

STEELTON-HIGHSPIRE SCHOOL DISTRICT

BOARD Legislative MEETING

May 16, 2018

MINUTES

VOTING MEMBERS PRESENT: Ms. Janice Elliott; Ms. Joyce Culpepper; Mr. Derek Lewis; Ms. Natalie Bowman; Ms. Karen Harris; Mr. Calvin Johnson; Ms. Rachel Slade.

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

NON-VOTING MEMBERS PRESENT: Ms. Kate Gallagher, Mr. Scott Smith, Mr. Travis Waters, Superintendent; Mr. Vincent Champion, School Solicitor; Mr. Mick Iskric, Jr., Assistant to the Superintendent; Mr. Michael Simonetti, Business Manager; and Ms. Nikki Moore, District Accountant.

CALL TO ORDER

Ms. Rachel Slade, President called the meeting to order at 6:30 PM.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (Agenda Items)

There were no public comments.

PRESENTATION

The first presentation was Mykell Simpson, a representative from the Danny Lansanah Foundation. Mr. Simpson expressed that the Foundation would like to use the gym to hold an alumni basketball tournament between Harrisburg High, Susquehanna Township, Central Dauphin East, and Steelton Highspire on June 1st and June 2nd, 2018. The event was held before and it was hosted at Harrisburg High but because Steelton won the championship we would like to host it at the school that won the championship. The turnout was good and there was not any issues. Is there a charge for it, yes \$5. Do you need the concession area, yes. Do you have insurance, we will get it. Did you fill out the paperwork for the school district, yes. Do you have security, we will provide that.

FOLLOW UP

None at this time.

FINANCE REPORTS

Mr. Johnson made a motion to approve the below 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. Second by Ms. Elliott. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

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GENERAL FUND

1. Treasurer's Report:

April 2018	
Balance 4/01/18	\$475,246.06
Receipts	1,774,924.36
Disbursements	1,048,652.66
Balance 4/30/18	\$395,854.85

1. Accounts Payable/Estimated Expenditures Reports:

Final approval of February vendor payments in the amount of \$602,883.20 which includes vendor checks #43072 - #43205 and wire payments #929W - #954W for \$445,769.46. Payroll amount \$395,854.85. Transfers this month from General Fund are \$95,229.09 to the Cafeteria Fund.

CAFETERIA FUND

1. Cafeteria Report:

April 2018	
Balance 4/01/18	\$3,999.36
Receipts	102,170.89
Disbursements	88,616.93
Balance 4/30/18	\$17,553.32

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1. Accounts Payable/Estimated Expenditures Reports: Final approval of February vendor payments in the amount of \$88,616.93 which includes vendor checks #2030-2032. No wire payments for Cafeteria Fund this month. There was a transfer from the General Fund to the Cafeteria fund in the amount of \$95,229.09.

ATHLETIC FUND

1. Athletic Association Financial Report:

April 2018	
Balance 4/01/18	\$2,940.60
Receipts	486.48
Disbursements	1,440.00
Balance 4/30/18	\$1,987.08

1. Accounts Payable/Estimated Expenditures Reports:

Final approval of February vendor payments in the amount of \$1,440.00 which includes vendor checks #6756 - #6773. No wire payments for Athletic Fund this month. No transfers this month for Athletic Fund.

STUDENT ACTIVITIES ACCOUNT

1. Student Activities Financial Report:

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April 2018	
Balance 4/01/18	\$42,339.76
Receipts	6,841.46
Disbursements	9,035.44
Balance 4/30/18	\$40,145.78

Accounts Payable/Estimated Expenditures Reports:

Final approval of February vendor payments in the amount of \$3,047.72 which includes vendor checks #2864 - #2874. No wire payments for Student Activities Fund. No transfers this month for Student Activities Fund.

Accounts Payable/Estimated Expenditures Reports:

Final approval of February vendor payments in the amount of \$9,035.44 which includes vendor checks #2885 - #2904. No wire payments for Student Activities Fund. No transfers this month for Student Activities Fund.

1. Student Activities Financial Report:

March 2018	
Balance 3/01/18	\$40,057.70
Receipts	10,062.66
Disbursements	7,795.33
Balance 3/31/18	\$42,325.03

1. Accounts Payable/Estimated Expenditures Reports:

Final approval of March vendor payments in the amount of \$7,795.33 which includes vendor checks #2875 - #2884. No wire payments for Student Activities Fund. No transfers this month for Student Activities Fund.

CURRICULUM REPORT

None at this time.

