

**STEELTON-HIGHSPIRE SCHOOL DISTRICT  
LEGISLATIVE MEETING  
August 13, 2025**

**MINUTES**

**VOTING MEMBERS PRESENT**

Mr. Micheal Wanner, President; Ms. Ashley Ward-McMullen, Vice President; Mr. Calvin Johnson, Treasurer; Mr. Casey Hamilton; Ms. Joyce Culpepper; Ms. Jenna Condran; Ms. Christie Hamilton; and Mr. Michael Pilsitz; and Mr. Nicholas Conjar.

**NON-VOTING MEMBERS PRESENT**

Mr. Willie Slade, Jr. Assistant Superintendent; Mr. Micheal Lewis, Solicitor; Mr. Harry Mathias Chief Recovery Officer; and Mr. Mark Carnes, II, Business Manager/Board Secretary.

**1. CALL TO ORDER**

Ms. Ward-McMullen called the meeting to order at 6:03 p.m.

**2. PLEDGE OF ALLEGIANCE**

AUDIENCE

**3. ANNOUNCEMENT OF EXECUTIVE SESSION MEETING**

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

Prior Executive Sessions was held on 8/8/2025 and 8/12/2025 to discuss personnel matters.

On a motion to go back into Executive Session by Mr. Wanner. Motion by Ms. Culpepper and second by Ms. Ward-McMullen with no objections by Voice Call Vote, all members voting Aye, motion approved to go into Executive Session. Executive session was held to discuss personnel matters..

**4. PRESENTATIONS**

**Ms. Cobb-Jones, Grandparents Involved From the Start**, requesting to bring the program to Steelton Highspire to support the grandparents. They meet one a month in the morning and will need a classroom and a district contact person. She has required liability insurance and Mr. Slade will be in contact with her about more details for her program to meet at the High School.

**5. PUBLIC COMMENT (agenda items only)**

No public comments.

**6. FOLLOW UP**

Mr. Mathia spoke about the follow information that is being currently worked on with the Neighboring Academy. Mr. Frey has a contact that has spoken with PDE and currently is on a non-commit with the programs for now, but he is continuing to work on securing more details before having the agreement back for school board review and consideration of approval.

Mr. Wanner spoke about the Lil' Rollers is requesting to use the baseball field for practices, he will get the required liability insecure and review the MOU before having the information on the board agenda for approval. He also requesting to have old football equipment donated to the program, he was advised he will need to speak with Coach Erby.

**7. REVIEW OF BOARD REPORTS**

Reports are all listed individually.

#### **7.a. CONSENT AGENDA ACTION ITEM**

The Administration respectfully recommends that the Board approve the Consent Agenda. These items were put up for Board discussion and review at the August 6, 2025 Committee of the Whole Meeting and were put on the Consent Agenda as a result of that meeting.

On a motion by Ms. Ward-McMullen second by Ms. Culpepper, by Voice Call Vote, all members voting Aye, items 7.a was approved.

#### **7.b. FINANCIAL RECOVERY PLAN REPORT**

Policies and Procedures for review will be on the next board meeting.

#### **7.c. FINANCE REPORT ACTION ITEM**

The Administration respectfully recommends that the Board approve the attached June 2025 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 second by Ms. Ward-McMullen by Voice Call Vote, all members voting Aye, items 7.c was approved.

#### **8.d. PERSONNEL REPORT ACTION ITEM**

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

On a motion by Ms. Culpepper second by, by Ms. Ward-McMullen by Voice Call Vote, all members voting Aye, item 8.d was approved.

#### **8.e. PUPIL SERVICES REPORT ACTION ITEM**

The Administration respectfully recommends that the Board approve the agreement with New Story, Harrisburg site for student services.

On a motion by Ms. Ward-McMullen second by Mr. Johnson, by Roll Call Vote, all members voting Aye by Roll Call Vote: Mr. Johnson – Aye, Ms. Condran – Aye, Mr. Wanner – Aye, Mr. Conjar – Aye, Mr. Hamilton – Aye, Ms. Culpepper - Aye, Mr. Pilsitz, - Aye, Ms. Hamilton – Aye and Ms. Ward-McMullen - Aye, item 8.e.1 was approved.

The Administration respectfully recommends that the Board approve the agreement with Shippensburg University for student teacher support services.

On a motion by Ms. Ward-McMullen second by Mr. Johnson, by Roll Call Vote, all members voting Aye by Roll Call Vote: Mr. Johnson – Aye, Ms. Condran – Aye, Mr. Wanner – Aye, Mr. Conjar – Aye, Mr. Hamilton – Aye, Ms. Culpepper - Aye, Mr. Pilsitz, - Aye, Ms. Hamilton – Aye and Ms. Ward-McMullen - Aye, item 8.e.2 was approved.

The Administration respectfully recommends that the Board approve the agreement with Specialized Education of PA, Inc. (Capital Academy) for student services.

On a motion by Ms. Ward-McMullen second by Mr. Johnson, by Roll Call Vote, all members voting Aye by Roll Call Vote: Mr. Johnson – Aye, Ms. Condran – Aye, Mr. Wanner – Aye, Mr. Conjar – Aye, Mr. Hamilton – Aye, Ms. Culpepper - Aye, Mr. Pilsitz, - Aye, Ms. Hamilton – Aye and Ms. Ward-McMullen - Aye, item 8.e.3 was approved.

