

# STEELTON-HIGHSPIRE SCHOOL DISTRICT

## LEGISLATIVE MEETING

May 5, 2020

### MINUTES

**VOTING MEMBERS PRESENT:** Ms. Rachel Slade, President, Ms. Joyce Culpepper, Vice President, Ms. Hudaya House, Mr. Derek Lewis, Ms. Karen Harris, Mr. Leonard Garfield, Ms. Ashley Ward-McMullen, and Mr. Micheal Wanner

**VOTING MEMBERS ABSENT:** Mr. Calvin Johnson

**NON-VOTING MEMBERS PRESENT:** Dr. Travis Waters, Superintendent, Mr. Vince Champion, Solicitor, Mr. Mick Iskric, Assistant to the Superintendent, Ms. Megan Byrnes Elementary School Principal, Ms. Kate Gallagher, High School Principal, and Mr. Michael Simonetti, Business Manager/Board Secretary

Meeting was closed to the public due to COVID-19

### **CALL TO ORDER**

Ms. Slade, President called the meeting to order at 6:08 p.m.

### **PLEDGE OF ALLEGIANCE**

Audience

### **EXCUTIVE SESSION**

None

### **PUBLIC COMMENT (Agenda items)**

No public Comment

### **PRESENTATION**

**SHSD 2020-2021 Budget Presentation, Mr. Simonetti**

Budget can be viewed on the district website

### **FOLLOW UP**

Dr. Waters spoke about senior class dues, graduations, fundraiser and the misunderstanding of information through social media. Ms. Gallagher sent a video to all seniors about graduation and a survey for them to complete on what they would like to see happen for their graduation. The Class of 2020 will be receiving their diplomas but no final arrangements have been made about the graduation ceremony because of the ongoing restrictions with COVID-19. Ms. Morrisson posted a fundraiser on her Facebook page to raise money for graduation signs for each seniors to be recognized. The Borough is buying signs for the Class of 2020 graduates. If any parent/guardian needs clarification on anything going on in the district they can contact the district office. The seniors, parent/guardians will be informed of final arrangements about graduation.

### **APPROVAL OF MINUTES**

The Administration respectfully recommends that the Board approve the March 4, 2020 Legislative Meeting Minutes.

Motion by Mr. Lewis, Second by Ms. Harris; Ms. Culpepper, Mr. Garfield, Ms. Ward-McMullen, Ms. House, Mr. Wanner, and Ms. Slade. (8 ayes, 0 nays, 1 absent) Motion carried.

**REVIEW OF BOARD REPORTS**

Reports are all listed individually

**Finance Report Addendum Item:**

**Chartwells/Compass Group, USA Food Service Agreement**

The Administration respectfully recommends that the Board approve the agreement with Chartwells/Compass Group, USA and SHSD for 2020-2021 school year as the food service management company. This agreement is for one year with the option to renew up to four years. Food Service Bid was posted and only two company’s applied.

Motion by Mr. Wanner, Second by Mr. Garfield; Ms. Culpepper, Ms. Harris, Ms. Ward-McMullen, Ms. House, Mr. Lewis, and Ms. Slade. (8 ayes, 0 nays, 1 absent) Motion carried.

**SHSD 2020-2021 Budget**

The Administration respectfully recommends that the Board approve the 2020-2021 Budget for Steelton-Highspire School District.

Motion by Mr. Garfield, Second by Mr. Wanner; Ms. Culpepper, Ms. Harris, Ms. Ward-McMullen, Ms. House, Mr. Lewis, and Ms. Slade. (8 ayes, 0 nays, 1 absent) Motion carried.

**Finance Report Action Item:**

**Finance Report**

The Administration respectfully recommends that the Board approve the **February 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. Garfield, Second by Ms. Ward-McMullen; Mr. Lewis, Ms. Harris, Ms. Culpepper, Ms. House, Mr. Wanner, and Ms. Slade. (8 ayes, 0 nays, 1 absent) Motion carried.

**GENERAL FUND**

Treasurer’s Report:

February 2020	
Balance 2/01/20	\$46,335.82
Receipts	1,592,766.54
Disbursements	1,521,604.25
Balance 2/29/20	\$117,498.11

Accounts Payable/Estimated Expenditures Reports:

Final approval of February vendor payments in the amount of \$843,879.20 which includes vendor checks #46306 - #46467 and wire payments #1472W - #1484W for

\$228,866.10. Payroll amount \$448,858.93. There were no transfers out of General Fund. There were no journal entries done in the General Fund.

**CAFETERIA FUND**

Cafeteria Report:

February 2020

Balance 2/01/20	\$132,169.87
Receipts	97,100.36
Disbursements	73,667.95
Balance 2/29/20	\$155,602.28

Accounts Payable/Estimated Expenditures Reports:

Final approval of February vendor payments in the amount of \$73,667.95 which includes vendor checks #2102. There was no wire payments for the Cafeteria for the month of January. There was no transfers out of the Cafeteria Fund.

