

STEELTON-HIGHSPIRE SCHOOL DISTRICT

LEGISLATIVE MEETING

August 4, 2020

MINUTES

VOTING MEMBERS PRESENT: Ms. Rachel Slade, President, Ms. Joyce Culpepper, Vice President, Mr. Calvin Johnson, Treasurer, Mr. Derek Lewis, Mr. Leonard Garfield, Mr. Micheal Wanner and Ms. Karen Harris

VOTING MEMBERS ABSENT: Ms. Hudaya House and Ms. Ashley Ward-McMullen

NON-VOTING MEMBERS PRESENT: Dr. Travis Waters, Superintendent, Mr. Mick Iskric, Ms. Megan Armstead, Elementary Principal, Ms. Kate Gallagher, High School Principal, Ms. Jennifer Morrison, High School Assistant Principal, Mr. Terry Martin, Director of Student Services and Mr. Michael Simonetti, Business Manager/Board Secretary

CALL TO ORDER

Ms. Slade, President called the meeting to order at 6:02 p.m.

PLEDGE OF ALLEGIANCE

Audience

EXECUTIVE SESSION

No Executive session was held

PUBLIC COMMENT (Agenda items)

No public Comment

PRESENTATION

No presentations

FOLLOW UP

Dr. Waters made note to the following:

- School Board agenda is live Fridays prior the board meetings for review
- Update was made to the Health and Safety Plan
- PA Department of Education (PDE) required school districts to do a resolution in response to the COVID-19 Pandemic
- PDE also required school districts to complete Emergency Instructional Time Template, which outlines school schedules
- Continue to watch Covid cases in the Dauphin County area daily with school opening soon
- Cyber School as it relates to high cost for district students who attend and the improvements to education to work with families to has their children attend Steelton-Highspire Cyber school

APPROVAL OF MINUTES

The Administration respectfully recommends that the Board approve the **June 11, 2020 Legislative Meeting Minutes.**

Motion by Mr. Johnson, Second by Ms. Harris; Mr. Lewis, Ms. Culpepper, Mr. Wanner, Mr. Garfield, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

The Administration respectfully recommends that the Board approve the **June 29, 2020 Special Meeting Minutes.**

Motion by Mr. Johnson, Second by Ms. Harris; Mr. Lewis, Ms. Culpepper, Mr. Wanner, Mr. Garfield, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

The Administration respectfully recommends that the Board approve the **July 9, 2020 Special Meeting Minutes.**

Motion by Mr. Johnson, Second by Ms. Harris; Mr. Lewis, Ms. Culpepper, Mr. Wanner, Mr. Garfield, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

REVIEW OF BOARD REPORTS

Reports are all listed individually

SUPERINTENDENT'S REPORT ADDENDUM ITEM

COVID-19 Pandemic Resolution

The Administration respectfully recommends that the Board approve the Resolution in response to the COVID-19 Pandemic.

Motion by Mr. Johnson, Second by Mr. Garfield; Ms. Harris, Mr. Lewis, Ms. Culpepper, Mr. Wanner, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

Emergency Instructional Time Template

The administration respectfully recommends that the Board approve the Emergency Instructional Time Template.

Motion by Mr. Wanner, Second by Mr. Harris; Mr. Johnson, Mr. Lewis, Ms. Culpepper, Mr. Garfield, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

Health and Safety Plan

The administration respectfully recommends that the Board approve the updates to the Health and Safety Plan.

Motion by Mr. Wanner, Second by Ms. Harris; Mr. Garfield, Mr. Johnson, Mr. Lewis, Ms. Culpepper, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

TRANSPORTATION REPORT ADDENDUM ITEM

First Student Drivers List

The administration respectfully recommends that the Board approve the First Student drivers list for the 2020-2021 school year.

Motion by Mr. Garfield, Second by Mr. Wanner; Ms. Harris, Mr. Lewis, Ms. Culpepper, Mr. Johnson, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

FINANCE REPORT ACTION ITEM

Finance Report

The Administration respectfully recommends that the Board approve the attached **May 2020** 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.

Motion by Mr. Johnson, Second by Ms. Harris; Mr. Garfield, Mr. Lewis, Ms. Culpepper, Mr. Wanner, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

The Administration respectfully recommends that the Board approve the attached **June 2020** 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.

Motion by Mr. Johnson, Second by Mr. Garfield; Ms. Harris, Mr. Lewis, Ms. Culpepper, Mr. Wanner, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

PERSONNEL REPORT ACTION ITEM

The Administration respectfully recommends that the Board approve the Personnel Report. Motion by Ms. Culpepper, Second by Mr. Johnson; Mr. Lewis, Mr. Wanner, Ms. Harris, Mr. Garfield, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

PERSONNEL REPORT ADDENDUM ITEM

The Administration respectfully recommends that the Board approve the Personnel Report. Motion by Ms. Culpepper, Second by Ms. Harris; Mr. Johnson; Mr. Lewis, Mr. Wanner, Mr. Garfield, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

PUPIL SERVICES REPORT ACTION ITEM

Laurel Life Therapist Agreement

The administration respectfully recommends that the Board approve the agreement between Laurel Life and SHSD for school-based services for the 2020 - 2021 school year.