PERSONNEL REPORT

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Job Description

Ms. Culpepper made a motion to approve the updated job description from Parent Involvement/Engagement Coordinator to Parent and Family Involvement/Engagement Coordinator. Second by Mr. Lewis. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Ms. Culpepper made a motion to approve the job description for In-School Suspension (ISS) Monitor. Second by Ms. Elliott. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Position Change

Ms. Culpepper made a motion to approve the position change of Ryan House from Positive Behavior Facilitator to In-School Suspension (ISS) Monitor, effective March 20, 2018. Second by Ms. Harris. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Ms. Culpepper made a motion to approve the position change of Abby Howard (Gill) from Long Term Substitute to full time Elementary School Teacher, effective August 21, 2018. Second by Mr. Johnson. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Ms. Culpepper made a motion to approve the position title from Parent Involvement/Engagement Coordinator to Parent and Family Involvement/Engagement Coordinator. Second by Mr. Johnson. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

FMLA

Ms. Culpepper made a motion to approve the FMLA request from Wendy Reisinger starting March 9, 2018. Second by Mr. Johnson. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Ms. Culpepper made a motion to approve the FMLA request from Drucie Lyons starting April 3, 2018. Second by Mr. Johnson. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

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Resignation

Ms. Culpepper made a motion to approve the resignation from Tracey Isom, Part-Time Facilities I Worker, effective June 8, 2018. Second by Ms. Elliott. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

2017-2018 Summer School Appointments

Ms. Culpepper made a motion to approve the appointments for the following 2017-2018 Jr. /Sr. High School Summer School. Second by Mr. Lewis. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Brian Mathers: Summer School Director
Tanya Sepela: English 7-8
Erin Drayer: English 9-11
Benjamin Hassinger: Social Studies 7-11
Dustin Owen: Science 7-11
Kara Schwenk: Math 7-8
Larry Rock: Math 9-11
Brooke Conjar: SPED/Senior Support
Stacey Winter-Davis: Substitute
Brian Woodfill: Substitute
Jennifer Morrison: Substitute
Duquense Freeman-McKamey: Substitute

2017-2018 Extended School Year (ESY) Appointments

Ms. Culpepper made a motion to approve the appointments for the following 2017-2018 Extended School Year. This program is scheduled to run July 9 through July 31, 2018. Second by Ms. Bowman. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Elementary Autism/Life Skills

Ms. Tara Wodkins	Teacher
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Elementary Autism/Life Skills

Ms. Ruth Boyer	Classroom Paraprofessional
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High School Learning Support

Ms. Fran Jackson	Teacher
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Elementary Autism/Life Skills

Ms. Samra Tursunovic	Teacher
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Ms. Deb Roller	Classroom Paraprofessional
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Ms. Jamee Davis	Paraprofessional Substitutes
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Position Change

Ms. Culpepper made a motion to approve the position change of Renee Byron from Long Term Substitute to full time Secondary English Teacher, effective August 21, 2018. Second by Ms. Elliott. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Appointment

Ms. Culpepper made a motion to approve the appointments of Ms. Stephanie Hubbard, to the position of Part-Time Facility I Worker, with a pay rate of \$10.00/hour, effective May 21, 2018. Second by Mr. Lewis. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

2017-2018 Summer School Appointments

Ms. Culpepper made a motion to approve the appointments for the following 2017-2018 Jr./Sr. High School Summer School: Renee Byron: Substitute. Second by Mr. Lewis. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

PROPERTY AND SUPPLIES REPORT

Facilities Usage

Ms. Lewis made a motion to approve the facility request from Halifax Communities That Care to use the football field June 23, 2018 for 8 hours total starting at 8:00 am. Second by Ms. Culpepper. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

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Ms. Lewis made a motion to approve the facility request from Fit Parents First, LLC from May 2018 to June 18-22, 2018. Second by Mr. Johnson. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Supplies

Ms. Lewis made a motion to approve the declaration of surplus of antiquated pots and pans due to the remodeling of the storage closet. Second by Ms. Culpepper. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

TRANSPORTATION REPORT

FIELD TRIPS

THE FOLLOWING IS INFORMATION ONLY – NO ACTION NECESSARY

Field trips under 50 miles fall under the board travel policy not requiring board approval.

Date	Students and Teachers	Location
4/23/2018	Multiple grade levels	Recycle Bicycle 2266 Atlas St Hbg, PA 17110
4/27/2018	11 th Grade High School Students	CAIU
5/2/2018	7 th -12 th Grade	City Island
5/8/2018	9 th Grade Honors Science Class	Penn State Harrisburg Campus
5/10/2018	4 th -6 th Grade Learning Support	Wildwood Park 100 Wildwood Way, Harrisburg, Pa
5/15/2018	4 th Grade	PA State Museum, Harrisburg, PA
5/23/2018	ESL Grades 10, 11, 12	Zoo America
5/23/2018	7-8 th Grade	Carlisle Sports Emporium
06/01/2018	Elementary Autism Support	Hershey Chocolate World & McDonalds on 22