**ATHLETIC FUND**

Athletic Association Financial Report:

February 2020	
Balance 2/01/20	\$1,219.65
Receipts	6,346.24
Disbursements	4,557.49
Balance 2/29/20	\$3,008.40

Accounts Payable/Estimated Expenditures Reports:

Final approval of February vendor payments in the amount of \$4,557.49 which includes vendor checks #7291-7321. No wire payments this month. No transfers this month for Athletic Fund.

**STUDENT ACTIVITIES ACCOUNT**

Student Activities Financial Report:

February 2020	
Balance 2/01/20	\$33,573.65
Receipts	3,033.15
Disbursements	4,643.60
Balance 2/29/20	\$31,963.20

Accounts Payable/Estimated Expenditures Reports:

Final approval of February vendor payments in the amount of \$4,643.60 which includes vendor checks #3101- #3107. No wire payments for Student Activities Fund. No transfers this month for Student Activities Fund. There were no journal entries in the month of February out of the Activity Fund.



The Administration respectfully recommends that the Board approve the **March 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. Garfield, Second by Ms. Ward-McMullen; Mr. Lewis, Ms. Harris, Ms. Culpepper, Ms. House, Mr. Wanner, and Ms. Slade. *(8 ayes, 0 nays, 1 absent)* Motion carried.

**GENERAL FUND**

Treasurer’s Report:

March 2020	
Balance 3/01/20	\$186,675.51
Receipts	2,148,683.23
Disbursements	2,094,889.30
Balance 3/31/20	\$240,469.64

Accounts Payable/Estimated Expenditures Reports:

Final approval of March vendor payments in the amount of \$810,165.36 which includes vendor checks #46468 - #46569 and wire payments #1508W - #1524W for \$839,136.32. Payroll amount \$445,587.62. There were no transfers out of General Fund. There were no journal entries done in the General Fund.

**CAFETERIA FUND**

Cafeteria Report:

March 2020	
Balance 3/01/20	\$263,787.92
Receipts	167,557.46
Disbursements	778.17
Balance 3/31/20	\$430,567.21

Accounts Payable/Estimated Expenditures Reports:

Final approval of March vendor payments in the amount of \$778.17 which includes vendor checks #2103. There was no wire payments for the Cafeteria for the month of March. There was no transfers out of the Cafeteria Fund.

**ATHLETIC FUND**

Athletic Association Financial Report:

March 2020	
Balance 3/01/20	\$3,008.40
Receipts	3.03

Disbursements	883.69
Balance 3/31/20	\$2,127.74

Accounts Payable/Estimated Expenditures Reports:  
 Final approval of March vendor payments in the amount of \$883.69 which includes vendor checks #7322-7326. No wire payments this month. No transfers this month for Athletic Fund.

**STUDENT ACTIVITIES ACCOUNT**

Student Activities Financial Report:

March 2020

Balance 3/01/20	\$31,963.20
Receipts	2,087.48
Disbursements	376.49
Balance 3/31/20	\$33,659.19

Accounts Payable/Estimated Expenditures Reports:  
 Final approval of March vendor payments in the amount of \$376.49 which includes vendor checks #3108- #3111. No wire payments for Student Activities Fund. No transfers this month for Student Activities Fund. There were no journal entries in the month of March out of the Activity Fund.

**Charter School Funding Reform Resolution**

The Administration respectfully recommends that the Board approve the resolution for Charter School Reform Funding.

Motion by Mr. Garfield, Second by Ms. Harris; Ms. Ward-McMullen, Mr. Lewis, Ms. Culpepper, Ms. House, Mr. Wanner, and Ms. Slade. *(8 ayes, 0 nays, 1 absent)* Motion carried.

**Extend Discount for Property Taxes Resolution**

The Administration respectfully recommends that the Board approve the resolution to Extend Discount for Property Taxes.

Motion by Mr. Garfield, Second by Ms. Ward-McMullen; Ms. Harris, Mr. Lewis, Ms. Culpepper, Ms. House, Mr. Wanner, and Ms. Slade. *(8 ayes, 0 nays, 1 absent)* Motion carried.

**Workers Compensation Agreement**

The Administration respectfully recommends that the Board approve the agreement with Gallagher CORE 360 and SHSD for 2020-2021 school year for workers compensation renewal.

Motion by Mr. Garfield, Second by Ms. Harris; Ms. Ward-McMullen, Mr. Lewis, Ms. Culpepper, Ms. House, Mr. Wanner, and Ms. Slade. *(8 ayes, 0 nays, 1 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. Lewis; Ms. Ward-McMullen, Mr. Garfield, Ms. Harris, Ms. House, Mr. Wanner, and Ms. Slade. *(8 ayes, 0 nays, 1 absent)* Motion carried.

The Administration respectfully recommends that the Board approve the Summer Committees for Jr./Sr. HS for 2020.

Motion by Ms. Culpepper, Second by Mr. Wanner; Ms. Ward-McMullen, Mr. Garfield, Ms. Harris, Ms. House, Mr. Lewis, and Ms. Slade. *(8 ayes, 0 nays, 1 absent)* Motion carried.