Motion by Ms. Harris, Second by Mr. Johnson; Ms. Culpepper, Mr. Lewis, Mr. Wanner, Mr. Garfield, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

PennState Teacher Residency Partnership MOU

The administration respectfully recommends that the Board approve the agreement between PennState and SHSD for Teacher Residency Partnership for the 2020 - 2021 school year.

Motion by Ms. Harris, Second by Mr. Johnson; Ms. Culpepper, Mr. Lewis, Mr. Wanner, Mr. Garfield, and Ms. Slade. *(7 ayes, 0 nays, 2 absent)* Motion carried.

Keystone Service System-Capital Area Head Start Food Service Agreement

The administration respectfully recommends that the Board approve the agreement between Keystone Service System-Capital Area Head Start and SHSD for food service agreement for the 2020 - 2021 school year.

Motion by Ms. Harris, Second by Mr. Garfield; Mr. Johnson, Ms. Culpepper, Mr. Lewis, Mr. Wanner, and Ms. Slade. (7 ayes, 0 nays, 2 absent) Motion carried.

Lincoln Intermediate Unit 12 /ELA Curriculum Writing and Professional Development Agreement

The administration respectfully recommends that the Board approve the attached between Lincoln Intermediate Unit 12 and SHSD for ELA Curriculum Writing and Professional Development services for the 2020 - 2021 school year

Motion by Ms. Harris, Second by Mr. Garfield; Mr. Johnson, Ms. Culpepper, Mr. Lewis, Mr. Wanner, and Ms. Slade. (7 ayes, 0 nays, 2 absent) Motion carried.

STUDENT ACTIVITIES REPORT ACTION ITEM

Extra-Curricular Activity/Sport Fee Schedule

The administration respectfully recommends that the Board approve the attached Extra-Curricular Activity Fee Schedule for the 2020 - 2021 school year

Motion by Ms. Harris, Second by Mr. Wanner; Mr. Johnson; Ms. Culpepper, Mr. Lewis, Mr. Garfield, and Ms. Slade. (7 ayes, 0 nays, 2 absent) Motion tabled.

SUPERINTENDENT'S REPORT ACTION ITEM

Conference Request

The administration respectfully recommends that the board approve the conference requests

Motion by Mr. Wanner, Second by Ms. Harris; Mr. Johnson, Ms. Culpepper, Mr. Lewis, Mr. Garfield, and Ms. Slade. (7 ayes, 0 nays, 2 absent) Motion carried.

| <u>Name</u> | <u>Conference</u> | <u>Date</u> | <u>Cost</u> |
|-------------|--------------------------|--|----------------------|
| Ryan | Online E-Sports Training | 6/12/2020; 6/26/2020; | \$225/PA Smart Grant |
| Lehigh | Summit | 7/10/2020; 7/17/2020; 7/24/2020 and 7/31/2020 | |
| Joshua | Online E-Sports Training | 6/12/2020; 6/26/2020; | \$225/PA Smart Grant |
| Porr | Summit | 7/10/2020; 7/17/2020; 7/24/2020 and 7/31/2020 | |

The Administration respectfully recommends that the Board approve the following attached donations.

Motion by Mr. Wanner, Second by Mr. Garfield; Ms. Harris, Mr. Johnson, Ms. Culpepper, Mr. Lewis, and Ms. Slade. (7 ayes, 0 nays, 2 absent) Motion carried.

| <u>Name</u> | <u>Fund</u> | <u>Amount</u> |
|--|--------------------------------------|---------------|
| Bella Rose Bridal Boutique, Tami Johnson | Homecoming & Prom Dress for students | 9-dresses |
| Keystone Book Rescue, LLC. | Elementary School fund | \$53.25 |
| William Adler, Esquire | Elementary School fund | \$25.00 |

CURRICULUM REPORT

No report at this time.

PROPERTY AND SUPPLIES REPORT

No report at this time.

SPECIAL PROJECTS REPORT

No report at this time.

SCHOOLBOARD PRESIDENT'S REPORT

No report at this time.

SOLICITORS' REPORT

No report at this time.

SUB-COMMITTEE REPORTS

Athletics:

Mr. Lewis (Chairperson)

With PIAA rules stating no visitors at games the band and cheerleaders will not be able to perform.

Budget:

Mr. Johnson (Chairperson)

No report at this time.

Buildings and Grounds:

Mr. Lewis (Chairperson)

No report at this time.

Discipline:

Mr. Lewis (Chairperson)

No report at this time.

