

# STEELTON-HIGHSPIRE SCHOOL DISTRICT

## LEGISLATIVE MEETING

November 4, 2020

### MINUTES

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

**VOTING MEMBERS ABSENT:** Mr. Leonard Garfield

**NON-VOTING MEMBERS PRESENT:** Dr. Travis Waters, Superintendent, Mr. Mick Iskric, Mr. Vince Champion, Solicitor, Ms. Megan Armstead, Elementary Principal, Ms. Kate Gallagher, Jr./Sr. High School Principal 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**

Executive session was held to discuss personnel

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

No public Comment

### **PRESENTATION**

No presentation

### **FOLLOW UP**

Dr. Waters made the following:

- Roller Education Foundation (REF) requesting permission to refurbish the SHHS letters on the baseball/softball hill, if this is approved by the Board a letter to be sent to REF granting permission from School Board President.
- The Phase II Hybrid model plan re-opening on Tuesday, November 2, 2020 and safety plan is being followed. With it being colder outside students temperature was reading low, students will be brought inside the building for temperature reading before being sent to class.
- A contracted Nurse will be hired to fill Isolation Room position and she will be starting soon as all of her paperwork is turned in, contracted will be presented to the board for approval. Dr. Waters is covering the room until she starts.
- Concerns will virtual learning and students not learning, there are high percentages of failing grades in 7<sup>th</sup> - 12<sup>th</sup> grade levels, some students aren't learning
- The district continue to follow PDE guidelines and with the increase is positive cases in Dauphin County will be forced to go virtual again before the end of the month

- Suggestions was placed by Board Members to talk with teachers, students and parents as a whole to review issues/concerns and suggestions from all on what may possible work for academic success
- Conflict with parents with virtual learning because of their present work schedule or numerous students in one household in different grades
- Mrs. Armstead spoke to how flexible Elementary staff have been with parents and families to support them during all these changes for virtual and hybrid learning models most responses have been positive and some have blocked communications from the school
- PIAA has assigned a Game Manger for the State Football playoff game to keep it neutral for both teams

### **APPROVAL OF MINUTES**

The Administration respectfully recommends that the Board approve the **October 6, 2020 Legislative Meeting Minutes.**

Motion by Mr. Lewis, Second by Mr. Johnson; Ms. Harris, Ms. Culpepper, 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 ACTION ITEM**

#### **Finance Report**

The Administration respectfully recommends that the Board approve the **September 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; 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 position title change from Payroll Supervisor to Payroll/Benefits Supervisor.

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

The Administration respectfully recommends that the Board approve the Financial Services Administrator job description.

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

The Administration respectfully recommends that the Board approve the Personnel Report.

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

The Administration respectfully recommends that the Board approved the Supplemental Leadership Positions for the 2020-2021 school year.

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

The Administration respectfully recommends that the Board approved the 2020-2021 Winter Sports.

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

The Administration respectfully recommends that the Board approved the 2020-2021 Winter Sports Coaches.

Motion by Ms. Culpepper, Second by Ms. Harris; Ms. Ward-Mullen, Mr. Johnson, Mr. Wanner, Ms. House, and Ms. Slade. *(7 ayes, 0 nays, 1 abstain, 1 absent)* Motion carried.

#### **PERSONNEL REPORT ADDENDUM ITEM**

The Administration respectfully recommends that the Board approve the Personnel Report Addendum.

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

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

##### **Merakey School**

The Administration respectfully recommends that the Board approve the agreement between Merakey School and Steelton-Highspire School District for student services for the 2020 - 2021 school year.

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

##### **United Way of the Capital Region**

The administration respectfully recommends that the Board approve the agreement between United Way of the Capital Region and Steelton-Highspire School District for student assistance program for the 2020 - 2021 school year.

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

##### **Lincoln Intermediate Unit #12/CSI**

The administration respectfully requests the approve the agreement between Lincoln Intermediate Unit #12 and Steelton-Highspire School District for additional funding for the CSI Professional Development services for the 2020-2021 school year.

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

#### **PUPIL SERVICES REPORT ADDENDUMN ITEM**

##### **Recovery Institute**

The Administration respectfully recommends that the Board approve the agreement between Recovery Institute and Steelton-Highspire School District to provide barbering classes for the Jr./Sr. High School Students.

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

**Specialized Education – Capital Academy**

The Administration respectfully recommends that the Board approve the agreement between Recovery Institute and Steelton-Highspire School District to provide barbering classes for the Jr./Sr. High School Students.

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

**STUDENT ACTIVITIES REPORT ACTION ITEM**

**Fundraisers**

The Administration respectfully recommends that the Board approve the fundraisers.

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

<b>Club or Group /Advisor</b>	<b>Date</b>	<b>Type of Funding</b>
6 <sup>th</sup> Grade/Ms. Foster	November 2020	T-shirt/Sweatshirt Sale
Library/Ms. Feldser	December 4-7, 2020 & March 5-12, 2021	Scholastic Book Fair Online Sale
PBIS/Mr. Wise	2020-2021 school year	Mia Bella Candle Sale
PBIS/Mr. Wise	2020-2021 school year	Staff Makeovers
PBIS/Mr. Wise	2020-2021 school year	Rollers pencil dispenser Sale
PBIS/Mr. Wise	2021-2021 school year	Roller Gear bracelets Sale
Class of 2020/Ms. Schuyler	November 2020 – December 2020	Tie-Dye Mask Sale
Class of 2020/Ms. Schuyler	November 2020 – December 2020	Boon Gift Online Sale
Panama 2022 Trip/Ms. Roedts	November 2020	Chipotle

**Field Trips**

The Administration respectfully recommends that the Board approve field trips.