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

#### **New Story Agreement**

The administration respectfully recommends that the Board approve the two agreements between New Story and SHSD for additional student services for the 2019 - 2020 school year.

Motion by Ms. House, Second by Ms. Ward-McMullen; Mr. Lewis, Mr. Garfield, Ms. Culpepper, Ms. Harris, Mr. Wanner, and Ms. Slade. *(8 ayes, 0 nays, 1 absent)* Motion carried.

#### **Waiver for Expulsions**

The administration respectfully recommends that the Board accept the admission of fact and waiver for student #1920-07-02.

Motion by Mr. Lewis, Second by Ms. Ward-McMullen; Ms. Harris, Mr. Garfield, Ms. Culpepper, Ms. House, Mr. Wanner, and Ms. Slade. *(8 ayes, 0 nays, 1 absent)* Motion carried.

The administration respectfully recommends that the Board accept the admission of fact and waiver for student #1920-07-03.

Motion by Ms. Ward-McMullen, Second by Ms. Harris; Mr. Lewis, Mr. Garfield, Ms. Culpepper, Ms. House, Mr. Wanner, and Ms. Slade. *(8 ayes, 0 nays, 1 absent)* Motion carried.

### **SPECIAL PROJECTS REPORT ACTION ITEM**

The Administration respectfully recommends that the Board approve the agreement with McClure and SHSD for the Solar project upon the district suggested amended changes.

Motion by Ms. Harris, Second by Mr. Garfield; Ms. Ward-McMullen, Mr. Lewis, Ms. Culpepper, Ms. House, Mr. Wanner, and Ms. Slade. *(8 ayes, 0 nays, 1 absent)* Motion carried.

### **SUPERINTENDENT'S REPORT ACTION ITEM**

#### **Grant Writing Contract**

The administration respectfully recommends that the board approve the contract for grant writing services with SRW Consulting. The agreement for is for 20 hours per month with the increase or decrease the number hours as needed.

Motion by Mr. Garfield, Second by Mr. Lewis; Ms. Ward-McMullen, Ms. Harris, Ms. Culpepper, Ms. House, Mr. Wanner, and Ms. Slade. *(8 ayes, 0 nays, 1 absent)* Motion carried.

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

Motion by Mr. Wanner, Second by Ms. Harris; Ms. Ward-McMullen, Mr. Garfield, Ms. Culpepper, Ms. House, Mr. Lewis, and Ms. Slade. *(8 ayes, 0 nays, 1 absent)* Motion carried.



<b>Name</b>	<b>Fund</b>	<b>Amount</b>
Rachel Slade	Transportation/student fan bus for basketball game	\$171.42
Dr. Travis Waters	SH Steppers Club	\$100

**CURRICULUM**

No report at this time

**PROPERTY AND SUPPLIES REPORT**

No report at this time

**STUDENT ACTIVITIES REPORT**

No report at this time

**TRANSPORTATON REPORT**

No report at this time

**SCHOOLBOARD PRESIDENT’S REPORT**

Ms. Slade followed up on the research completed by the Business office with a resident that complained about delinquent property taxes and incurred late fees of not receiving her bills in a timely manner. Keystone Collections was contact and all necessary due diligence was followed properly.

**SOLICITORS’ REPORT**

No report at this time

**SUB-COMMITTEE REPORTS**

**Athletic:**

Mr. Lewis (Chairperson), Mr. Johnson, Ms. Harris

No report at this time.

**Budget:**

Mr. Johnson (Chairperson), Ms. Harris

No report at this time.

**Buildings and Grounds:**

Mr. Lewis (Chairperson), Ms. Harris

No report at this time.

**Discipline:**

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

**Negotiations:**

Ms. Culpepper (Chairperson), Mr. Johnson

No report at this time.

**Policy:**

Mr. Lewis (Chairperson), Ms. Harris, Mr. Garfield  
No report at this time.

**Strategic Planning:**

Ms. Culpepper (Chairperson), Ms. Harris  
No report at this time.

**HACC:**

K. Harris (Representative)  
No report at this time.

**PSBA:**

J. Culpepper (Representative)  
No report at this time.

**Roller Education Foundation (REF):**

Mr. Johnson (Representative)  
No report at this time.

**BOARD ROUNDTABLE**

Ms. Ward-McMullen asked can the Head Start parents pick up their children medicine that was left in the classrooms. Dr. Waters stated he will have someone for Head Start contact the parents to set a schedule to pick up the medicine from the school.

Ms. Ward-McMullen ask how are students able to get their personal belongings from their lockers. Dr. Waters stated parents will be informed when the district is able to set a schedule for the items to be picked up because the school has been cleaned and sanitized.

Mr. Garfield asked has PDE released any information about the start of the 2020-2021 school year. Dr. Waters stated right the start of the school year will be August 24, 2020 but this are un-charted territories with the pandemic on-going and changes could arise later.

**PUBLIC COMMENT**

Meeting was closed to the public due to COVID-19

**ADJOURNMENT**

The meeting adjourned at 7:23 p.m. on a motion by Mr. Garfield, Second by Ms. Harris. All members voted aye.

  
Michael Simonetti  
Board Secretary