Negotiations:

Ms. Culpepper (Chairperson)

No report at this time.

Policy:

Mr. Lewis (Chairperson)

Policy updates will be

Strategic Planning:

Ms. Culpepper (Chairperson)

HACC:

K. Harris (Representative)

No report at this time.

PSBA:

J. Culpepper (Representative)

A Fall Advocacy Day will be on October 8, 2020 via Zoom, information will be sent to your email

Roller Education Foundation (REF):

Mr. Johnson (Representative)

No report at this time.

BOARD ROUNDTABLE

No report at this time.

PUBLIC COMMENT

ADJOURNMENT

The meeting adjourned at 7:05 p.m. on a Motion by Ms. Harris and Second by Mr. Wanner. All members present voted aye.


Michael Simonetti
Board Secretary

Finance Report

General Fund

Treasurer's Report:

| | | |
|----------------------|----|-----------|
| Balance May 01, 2020 | \$ | 612,226 |
| Receipts | | 2,194,134 |
| Disbursements | | 1,061,598 |
| Balance May 31, 2020 | \$ | 1,744,762 |

Accounts Payable/Estimated Expenditures Reports:

Final approval of May vendor payments in the amount of \$625,911 which includes vendor checks #46710 - #46777 and no wire payments .

Payroll amount \$435,687.

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

CAFETERIA FUND

Cafeteria Report:

| | | |
|----------------------|----|---------|
| Balance May 01, 2020 | \$ | 337,361 |
| Receipts | | 87,729 |
| Disbursements | | 45,787 |
| Balance May 31, 2020 | \$ | 379,303 |

Accounts Payable/Estimated Expenditures Reports:

Final approval of May vendor payments in the amount of \$45,787 which includes vendor checks #2111. There was no wire payments for the Cafeteria for the month of May. There was no transfers out of the Cafeteria Fund.

Finance Report

General Fund

Treasurer's Report:

ATHLETIC FUND

Athletic Association Financial Report:

| | | |
|----------------------|----|-------|
| Balance May 01, 2020 | \$ | 2,128 |
| Receipts | | 787 |
| Disbursements | | - |
| Balance May 31, 2020 | \$ | 2,914 |

Accounts Payable/Estimated Expenditures
Reports:

Final approval of May vendor payments in the amount of \$-0- which includes vendor checks # -0-. No wire payments this month. No transfers this month for Athletic Fund.

STUDENT ACTIVITIES ACCOUNT

Student Activities Financial Report:

| | | |
|----------------------|----|--------|
| Balance May 01, 2020 | \$ | 33,732 |
| Receipts | | 8,178 |
| Disbursements | | 2,497 |
| Balance May 31, 2020 | \$ | 39,413 |

Accounts Payable/Estimated Expenditures
Reports:

Final approval of May vendor payments in the amount of \$2,497 which includes vendor checks # 1800003112 - 1800003121 . No wire payments for Student Activities Fund. No transfers this month for Student Activities Fund. There were no journal entries in the month of May out of the Activity Fund.

Finance Report

General Fund

Treasurer's Report:

| | | |
|-----------------------|----|-----------|
| Balance June 01, 2020 | \$ | 1,744,762 |
| Receipts | | 1,603,951 |
| Disbursements | | 2,006,208 |
| Balance June 30, 2020 | \$ | 1,342,505 |

Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments in the amount of \$1,495,990 which includes vendor checks #46777 - 46992 and no wire payments .

Payroll amount \$510,219.

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, 2020 | \$ | 379,303 |
| Receipts | | 60,346 |
| Disbursements | | - |
| Balance June 30, 2020 | \$ | 439,649 |

Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments in the amount of \$-0- which includes vendor checks #. There was no wire payments for the Cafeteria for the month of June. There was no transfers out of the Cafeteria Fund.

ATHLETIC FUND

Athletic Association Financial Report:

| | | |
|-----------------------|----|-------|
| Balance June 01, 2020 | \$ | 2,914 |
| Receipts | | 3 |
| Disbursements | | - |
| Balance June 30, 2020 | \$ | 2,917 |

Accounts Payable/Estimated Expenditures
Reports:

Final approval of June vendor payments in the amount of \$-0- which includes vendor checks # -0-. No wire payments this month. No transfers this month for Athletic Fund.

STUDENT ACTIVITIES ACCOUNT

Student Activities Financial Report:

| | | |
|-----------------------|----|--------|
| Balance June 01, 2020 | \$ | 39,413 |
| Receipts | | 4,338 |
| Disbursements | | 7,849 |
| Balance June 30, 2020 | \$ | 35,903 |

Accounts Payable/Estimated Expenditures
Reports:

Final approval of June vendor payments in the amount of \$7,849 which includes vendor checks #1800003121 - #1800003123 . No wire payments for Student Activities Fund. No transfers this month for Student Activities Fund. There were no journal entries in the month of June out of the Activity Fund.