

Steelton, Pennsylvania
April 23, 2015

The Steelton-Highspire School Board met on the above date with the following members present: President, Ms. Mary Carricato; Mr. Derek E. Lewis; Ms. Sarah F. Metallo; Mr. Samuel Petrovich; Mr. John Salov; Mr. Robert Spizzirri and Mrs. Rosemary Tonkin. Mr. Barry L. Baumgardner and Ms. Rachel Slade were absent. Also present were Dr. Ellen Castagneto, Superintendent; Mr. Travis Waters, Ms. Cynthia Craig, Business Manager; Mr. Mick Iskric, High School Principal; and Ms. Elizabeth Auker, Assistant Board Secretary. Attached is a copy of a list of names of the members of the public who were present.

Ms. Carricato called the meeting to order at 7:15 P.M.

The meeting opened with the "Pledge of Allegiance to the Flag".

ANNOUNCEMENT OF EXECUTIVE SESSION

Ms. Carricato announced an Executive Session was held prior to tonight's meeting to discuss personnel and collective bargaining. She thanks everyone for their patience for the late start. She announced another Executive Session will be held immediately following tonight's meeting and she requested everyone to leave as soon as this meeting ends in order for that meeting to begin as quickly as possible.

PUBLIC COMMENT (Action Items)

There was no public comment.

CURRICULUM REPORT

2015 SUMMER SCHOOL

Ms. Metallo made a motion to approve the following tentative Secondary Summer School Program. Summer school will run Monday through Thursdays, 8:00 a.m. to 12 noon, from June 29, 2015 through August 6, 2015. Cost will not exceed \$27,000.00. Twelve professional staff will be needed. Students will be charged \$75.00 per course. Registrations received after the June 25 deadline will cost \$125. Course fees will not be refundable and must be paid in cash or money order. The program will be supplemented with Title I funds. Second by Mr. Petrovich. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

TWO HOUR DELAY FOR KEYSTONE EXAMS

Ms. Metallo made a motion to approve two hour delays for the Jr./Sr. High School on May 13, 14, 19, 20, 21, and 22nd. The purpose of the delays is to provide a distraction free test environment for students who are required to take the Keystone exams. The Keystone exams are a graduation requirement for all students beginning with the current sophomore class. Students are tested in the areas of algebra I, literature, and biology. The cost of the additional transportation is \$900.00. Second by Mr. Petrovich. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

FINANCE REPORT**GENERAL FUND**

Mr. Salov made a motion to approve the following financial reports. Second by Mr. Lewis. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Treasurer's Reports

March 2015	
Balance 3/1/15	\$1,420,520.72
Receipts	\$776,176.87
Disbursements	\$1,608,677.36
Balance	\$588,020.23

Final approval of vendor payments in the amount of \$377,207.45 which include vendor checks #0003586-#00038686.

CAFETERIA FUNDCafeteria Report

March 2015	
Balance 3/1/15	\$16,260.84
Receipts	\$76,329.67
Disbursements	\$74,221.68
Balance	\$18,368.83

ATHLETIC FUNDAthletic Association Financial Report

March 2015	
Balance 3/1/15	\$3,097.69
Receipts	\$203.20
Disbursements	\$2,719.02
Balance	\$581.87

STUDENT ACTIVITIES ACCOUNTStudent Activities Financial Report:

March 2015	
Balance 3/1/15	\$42,458.96
Receipts	\$10,003.79
Disbursements	\$4,105.94
Balance	\$48,356.81

PERSONNEL REPORT**RESIGNATIONS**

Mr. Petrovich made a motion to approve the resignation of Jennifer Detz, Elementary Teacher, effective June 30, 2015. Second by Mr. Spizzirri. Mr. Lewis questioned if she's resigning for another position and if an exit interview will be scheduled. Dr. Castagneto confirmed the exit interview, but said she could not comment on the reason for resignation. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Mr. Petrovich made a motion to approve the resignation of James Acri, Facilities I Worker, effective April 10, 2015. Second by Mr. Spizzirri. Mr. Petrovich strongly suggested the consistent turnover of employment be investigated to find a solution. Mrs. Tonkin said if exit interviews were held, the reason may be found. Mr. Waters explained some facility workers do not give enough notice before leaving and may not be interested in attending an exit interview. Ms. Craig reported there will be both daytime and evening meetings held in the next two weeks with her, Mr. Zimmerman and all of his employees. The facilities workers and maintenance staff will have this opportunity to discuss any of their concerns, whether it be career opportunities, salary or any other issues. Dr. Castagneto also explained some resent employees have resigned due to physical limitations with required job responsibilities. Mr. Petrovich said hearing an explanation helps to understand, but it's time to fix the problem. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

