

Steelton, Pennsylvania
November 10, 2014

The Steelton-Highspire School Board met on the above date for the purpose of planning and developing the agenda for the regular meeting of November 20, 2014 with the following members present: President, Ms. Mary Carricato; Vice President, Ms. Rachel Slade; Mr. Derek E. Lewis; Ms. Sarah F. Metallo; Mr. Samuel Petrovich; Mr. John Salov; Mr. Robert Spizzirri and Mrs. Rosemary Tonkin. Absent was Mr. Barry Baumgardner. Also present were Dr. Ellen Castagneto, Superintendent; Mr. Travis Waters, Assistant to the Superintendent; Mr. Vincent Champion, Esq., School Solicitor; Ms. Cynthia Craig-Booher, Business Manager; Ms. Debora Kagarise, Board Secretary; Mr. Michael Iskric, High School Principal; Ms. Sheri Woodall, High School Asst. Principal; and Ms. Rachel Montiel, Elementary Assistant Principal. Attached is a list of names of the members of the public who were present.

Ms. Carricato called the meeting to order at 6:51 P.M.

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

ANNOUNCEMENT OF EXECUTIVE SESSION

Ms. Carricato announced that Executive Sessions were held to discuss personnel, October 27 and prior to this evening’s meeting. Ms. Carricato apologized for the late start of the Planning Meeting.

BOARD PRESENTATION

Dr. Castagneto introduced Jason Umberger, Chief of Police, Swatara Township Police Department. Chief Umberger addressed the concerns of the community in regards to the recent occurrence that mandated a lock down of the schools. A suspicious person was seen on school property and an investigation found an unsecured door. The school district was secured, with students in their classrooms and all building doors locked, until the police could determine there was no threat to the students and staff. After the determination was made, the police met with the Superintendent to put the robo-call out to parents and community members. Chief Umberger reported in the event of a lock-down situation, the immediate concern of the police is to eliminate any threat to students and staff. After the police make the determination everyone is safe, the robo-call is placed to the public. The reasoning why a call is not made prior to the determination, is for all police staff to be able to focus on the circumstances, rather than focusing on keeping the public off school property and there’s always the possibility of circumstances changing during the incident. The police department has scheduled a debriefing meeting with the Superintendent and school administrators to review the lockdown and make any necessary changes.

Chief Umberger stated the practice of lock down drills is just as important as fire drills and students should look at it seriously. Chief Umberger quoted statistics of students harmed due to school violence rather than fires in schools. Doors and windows are checked regularly throughout the day and students should be aware of the necessity of keeping doors locked. Lock down drills take place in the district once a month. Statistics also show members of the community are linked to school violence. Students putting information on social media about any lock down should be addressed.

Chief Umberger said Operation School Guardian is random, unannounced foot patrols of officers going through area schools to know the entire school layout and develop relationships with students.

Dr. Castagneto thanked Chief Umberger for coming to the meeting and also for his training at the last teacher's inservice day.

PUBLIC COMMENT (Action Items)

There was no public comment.

FOLLOW UP

Dr. Castagneto reported the lights on the flag poles have been fixed. The band director was told the details on his field trip request were appreciated by the board. Concerns about back windows being left open after school hours have been addressed, Mr. Iskrich and Mr. Zimmerman have mandated procedures to be followed by staff.

ACTION ITEMS

FINANCIAL REPORT

INTERNAL ANNUAL REQUIRED AUDIT CONTRACTS

Ms. Slade made a motion to approve the following two contracts to complete the requirements of the internal audit. Second by Mr. Spizzirri. Mr. Lewis questioned the auditors getting the correct information. Discussion was held between the Board members and the Business Manager regarding the budget and the audit reports. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

- a. Brown Shultz Sheridan & Fritz for the year ending June 30, 2014, for estimated amount of \$45,000.00 (budgeted).

- b. Diana M. Reed & Associate, PC for the year July 1, 2014 through June 30, 2015 for the estimated amount of \$15,000.00 (budgeted).

Mr. Petrovich made a motion to amend the financial reports to show expenditures tracking staff hours used to complete forms and reports, and the attorney fees endured resulting from the Highspire to Middletown action. Board should see these expenses every month. Second by Ms. Slade. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

PLAN CON J REQUIRED PREPARATION CONTRACTS

Mr. Lewis made a motion to approve the contracts below to fulfill PDE requirements for reimbursement of Plan Con J elementary school project (estimated reimbursement, \$130,000). Second by Ms. Slade. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

- a. John Casey for required CPA completion of Plan Con J document at a cost not to exceed \$2500 (budgeted).
- b. Brown, Schultz, Sheridan & Fritz independent audit of elementary school project at a cost not to exceed \$2000 (budgeted).

