

Steelton, Pennsylvania
March 19, 2015

The Steelton-Highspire School Board met on the above date with the following members present: President, Ms. Mary J. Carricato Vice President, Ms. Rachel M. Slade; Mr. Derek E. Lewis; Mr. Samuel Petrovich; Mr. John Salov; Mr. Robert Spizzirri and Mrs. Rosemary Tonkin. Mr. Barry L. Baumgardner and Ms. Sarah F. Metallo were absent. Also present were Dr. Ellen Castagneto, Superintendent; Mr. Travis Waters, Assistant to the Superintendent; Ms. Cynthia Craig, Business Manager; Mr. Mick Iskric, High School Principal; Ms. Rachel Montiel, Elementary Principal; and Ms. Debora Kagarise, Board Secretary. Attached is a copy of a list of names of the members of the public who were present.

Ms. Carricato called the meeting to order at 6:40 P.M.

The meeting opened with the “Pledge of Allegiance to the Flag”.

ANNOUNCEMENT OF EXECUTIVE SESSIONS

Ms. Carricato announced that there was an Executive Session held prior to tonight’s meeting and discuss personnel. She apologized to the public for the late start to tonight’s meeting.

PUBLIC COMMENT (Agenda Items)

There was no Public Comment.

APPROVAL OF MINUTES

Ms. Slade made a motion to approve the February 12, 2015 Planning Meeting minutes. Second by Mr. Spizzirri. All members present voted aye.

Ms. Slade made a motion to approve the February 22, 2015 Legislative Meeting minutes. Second by Mr. Spizzirri. All members present voted aye.

PRESENTATION

Mr. Don Bonawitz presented findings of the annual audit with the required communication letter to the board and detailed financial statements. Mr. Bonawitz reported it was a difficult audit because of missing documents, none the less the district continues a two million dollar deficit, with a \$40 million debt load over the next 15 years. Over the past three years almost \$190,000 was lost in the food service fund. Mr. Bonawitz reported liabilities with the calculations too high for the district to get out of the SWAP agreement and PSERS interest rates going to 20% this year and expected to max out in the future at 30%. The Special Education and Title I clusters federal audit showed 65% of what the district received this year. The summary report showed internal control and federal programs issues, segregation of duties and not spending for federal programs according to budget. Mr. Bonawitz reported Cynthia Craig has a good understanding of what needs to be done and addressed.

Mr. Bonawitz wanted to go on record saying a lot of time and effort went into coordinating everything needed in order to make it possible for the audit to be presented this evening and he thanked Cynthia Craig for being the driving force behind this process.

Mr. Lewis questioned the cafeteria fund, Ms. Craig reported students are provided lunches and eat for free, the lack of participation at the high school level is a problem.

Ms. Craig reported the corrective action plan addresses purchasing and control issues.

Dr. Castagneto thanked the teams that worked long hours and put in a lot of hard work to get the audit in place.

FOLLOW UP

Dr. Castagneto updated the Board on the costs of the Highspire Petition has increased \$150.00 since the last meeting, bringing the current total to \$28,644.54.

Dr. Castagneto explained the differences between policies of F.M.L.A. vs Childrearing Leave. FMLA follows the federal regulations, allowing employees leave if they have been employed for one year. Sick days can be applied, but not required. A physician is required to sign documents for this leave. Childrearing leave is an additional policy, paired with the Collective Bargaining Agreement, is for male or female for childrearing, for no longer than one year. Employees are not permitted to use sick leave and this leave is without benefits, although the employee may pay for their health insurance.