RETURN TO WORK

Mr. Petrovich made a motion to approve the request from Allison Moyer to return to work from Childrearing Leave of Absence, Wednesday, May 6, 2015. Second by Mr. Spizziri. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

APPOINTMENTS

Mr. Petrovich made a motion to approve the appointment of the following as Long Term Emergency Permit Substitute teachers, at the rate of \$100.00 per day. The district has followed PDE procedures with these positions. Second by Mr. Salov. Ms. Carricato questioned if the district would be in any way be subjected to a fine by PDE for these Long Term Emergency Permits. Mr. Waters explained the PDE Level 4 Emergency Permit process and requirements. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Ceairia Bethea	Second Grade	April 15, 2015
Jessica Le	First Grade	April 15, 2015

Mr. Petrovich made a motion to approve the appointment of Michelle Murtiff, as Part-time Facilities I Worker, effective April 20, 2015, at a rate of \$8.00 an hour. Ms. Murtiff will not work more than 19.5 hours a week. Second by Mr. Spizziri. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

SUPPLEMENTAL CONTRACTS

Mr. Petrovich made a motion to approve the following supplemental contracts for the 2014-2015 school year. Second by Mr. Spizziri. Mr. Petrovich questioned if the motion is to include all three together. Mr. Lewis questioned the advisor for newspaper. Dr. Castagneto reported the current Collective Bargaining Agreement includes this specific Supplemental Contract. Mr. Iskric explained this advisor position had been held by the teacher before her leave; Mr. Barrie, Long Term Sub, in the interim, has been working in moving this to more of an electronic version and on the website as well. Mr. Lewis questioned if Mr. Barrie is doing a good job as the advisor, in which Mr. Iskric confirmed he has done more with technology with a paperless system, he strongly suggests this will continue for next year as well. Mr. Petrovich questioned the number of students involved and if their hard work will continue when the previous teacher returns from leave. Mr. Iskric and Mr. Waters both agreed this is part of the journalism course; this will continue because Mr. Barrie is in the position until the end of the school year. Mr. Spizziri questioned who exactly is entitled to the advisor position salary. Ms. Carricato expressed her concern that the full time teacher, who had been the advisor for the school year, hadn't requested the salary, but now the Long Term Sub has incorporated the duties and now asking for the salary. Mrs. Tonkin explained this salary was not paid last year. Mr. Petrovich explained this advisor position is part of the Collective Bargaining Agreement

and the Long Term Sub stepped in to continue in the position for the advantage of the students. Ms. Carricato questioned if Mr. Barrie assumed it was part of the job duties. Mr. Petrovich explained it's the responsibility of the district to explain the duties to a Long Term Sub. Ms. Metallo asked why the full time teacher did not request the salary and Dr. Castagneto explained the full time teacher did not apply last year. Ms. Carricato questioned if the Supplemental Contract positions are after school or during school hours, Mr. Iskric explained this position involves both. Mr. Lewis made a motion to pay the pro-rated salary to the Long Term Sub, but then amended his motion that both Student Newspaper Advisor's should be paid. After discussion, Mr. Lewis withdrew his motions. Mr. Champion explained the motion on the table. The Board agreed the motion would include all three as one motion. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

<u>CLUB</u>	<u>ADVISOR</u>	<u>AMOUNT</u>
Student Newspaper Advisor	Jordan Barrie	\$748.00 (pro-rated)
Math Fair Coordinator	Tara Russo	\$242.00 (pro-rated)
Talent Show Coordinator	Jenifer Waynick	\$602.00 (pro-rated)

FAMILY MEDICAL LEAVE ACT (FMLA) LEAVE

Mr. Petrovich made a motion to approve the request of Jacqueline Cross, Elementary Teacher, for intermittent leave, under FMLA, from April 15, 2015 until May 6, 2015. Ms. Cross will be taking the leave without pay. Second by Mr. Spizzirri. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

PROPERTY AND SUPPLIES REPORT

Mr. Lewis presented the following list of Facilities Usages for the month of March 2015.

