

STEELTON-HIGHSPIRE SCHOOL DISTRICT

LEGISLATIVE MEETING

August 22, 2019

MINUTES

VOTING MEMBERS PRESENT: Ms. Joyce Culpepper, Vice President, Mr. Derek Lewis, Ms. Karen Harris, Ms. Janice Elliott, and Mr. Calvin Johnson

VOTING MEMBERS ABSENT: Ms. Rachel Slade, President, Ms. Carricato, Ms. Natalie Bowman, and Ms. Paula Sviben

NON-VOTING MEMBERS PRESENT: Mr. Mick Iskric, Jr., Assistant to the Superintendent, Dr. Travis Waters, Superintendent, Vince Champion, Solicitor, Sam Neidlinger, Kate Gallagher, Terry Martin and Mr. Michael Simonetti, Business Manager, .

Attached is a copy of a list of names of the members of the public who were present

CALL TO ORDER

Ms. Joyce Culpepper, Vice President called the meeting to order at 6:40 p.m.

PLEDGE OF ALLEGIANCE

Audience

EXCUTIVE SESSION

No Executive Session was held.

Nomination of School Board Secretary

The Administration respectfully recommends that the Board approve Michael Simonetti as the School Board Secretary.

Motion by Mr. Johnson, Second by Ms. Harris. Mr. Johnson. Mr. Lewis, Ms. Harris, Ms. Elliott, and Ms. Culpepper. *(5 ayes, 0 nays, 4 absent)* Motion carried.

PUBLIC COMMENT (Agenda Items)

No comment

PRESENTATION

Jon Cox, spoke about interest rates are in the favor of saving the school district an excessive of \$70, 000 upon approval of the bond agreement with SHSD

FOLLOW UP

Dr. Travis Waters

School will be starting on 8/26/2019 and New Teacher Induction and In-service has been held for all staff.

Junior High orientation was held on 8/22/2019 and it was excellent turn out and Kindergarten orientation was held 8/22/2019 turn out was great as well.

Upcoming Back-to-School Carnival will be held on 9/11/2019 with a 911 ceremony to be held prior to the carnival starting.

Jerry Feaser from Dauphin County Elections contact Dr. Waters in regards to possibly using the District school for elections site in 2020 and it may change the district school day if this is needed.

APPROVAL OF MINUTES

The Administration respectfully recommends that the Board approve the May 8, 2019; Planning Meeting minutes, May 15, 2019 Legislative Meeting minutes, June 12, 2019 Planning Meeting minutes, June 27, 2019 Legislative Meeting minutes and July 17, 2019 Special Meeting minutes. Motion by Ms. Culpepper, Second by, Ms. Harris. Mr. Lewis, Ms. Elliott, Mr. Johnson, Ms. Culpepper and Ms. Harris. (5 ayes, 0 nays, 4 absent) Motion carried.

REVIEW OF BOARD REPORTS

Reports are all listed individually.

FIANANCE REPORTS: Mr. Johnson

The Administration respectfully recommends that the Board approve the **April 2019** Finance Report 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. Motion by Mr. Johnson, Second by, Mr. Lewis. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

GENERAL FUND

Treasurer’s Report:

April 2019	
Balance 4/01/19	\$1,535,400.46
Receipts	465,787.15
Disbursements	1,758,461.52
Balance 4/30/19	\$242,726.09

Accounts Payable/Estimated Expenditures Reports:

Final approval of April vendor payments in the amount of \$376,354.35 which includes vendor checks #44747 - #44857 and wire payments #1219W - #1231W for \$959,510.92. Payroll amount \$422,596.25. There was no transfers out of General Fund. There were no journal entries done in the General Fund.

CAFETERIA FUND

Cafeteria Report:

April 2019	
Balance 4/01/19	\$252,130.57
Receipts	103,081.90
Disbursements	76,646.23
Balance 4/30/19	\$258,566.24

Accounts Payable/Estimated Expenditures Reports:

Final approval of April vendor payments in the amount of \$76,646.23 which includes vendor checks #2066-2068. There was no Wire Payments for the Cafeteria for the month of April. There was no transfers out of the Cafeteria Fund.

ATHLETIC FUND

Athletic Association Financial Report:

April 2019	
Balance 4/01/19	\$9,221.66
Receipts	549.93
Disbursements	2,292.00
Balance 4/30/19	\$7,479.59

Accounts Payable/Estimated Expenditures Reports:

Final approval of April vendor payments in the amount of \$2,292.00 which includes vendor checks #7040 - #7059. No wire payments this month. No transfers this month for Athletic Fund.