The Administration respectfully recommends that the Board approve the agreement with Pitney Bowes for district services.

On a motion by Ms. Ward-McMullen second by Mr. Johnson, by Roll Call Vote, all members voting Aye by Roll Call Vote was tabled; Mr. Johnson – Aye, Ms. Condran – Aye, Mr. Wanner – Aye, Mr. Conjar –

Aye, Mr. Hamilton – Aye, Ms. Culpepper - Aye, Mr. Pilsitz, - Aye, Ms. Hamilton – Aye and Ms. Ward-McMullen - Aye, item 8.e.4 was tabled.

The Administration respectfully recommends that the Board approve the Elementary Faculty and Student Handbooks for the 2025-2026 school year.

The Administration respectfully recommends that the Board approve the Jr. /Sr. High School Faculty and Student Handbooks for the 2025-2026 school year.

On a motion by Ms. Ward-McMullen second by, by Ms. Hamilton by Voice Call Vote, all members voting Aye, item 8.e.5 and 8.e.6 was approved.

The Administration respectfully recommends that the Board approve Mr. Forrester at a rate of \$425.00 a day for 2 days a week with no benefits provided by the district; to begin August 14, 2025 - October 3, 2025.

On a motion by Ms. Ward-McMullen second by Mr. Johnson, by Roll Call Vote, all members voting Aye by Roll Call Vote was approved; Mr. Johnson – Aye, Ms. Condran – Aye, Mr. Wanner – Aye, Mr. Conjar – Aye, Mr. Hamilton – Aye, Ms. Culpepper - Aye, Mr. Pilsitz, - Aye, Ms. Hamilton – Aye and Ms. Ward-McMullen - Aye, item 8.e.7 was approved.

#### **8.f. SUPERINTENDENT'S REPORT**

Nothing to report.

#### **8.g. SCHOOL BOARD PRESIDENT'S REPORT**

The Board President respectfully recommends that the Board approve the motion to retain the law office of Knepp and Snook to conduct an internal investigation at the request of the Board of Directors.

On a motion by Ms. Ward-McMullen second by Ms. Culpepper, by Roll Call Vote, all members voting Aye item 8.g by Roll Call Vote was approved; Mr. Johnson – Aye, Ms. Condran – Aye, Mr. Wanner – Aye, Mr. Conjar – Aye, Mr. Hamilton – Aye, Ms. Culpepper - Aye, Mr. Pilsitz, - Aye, Ms. Hamilton – Aye, and Ms. Ward-McMullen - Aye, item 8.g was approved.

#### **8.h. SOLICITOR'S REPORT**

Nothing to report.

#### **9. BOARD ROUND TABLE**

No comment.

#### **10. PUBLIC COMMENT (agenda and non-agenda items)**

No public comment.

#### **10. ADJOURNMENT**

The meeting was adjourned at 6:44 p.m. on a motion by Ms. Culpepper and second by Ms. Ward-McMullen. All members present voted Aye.

Respectfully Submitted,

*CT Chisholm*

Ms. Cynthia Chisholm  
Assistant Board Secretary

## Finance Report

### General Fund

#### Treasurer's Report:

Balance June 01, 2025	\$	2,111,611
Receipts		826,897
Disbursements		2,141,741
Balance June 30, 2025	\$	796,768

#### Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments  
in the amount of \$311,566.58 which includes  
vendor checks and wire payments.

Payroll & Benefits amount \$1,830,173.95

There were total transfers out \$0  
of General Fund. There were no journal  
entries done in the General Fund.

### CAFETERIA FUND

#### Cafeteria Report:

Balance June 01, 2025	\$	131,972
Receipts		520
Disbursements		81,545
Balance June 30, 2025	\$	50,946

#### Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments  
total in the amount of \$81,545.43

### ATHLETIC FUND

#### Athletic Association Financial Report:

Balance June 01, 2025	\$	3,498
Receipts		6,711
Disbursements		274
Balance June 30, 2025	\$	9,936

#### Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments  
in the amount of \$273.92 which includes  
vendor checks

No wire payments this month.

No transfers this month for Athletic  
Fund. There were no journal entries this  
month out of the Athletic Fund.

### **STUDENT ACTIVITIES ACCOUNT**

#### Student Activities Financial Report:

Balance June 01, 2025	\$	70,367
Receipts		3,065
Disbursements		3,763
Balance June 30, 2025	\$	69,669

#### Accounts Payable/Estimated Expenditures

##### Reports:

Final approval of June vendor payments  
in the amount of \$3,763.34 which includes  
vendor checks.

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.

### **MidPenn Construction Account (Debt Services)**

#### Debt Services Financial Report:

Balance June 01, 2025	\$	6,050
Receipts		13
Disbursements		780
Balance June 30, 2025	\$	5,283

#### Accounts Payable/Estimated Expenditures Reports:

Final approval of June vendor payments  
in the amount of \$780.00 which includes  
vendor checks.

### **MidPenn Greenhouse Fund (Quarterly bank statements only)**

#### Greenhouse Financial Report:

Balance March 14, 2025	\$	3,000
Receipts		20
Disbursements		-
Balance June 14, 2025	\$	3,020

#### Accounts Payable/Estimated Expenditures Reports:

Final approval of vendor payments  
total in the amount of \$0