PERSONNEL REPORT

APPOINTMENTS

Ms. Slade made a motion to approve the following appointments, effective November 11, 2014. Second by Mr. Spizzirri. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Tammy Jo Stine	part-time LPN	rate of \$23.00 per hour
Patricia Wetterhall	substitute Nurse	rate of \$20.00 per hour

Ms. Slade made a motion to approve the appointment of Sarah Lewis as Substitute LPN, November 11, 2014, at a rate of \$17.00 per hour. Second by Mr. Spizzirri. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

SUBSTITUTE TEACHERS

Ms. Slade made a motion to approve the following as a Substitute teacher for the 2014-2015 school year. Second by Mr. Spizzirri. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

Micquella Sheetz, 155 South Locust Point Rd, Mechanicsburg
PA Certificates: Elem K-6 and Special Ed PK-12

Mr. Spizzirri made a motion to approve the following as Day-to-Day Substitute teachers for the 2014-2015 school year, effective pending receipt of all background clearances. Second by Ms. Slade. Mr. Lewis abstained, his daughter's name is on the list to be approved. All members present voted aye on roll call. (7 ayes, 0 nays, 1 abstentions, 1 absent)

Ceira Bethea, 2424 Boas St, Hbg	PDE Emergency Permit	PK-12
Ryan House, 527 Lincoln St, Steelton	PDE Emergency Permit	PK-12 & PBIS
Kayla Altland, 3 Briar Ct, Dillsburg	CAIU Guest Teacher	PK-12
Donald Chappell, 525 W Second St, Hummelstown	CAIU Guest Teacher	PK-12
Beth Fenice, 282 Buckley Dr., Hbg	CAIU Guest Teacher	PK-12
Stephanie Herr, 400 Gettysburg Rd., Camp Hill	CAIU Guest Teacher	PK-12
Christine Madsen, 112 N Pine St, Middletown	CAIU Guest Teacher	PK-12
Hina Patel, 3519 Countryside Lane, Camp Hill	CAIU Guest Teacher	PK-12
Andrew Simms, 8 Wildwood Bldg., Middletown	CAIU Guest Teacher	PK-12
Maria Williams-Turner, 2773 Monticello Lane, Hbg	CAIU Guest Teacher	PK-12

TERMINATION

Mr. Spizzirri made a motion to approve the termination of Dan Mottola, Facilities II Worker, effective October 24, 2014. Second by Mr. Lewis. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

RESIGNATION

Mr. Spizzirri made a motion to approve the resignation of Mrs. Carla Bender, Financial Services Administrator and Assistant Board Secretary, effective October 31, 2014. Second by Ms. Slade. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

STUDENT ACTIVITIES REPORT

FUNDRAISERS

Ms. Slade made a motion to approve of the following fundraiser. Second by Mr. Spizzirri. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

<u>Date</u>	<u>Club/Group</u>	<u>Type of Fund Raising</u>
October 17 – November 19, 2014	Lady Rollers Basketball	Roller Gear (to buy sneakers)
November 11, 2014	Third Grade and Emotional Support	Smencil Sale
November 11, 2014	Senior Class	Candy Sale
November 17, 2014	Second Grade	Sub and Sandwich Sales (field trips)
November 19, 2014	Senior Class	Midnight Madness (open to public for basketball kickoff)

Mr. Spizzirri made a motion to approve of the following fundraiser. Second by Ms. Slade. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

<u>Date</u>	<u>Club/Group</u>	<u>Type of Funding</u>
November 12, 2014	Autism Support Class	Bake Sale (for educational trips)

APPROVED FIELD TRIPS

The following approved field trips were presented.

