

**STEELTON-HIGHSPIRE SCHOOL DISTRICT**  
**SCHOOL BOARD PLANNING MEETING**  
**SEPTEMBER 11, 2017**  
**MINUTES**

**EXECUTIVE SESSION**

An Executive Session was held prior to the meeting to discuss personnel.

**ATTENDANCE:**

**Board Members: Natalie Bowman, Mary Carricato, Janice Elliott, Derek Lewis, Samuel Petrovich, John Salov, Rachel Slade, and Natshia Woods**

I. **CALL TO ORDER AT 6:45 PM**

II. **PLEDGE OF ALLEGIANCE**

III. **ANNOUNCEMENT OF EXECUTIVE SESSION MEETING**

IV. **PUBLIC COMMENT**

- None

V. **PRESENTATION**

- GOAT (Groups Of All Talents/Greatest OF All Times)
  - Would like to sale t-shirts, hoodies, etc.
  - Shirts will cost \$10 for youth shirts and \$15 for adults they would give \$2.50 back per shirt that is sold
  - Would give some of the profit back to the school mainly the Senior Class, Football, Medical, and other sports during that particular season
  - Would like to mentor the youth in the school district about different paths they can take to further their education besides sports
  - **A motion was made by Mr. Lewis to allow GOAT to meet with Administration and come up with a contract/agreement. The Motion was second by Mr. Salov and all members voted yes, and the motion carried.**
- Salvation Army
  - Would like to start an After School Program with the Elementary School
  - They would work with the elementary School Principal to

- Provide counseling to the children
    - Initial capacity is with a small group but then they would like the program to grow
  - Application Requirements
    - Medical Issues, grade, special needs, allergies, emergency contact, etc.
    - The application is already developed from their other After School Program
  - The program:
    - Serve 30 students, the whole entire family, start at 3:15 pm, start with a snack, have homework time, break off into classes (Nutrition, Math, Reading, Cooking, etc.) eat at the end of the program, they will rotate classes during the school year, classes will include (Art, Dance, Writing, Social and Emotional Support Classes, serve dinner at 5:45 pm
    - Requirements: 1 Staff per 10 students, 1 Admin staff, all we have clearances, Liability Insurance
  - Needs from the School District
    - Space, storage, refrigerator, attendance, behavioral and academic records, parent information
  - Start Program September 26, 2017
    - Won't cost the district anything, but will benefit the District
  - **A motion was made by Mr. Petrovich to allow the Salvation Army to meet and interact with Administration and come up with a contract/agreement. The Motion was second by Mr. Lewis and all members voted yes and the motion carried.**

VI. **FOLLOW UP**

- a. General fund question
  - i. Why the checks were out of order
    - Check number 412261 was a void check
    - Check number 412264 was wrote in July
    - The system process in batches therefore each check is automatically given a check number by due dates
    - When the reconciliation is done the check will be in the correct order

VII. **REVIEW OF BOARD REPORTS**

1. **ACTION ITEMS**

a. ***Appointments:***

- i. **Mr. Petrovich made a motion to approve Ms. Susana Sebastiani as the Secondary Foreign Language Teacher, effective September 5, 2017 at a pro-rated salary of Step 1-B, \$40,272.00.**

- The motion was second by Ms. Elliot and all the members voted yes and the motion was carried.
- B. Ms. Slade made a motion to approve the appointment of Mr. Dean Porr as Full Time Facilities I Worker, effective September 12, 2017 at a rate of pay as \$10.25 per hour.
  - The motion was second by Ms. Woods and all the members voted yes and the motion carried.

**b. MENTORS**

- i. Ms. Slade made a motion to approve the Ms. Tanya Sepela as Ms. Susana Sebastinani's Foreign Language Mentor and Ms. Bernadette Rhodes as Ms. Adrienne Alberts' Gr. 7-9 Guidance Counselor mentor,
  - There was a question raised as to why the counselor was not in the same field and also why is there a mentor needed if the teacher is not new.
  - Mr. Waters replied that in order for the teacher/counselor to get tenure they have to have a mentor.
- The motion was second by Mr. Petrovich and all the members voted yes and the motion carried.