The Administration respectfully recommends that the Board approve the **May 2019** Finance Report 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. Motion by Mr. Johnson, Second by, Ms. Elliott. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

GENERAL FUND

Treasurer’s Report:

May 2019	
Balance 5/01/19	\$242,726.09
Receipts	2,688,003.15
Disbursements	2,008,108.57
Balance 5/31/19	\$922,620.67

Accounts Payable/Estimated Expenditures Reports:

Final approval of May vendor payments in the amount of \$1,241,952.85 which includes vendor checks #44858 - #45075 and wire payments #1232W - #1252W for \$360,070.49. Payroll amount \$406,085.23. There was no transfers out of General Fund. There were no journal entries done in the General Fund.

CAFETERIA FUND

Cafeteria Report:

May 2019	
Balance 5/01/19	\$278,566.24

Receipts	105,965.14
Disbursements	78,953.43
Balance 5/31/19	\$305,577.95

Accounts Payable/Estimated Expenditures Reports:

Final approval of May vendor payments in the amount of \$78,953.43 which includes vendor checks #2069-2071. There was no Wire Payments for the Cafeteria for the month of May. There was no transfers out of the Cafeteria Fund.

ATHLETIC FUND

Athletic Association Financial Report:

May 2019	
Balance 5/01/19	\$7,479.59
Receipts	22.00
Disbursements	4,511.43
Balance 5/31/19	\$2,990.16

Accounts Payable/Estimated Expenditures Reports:

Final approval of May vendor payments in the amount of \$4,511.43 which includes vendor checks #7060 - #7080. No wire payments this month. No transfers this month for Athletic Fund.

STUDENT ACTIVITIES ACCOUNT

Student Activities Financial Report:

May 2019	
Balance 5/01/19	\$36,212.98
Receipts	4,613.02
Disbursements	12,572.26
Balance 5/31/19	\$28,253.74

Accounts Payable/Estimated Expenditures Reports:

Final approval of May vendor payments in the amount of \$12,572.26 which includes vendor checks #3033 - #3050. No wire payments for Student Activities Fund. No transfers this month for Student Activities Fund.

The Administration respectfully recommends that the Board approve the **June 2019** Finance Report 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. Motion by Mr. Johnson, Second by, Ms. Harris. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

GENERAL FUND

Treasurer's Report:

June 2019	
Balance 6/01/19	\$922,620.67
Receipts	1,423,843.70
Disbursements	1,820,003.89
Balance 6/30/19	\$526,460.48

Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments in the amount of \$736,600.14 which includes vendor checks #45082 - #45169 and wire payments #1253W - #1277W for \$536,343.75. Payroll amount \$995,398.51. There was no transfers out of General Fund. There were \$88,005.24 of journal entries done in the General Fund.

CAFETERIA FUND

Cafeteria Report:

June 2019	
Balance 6/01/19	\$305,577.95
Receipts	368,160.90
Disbursements	0.00
Balance 6/30/19	\$591,017.35

Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments in the amount of \$0.00 which includes vendor checks N/A. There was no Wire Payments for the Cafeteria for the month of June. There was no transfers out of the Cafeteria Fund. There were \$82,721.50 of journal entries in the month of June.

ATHLETIC FUND

Athletic Association Financial Report:

June 2019	
Balance 6/01/19	\$9,331.08
Receipts	1,023.14
Disbursements	0.00
Balance 6/30/19	\$4,013.30

Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments in the amount of \$0.00 which includes vendor checks # N/A. No wire payments this month. No transfers this month for Athletic Fund.

STUDENT ACTIVITIES ACCOUNT

Student Activities Financial Report:

June 2019	
Balance 6/01/19	\$28,253.74
Receipts	5,315.04
Disbursements	1,423.53
Balance 6/30/19	\$32,402.43

Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments in the amount of \$1,432.53 which includes vendor checks #3051 - #3057. No wire payments for Student Activities Fund. No transfers this month for Student Activities Fund. There journal entries in the amount of \$266.43 in the month of June.

The Administration respectfully recommends that the Board adopt the Resolution as prepared by co-bond counsel authorizing the issuance of general obligation bonds of the School District in the maximum aggregate principal amount of \$4,300,000 for the refunding of the 2012 Bonds for debt service savings.

Motion by Mr. Johnson, Second by, Mr. Lewis. Harris. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

CURRICULIUM: Ms. Bowman

No report at this time

PERSONNEL REPORT: Ms. Culpepper

The Administration respectfully recommends that the Board approve the School Board Secretary Step 1 stipend of \$3200 to be split evenly between Ms. Cynthia Chisholm and Ms. Robin Ritrovato for administrative duties as assigned by the School Board Secretary for the 2019-2020 school year.

Motion by Ms. Culpepper, Second by, Mr. Johnson. Harris. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

The Administration respectfully recommends that the Board approve the attached Personnel Action Item Report.

Motion by Ms. Culpepper, Second by, Mr. Johnson. Harris. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

The Administration respectfully recommends that the Board approve the attached supplemental contracts for the Steelton-Highspire Elementary School.

