

**HIGHLANDS SCHOOL DISTRICT
REGULAR SCHOOL BOARD MEETING
JUNE 20, 2016**

AGENDA

ROLL CALL - 8 Members present. Mr. Kerry Myers was absent.

NOTE: ALL OF THE ITEMS BELOW WERE APPROVED, UNLESS OTHERWISE NOTED.

APPROVAL OF MINUTES

Recommend approving the minutes of the May 16, 2016 Regular Meeting.

SECRETARY'S REPORT

SUPERINTENDENT'S REPORT

STUDENT REPRESENTATIVE'S REPORT

COMMUNITY OUTREACH

AGENDA ITEMS

CAFETERIA – Mrs. Wisner, Mr. Hanford

Recommend approving the payment of Cafeteria Fund Bills, as submitted.

June to be paid \$78,726.09

STUDENT ACTIVITIES – Mr. Myers, Mrs. Wisner

Recommend approving the Student Activities Fund Financial Reports for April 2016 and May 2016, as submitted.

Recommend approving the list of Student Activities Sponsors, as submitted.

[SEE STUDENT ACTIVITIES SPONSORS ON HIGHLIGHTS PAGE]

INSTRUCTION – Mrs. Thimons, Mr. Miles

Recommend revision to the 2016-2017 School Calendar, as submitted.

[SEE 2016-2017 SCHOOL CALENDAR ON HIGHLIGHTS PAGE]

TRANSPORTATION – Mr. Mundy, Mr. Myers

Report.

BUILDINGS & GROUNDS – Mr. Cohen, Mr. Hanford

Recommend approving the Use of Facilities, as submitted.

[SEE USE OF FACILITIES LIST ON HIGHLIGHTS PAGE]

Recommend approving the Allegheny Intermediate Unit Head Start and Food contract.

Recommend lease agreement with 1600 Pacific Avenue for Alternative Education Program. (\$2,200 per month)

PERSONNEL – Mr. Masarik, Mrs. Wisner

Recommend denying Highlands Educational Association Grievance 16-02, as submitted. (On Friday April 29 the district violated the CBA by using non bargaining unit non substitute individual to cover classes when bargaining unit members were available.)

Recommend denying Highlands Educational Association Grievance 16-03, as submitted. (The district violated the CBA when it failed to secure substitutes for teachers out at a district mandated conference, thereby mandating other teachers to give up preparation time to cover, alleging an emergency situation.)

Recommend denying Highlands Educational Association Grievance 16-04, as submitted. (The district violated the CBA when it improperly furloughed three bargaining unit members and failed to properly realign said members, without just cause.)

Recommend ratifying the following substitute teacher call list:

- A. Killian, Lauri - RATIFY
Elementary Teacher K-6
\$90 / day
Effective: June 1, 2016

Recommend ratifying, with regret, the retirement of the following staff:

- A. Essay, Suzanne - RATIFY
Title I Paraprofessional
Fairmount Primary Center
Effective: June 9, 2016

Recommend ratifying, with regret, the resignations of the following staff:

- A. Markiewicz, Courtney - RATIFY
7th Grade Math Teacher
Middle School
Effective: June 9, 2016
- B. Pollick, Jeff - RATIFY
Health/Physical Education Teacher
Middle School
Effective: June 9, 2016

Recommend approving the Confidential Secretary Agreement.

Recommend approving the following Professional Staff for the 2016 Extended School Year at Grandview Upper Elementary School from June 27 to July 28. Teacher and professional staff work time will be four hours per day, four days per week from 8 AM to Noon. Rate of pay is curriculum rate. Paraprofessionals will work 8:30 AM to Noon, four days per week and pay rate will be individual's current rate. Names of paraprofessionals listed in the pool are eligible for work based on student enrollment.

Teachers

John Millburn
Bridget Seery
Jason Smith
Kristy Stawinski
Madison Merhaut
Christine McLaughlin
Kelley Ziolkowski
Janet Misera
James Doran
Jennifer Koprivnikar
Kevin Mason
Alynne Solway
Sheri Smith (sub)
MaryAnn Trettel for partial (sub)

Behavior Specialists & Speech Therapists

Beau Elliott
Michelle Brown
Allyson Dohn
Angela Mosesso
Vickie Nania
Kristan Ferrante

Robert Chester
Jason Ballard

Nurse (rotating weeks during program)

Michelle Long-Vickers
Mary Beth Jones
Melissa Lentz

Paraprofessionals

Donna Manocchi
Jayme Schreckengost
Gina Kresiak
Lisa Mazza
Tina Gearhard
Erin Shoemaker
Jeannie Layhew
Michelle Joyce
Maria Dykes
Terri Artman
Carrie Taraszewski
Sandy Dorn
Lisa Grosholz
Carol Wloczewski
Lois Valenti
Cindy Corey
Rita Mosovsky
Heather Wike
Rachel Trusik
Stephanie Glaister

Recommend approving the following staff for the Secondary Summer School for students Grades 7-12, held at Highlands High School from June 22 to July 20 (no July 3 or 4), from 8:30 AM to 11:30 AM. Pay rate is curriculum rate. Coordinator rate is \$29.50 per hour.