CURRICULUM REPORT

EXTENDED SCHOOL YEAR (ESY)

Ms. Slade made a motion to approve an Extended School Year (ESY) program for complex special needs students as per their IEP, following state criteria. Classes will be held July 6 through July 30, 2015 from 9:00 – 11:00 A.M., Monday through Thursday. Transportation as well as related services (Speech, OT/PT) must be provided. Three (3) professional staff and three (3) paraprofessionals will be needed. Second by Mr. Spizzirri. Dr. Castagneto said the dates follow the IU, except this will be two days longer. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

FINANCE REPORT

GENERAL FUND

Mr. Salov made a motion to approve the following financial reports and settlement agreement account. Second by Ms. Slade. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Treasurer’s Reports

February 2015	
Balance 2/1/15	\$2,285,760.88
Receipts	\$1,033,648.99
Disbursements	\$1,911,003.56
Balance	\$1,420,520.72*

*Total reflects \$12,114.41 Restricted Fund (\$15K Settlement 2014)

Accounts Payable/Estimated Expenditures Report

Final approval of vendor payments in the amount of \$583,511.43, which include vendor checks #38438-#38585.

CAFETERIA FUND

Cafeteria Reports

February 2015	
Balance 2/1/15	\$16,126.35
Receipts	\$85,646.55
Disbursements	\$85,512.06
Balance	\$16,260.84

ATHLETIC FUND

Athletic Association Financial Reports

February 2015	
Balance 2/1/15	\$1,870.26
Receipts	\$7,206.18
Disbursements	\$5,978.75
Balance	\$3,097.69

STUDENT ACTIVITIES ACCOUNT

Student Activities Financial Reports

February 2015	
Balance 2/1/15	\$39,715.65
Receipts	\$5,595.56
Disbursements	\$2,852.25
Balance	\$42,458.96

PERSONNEL REPORT

JOB DESCRIPTION REVISIONS

Mr. Petrovich made a motion to approve job description revisions for the following positions: Assistant to the Superintendent; Business Manager; Director of Information Technology; Director of Student Services; Director of Building and Grounds; High School Principal; Elementary Principal; High School or Elementary Department Head and Grade Level Coordinator. Second by Ms. Slade. Ms. Carricato expressed the Board is adamant the job descriptions are to be followed with no one undercutting who they are to report to; Dr. Castagneto confirmed protocol would be followed. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

CERTIFIED SUBSTITUTE APPOINTMENTS

Mr. Petrovich made a motion to approve the following certified substitutes assigned to specific positions. Once their assignment is over, they will continue as day-to-day substitutes for the 2014-2015 school year. Second by Mr. Spizzirri. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

<u>Name</u>	<u>Certification/Permit</u>	<u>Effective Date</u>
Megan Ragni	Instructional I Elementary K-6	3/9/15
Katherine Kaufman	Instructional I Elementary K-6	3/17/15

EMERGENCY PERMIT SUBSTITUTE APPOINTMENTS

Mr. Petrovich made a motion to approve Trisha Grob as an Emergency Permit substitute teacher for the 2014-2015 school year. Second by Mr. Spizzirri. Ms. Carricato wanted it on record that this position was confirmed with PDE and the district will not be fined in the future for having the position filled; Mr. Waters explained the position is a day-to-day substitute filled through the PDE process. Dr. Castagneto confirmed and explained PDE fines districts where certificates are expired or if a teacher is assigned to a position without the required certification. Ms. Carricato opposed this, stating the district has been fined in the past for teachers with current certifications in the correct positions. Ms. Carricato would like something in writing that specifically shows this procedure, because she feels PDE owes the district money; the action was checked through past superintendents and PDE had responded to their action. Ms. Carricato doesn't believe PDE has changed this ruling. Dr. Castagneto offered to research this further. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

CHILDREARING LEAVE OF ABSENCE REQUESTS

Mr. Petrovich made a motion to approve the request of Ms. Rachele Peter to begin Childbearing Leave on March 9, 2015 and to elect not to use her sick leave or F.M.L.A. at this time. Second by Mr. Spizzirri All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

RESIGNATION

Mr. Petrovich made a motion to approve the resignation of Mr. Charles Geegee, Sr. as part time Facilities I Worker, effective March 17, 2015. Second by Mr. Spizzirri All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

ATHLETIC RESIGNATION

Mr. Petrovich made a motion to approve the resignation of Ms. Keri Poston as Girls Softball Co-Head Coach. The salary of \$3521.00 will now be split evenly between the remaining two Co-Head Coaches, Ms. Brook Conjar and Ms. Kara Schwenk. (Salary combines the Step 1 \$2071.00, Head Coach and the Step 1 \$1450.00 Assistant Coach rates). Second by Ms. Slade. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