**c. BAND VOLUNTEERS**

- i. Ms. Woods made a motion to approve the Mr. Santiago Nava as volunteer for the Band staff for the 2017-2018 school year.
  - The motion was second by Mr. Lewis and all the members voted yes and the motion carried.

**d. ATHLETIC RESIGNATION**

- i. Ms. Woods made a motion to accept the resignation of Mr. Jason Bryant as Assistant Varsity Football Coach, effective August 21, 2017.
  - A question was raised as to payment and if he was paid already and will he be paid for the time he was on the coaching staff.
    - i. Mr. Waters stated that Mr. Bryant did not want to be paid.
  - The motion was second by Mr. Petrovich and all the members voted yes and the motion carried.
- ii. Ms. Elliot made a motion to accept the resignation of Mr. Sean Spencer as Football Security, effective August 21, 2017.
  - The motion was second by Ms. Woods and all the members voted yes and the motion carried.
- iii. Ms. Woods made a motion to accept the resignation of Ms. Sonja Simmons as Football Security, effective August 21, 2017.
  - The motion was second by Mr. Petrovich and all the members voted yes and the motion carried.
- iv. Mr. Petrovich made a motion to accept the resignation of Mr. Rick Binder as the Head Varsity Basketball Coach, effective September 5, 2017.

- The motion was second by Ms. Woods and all the members voted yes and the motion carried.
- v. Mr. Petrovich made a motion to accept the resignation of Ms. Deb Kagarise as the Board Secretary, effective September 5, 2017.
  - The motion was second by Ms. Slade and all the members voted yes and the motion carried.
- e. **ATHLETIC APPOINTMENTS**
  - i. Ms. Slade made a motion to approve the appointment of Mr. Bradin Carter as Assistant Varsity Football Coach at Step 1, \$2365.00 for the 2017 Fall Season.
    - The motion was second by Ms. Woods and all the members voted yes and the motion carried.
  - ii. Ms. Slade made a motion to approve the appointment of Mr. Jordan Hill as a Volunteer Assistant Varsity Football Coach for the 2017 Fall Season.
    - The motion was second by Mr. Petrovich and all the members voted yes and the motion carried.
- f. **2017-2018 CHEERLEADING APPOINTMENTS**
  - i. Ms. Slade made a motion to approve the appointment of Mr. Bradin Carter as Assistant Varsity Football Coach at Step 1, \$2365.00 for the 2017 Fall Season.
    - The motion was second by Ms. Woods and all the members voted yes and the motion carried.
- g. **2017-2018 CHEERLEADING APPOINTMENTS**
  - i. Ms. Elliot made a motion to approve the appointment of Ms. Mandy Cleckner and Ms. Jalesa Lewis as Varsity Assistant Coaches for the 2017-2018 season, salary of Step 2 of \$1760.00 will be split for each to receive \$880.00.
    - The motion was second by Ms. Slade, there was 1 Abstention, Mr. Lewis and all the remaining members voted yes and the motion carried.
- h. **FMLA**
  - i. Ms. Slade made a motion to approve the appointment the request from Ms. Debora Kagarise for intermittent FMLA, beginning August 29, 2017.
    - The motion was second by Ms. Bowman and all the members voted yes and the motion carried.
- i. **TRANSFER OF POSITIONS**
  - i. Ms. Slade made a motion to approve the transfer of Mr. Zachary Klaus from Full time Facilities I Worker to Paraprofessional, effective September 12, 2017, at a rate of \$9.25 per hour.
    - The motion was second by Ms. Woods and all the members voted yes and the motion carried.
- j. **CHANGE IN STATUS**
  - i. Ms. Woods made a motion to approve the change in status for Mr. Zachary Klaus from Full time Facilities I Worker to Part time Facilities I Worker.
    - The motion was second by Ms. Elliott and all the members voted yes and the motion carried.
- k. **REQUEST FOR PARTICIPATION**

- i. Ms. Slade made a motion to approve The Girls Scouts in Pennsylvania to be at the Elementary School once a week during recess. Participants will be girls in grade K-5.
  - o The motion was second by Ms. Woods and all the members voted yes and the motion carried.