- The request by Mr. Darren Jones for the Steelton Midget Baseball team to use the softball field from March 23 through June 22, 2015, 5:30 p.m. until dusk.
- The request by Mr. Jason Moffitt, Life Esteem, Inc. to host “Family Field Day and Celebrity Basketball Game”, Saturday, May 16, 11:00 a.m. to 2:00 p.m. at Cottage Hill, and 6:00 p.m. to 8:00 p.m. at High School gym.
- The request by Mr. Derek Lewis for Steelton Midget Football Association **:
 - Use of old locker room, new concession stand, restrooms, public announcement system and score clock of the school facilities, Sundays, August 23 through October 25 and Saturday, October 24, 10:00 AM to 8:00 PM;
 - High School practice facility at the stadium, July 30, 2015 to November 11, 2015 from 5:30-7:30 PM;

- Parking lot by High School cafeteria or Auxiliary Gym, May 12-14 and 19 – 21, 2015 for cheerleading try-outs and practices; May 28 through November 14, 2015, Tuesday & Thursdays 6:00-8:00 PM, Sundays 4:00-6:00 PM
- The request by Coach Binder and Coach Erby for Boys HS and MS Basketball teams to use the HS Gym and Auxiliary Gym July 1 – July 16 Monday to Thursday, 4:30-9:30 PM
 - ** All groups will coordinate times for building/field usage if necessary**

TRANSPORTATION REPORT

FIELD TRIPS

Mr. Salov presented the following list of approved field trips.

<u>Date Of Trip</u>	<u>Group</u>	<u>Destination</u>	<u>Advisor/ Chaperones</u>
5/7/15	Autism Support Grades 6-8	State Museum and State Capital	T. Hipple
5/15/15	Autism Support Grades 6-8	City Island	T. Hipple

STUDENT ACTIVITIES REPORT

FUNDRAISERS

Mr. Spizzirri made a motion to approve the following fundraisers. Second by Mr. Petrovich. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

<u>Club/Group</u>	<u>Date</u>	<u>Type of Funding</u>
Class of 2016	October 1, 2015 through March, 2016 (once every month)	Sub and pretzel sandwich sale

PUPIL SERVICES REPORT

MEMORANDUM OF UNDERSTANDINGS (MOU)

Ms. Metallo made a motion to approve the MOU for Alternative Education Services at the Specialized Education of PA A Licensed Private Academic School (formerly known as Capital Academy), not to exceed \$4,340.00 (reimbursed by students' home district). Second by Mr. Spizzirri. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Ms. Metallo made a motion to approve the MOU between Penn State Cooperative Extension, Nutrition Links of The Pennsylvania State University and Steelton-Highspire School District for SNAP-ED program. Second by Mr. Spizzirri. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

SUPERINTENDENT'S REPORT

CONFERENCE REQUEST

Mr. Salov made a motion to approve the following conference requests. Second by Mr. Spizzirri. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

<u>Conference</u>	<u>Name</u>	<u>Date</u>	<u>Amount</u>
Stock & Leader, Legal Update, Boiling Springs, PA	Patricia Phillips	May 5, 2015	No charge

2015-2016 SCHOOL YEAR CALENDARS

Mr. Spizzirri made a motion to adopt the following calendars for the 2015-2016 school year. Second by Mr. Salov. Ms. Carricato read a statement of concerns from Ms. Slade, who was unable to attend this meeting due to a death in family. In the statement, Ms. Slade articulated the importance of keeping the current calendar for the 12-month employees. She feels these employees have shown their support in giving up a raise, in order to stay within budget. She also stated it's unfair to cut days, giving them more working days; these are not hourly employees, in the end, they would be working more, for less. Mr. Petrovich clarified there are four total days less, (three days, plus the one day for their birthday). Mr. Lewis questioned the summer hours having shorter work weeks, in which Ms. Craig indicated the hours will be longer each day. Mrs. Tonkin reported the committee was told four less work days were requested, due to interruptions during the work hours, because employees needed more time in order to get work completed. Mr. Petrovich stated it's beneficial for facility workers to have ample time to clean the offices

when 12-month employees are scheduled off. Both Ms. Carricato and Ms. Craig said there are times throughout the year when major cleaning projects are scheduled. Ms. Craig informed the board she does not support the cuts in days off; the proposed calendar does not affect cleaning schedules, basically it only affects the 12-month employees. She said, when calculating the hours, the board would be horrified to see the amount of time the administrative staff put in at their jobs. She complimented the incredibly dedicated staff who have continued with the increased job responsibilities, due to staffing cut backs. Mrs. Tonkin questioned if the administrators had made the request, Ms. Craig responded that she felt comfortable in saying no administrator would be interested in losing three holidays that would be spent with their families. Ms. Craig stated administrators work enough hours in evenings and weekends that they would not want to give up the three holidays. Mrs. Tonkin reported the committee made the decision to cut the three holidays because they actually thought it was what the administrators wanted. Ms. Carricato agreed the committee had been told there weren't enough hours to get the work done. Ms. Craig pressed the board not to cut the administrative staff's number of days off; she will work with the cleaning schedules to ascertain everything will be taken care of within the time frame. The district will financially benefit with utilities, during the school closings. Dr. Castagneto reported, although she was not permitted to make a recommendation on the 12-month calendar, she supports the fact it will not impact the facilities work, due to that separate contract specifically stipulates their days off. Mr. Lewis questioned the students are not in attendance on the holidays that were cut from the 12-month calendar and Ms. Carricato confirmed this to be correct.

