

**STEELTON-HIGHSPIRE SCHOOL DISTRICT**

**LEGISLATIVE MEETING**

**January 10, 2024**

**MINUTES**

**VOTING MEMBERS PRESENT:** Mr. Micheal Wanner, President, Ms. Ashley Ward-McMullen, Vice President, Mr. Calvin Johnson, Treasurer, Ms. Karen Harris, Ms. Joyce Culpepper, Ms. Jenna Condran, Ms. Rosemary Conjar, and Mr. Nicholas Conjar.

**NON-VOTING MEMBERS PRESENT:** Dr. Michael Iskric, Jr, Superintendent, Mr. Willie Slade, Assistant to the Superintendent, Mr. William Zee, Solicitor, Ms. Megan Armstead, Elementary Principal, Ms. Elayne Thomas, Elementary Assistant Principal, Ms. Leni Cordero, Jr./Sr. High School Principal, Ms. Tarah Gross, Jr./Sr. High School Assistant Principal, Ivy Lynn Grunert, Assistant Business Manager, and Mark Carnes, II, Business Manager/Board Secretary.

**CALL TO ORDER**

Mr. Wanner called the meeting to order at 6:03 p.m.

**PLEDGE OF ALLEGIANCE**

Audience

**EXCUTIVE SESSION**

**PRESENTATION**

**Neighborhood Assistance Corp. of America (NACA), Ms. Chapman**

**Harrisburg Pitbulls Inc., Mr Clark, didn't present**

**All You Can Inc., Mr. Rodriguez**

**Keystone State Challenge Academy, Ms. Downey**

**PUBLIC COMMENT (Agenda items)**

No comment

**FOLLOW UP**

Dr. Mick Iskric, Jr.

**School Spotlight**

**APPROVAL OF MINUTES**

**November 8, 2023 Legislative Meeting Minutes**

The Administration respectfully recommends that the Board approve the attached November 8, 2023 Legislative Meeting Minutes.

On a motion by Mr. Wanner, second by Ms. Harris to approve by Voice Call Vote, all members voting Aye, Legislative Meeting Minutes Item A.1 was approved.

**December 6, 2023 Reorganization Meeting Minutes**

The Administration respectfully recommends that the Board approve the attached December 6, 2023 Reorganization Meeting Minutes.

Policy 620.1 - Credit Cards  
Policy 626 - Federal Fiscal Compliance  
Policy 706.1 - Disposal of Surplus, Obsolete and Irreparable Furniture and Equipment  
Policy 707 - Use of School Facilities  
Policy 717 - Cellular Telephones and Electronic Communication Devices  
Policy 719 - Therapy Dogs  
Policy 805 - Emergency Preparedness and Response  
Policy 808 - Food Services  
Policy 810.1 - School Bus Drivers and School Commercial Motor Vehicle Drivers  
Policy 810.3 - School Vehicle Drivers  
Policy 829 - Electronic Signatures  
Policy 830.1 - Data Governance - Storage and Security  
Policy 831 - Livestreaming  
Policy 907 - School Visitors  
Policy 913.1 - Commercial Partnerships and Sponsorships

### **FINANCE REPORT ACTION ITEM**

The Administration respectfully recommends that the Board approve the attached **November 2023 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.

On a motion by Mr. Johnson and second by Ms. Ward-McMullen, by Voice Call Vote, all members voting Aye, Item C.1 was approved.

The Administration respectfully recommends that the Board approve the attached **December 6 2023 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.

On a motion by Mr. Johnson and second by Ms. Ward-McMullen, by Voice Call Vote, all members voting Aye, Item C.2 was tabled.

The Administration respectfully recommends that the Board approve the attached Resolution approving the school district for the establishment of **Pennsylvania Treasury Department INVEST Program**.

On a motion by Mr. Johnson and second by Ms. Ward-McMullen, by Voice Call Vote, all members voting Aye, Item C.3 was approved.

### **PERSONNEL REPORT ACTION ITEM: Ms. Culpepper**

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

On a motion by Ms. Culpepper, second by Ms. Ward McMullen and was approved by Voice Call vote, all members voting Aye, Item D.1 was approved.

The Administration respectfully recommends that the Board approve the attached updated **Assistant Superintendent job description**.

On a motion by Ms. Culpepper, second by Mr. Johnson and was approved by Voice Call vote, all members voting Aye, Item D.2 was approved.

### **PROPERTY AND SUPPLIES REPORT**

The Administration respectfully recommends that the Board approve the use of the High School Auditorium for Neighborhood Assistance Corporation of America (NACA) **Home Buyers Workshop** to be held on January 27, 2024 with Ms. Chapman.