**I. CONFERENCE REQUEST**

- i. Mr. Petrovich made a motion to approve all conference requests:
  - o Conference request for Mrs. Jennifer Morrison to attend POPS Club Training on September 27, 2017. A substitute cost does apply.
  - o Conference request for Mrs. Jennifer Detz and Mrs. Elayne Thomas to attend the 95% Group Training on October 3<sup>rd</sup> and 4<sup>th</sup>, at the Capital Area Intermediate Unit. The cost of sub only applies for Mrs. Detz.
  - o Conference request for Mrs. Jennifer Morrison to attend the Pennsylvania Art Association on October 19<sup>th</sup> and 20<sup>th</sup> to present to art education professionals. There is a \$100.00 registration fee and the cost of a sub.
  - o Conference request for Mr. William Gaffey to attend the National Science Teachers Association annual Science Conference on October 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>, in Baltimore, MD. The registration fee is \$195.00 and there is a cost for a sub.
    - The motion was second by Ms. Slade and all the members voted yes and the motion carried.

**m. CURRICULUM WRITING AGREEMENT**

- i. Mr. Petrovich made a motion to approve the agreement with Dr. Michael Swogger to continue working with teachers to write the curriculum. This is a continuation of an agreement from 2016-2017 school year. The cost of the agreement is \$3500.00 and will be paid for by grant funds.
  - o The motion was second by Ms. Elliott and all the members voted yes and the motion passed.

**n. ADOPTION OF RESOLUTION**

- i. Ms. Elliott made a motion to adopt the Resolution to support nuclear energy in Pennsylvania.
  - o The motion was second by Ms. Woods and all the members voted yes and the motion passed.

**2. CURRICULUM REPORT – Ms. Janice Elliott – No Report**

**3. FINANCE REPORT – Mr. John Salov**

**a. General Fund**

**i. Treasurer’s Report**

August 2017	
Balance 8/01/17	\$
Receipts	
Disbursements	
Balance 8/30/17	

ii. Accounts Payable/ Estimated Expenditures Reports

b. Cafeteria Fund

i. Cafeteria Report

August 2017	
Balance 8/01/17	
Receipts	
Disbursements	
Balance 8/31/17	

ii. Accounts Payable/Estimated Expenditures Reports

c. Athletic Fund

i. Cafeteria Report

August 2017	
Balance 8/01/17	
Receipts	
Disbursements	
Balance 8/31/17	

ii. Accounts Payable/Estimated Expenditures Reports

d. Student Activities Account

i. Cafeteria Report

August 2017	
Balance 8/01/17	
Receipts	
Disbursements	
Balance 8/31/17	

ii. Accounts Payable/Estimated Expenditures Reports

4. PERSONNELL REPORT – Mr. Sam Petrovich

a. TENURE

The Administration respectfully recommends that the Board grant tenure to the following: **(ROLL CALL VOTE)**

Name	Position	Effective Date
Ms. Samantha Roedts	Jr High Math Teacher	September 21, 2017
Ms. Emily Mohr	Elementary Teacher	September 21, 2017

b. **GRADE LEVEL COORDINATORS, DEPARTMENT HEADS AND TEAM LEADERS**

The Administration respectfully requests that the Board approve the following Grade Level Coordinators, Department Heads and Team Leaders for the 2017-2018 school year.

**(ROLL CALL VOTE)**

<b>Assignment</b>	<b>Name</b>	<b>Amount</b>
Elementary Performing Arts Dept Head	Ms. Gail Romanofsky	\$750.00
Science Department Head	Ms. Nicole Koller	\$750.00
HS Special Ed Department Head	Ms. Jamee Davis	\$750.00
ELA Department Head	Ms. Tanya Sepela	\$750.00
9 <sup>th</sup> Grade Team Leader	Ms. Kara Schwenk	\$500.00
10 <sup>th</sup> Grade Team Leader	Mr. Pete Boyajian	\$500.00
11 <sup>th</sup> Grade Team Leader	Mr. Adam Gable	\$500.00
12 <sup>th</sup> Grade Team Leader	Ms. Tanya Sepela	\$500.00

**c. ATHLETIC APPOINTMENTS**

The Administration respectfully requests that the Board approve the following athletic appointments for the 2017-2018 season:

Name	Position	Rate of Pay
Ms. Kyzherra Holmes	Football Security	\$50.00/game

**d. SUPPLEMENTAL CONTRACTS**

The Administration respectfully recommends that the Board approve the following supplemental contracts for Elementary student activities for the 2017-18 school, at a rate commensurate with the Collective Bargaining Agreement. **(ROLL CALL VOTE)**

<b>Assignment</b>	<b>Name</b>	<b>Amount</b>
Elementary Library Club Advisor	Ms. Jennifer Feldser	\$602.00
11 <sup>th</sup> Grade Co-Advisor	Ms. Robyn St. Hilaire Ms. Kara Schwenk	\$484.00 split (\$242.00 each)
12 <sup>th</sup> Grade Co-Advisors	Ms. Ryan House and Ms. Erin Drayer	\$844.00 split (\$422 each)
Gifted Coordinator	Ms. Brooke Conjar	\$3000.00
Special Ed Transition Coordinator	Ms. Brooke Conjar	\$3000.00
Marching Band Director	Mr. Aaron Neal	\$2,998.00
Yearbook Advisor	Ms. Tanya Sepela	\$1204.00
Auditorium Manager	Mr. Aaron Neal	\$602.00
Art Club Advisor	Ms. Jennifer Morrison	\$602.00
POPS Club	Ms. Jennifer Morrison	\$602.00
Jam Club	Ms. Nicole Koller	\$602.00

**5. PROPERTY AND SUPPLIES REPORT - Ms. Rachel Slade**

**a. FACILITIES REQUESTS**

- ii. The Administration respectfully recommends that the Board approve the facilities usage request from Mr. Brian Clark, Harrisburg Pit Bulls for additional dates for Cottage Hill field, on October 1 and 21 from 1:00 PM – 3:00 PM for semi pro football games, with facilities usage charges applied. The use of the concession stands will not be included for these events.

**(ROLL CALL VOTE)**

- iii. The Administration respectfully recommends that the Board approve the facilities usage request from Mr. Joshua Porr for the use of the Elementary Cafeteria to hold a personal event on October 8, 2017 from 12:00 to 5:00 PM. **(ROLL CALL VOTE)**

- **A question was asked about what they were going to be used, Mr. Porr will come to the next meeting to explain what he is requesting.**

**THE FOLLOWING IS INFORMATION ONLY – NO ACTION NECESSARY**

*All groups (excluding district groups) have followed facilities usage guidelines in obtaining required insurance coverage for events, including presented to the board. All are responsible to coordinate times for building/field usage, as well as field maintenance approval due to inclement weather, if necessary*

- Currently to October 29, Steelton Midget Football Association Cheerleading practice, Auxiliary Gym outside area
- August to November 1, 5:30 PM to 7:15 PM, Steelton Midget Football Association, Midget football practice, Cottage Hill Field
- September 2, 9, and 30, 4:00 – 7:00 PM, PA Pharaohs, football games, Cottage Hill field, concession stands will not be included for these events.
- September 10; September 24; October 8; Saturday, October 28 or Sunday, October 29, 2017, 9:00 AM to 6:30 PM, Steelton Midget Football Association, Cottage Hill Field, scoreboard, press box and concession stand
- September 16 and 23 and October 14 from 1:00 PM – 5:00 PM and October 28 from 5:00 PM to 9:00 PM, Harrisburg Pit Bulls, Cottage Hill field, football games. Concession stands will not be included for these events.
- September 23, 2017 Central PA Market Council for Team Beachbody, HS Gym
- December 15, 9-10 PM & December 16, 2017, 6 AM-5 PM, Capital Area Extreme, for cheerleading competitions, HS Gym, Auxiliary Gym, Cafeteria area (not kitchen), lobby area, locker rooms, bathrooms, and facilities workers.. Availability of HS Gym on Dec. 15 will depend on when game is finished.



6. **TRANSPORTATION REPORT – Mr. Derek Lewis**

a. **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.