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

<b>Class or Group /Advisor</b>	<b>Date</b>	<b>Where</b>
Classes of 2025 & 2026/Ms. Roedts	March 14-21, 2022	Panama
HS Autism Class/Ms. Hipple	November 5, 2020	Pinchot Park (less than 50 miles/informational purposes only)

**SUPERINTENDENT'S REPORT ACTION ITEM**

**Health and Safety Plan**

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

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

**Conference Request**

The Administration respectfully recommends that the Board approve the attached conference request.

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

<b>Name</b>	<b>Conference</b>	<b>Date</b>	<b>Cost</b>
Samantha Roedts	Simplifying Personal Finance (Literacy webinar)	10/8/2020	No cost
Clarence Watson	REAL Essentials Workshop	10/22/2020	No cost
Jen Morrison	SAP Training	10/27/2020 & 10/28/2020	\$375/Title II Funding
Jason Albert	SAP Training	10/27/2020 & 10/28/2020	\$375/Title II Funding
Katrina Molanar-Dietz	SAP Training	10/27/2020 & 10/29/2020	\$375/Title II Funding
Amber Pound	SAP Training	10/27/2020 & 10/29/2020	\$375/Title II Funding

**Donations**

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

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

<b>Name</b>	<b>Fund</b>	<b>Amount</b>
Dr. Travis Waters	Evolve Training & Development, LLC.	\$3,000.00
Steelton Fire Station	Facility usage for Student Tutoring sessions	Free
Highspire United Methodist Church	Facility usage for Student Tutoring sessions	Free

**PROPERTY AND SUPPLIES REPORT**

**Disposal of Furniture Surplus**

The Administration respectfully recommends that the Board approve of the furniture surplus of 36 chairs.

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

**Facility Usage**

The Administration respectfully recommends that the Board approve the facility request from Yolanda Haywood-Gross, Salvation Army to use the Elementary Gym for the Roller Enrichment Academy's Soccer for Success on November 10, 12, 17, 19 and 24, 2020 from 4:15 p.m. - 5:00 p.m. for no more than 10 students.

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

**CURRICULUM 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**

PA Supreme Court appeals was filed and Middletown filed as well against the Highspire Coalition. SHSD cases was consolidated with Middletown and scheduled date for oral argument with becoming later, will keep everyone updated on this matter.

**SUB-COMMITTEE REPORTS**

**Athletics:**

Mr. Lewis (Chairperson)

When will Basketball season start, no delays have been out on the season from PIAA thus far

**Budget:**

Mr. Johnson (Chairperson)

Are going to start meeting soon

**Buildings and Grounds:**

Mr. Lewis (Chairperson)

Is the football turf being maintained properly and concerns with other area on district property

**Discipline:**

Mr. Lewis (Chairperson)

No report at this time.

**Negotiations:**

Ms. Culpepper (Chairperson)

No report at this time.

**Policy:**

Mr. Lewis (Chairperson)

No report at this time.

**Strategic Planning:**

Ms. Culpepper (Chairperson)

No report at this time.

**HACC:**

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

**PSBA:**

J. Culpepper (Representative)  
Resolution for Charter School Funding was School Board approved at May 5, 2020 Legislative Meeting and was uploaded to PSBA website on November 5, 2020.

**Roller Education Foundation (REF):**

Mr. Johnson (Representative)

**BOARD ROUNDTABLE**

District just received No Kids Hungry Grant \$15,000.00

**PUBLIC COMMENT**

**ADJOURNMENT**

The meeting adjourned at 7:26 p.m. on a Motion by Ms. Harris and Second by Ms. Ward-McMullen. All members present voted aye.



*Respectfully Submitted,*  
**Michael Simonetti**  
Board Secretary

## Finance Report

### General Fund

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#### Treasurer's Report:

Balance September 30, 2020	\$	1,492,169
Receipts		4,481,355
Disbursements		1,613,284
Balance September 30, 2020	\$	4,360,239

#### Accounts Payable/Estimated Expenditures Reports:

Final approval of September vendor payments in the amount of \$357,078. which includes vendor checks #6225 - 6473 and wire payments \$689,968 .

Payroll amount \$566,238.

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

## **CAFETERIA FUND**

#### Cafeteria Report:

Balance September 30, 2020	\$	270,330
Receipts		68
Disbursements		85,188
Balance September 30, 2020	\$	185,210

#### Accounts Payable/Estimated Expenditures Reports:

Final approval of September vendor payments in the amount of \$85,188. which includes vendor checks 7001. There was no wire payments for the Cafeteria for the month of September. There was no transfers out of the Cafeteria Fund.



## **ATHLETIC FUND**

### Athletic Association Financial Report:

Balance September 30, 2020	\$	8,834
Receipts		5,318
Disbursements		359
Balance September 30, 2020	\$	13,793

### Accounts Payable/Estimated Expenditures

#### Reports:

Final approval of September vendor payments in the amount of \$359 which includes vendor checks #7000 - 7006. No wire payments this month. No transfers this month for Athletic Fund.

## **STUDENT ACTIVITIES ACCOUNT**

### Student Activities Financial Report:

Balance September 30, 2020	\$	36,948
Receipts		155
Disbursements		177
Balance September 30, 2020	\$	36,926

### Accounts Payable/Estimated Expenditures

#### Reports:

Final approval of September vendor payments in the amount of \$177 which includes vendor checks #7002 - 7003.

No wire payments for Student Activities Fund. No transfers this month for Student Activities Fund. There were no journal entries in the month of September out of the Activity Fund.