

NOTICE

Highlands School Board Policy allows individuals to speak for 3 minutes and groups to speak for 5 minutes at its agenda and voting meetings. If you are here tonight with a group, please designate a representative to speak on your behalf. You must also be a district resident/taxpayer to comment. Thank you.

**HIGHLANDS SCHOOL DISTRICT
REGULAR SCHOOL BOARD MEETING
JUNE 25, 2018**

AGENDA

FLAG SALUTE

ROLL CALL 8 Members present. President Debbie Beale was absent.

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

APPROVAL OF MINUTES

Recommend approving the minutes of the May 14, 2018 Special School Board Meeting and the May 21, 2018 Regular School Board Meeting.

SECRETARY'S REPORT

SUPERINTENDENT'S REPORT

STUDENT REPRESENTATIVE'S REPORT

COMMUNITY OUTREACH

AGENDA ITEMS

CAFETERIA – Ms. Chybrzynski, Mrs. Peters

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

STUDENT ACTIVITIES – Ms. Chybrzynski, Mr. Betts

Recommend ratifying the hiring of the following for student activities for the 2018-2019 school year in accordance with Board Policy #304 (Pre-Employment Drug Test), #314, Act 34, Act 151, and FBI Record Check. (Salary as per Board/HEA Collective Bargaining Agreement) and #916:

Bonnett, Jamee	Varsity Cheer Coach – RATIFY
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INSTRUCTION – Mrs. Neese, Mrs. Wisner

Recommend approving the Service Agreement between Clelian Heights and Highlands School District for the 2018-2019 school year, as submitted.

Recommend approving the Agreement between Merakey Pennsylvania and Highlands School District for the 2018-2019 school year and 2019 extended school year, as submitted. (This replaces the NHS agency.)

THIS WAS TABLED.

Recommend approving the three (3) Contracts between Wesley Family Services and Highlands School District for the 2018-2019 school year. These contracts are for Student Assistance Program, School Based Therapeutic Services and School Based Mental Health Outpatient.

Recommend the following changes to the 2018-2019 School Calendar:

- A. The Half-Day Students PM Clerical day will change from Friday, January 18, 2019 to Friday, January 25, 2019
- B. The No School Students Teacher Clerical day will change from Friday, March 22, 2019 to Friday, March 29, 2019

TRANSPORTATION – Mr. Mundy, Mrs. Peters

Report.

BUILDINGS & GROUNDS – Mr. Betts, Mr. Cohen

Recommend approving the Use of Facilities, as submitted.

[SEE USE OF FACILITIES LIST ON HIGHLIGHTS PAGE]

Recommend Co-Stars bid proposal from Tom Brown Performance Floors, Inc. for the high school gym floor along with a companion price for the middle school gym floor, as submitted.

PERSONNEL – Mr. Masarik, Mr. Cohen

Recommend ratifying, with regret, the resignations of the following classified employees:

- A. Hirtz, Gregory - RATIFY
Custodian II
Highlands High School
Effective: May 30, 2018
- B. Trosell, Adam - RATIFY
Custodian I
Highlands Middle School
Effective: June 8, 2018

Recommend ratifying the following FMLA request:

- A. Employee #5381 - RATIFY
May 29, 2018 – June 8, 2018
Per the terms of the FMLA

Recommend approving the extension of the contract with Chuck Debor, Athletic Director, for the 2018-2019 school year at a stipend of \$15,000.

Recommend approving the renewal of the contract with Richard Pritchard, School Chief Police Officer, with a salary of \$53,000 for the 2018-2019 school year.

Recommend approving the renewal of Michele Bloch as School Board Secretary for the term of July 1, 2018 – June 30, 2019 at a stipend of \$10,000.

Recommend approving the adjustment of the duties for Ray Dauer, as Lead Maintenance at a stipend of \$4,500.

Recommend ratifying the following staff for the Secondary Summer School for students Grades 6-12 held at Highlands High School from June 18th to July 16th (no July 4th) from 9:00 am – 12:00 noon. Pay rate is \$27.18 per hour. Coordinator rate is \$31.18 per hour.

- A. Bengel, Todd (Coordinator)
- B. Kurtz, Christina (Social Studies)
- C. Wilpula, Ryan (English)
- D. Schoepf, Kelly (English)
- E. Ritchie, Jordan (Math)
- F. Motosicky McKay, Jennifer (Math)

- G. Smith, She'ri (Science)
- H. Lucchino, Kristen (Physical Education)
- I. Black, Kathy (Physical Education)

Recommend ratifying the following Professional Staff for the 2018 Extended School Year at Highlands High School from June 25th to July 20th. Teacher and professional staff work time will be four hours per day, five days per week from 8:00 am – 12:00 noon. Rate of pay is curriculum rate. Paraprofessionals will work 8:30 am – 12:00 noon, five 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.