Motion by Ms. Culpepper, Second by, Mr. Johnson. Harris. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

The Administration respectfully recommends that the Board approve the attached supplemental contracts for the Steelton-Highspire Jr./Sr. High School.

Motion by Ms. Culpepper, Second by, Ms. Harris. Harris. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

The Administration respectfully recommends that the Board approve the attached 2019-2020 Fall Sports Game Workers for the Steelton-Highspire Jr./Sr. High School.

Motion by Ms. Culpepper, Second by, Mr. Johnson. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried

PROPERTY AND SUPPLIES REPORT - Ms. Carricato

FACILITIES USAGE

The Administration respectfully recommends that the Board approve the facility request from the Penn State Basics Assessments Program to use various classrooms in the Steelton-Highspire Elementary School during the 2019-2020 school year every Monday, Tuesday, and Wednesday from 3:30pm to 8:00pm.

Motion by Mr. Johnson, Second by, Ms. Elliott. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried

TRANSPORTATION: Ms. Sviben

First Student Bus Drivers

The Administration respectfully recommends that the Board approve the attached bus drivers list from First Student for the SHSD for 2019-2020 school year.

Motion by Ms. Harris, Second by, Ms. Elliott. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

CAIU Mid-day off-site transportation

The Administration respectfully recommends that the Board approve the attached Mid-day-off-site transportation agreement with the Capital Area Intermediate Unit to provide mid-day transportation to special needs and early intervention students

Motion by Ms. Harris, Second by, Mr. Lewis. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

STUDENT ACTIVITIES REPORT: Ms. Elliott

Fundraisers

The Administrators respectfully recommends that the Board approve the following fundraisers:

Motion by Ms. Elliott, Second by, Mr. Johnson. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

Club/Group	Date	Type of Funding
SHSD Playground Committee	9/3/2019-9/17/2019, 11/5/2019-11/19/2019, 2/4/2020-2/18/2020, and 4/7/2020-4/21/2020	T-Shirt Sale
SHSD Playground Committee	9/9/2019-5/29/2020	Smencils (Smelly Pencils) Sales

SHSD Playground Committee	11/18/2019-11/27/2019 and 5/27/2020-6/5/2020	Dress Down Days
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PUPIL SERVICES REPORT: Ms. Harris

RSVP

The Administration respectfully recommends that the board approve the MOU between RSVP and SHSD to provide volunteer services to the district

Motion by Ms. Harris, Second by, Mr. Lewis. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. *(5 ayes, 0 nays, 4 absent)* Motion carried.

Drayer Athletic Training Agreement

The Administration respectfully recommends that the Board approve the agreement between Drayer Physical Therapy and SHSD to provide supplemental training services

Motion by Ms. Harris, Second by, Mr. Lewis. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. *(5 ayes, 0 nays, 4 absent)* Motion carried.

Technology Services

The Administration respectfully recommends that the Board approve the technology services agreement for SHSD from the following vendors:

Motion by Ms. Harris, Second by, Ms. Elliott. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. *(5 ayes, 0 nays, 4 absent)* Motion carried.

- Blackboard
- CAIU Barracuda
- CAIU Digital Content
- Population Health Innovations
- Powerschool

UPMC Pinnacle Health Athletic Medical Coverage

The Administration respectfully recommends that the Board approve the MOU with UPMC Pinnacle Health to provide medical coverage during home varsity football games for the 2019-2020 school year. There is no charge for this service.

Motion by Ms. Harris, Second by, Ms. Elliott. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. *(5 ayes, 0 nays, 4 absent)* Motion carried.

HOPE worldwide Central Pennsylvania Chapter

The Administration respectfully recommends that the board approve the MOU between HOPE worldwide Central Pennsylvania Chapter and SHSD for a Saturday Academy for elementary students for the 2019-2020 school year.

Motion by Ms. Harris, Second by, Mr. Johnson. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. *(5 ayes, 0 nays, 4 absent)* Motion carried.

Evolve Youth Trade Program

The administration respectfully recommends that the board approve the MOU between the Evolve Youth Trade Program and SHSD to Collaborate on trade electives for the Jr./Sr. High School. Dr. Water explained this item wasn't on the 8/7/2019 agenda; Ms. Gallagher and Dr. Waters met the gentleman to give the students more options for the students at SHSD. Motion by Ms. Harris, Second by, Mr. Johnson. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

Penn State Harrisburg Teacher Residency Program

The administration respectfully recommends that the board approve the MOU between Penn State Harrisburg and SHSD to provide teacher residents for the district. Motion by Ms. Harris, Second by, Ms. Elliott. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