Jennifer Motosicky
Melinda Eckenrod
Katherine Black
Ryan Wilpula
Michael Toole, Jr.
Patrick Hassler
Natalie Cale
Todd Bengel (Coordinator)

Recommend approving the following Summer Custodial Staff to complete Summer Cleaning and Projects as assigned beginning Monday, June 10 for weekday shifts from 7 AM to 3 PM, to be paid substitute custodian rate of \$8.90 per hour:

Adam Trosell
Bobby Squires
Bonnie Weidenhoff
Candice Rae
Cheryl Bash
Cynthia Nickolaus
Ed Svitek
Harry Dickey
Joanie Rivera
Joe Zylinski
Kurt Krause
Matt Ehrmentrout
Shannon McGuire
Tim Grzywinski
Travis Reynolds
Kim Barker
Arianna Wilder
Stephanie Glaister
Karen Sokol
Kim Zandarski
Jen Campbell

Recommend approving the list of Supplemental Positions, as submitted.
[SEE SUPPLEMENTAL POSITIONS ON HIGHLIGHTS PAGE]

Recommend approving the elimination of the following positions from Act 93 Tier I and Tier II:

- Director of Pupil Personnel Services (Act 93 Tier I)
- Director of Public Relations and Manager of Human Resources (Act 93 Tier II)
- Supervisor of Production Printing/Communications Coordinator and Website Manager (Act 93 Tier II)

Administration and Solicitor are authorized to take all required steps to implement these actions.

Recommend approving the creation and posting of the following positions:

- ~~Elementary~~ Principal, per Act 93 (Tier I)
- Dean of Students at the High School, per CBA with the Highlands Education Association
- School Police Officer
- Maintenance Utility Worker, per CBA with the Service Employees International Union – Local 32BJ
- Confidential Secretary, per terms of Agreement July 1, 2016 through June 30, 2020

Administration and Solicitor are authorized to take all required steps to implement these actions.

CHANGE MADE: Secondary Principal, per ACT 93 (Tier I)

FINANCE/TAX – Mr. Miles, Mr. Cohen

Recommend approving Tax Refunds, as submitted.

June to be paid \$3,025.18

Recommend approving payment of General Fund Bills, as submitted.

June to be ratified \$775,859.51
June to be paid \$800,011.91
\$1,575,871.42

Recommend approving administration to secure necessary insurance programs for the 2016-2017 school year, in accordance with Section 513 of the School Code, such as Property and Liability, Board Liability, Workmen's Compensation and Life with most efficient companies.

INSURANCE	COMPANY
Property and Liability	PSBA / Loynd Linquist, Inc.
Board Liability	PSBA / Loynd Linquist, Inc.
Workmen's Compensation	Harie / Loynd Linquist, Inc.
Life	AETNA and/or Assurance

Recommend adopting the 2016-2017 budget in the amount of \$43,431,611 as prescribed in Section 687 of the PA School Code, as submitted.

Recommend approving the following tax structure, in accordance with Section 672 of the PA School Code, for the 2016-2017 school year.
(NO TAX INCREASE)

- 23.8 Mills of Real Estate - \$5.00 Regular Per Capita Tax
- Act 511 - \$5.00 Per Capita Tax
- Earned Income Tax ½ %

Recommend authorizing Superintendent and/or his designee (Business Manager) to assign any amount over 8 % of the District's year ending fund balance to be assigned for retirement and long term liabilities in accordance with the PA School Code. (To be reported in the annual financial report verified by district auditors, and furthermore permitted to be reassigned annually by the school board of directors.)

Recommend authorizing Business Manager to pay all necessary invoices in July to be listed on the August 2016 bill list.

Recommend approving PNC as the depository in accordance with Section 621 of the School Code.

Recommend approving all other local banks for investments and services in accordance with Section 440.1 of the School Code:

- PNC Bank
- Citizens Bank
- PSDLAF
- PGLIT
- First Commonwealth
- First National Bank
- PA State Treasurer
- Dollar Bank
- First Niagara

Recommend approving Kelly Hay as Treasurer for a one-year term in accordance with Section 404 of the School Code.

Recommend approving the district general supplies to the lowest responsible bidders in accordance with Section 807.1 of the School Code, as submitted.