Mr. Lewis made a motion to amend the previous motion to include the three days, December 28, February 15 and October 12 for the 12-month employee calendar. Second by Mr. Spizzirri. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Mr. Petrovich made a motion to approve the amended 12-Month Employee Calendar, as well as the District 2015-2016 Calendar. Second by Mrs. Tonkin. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

CORRECTIVE ACTION PLAN

Mr. Spizzirri made a motion to approve the Corrective Action Plan for the Auditor General's Performance Audit Report (for years ended 2009, 2010, 2011 and 2012). Second by Mr. Petrovich. All members present voted aye on voice call.

SPECIAL REPORTS

ATHLETIC ASSOCIATION

Mr. Salov reported a win for the baseball team last week. Mr. Slade, Athletic Director, was unable to attend tonight's meeting, due to a death in his family.

PSBA REPRESENTATIVE

There was nothing to be reported.

HACC

Mr. Spizzirri reported he attended a meeting last week to interview the last two candidates for the Board of Trustees vacancy. He also participated on a conference call when it was decided to pick one candidate. Information will be mailed to him for this candidate, which will go on the agenda for the entire board to vote.

STRATEGIC PLANNING

There was nothing to be reported.

BUILDINGS AND GROUNDS

Mr. Lewis reported the infrared study will be conducted on Saturday night, the beginning stage of the roof restoration project. Ms. Craig reported the police have been alerted, in the event they get any calls, people will be walking on the roof in the evening. The next steps will be for bids. Ms. Craig reported, just for budget purposes, quotes are being collected for next summer's macadam project, to determine if it will be in two sections.

Mrs. Tonkin questioned the headway of the elementary fence project and if robo calls had been made regarding this project. Dr. Castagneto reported the project is still in the process with donation requests, this project is not included in the budget. She said robo calls were not made. Mrs. Tonkin expressed her concern that a fence is necessary around the elementary. Mr. Lewis questioned if bids were put out for the fence to be constructed professionally, in order to have a warranty. Dr. Castagneto stated not enough donations have been collected at this point. Mr. Lewis and Mrs. Tonkin both agreed this has been ongoing for months and the need for this fence to be constructed. Ms. Carricato agrees with Mrs. Tonkin and Mr. Lewis the necessity for the completion of this project.

DISCIPLINE COMMITTEE

There was nothing to be reported.

BUDGET COMMITTEE

There was nothing to be reported.

BOARD ROUND TABLE

Mrs. Tonkin reported she had the opportunity to tour the aquaponic greenhouse and encouraged board members to also visit. While visiting, she was very impressed to witness the respectful dialog between Mr. Iskric and some students. Mr. Lewis also complimented Mr. Iskric as the principal of the high school.

Mr. Spizzirri reported a function was held at the school district this evening, attended by the Highspire mayor. Mr. Spizzirri requests that advisors be made aware when scheduling

these functions, to try not to hold them on board nights, so board members have the opportunity to attend as well. Dr. Castagneto said a directive has been given to the advisors.

Mr. Petrovich thanked Mr. Wise, The Press and Journal for the front page article about Steelton-Highspire School District.

PUBLIC COMMENT

Mr. Iskric apologized for S.T.E.A.M. night being held on a board night. He said it was well attended and he was impressed with the entire experience; several students and teachers attended as well. He reported Ms. Montiel sends her apologies for the event unfortunately being held on a board night, scheduling will be better next year.

Mr. Hoerner, Mayor of Highspire, reported he attended S.T.E.A.M. night, and spoke highly of the event, giving organizers praise for a great function. He said the sign-in said 107, but he feels there were more than that number in attendance; He stated even though it was crowded, the organizers did a great job in planning the crowd control.

ADJOURNMENT

The meeting adjourned at 8:57 p.m. on a motion by Ms. Petrovich. Second by Mr. Spizzirri. All members voted aye.

Elizabeth Auker

Elizabeth Auker, Assistant Board Secretary

Debora Kagarise

Debora Kagarise, Board Secretary