ATHLETIC APPOINTMENTS

Mr. Petrovich made a motion to approve the following appointments to the Varsity Girls Volleyball Team for the 2014-2015 season. Second by Mr. Spizzirri. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Mr. Clarence Watson	Head Coach	Step 1	\$1,964.00
Ms. Kara Schwenk	Assistant Coach	Step 1	\$1,334.00

PROPERTY AND SUPPLIES REPORT

COMCAST RENEWAL AGREEMENT

Mr. Lewis made a motion to approve the three (3) year renewal of Comcast Primary Rate Interface (PRI) circuits, delivered via fiber, at a recurring monthly rate of \$389.00. Second by Ms. Slade. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Mr. Lewis presented the following list of Facilities Usages for the month of March 2015.

- Request from Andrew Erby for the use of the High School Gym on Saturday, March 14, 2015 from 11:30 A.M. – 2:00 P.M. for the Steelton Midget Basketball League Championship games.

- Request from Pete Boyajian for the use of Cottage Hill field on Saturday, March 14, 2015 from 11:30 – 3:30 P.M. for the “Old Gaelic Rugby Football Club”. The club paid \$200.00 (\$50.00 per hour) for this event.
- Request from Mr. Rick Sayles for the use of the High School Cafeteria on Wednesday, March 18, 2015 from 5:00 – 9:00 P.M. to present the upcoming events for the Science Club garden. The public will be invited.
- *Central Penn Ballers has cancelled the request for the use of the High School and Elementary Gyms on Saturday and Sunday, March 21 & 22, 2015 from 8 A.M. to 8 P.M. for the AAU Basketball Youth Tournament. The Central Penn Ballers will be using the High School and Elementary Gyms as approved for May 23 & 24, from 8 A.M. to 6 P.M. for the AAU Basketball Youth Tournament.*

TRANSPORTATION REPORT

FIELD TRIPS

Ms. Slade presented the following list of approved field trips.

<u>Date Of Trip</u>	<u>Group</u>	<u>Destination</u>	<u>Advisor/ Chaperones</u>
March 25, 2015	K-4 Emotional Support	Hershey area & Red Crown Bowling	C.Trapp
March 26, 2015	Autism Support Gr. 6-8	Weis Market	T. Hipple
April 1, 2015	Emotional Support Grs. 5-6	Hershey area & Red Crown Bowling	J.Yarnevich
April 16, 2015	L.S. & E.S. Autism Support Grades K-5 & 6-8	Special Olympics, Messiah College	T. Hipple, J. Cross, J. Yarnevich
April 28, 2015	Autism Support Gr. 6-8	Walmart, Harrisburg	T.Hipple
May 15, 2015	4 th Grade	The Amish Village, Lancaster	J. Waynick J. Lesniak
May 22, 2015	3 rd Grade	Indian Echo Caverns & Chocolate World	E. Thomas

SUPERINTENDENT'S REPORT

Dr. Castagneto announced the High School drama club's production of "Murder in the House of Horror" will be on March 26 through 28, at 7:00 in the High School auditorium.

Dr. Castagneto also extended congratulations to the High School band for being nominated by Congressman Lou Barletta and invited to perform at the 2016 National Memorial Day parade in Washington, DC. The Board gave a round of applause. Mr. Iskrick expects to meet soon with Mr. Roach for the expectations of expenses for this trip.