<b>Date</b>	<b>Students and Teachers</b>	<b>Location</b>
3 <sup>rd</sup> Friday monthly through school year	High School Autism Support	Central PA Food Bank
9/7/17	Science Club	Ivy Lane, Harrisburg
9/11/17	Science Club	Fort Hunter/West Fairview or Swatara Creek or Memorial Lake
9/22/2017	8 <sup>th</sup> Grade	Historic Midland Cemetary
10/4/17	HS Autism Support Class	Paulus Orchards
10/5/17	Physics Honors	Knoebels
10/17/17	HS Autism Support Class	Pinchot Lake
10/28/17	HS Band	Dover Area HS

7. **STUDENT ACTIVITIES REPORT**

a. **FUNDRAISERS**

- i. The Administration respectfully recommends that the Board approve the following fundraisers: **(ROLL CALL VOTE)**

<b><u>Club/Group</u></b> <i>Contact</i>	<b><u>Date</u></b>	<b><u>Type of Funding</u></b>
Science Club	2017-2018 school year	Bottles of water @ \$1.00 ea. for science fair and field trips

8. **PUPIL SERVICES REPORT**

a. **YELLOW BREECHES EDUCATIONAL CENTER, INC. AGREEMENT**

The Administration respectfully recommends that the board approve the agreement between Yellow Breeches Educational Center, Inc and SHSD for educational services from August 31, 2017 to June 30, 2018, at a cost of \$27,158.00. **(ROLL CALL VOTE)**

b. **SPECIALIZED EDUCATION SERVICES OF PA, INC. AGREEMENT**

The Administration respectfully recommends that the board approve the agreement between Specialized Education Services of Pa, Inc. and SHSD for non-traditional placement option educational services from August 30, 2017 through June, 2018, at a rate of \$155.00 per student, for each day of enrollment in program. **(ROLL CALL VOTE)**

c. **KEYSTONE MENTAL HEALTH AGREEMENT**

The Administration respectfully recommends that the board approve the agreement between Keystone Human Services and SHSD to provide mental health consultation for Junior and Senior High School for the 2017-2018 school year. **(ROLL CALL VOTE)**

d. **DAUPHIN COUNTY JUVENILE PROBATION SERVICES MOU**

The Administration respectfully recommends that the board approve the MOU between Dauphin County Juvenile Probation Services and SHSD for the 2017-2018 school year.

**(ROLL CALL VOTE)**

e. **HARRISBURG UNIVERSITY MOU**

The Administration respectfully recommends that the board approve the MOU between Harrisburg University and SHSD to provide technology education instruction and dual enrollment for Grades 7 through 12 for the 2017-2018 school year, at a cost of \$85,000.

**(ROLL CALL VOTE)**

9. **SPECIAL PROJECTS REPORT**

No items at this time.

10. **SCHOOL BOARD PRESIDENT'S REPORT**

a. **PSBA OFFICER ELECTION**

The majority vote for the following PSBA Officers as follows:  
*(Please see information attached for details about candidates.)*

President-Elect:

Mr. David Hutchinson, State College SD (Centre Co.)

or

Otto W. Voit, III, Muhlenberg SD (Berks Co.)

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Vice President:

Eric Wolfgang, Central York SD (York Co.)

or

Gary Michael Smedley, Carbondale Area SD (Lackawanna Co.)

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Treasurer:

**Mike Gossert**, Cumberland Valley SD (Cumberland Co.)

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Central At Large (Regs. 4,5,6,9,12)

Larry Augustine, Selinsgrove Area SD (Snyder Co.)

or

Clythera Hornung, St. Marys Area SD (Elk Co.)

Motion by:

Second:

Roll Call Vote: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstentions \_\_\_\_\_ Absent

**(ROLL CALL VOTE)**

b. **PSBA INSURANCE TRUST ELECTION**

The majority vote for the following PSBA Insurance Trust Officers as follows: *(Please see information attached for details about candidates.)*

Michael Faccinetto, Bethlehem Area SD, PSBA President
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Marianne L. Neel, West Jefferson Hills SD, PSBA Past President
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Motion by:

Second:

Roll Call Vote: \_\_\_\_\_Ayes\_\_\_\_\_Nays\_\_\_\_\_Abstentions\_\_\_\_\_Absent

**(ROLL CALL VOTE)**

11. **SOLICITOR'S REPORT**

No items at this time.