<u>Date Of Trip</u>	<u>Group</u>	<u>Destination</u>	<u>Advisor/Chaperones</u>	<u>Paid</u>	<u>Substitute For Classroom Coverage</u>
11/4/14	Senior Class Voting Students	Polling Places	Mr. Chyr	Van use	No

11/5/14	Students interested in law school	Widener University	4 students and Mr. Chyr	Van use	Yes
11/13/14	10 Seniors	Senator For A Day Workshop at Capitol Building	Mr. Chyr	Van use	Yes
11/19/14	Autism Support Class Grades 6-8	Whitaker Center	4 students & 2 chaperones Ms. Hipple	Van use	No
11/19/14	Emotional Support Grades 5-6	Mt. Gretna	8 students 7 4 chaperones Ms. Yarnevich	Van use	No

PUPIL SERVICES REPORT

MEMORANDUM OF UNDERSTANDING DAUPHIN COUNTY PROBATION SERVICES OFFICE

Mr. Lewis made a motion to approve the Memorandum of Understanding between Steelton-Highspire School District and Dauphin County Probation Services Office for one (1) year (at no cost to the district). Second by Mr. Spizzirri. All members present voted aye. (8 ayes, 0 nays, 0 abstentions, 1 absent)

LETTER OF AGREEMENT DAUPHIN COUNTY PROBATION SERVICES OFFICE

Mr. Spizzirri made a motion to approve the Letter of Agreement for Student Assistance Program Services between Dauphin County Mental Health/Intellectual Disabilities Program (Dauphin County Juvenile Probation) and Steelton-Highspire School District, effective September 1, 2014 through June 30, 2015 (at no cost to the district). Second by Mr. Lewis. All members present voted aye. (8 ayes, 0 nays, 0 abstentions, 1 absent)

SUPERINTENDENT'S REPORT

CONFERENCE REQUESTS

Mr. Salov made a motion to approve approve the following conference requests. Second by Mr. Spizzirri. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Cost</u>
Rachelle Morgan Peter and Tanya Sepela	Natl. Council of Teachers of English Annual Conf.	November 21, 2014	\$469.00 each (grant funded)

ACCEPTANCE OF DONATION

Mr. Lewis made a motion to accept the following donations. Second by Mr. Salov. All members present voted aye on roll call. (8 ayes, 0 nays, 0 abstentions, 1 absent)

\$450.00 from Mr. Travis Waters for the Football Program;
\$75.00 from Dr. E. Castagneto for the Football Program (August, 2014);
\$50.00 from Dr. E. Castagneto for the Athletic Fund;
\$40.00 from Dr. E. Castagneto for the Roller Ed Fund (September, 2014);
\$40.00 from Dr. E. Castagneto for the Roller Ed Fund;
\$25.00 from Dr. E. Castagneto for the Girls Basketball;
\$25.00 from Dr. E. Castagneto for the Boys Basketball

REVIEW OF BOARD REPORTS

Finance Report

The financial reports for the month of October, 2014 for the General Fund, Cafeteria Fund, Athletic Fund and Student Activities Fund will be brought forward for approval at the Legislative Meeting on November 20, 2014.

Personnel Report

Appointment for Assistant Play Directors will be brought forward at the Legislative Meeting on November 20, 2014.

Property And Supplies Report

Facilities Usage will be brought forward for approval at the Legislative Meeting on November 20, 2014. There will be an additional item regarding the adjusted schedule with Midget basketball at that time; discussion ensued about the use of the facility and the length of time that is required.

Student Activities Report

Approved field trips will be reviewed at the Legislative Meeting on November 20, 2014.

School Board President's Report

Ms. Carricato thanked Mr. Markis Millberry for the great job in coordinating the First Annual Steelton-Highspire Rollers Candlelight Vigil.

SPECIAL REPORTS

Athletic Association

Mr. Salov reported the playoffs will begin this week against York Catholic. Mr. Willie Slade, Athletic Director, reported information will be distributed this week regarding season tickets for this year's basketball season.

PSBA Representative

There was nothing to be reported.

HACC

There was nothing to be reported.

Strategic Planning

Ms. Metallo reported an upcoming meeting on November 17, 2014.

Buildings and Grounds

There was nothing to be reported.

Discipline Committee

Ms. Slade reported the committee is working with staff to schedule a meeting in January.

Budget Committee

Mr. Salov reported the committee is planning to meet November 24, 2014.

Round Table

There was nothing further to be reported.

Public Comment

Ms. Amanda Miller, 24 Willow Street, Highspire, voiced her concerns regarding the recent incidents of emergency lockdown and a child leaving the school property during recess. Ms. Miller prepared her comments prior to this evening's presentation and some of her concerns have been addressed this evening. Ms. Miller stated she is apprehensive of elementary children's safety and the communication between the district and parents in these incidents. Ms. Miller questioned if there is a PTA and how to be involved.

Ms. Carricato addressed the question about PTA and instructed Ms. Miller to contact the Elementary Principal for information.

Adjournment

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

Debora Kagarise

Debora Kagarise
Board Secretary