CONFERENCE REQUESTS

Ms. Slade made a motion to approve the following conference requests. Second by Mr. Petrovich. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Conference	Name	Date	Amount
Army Heritage Center (From the Trenches to the Classroom)	Sarah Barrie	3/20/15	\$40 and Substitute (Title II funded)
STD and Bullying Prevention Program	Pharoah Vaughn	3/23/2015	Substitute (1305 Grant funded)
PASBO Webinar	Business Office Administrative Team	3/24/15	\$65.00
SAP Training, PDE	Frances Jackson	3/24-26/15	Substitute (Title II funded)
PASBO, Hbg (Board and School Organizations)	Dr. Ellen Castagneto	3/26/15	\$130.00
CPARC, Harrisburg	Jacqueline Cross	3/28/15	\$60.00 (Title II funded)
PAPSA, Lancaster (Legal Issues in Pupil Services, Spec. Ed, Counseling, Nursing and Student Records)	Willie Slade	4/17/15	\$195.00 (Title II funded)

BOARD POLICIES

Ms. Slade made a motion to approve the attached Board Policies. Second by Mr. Petrovich. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Policy 008 Organization Chart

Policy 810 Transportation

ACCEPTANCE OF DONATIONS

Ms. Slade made a motion to accept the following donations. Second by Mr. Salov. All members present voted aye on roll call. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Travis Waters	\$300.00	Football Fund
McInroy-Sheffer People Trust	\$600.00	Interscholastic Competitions
Helen & Emerson Babb	\$100.00	In memory of Patty Ann (Hawley) Pettigrew
Robert Waldron	\$50.00	In memory of Patty Ann (Hawley) Pettigrew
Housing Authority of the County of Dauphin	\$50.00	In memory of Patty Ann (Hawley) Pettigrew
Dr. Ellen Castagneto	\$100.00	Boys Basketball team fan bus to Reading

SPECIAL REPORTS

Athletic Association

Mr. Salov reported baseball season will begin soon and the girls had a scrimmage today.

PSBA Representative

There was nothing to be reported.

HACC

Mr. Spizzirri reported that neither he, or Dr. Castagneto, will be able to attend the next meeting; Mr. Waters will go in their place to learn about the budget.

Strategic Planning

There was nothing to be reported.

Buildings And Grounds

Mr. Lewis reported a meeting will be held at 6:00 p.m. on March 25.

Discipline Committee

There was nothing to be reported.

Budget Committee

Ms. Slade reported a meeting will be held on March 31 at 5:00, the public is invited.

BOARD ROUND TABLE

Ms. Slade thanked Dr. Castagneto and staff for their participation with the Roller Gear week, which donated money for student fan buses. She has been doing this for past four years, it began with trying to get student participation to the girls' district games, for the students who couldn't get to the games. This was a costly year with the boys going to district games. She's very proud of the team's accomplishments, exceeding expectations, but also proud of the kids who rode the buses, sat together at the games and cheered for the team. She saw pictures online of the players running to the student section after they won. She's proud of how they supported each other and she knows the students appreciated it. Ms. Slade would like for a fund to begin for transportation and assistance for students' admissions in order for everyone to show support for our teams and band.

Mr. Spizzirri congratulated the boys' basketball team for their success.

Mr. Petrovich praised the fans for being respectful and well behaved; they knew how to act in supporting their team. He doubts if the chaperones had any trouble with them. Mr. Petrovich also reported the aquaponics building is being constructed quickly; information needs to be put out to the public showing Steelton-Highspire is giving the students this opportunity. Mr. Iskric stated starting next week groups of ten students will begin planting in the aquaponics building, learning the entire process. He invited the Board members to come by to see this first hand and talk with the engineers and the students about the project. Mr. Iskric also reported WheelHouse will compensate each student \$1000.00 working on the project. Ms. Rhodes and the Garden Club gave a presentation last evening; the public, including community members who are interested in being involved with the project, had the opportunity to walk through the building and talk with Kirk Wallace, Vice President of AGGRECO. The Board and public will be updated as to the date of the ribbon cutting ceremony.

PUBLIC COMMENT (ANY TOPIC)

Mayor John Hoerner, 476 Second Street, Highspire, thanked Dr. Castagneto for reaching out to the students to get a Junior Council Person for the Borough of Highspire. Ciera Castanary, a student at Bishop McDevitt and Highspire's bicentenary queen has been selected as Junior Council Person.

ADJOURNMENT

The meeting adjourned at 7:40 p.m. on a motion by Ms. Slade. Second by Mr. Petrovich. All members present voted aye.

Debora Kagarise

Debora Kagarise, Board Secretary