Recommend approving the School District Certificate authorizing participation in the Forbes Road Career & Technology Center 2016-2017 Revenue Anticipation Note in the amount of \$4,400,000 with an interest rate of 1.20 %, as submitted.

Recommend approving the contract with Family Services of Western Pennsylvania for the 2016-2017 school year, as submitted.

Recommend approving the Allegheny Intermediate Unit IDEIA – Part B Direct Payment Option Agreement for the 2016-2017 school year, as submitted.

SECURITY & SAFETY – Mr. Hanford, Mr. Miles

Report.

FORBES ROAD CTC – Mr. Mundy, Mr. Cohen

Report.

PSBA/NSBA – Mrs. Wisner

Report.

AIU 3 REPORT – Mrs. Beale

Report.

POLICY – Mrs. Wisner, Mr. Masarik

Recommend approving the second and final reading of the following Board Policies with Mrs. Wisner's recommendations:

[SEE POLICIES ON HIGHLIGHTS PAGE]

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|----|-----------|---|
| A. | No. 311 | Suspensions/Furloughs |
| B. | No. 312 | Performance Assessment of Superintendent/Assistant Superintendent |
| C. | No. 313 | Evaluation of Employees |
| D. | No. 314 | Physical Examination |
| E. | No. 314.1 | HIV Infection |
| F. | No. 317 | Conduct/Disciplinary Procedures |
| G. | No. 317.1 | Educator Misconduct |
| H. | No. 317.2 | Weapons |
| I. | No. 318 | Penalties for Tardiness |
| J. | No. 319 | Outside Activities |

Recommend approving the first reading of the following Board Policies:

[SEE POLICIES ON HIGHLIGHTS PAGE]

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|----|---------|---|
| A. | No. 320 | Freedom of Speech in Nonschool Settings |
| B. | No. 321 | Political Activities |
| C. | No. 322 | Gifts |
| D. | No. 323 | Tobacco |
| E. | No. 324 | Personnel Files |
| F. | No. 325 | Dress and Grooming |
| G. | No. 326 | Complaint Process |
| H. | No. 328 | Compensation Plans/Salary Schedules |
| I. | No. 330 | Overtime |
| J. | No. 331 | Job Related Expenses |
| K. | No. 332 | Working Periods |
| L. | No. 620 | Fund Balance |
| M. | No. 626 | Federal Fiscal Compliance |

(please note that there are two #626 policies – short version and long version which is the recent publication.) **CHANGE: Delete short version**

N.	No. 626.1	Travel Reimbursement – Federal Programs
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ATHLETICS – Mr. Masarik, Mr. Cohen

Recommend approving the Athletic Fund Bills, as submitted.

Recommend approving the hiring of the following athletic personnel for the 2016-2017 school year in accordance with Board Policy #404 (Pre-Employment Drug Test), #414, Act 34, Act 151, and FBI Record Check. (Salary as per Board/HEA Collective Bargaining Agreement) and #916.1:

William W. Heasley - Football Announcer
Tom Stabile - Football Clock Operator
Steve Bielak - Gr. 8 Boys Basketball Coach
Jarid Kovalcik - JV Boys Soccer
Bethany Walker - Gr. 7 / 8 Girls Soccer
Derek Ruediger - Gr. 7 / 8 Boys Soccer
Christi Tutak - Ticket Seller / Taker
Tammy Jones - Ticket Seller / Taker
Pam Stawinski - Ticket Seller / Taker
Patty Swaney - Ticket Seller / Taker
Marianne Moxie - Ticket Seller / Taker
Stephanie Glaister - Ticket Seller / Taker
Jennifer Motosicky - Ticket Seller / Taker
Marnie Kosmal - Ticket Seller / Taker
Ken Kosmal - Ticket Seller / Taker
Grant Walters - Football Usher
Cody Pringle - Football Usher
Michael Choma - Alternate Football Clock Operator

Michael Krzeminski - Event Manager (\$50 per game)
Patrick Polcha - Ticket Manager (\$50 per game)
Jordan Thompson - Game Manager (\$13.50 per hour)

Recommend approving, with regret, the resignation of Beau Elliot as Varsity Football Assistant Coach for the 2016-2017 school year.

MISCELLANEOUS

REMARKS BY VISITORS

Note: Miscellaneous Remarks. Persons offering remarks, when recognized, are to stand and state their name and place of residence.

ADJOURNMENT

HIGHLANDS SCHOOL DISTRICT BOARD OF DIRECTORS INCLUDE: President Debbie Beale, Vice President Michael Masarik, Ryan Hanford, Kerry Myers, Laura Thimons, Heath Cohen, Jeff Mundy, Judy Wisner, Eric Miles. Superintendent Dr. Michael Bjalobok, Board Secretary Mr. Jon Rupert. District Solicitor – Law Offices of Weiss, Burkardt, Kramer, LLC.