1/8/2024	12th Grade/Ms. Warner	Mary's Grooming Boutique, Harrisburg
1/9/2024	12th Grade/Ms. Warner & Mr. Erby	Derry Township Police Department
1/12/2024	Elementary TSR Classrooms/Pugh	PA Farm Show
1/22/2024	12th Grade/Ms. Warner	Goodwill, Middletown
1/23/2024	12th Grade/Ms. Warner	Harrisburg University
1/25/2024	12th Grade/Ms. Warner	Planet Fitness, Camp Hill
2/8/2024	12th Grade/Ms. Warner	Partnership for Career Development (PCD), Harrisburg
3/7/2024	12th Grade/Ms. Warner	PCD, Enola
3/21/2024	12th Grade/Ms. Warner	PCD, Enola
4/15/2024	12th Grade/Ms. Warner	PDD, Enola

**SUPERINTENDENT'S REPORT ACTION ITEM**

The Administration respectfully recommends that the Board approve the attached **Donation report**. On a motion by Ms., Culpepper, second by Ms. Ward-McMullen and was approved. by Roll Call vote, all voting Aye, Item H.1 was approved.: Roll Call Vote: Ms. Harris – Aye, Ms. Condran – Aye, Ms. Conjar– Aye, Mr. Wanner – Aye, Mr. Conjar – Aye, Mr. Johnson – Aye, Ms. Ward-McMullen – Aye, and Ms. Culpepper - Aye Item H.1` was approved.

The Administration respectfully recommends that the Board approve the **Confidential Agreement for Student #10369**.

On a motion by Ms. Ward-McMullen, second by Ms. Harris and was tabled by Voice Call vote, 1- abstain and 7- members voting Aye, Item H.2 was tabled.

**Steelton-Highspire School District Monthly Enrollment**

<b>Date</b>	<b>Elementary Brick &amp; Mortar</b>	<b>Elementary Caola</b>	<b>Elementary Total</b>	<b>Jr/Sr HS Brick &amp; Mortar</b>	<b>Jr/Sr HS Caola</b>	<b>Jr/Sr HS Total</b>	<b>District Total</b>
9/1/2023	768	7	775	621	16	637	1412
10/1/2023	761	7	768	601	18	619	1387
11/1/2023	757	13	770	597	26	623	1393
12/1/2023	758	14	772	563	43	606	1378
1/1/2024	764	13	777	562	41	603	1380
2/1/2024			0			0	0
3/1/2024			0			0	0
4/1/2023			0			0	0
5/1/2024			0			0	0
6/1/2024			0			0	0

**CURRICULUM ACTION ITEM**

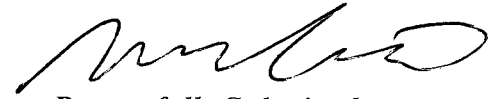
No report at this time.

**SPECIAL PROJECTS REPORT ACTION ITEM**

**PUBLIC COMMENT**

**ADJOURNMENT**

The meeting adjourned at 7:19 p.m. on a motion by Mr. Wanner and second by Ms. Harris. All members present voted Aye.



*Respectfully Submitted,*  
**Mr. Mark Carnes**  
Board Secretary

## Finance Report

### General Fund

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#### Treasurer's Report:

Balance November 01, 2023	\$	1,843,352
Receipts		1,802,899
Disbursements		2,163,402
Balance November 30, 2023	\$	1,482,849

#### Accounts Payable/Estimated Expenditures Reports:

Final approval of November vendor payments in the amount of \$857,465 which includes vendor check #99920 - 100032 and wire payments \$-0-. Payroll & Benefits amount \$1,259,677. There were total transfers out \$46,260. of General Fund. There were no journal entries done in the General Fund.

### **CAFETERIA FUND**

#### Cafeteria Report:

Balance November 01, 2023	\$	747,577
Receipts		134,179
Disbursements		211,151
Balance November 30, 2023	\$	670,605

#### Accounts Payable/Estimated Expenditures Reports:

Final approval of November vendor payments total in the amount of \$211,151 which includes vendor checks #9043 - 9046. There was no wire payments this month. There were no transfers out of the Cafeteria Fund.

## **ATHLETIC FUND**

### Athletic Association Financial Report:

Balance November 01, 2023	\$	2,812
Receipts		37,931
Disbursements		30,899
Balance November 30, 2023	\$	9,844

### Accounts Payable/Estimated Expenditures

#### Reports:

Final approval of November vendor payments in the amount of \$30,899. which includes vendor checks # 12385 - 12391.

No wire payments this month. \$-0- total transfers this month for Athletic Fund.

## **STUDENT ACTIVITIES ACCOUNT**

### Student Activities Financial Report:

Balance November 01, 2023	\$	52,368
Receipts		5,353
Disbursements		5,165
Balance November 30, 2023	\$	52,556

### Accounts Payable/Estimated Expenditures

#### Reports:

Final approval of November vendor payments in the amount of \$5,165. which includes vendor checks #120115 - 120120.

No wire payments for Student Activities Fund.

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