighboring Academy

The Salvation Army's Roller Enrichment Academy

True Colors

## **SOLICITORS' REPORT**

Mr. Zee reported that the PA State Budget passed.

## **SUB-COMMITTEE REPORTS**

All sub-committees should meet 4 times a year

### **Athletics:**

Ms. Slade (Chairperson)

No report at this time.

### **Budget:**

Mr. Johnson (Chairperson)

No report at this time.

### **Buildings and Grounds:**

Ms. Harris (Chairperson)

No report at this time.

### **Discipline:**

Ms. Ward-McMullen (Chairperson)

No report at this time.

### **Negotiations:**

Ms. Condran (Chairperson)

No report at this time.

### **Policy:**

Ms. Culpepper (Chairperson)

No report at this time.

### **Strategic Planning:**

Ms. Paoletti (Chairperson)

Meeting held on 4/11/2023

### **Superintendent Evaluation Committee**

Ms. Harris (Chairperson)

No report at this time.

**Capital Area Intermediate Unit (CAIU)**

Mr. Wanner (Representative)

No report at this time.

**HACC:**

Ms. Condran (Representative)

No report at this time.

**PSBA:**

Ms. Culpepper (Representative)

No report at this time.

**Inner Government**

Mr. Wanner

No report at this time.

**BOARD ROUNDTABLE**

Ms. Slade apologize for missing meetings due to work.

**PUBLIC COMMENT**

Mr. Rodriquez thanks the district for 3-year of service with the All You Can Leadership Academy for the students. Three student spoke about the positive impact of the program.

Ms. Allen parent spoke about her son

**ADJOURNMENT**

The meeting adjourned at 7:26 p.m. on a motion by Mr. Johnson and second by Ms. Culpepper. All members present voted Aye.

*Respectfully Submitted,*

Mr. Mark Carnes

Board Secretary



Finance Report  
General Fund

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Treasurer's Report:

Balance June 01, 2023	\$ 2,841,703
Receipts	2,436,990
Disbursements	3,322,109
Balance June 30, 2023	\$ 1,956,584

Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments in the amount of \$1,530,597 which includes vendor checks #9359 - #9589. and wire payments \$-0-.

Payroll & Benefits amount \$1,791,512.

There were no transfers out of General Fund. There were no journal entries done in the General Fund.

**CAFETERIA FUND**

Cafeteria Report:

Balance June 01, 2023	\$ 695,460
Receipts	151,689
Disbursements	429
Balance June 30, 2023	\$ 846,718

Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments total in the amount of \$429 which includes vendor checks #. There was no wire

payments this month. There were no transfers out of the Cafeteria Fund.

## **ATHLETIC FUND**

### Athletic Association Financial Report:

Balance June 01, 2023	\$	3,991
Receipts		213
Disbursements		93
Balance June 30, 2023	\$	4,111

### Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments in the amount of \$93. which includes vendor checks #12362.

No wire payments this month. \$-0- total transfers this month for Athletic Fund.

## **STUDENT ACTIVITIES ACCOUNT**

### Student Activities Financial Report:

Balance June 01, 2023	\$	43,814
Receipts		587
Disbursements		3,843
Balance June 30, 2023	\$	40,558

### Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments in the amount of \$3,843. which includes vendor checks #12091 - 120097.

No wire payments for Student Activities Fund.

No transfers this month for Student Activities Fund. There were no journal entries this month out of the Activity Fund.



Finance Report  
General Fund

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Treasurer's Report:

Balance July 01, 2023	\$	1,956,584
Receipts		1,126,426
Disbursements		2,048,172
Balance July 31, 2023	\$	1,034,838

Accounts Payable/Estimated Expenditures Reports:

Final approval of July vendor payments in the amount of \$415,271 which includes vendor checks #9590 - #9597. and wire payments \$-0-.

Payroll & Benefits amount \$1,632,901.

There were no transfers out of General Fund. There were no journal entries done in the General Fund.

**CAFETERIA FUND**

Cafeteria Report:

Balance July 01, 2023	\$	846,718
Receipts		2,027
Disbursements		584,229
Balance July 31, 2023	\$	264,516

Accounts Payable/Estimated Expenditures Reports:

Final approval of July vendor payments total in the amount of \$584,229 which includes vendor checks #. There was no wire payments this month. There were no transfers out of the Cafeteria Fund.

## **ATHLETIC FUND**

### Athletic Association Financial Report:

Balance July 01, 2023	\$	4,111
Receipts		210
Disbursements		2,995
Balance July 31, 2023	\$	1,326

### Accounts Payable/Estimated Expenditures Reports:

Final approval of July vendor payments in the amount of \$2,995. which includes vendor checks #.

No wire payments this month. \$-0- total transfers this month for Athletic Fund.

## **STUDENT ACTIVITIES ACCOUNT**

### Student Activities Financial Report:

Balance July 01, 2023	\$	40,558
Receipts		165
Disbursements		599
Balance July 31, 2023	\$	40,124

### Accounts Payable/Estimated Expenditures Reports:

Final approval of July vendor payments in the amount of \$599. which includes vendor checks #12098 - 120104.

No wire payments for Student Activities Fund. No transfers this month for Student Activities Fund. There were no journal entries this month out of the Activity Fund.