12. **SUPERINTENDENT'S REPORT**

a. **FUNDRAISERS**

The Administration respectfully recommends that the Board grant permission for Ms. Jamee Davis to solicit staff for donations and to be volunteers for St. Judes Childrens Cancer Walk fundraiser on Sept. 23, 2017. **(ROLL CALL VOTE)**

b. **CONFERENCE REQUEST**

The Administration respectfully recommends that the Board approve the following conference request. **(ROLL CALL VOTE)**

<b>Name</b>	<b>Conference</b>	<b>Date</b>	<b>Cost</b>
Ms. Elayne Thomas and Ms. Megan Byrnes	CAIU Reading Specialist Network	10/20; 12/15; 2/9; 4/16	\$0
Ms. Elayne Thomas and Ms. Megan Byrnes	CAIU MTSS Cohort Session 1,2,3	9/7; 1/10; 5/10	\$0
Ms. Elayne Thomas and Ms. Megan Byrnes	CAIU Data Team Mtg/TIPS Model	10/10; 2/7	\$0
Ms. Brooke Conjar	IU#15 Gifted Transition	9/19/17	\$50.00
Ms. Brooke Conjar	CART	9/20/17	\$0

c. **DONATIONS**

The Administration respectfully recommends that the Board accept the donation of new volleyball jerseys from Mother's Sub. **(ROLL CALL VOTE)**

The Administration respectfully recommends that the Board accept the donation of \$1000.00 from McClure Comp. for Athletic Transportation. **(ROLL CALL VOTE)**

d. **UPDATED SHSD ORGANIZATIONAL CHART**

The Administration respectfully recommends that the Board approve the attached updated Organizational Chart. **(ROLL CALL VOTE)**

e. **ACT 93 AGREEMENT**

The Administration respectfully recommends that the Board approve the attached Appendix C of Act 93 Agreement, to reflect the added positions of School Psychologist and Social Worker. **(ROLL CALL VOTE)**



f. **ATHLETIC COOPERATIVE**

The Administration respectfully recommends that the Board approve the attached agreement between Middletown Area School District and SHSD for field hockey.

**(ROLL CALL VOTE)**

**Board Planning Meeting Minutes, August 7, 2017**  
**Legislative Board Meeting Minutes, August 17, 2017**

**ARE NOT COMPLETED AT THIS TIME.**

## **IIX. SPECIAL REPORTS**

- A. **Athletic Association**
  - **Mr. Petrovich, Mr. Lewis, and Mr. Spizzirri**
    - **There was not any French fries at the last game because they were not cleaned but they will be ready to be sold at the next home game.**
- B. **PSBA Representative**
  - **Mr. Salov**
- C. **HACC**
  - **Mr. Spizzirri**
- D. **CAIU**
  - **Mr. Salov**
- E. **Strategic Planning**
  - **Ms. Slade, Ms. Bowman, and Mr. Salov**
- F. **Building and Grounds**
  - **Mr. Lewis, Mr. Spizzirri and Ms. Slade**
  - **A question was asked about the camera being installed. They are being worked on now.**
- G. **Discipline Committee**
  - **Ms. Elliott, Mr. Spizzirri and Ms. Woods**
    - **There was a suggestion that district should find a way to follow up the bullying policy.**
- H. **Budget Planning**
  - **Mr. Salov, Ms. Elliott and Ms. Woods**
- I. **Policy**
  - **Mr. Petrovich, Mr. Lewis, and Ms. Bowman**

## **IX. PUBLIC COMMENT**

We shall listen to your comments and questions. However, please be advised that we will not engage in any discussion at this meeting. Thank you for your cooperation.

- A. Formal Request (5 minutes)
- B. Others (2 minutes)
- C. Ms. Bowman stated, “that she would like to thank the District for the love, concern, and all acts of kindness to my daughter. Please just give words to encouragement to Malonda’s daughter, she is going through a lot right now. Thank you all.”

## **X. Adjournment**

A motion was made by Ms. Slade to adjourn the meeting. The motion was then second by Ms. Elliott, the meeting ended at 7:56 pm.