SPECIAL PROJECTS REPORTS: Mr. Lewis

No report at this time

SOLICITOR'S REPORT: Attorney V. Champion

The Administration respectfully recommends that Board approve the Settlement Agreement and Final General Release for DK effective upon execution of both parties. Motion by Mr. Johnson, Second by, Mr. Lewis. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

The Administration respectfully recommends that Board approve the Settlement Agreement and Final General Release for MR effective upon execution of both parties. Motion by Mr. Johnson, Second by, Mr. Lewis. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

SCHOOL BOARD PRESIDENT'S REPORT: Ms. Slade

No report at this time

SUPERINTENDENT REPORT'S: Dr. Waters

Conference Request

The Administration respectfully recommends that the Board approve the following conference request: Motion by Mr. Johnson, Second by, Ms. Harris. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

Name	Conference	Date	Cost
Elizabeth Skolnicki	ESL/ELD Coordinator Training	8/29-8/30/2019	\$0
Travis Waters	Howard University Urban Superintendents Summit	8/23/2019 *will not be attending this conference	\$0

Donations

The Administration respectfully recommends that the Board accept the following donations: Motion by Mr. Johnson, Second by, Ms. Elliott. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (5 ayes, 0 nays, 4 absent) Motion carried.

Name	Fund	Amount
Travis Waters	Steelton-Highspire Step Team	\$100
Steelton Post 420 American Legion	Steelton-Highspire Step Team	\$100
Danette L. Roy	Steelton-Highspire Step Team	\$50
Ryan Lee Mohn Memorial Foundation	Steelton-Highspire Cheerleading Team	\$500

SUB-COMMITTEE REPORTS

Athletic Committee

Mr. Lewis (Chairperson), Mr. Johnson, Ms. Harris, Ms. Carricato
 Ms. Elliott questioned when will the passes and grand stand tickets be handed out and Dr. Waters will follow-up with Mr. Slade, Athletic Director of the status for Board members.
 Football season starts 8/23/2019 with home game

PSBA Representative

Ms. Culpepper
 Reviewed PSBA upcoming events/trainings:
 Developing a District Onboarding Plan for New School Board Members on 9/11/2019 10:00 a.m. – 3:00 p.m. for \$125 each at PSBA office in Mechanicsburg, PA
 PSBA School Leadership Conference 10/16/2019 – 10/18/2019 8:00 -5:00 pm daily at Hershey Lodge, the last day is a Delegate congregation and she will see if she will attending this year.
 Ms. Culpepper will follow-up to see about School Board Members receiving Trauma Informed trainings and if it's a requirement.

HACC:

Ms. Harris
 No report

CAIU

Ms. Bowman
No report

Strategic Planning Committee

Ms. Bowman (Chairperson), Ms. Sviben, Ms. Harris
No report

Buildings and Grounds Committee

Mr. Lewis (Chairperson), Ms. Sviben, Ms. Harris
The new LED lighting outside of the buildings looks good.

Discipline Committee

Ms. Carricato (Chairperson), Mr. Lewis, Ms. Culpepper

Budget and Planning Committee

Mr. Johnson (Chairperson), Ms. Elliott, Ms. Harris, Ms. Carricato
No report

Policy Committee

Ms. Sviben (Chairperson), Ms. Carricato, Ms. Lewis
Policies are updated

Negotiations Committee

Ms. Culpepper (Chairperson), Ms. Elliott, Mr. Johnson

BOARD ROUND TABLE

Please see attached CAIU Board Highlights

Mr. Johnson question when schedules will be available for the students, Mr. Martin schedules will be given

PUBLIC COMMENT

Julianna Palolettie on behalf of Steelton United seeking the approval to use the Elementary School Cafeteria for their 6th Annual Pumpkin Painting contest on 10/28/2019 from 6:00 p.m. – 8:00 p.m.

Motion by Mr. Johnson, Second by, Ms. Harris. Ms. Harris. Mr. Lewis, Ms. Elliott, Ms. Culpepper, and Mr. Johnson. (*5 ayes, 0 nays, 4 absent*) Motion carried.

Ms. Hoerner is pleased to hear that other electives options are in the works to be offered for the students of SHSD, exposing students to various careers. Highspire Community Music Concert was held on 8/17/2019 (50 members) and recognized Ms. Romanofsky for all her hard work with introducing the students to her love of music and encouraging them to participate in the band.

Mr. Mangus requesting to bring J & L Concession food truck for the parents and youth during practices. Mr. Mangus was advised by Dr. Waters and Mr. Iskrac that he would have to a MOU with Family Sports Association to provides his services during their practices and if Family Sports Association approves it he would need to give a copy the agreement and liability insurance information to Ms. Lehigh at the Administrative office for record keeping.

ADJOURNMENT

Motion by Mr. Johnson, Second by Mr. Lewis. All members present voted yes, meeting adjourned at 7:23pm

Michael Simonetti
Board Secretary