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STUDENT ACTIVITIES REPORT

MASD and SHSD MOU

Ms. Elliott made a motion to approve the cooperative sponsorship of sports proposal between Middletown Area School District and Steelton Highspire School district to co-sponsor students to have the ability to participate in the varsity field hockey program established at Middletown Area High School for the 2018-2019 and 2019-2020 school years. Second by Ms. Harris. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

PUPIL SERVICES REPORT

Food Services MOU

Ms. Elliott made a motion to approve the renewal year cost reimbursable contract between Food Service Management Company (FSMC) Compass Group USA, Inc.- Chartwells Division and SHSD from July 1, 2018 to June 30, 2019. Second by Mr. Johnson. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Expulsion

Ms. Harris made a motion to accept the fact and waiver for student #171800702. Second by Mr. Johnson. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Ms. Harris made a motion to accept the fact and waiver for student #171800802. Second by Ms. Elliott. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

SPECIAL PROJECTS REPORT

Harrisburg University Contract

Ms. Elliott made a motion to approve the service contract between Harrisburg University and SHSD to provide 3D Modeling Exploration and Aquaponics Camps from May 1, 2018 to August 30, 2018. Second by Ms. Harris. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

SCHOOL BOARD PRESIDENT'S REPORT

No items at this time.

SUPERINTENDENT'S REPORT

Conference Request

Ms. Elliott made a motion to approve the following conference. Second by Ms. Harris. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

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Name	Conference	Date	Cost
Sadie Kinnarney	Penn State Health 2018 CHNA	5/9/2018	\$0
Hilary Snyder	DIBELS Next Refresher Training	5/14/2018	\$0
Bernadette Theurer-Rhodes	DCOC – Canvas Training	5/29/2018	\$132

Donations

Ms. Elliott made a motion to accept the following donations. Second by Mr. Johnson. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Name	Fund	Amount
St Lawrence Lodge Club #13	Baseball	\$250.00
Major H. Winfield Funeral Home Corp.	Kindergarten Class	\$50.00

Supplies

Ms. Elliott made a motion to approve the agreement between CAIU and SHSD for the Internet and Wan renewal for 2018-2019. Second by Mr. Johnson. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Ms. Elliott made a motion to approve the lease agreement between Phillips Copier and SHSD for the copiers from July 1, 2018 to June 30, 2022. Second by Mr. Johnson. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Organizational Chart

Ms. Elliott made a motion to approve the updated Steelton-Highspire School District Organizational Chart. Second by Mr. Johnson. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

Class of 2018 (Tentative Graduates)

Mr. Johnson made a motion to approve the tentative graduation list for the Class of 2018. Second by Ms. Harris. Ms. Elliott; Ms. Culpepper; Mr. Lewis; Mr. Johnson; Ms. Bowman; Ms. Slade; Ms. Harris. Voted aye on roll call. (7 ayes, 0 nays, 2 absent)

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Mr. Waters wanted to mention that there will be a few items coming up later. We have a cyber-school and we are thinking about changing our cyber school. We are also looking at partnering with HACC instead of our children going to Dauphin County VoTech. We will be also looking at adding the Tax Sale.

SPECIAL REPORTS

ATHLETIC ASSOCIATION

April 30, 2018 meeting at 5:00 pm. We talked about an eligibility list. No more than 2 classes lower than a 65% and there will be a warning at 70% and there will be other support systems. For example there will be study halls and mentors.

PSBA REPRESENTATIVE

There was nothing to be reported.

HACC

There was nothing to be reported.

CAIU

There was nothing to be reported.

STRATEGIC PLANNING

There was nothing to be reported.

BUILDINGS AND GROUNDS

There was nothing to be reported.

DISCIPLINE COMMITTEE

We will be scheduling appointment

BUDGET PLANNING

We have the budget ready to go but it is being advertised.

POLICY

There was nothing to be reported.

NEGOTIATIONS

We have an agreement and the teachers are going to take it to their union.

BOARD ROUND TABLE (2 minutes)

Ms. Harris: I wanted to mention that I dropped my son off and I saw a crossing guard. Mr. Johnson: I am going to try and talk to the Mayor and we have been trying to get in touch with the Steelton police, they are running bus lights left and right. We have been asking Steelton to do something about it but they are not responding. We did contact Highspire and the patrol is following us and they are tagging the people who are running these bus lights left and right. Ms.

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Culpepper: lunch and breakfast program we need to look at how much sugar they are getting and see if we look at getting healthier food and see if the behavior of the children changes. I don't think a child should have their food or drinks taken out of their hand while they were eating or drinking. Mr. Smith stated that he will look into it.

PUBLIC COMMENT (ANY TOPIC)

None

ADJOURNMENT

The meeting adjourned at 7:23 PM on a motion by Ms. Bowman. Second by Ms. Harris. All members present voted yes and the motion carried.

ShaQuita Burton

ShaQuita Burton, Acting Board Secretary