Special Education Teachers and Regular Education Teachers:

- A. Zylinski, Ami
- B. Millburn, John
- C. Moretti, Karyl
- D. Foster, Faith
- E. Wyant, Kristan
- F. Seery, Bridget
- G. Holzer, Shannon (substitute)

Partial Program Teachers:

- A. Doran, James
- B. Ulewicz, Janet
- C. Smith, She'ri (substitute)
- D. Trettel, MaryAnn (substitute)

Speech Therapists:

- A. Mosesso, Angela
- B. Dohn, Allyson
- C. Nania, Vickie

Behavior Specialists:

- A. Brown, Michelle
- B. Ferrante, Kristan
- C. Ballard, Jason (Partial Program)
- D. Chester, Robert (Partial Program)

Data Collection / Progress Monitoring:

- A. Stawinski, Kristy

Nurses (splitting up the time and also covering the Partial Program):

- A. Grosholz, Lisa
- B. Jones, MaryBeth
- C. Long-Vickers, Shelly
- D. Lentz, Melissa
- E. Emmanuelson, Kathy

Paraprofessional Staff:

- A. Corbett, Paula
- B. Manocchi, Donna
- C. Trusik, Rachel
- D. Garrett, Andrea
- E. Bollinger, Kaci
- F. Dorn, Sandy
- G. Valenti, Lois
- H. Lobaugh, Kerri
- I. Joyce, Michelle
- J. Glesk, Karianne
- K. Smith, Darlene
- L. Wloczewski, Carol
- M. Slezak, Holly
- N. Artman, Terri
- O. Glaister, Stephanie
- P. Wiley, Sandy
- Q. Ratliff, Erina
- R. Szymkiewicz, Kathryn

Recommend approving the following Custodial Summer Workers at a rate of \$9.73 - \$17.94 per hour based on years of service and Custodial Substitute * Summer Workers at a rate of \$8.90 per hour.

- A. Price, Jessi
- B. Beigay, Michelle
- C. Schubert, Vennetia
- D. Dudjak, Michael *
- E. Wolfe, Dan
- F. Stockdill, Alberta
- G. Dickey, Harry
- H. McGuire, Shannon
- I. Svitek, Ed
- J. Glesk, Maryanne *
- K. Wade, Lisa *
- L. Crawford, Kim
- M. Brandt, Scarlet

- N. Ludwig, Kurt *
- O. Grzywinski, Tim
- P. Zylinski, Joe
- Q. Bolt, Paige

Recommend approving Dr. Robert Marchi DMD, to perform the dental examinations for the 2018-2019 school year in the amount of \$400.

Recommend recalling the following furloughed professional employees for the 2018-2019 school year:

- C. Miller, Christina (Grade 2 Teacher)
- D. Yount, Krista (Kindergarten Teacher)

FINANCE/TAX – Mrs. Peters, Mr. Masarik

Recommend approving Tax Refunds, as submitted.

Recommend approving payment of General Fund Bills, as submitted.

Recommend approving administration to secure necessary insurance programs for the 2018-2019 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	COSTS
Property and Liability	PSBA / Loynd Linguist, Inc.	\$111,819.00
Board Liability	PSBA / Loynd Linguist, Inc.	\$21,811.00
Workmen’s Compensation	Harie / Loynd Linguist, Inc.	\$169,122.00

Recommend adopting the 2018-2019 budget in the amount of \$40,305,006.00 as prescribed in Section 687 of the PA School Code, as submitted.

[SEE FINAL BUDGET ON HIGHLIGHTS PAGE]

Recommend approving the following tax structure, in accordance with Section 672 of the PA School Code, for the 2018-2019 school year.

- 24.63 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 (Executive Director of Business Affairs and Support Services) 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 Executive Director of Business Affairs and Support Services to pay all necessary invoices in July to be listed on the August 2018 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
- KeyBank

Recommend appointing Michelle Peters as Treasurer for the term of July 1, 2018 – June 30, 2019 in accordance with Section 404 of the School Code, as presented.

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 2018-2019 Revenue Anticipation Note in the amount of \$5,400,000 with an interest rate of 3.09 %, as submitted.

Recommend approving a one-year security contract with Gentile and Associates, Inc. for district-wide security, as submitted.

Recommend approving the 2018 Homestead and Farmstead Exclusion Resolution, as submitted.

Recommend approving the Treasurer's Report and YTD Revenues Expenditures for May 2018, as submitted.

Recommend approving Substitute Teacher Service, Inc. for substitute teacher staffing for the 2018-2019 school year at a cost of 29% on top of our cost for day to day teacher substitutes, as submitted. Substitute Teacher Service, Inc. will pay Highlands School District \$2,400 annually for office space located at Highlands Support Center.

SECURITY & SAFETY – Mr. Cohen, Mrs. Wisner

Report.

FORBES ROAD CTC – Mr. Mundy, Mrs. Neese

Report.

PSBA/NSBA – Ms. Chybrzynski

Report.

AIU 3 REPORT – Mrs. Beale

Report.

POLICY – Mrs. Wisner, Mrs. Neese

Recommend approving the first reading of the following Board Policies:

[SEE POLICIES ON HIGHLIGHTS PAGE]

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|----|-------------------------|-------------------------------------------------------------------|
| A. | No. 802 | School Organization |
| B. | No. 810 Vol. III 2018 | Transportation |
| C. | No. 810.1 Vol. III 2018 | School Bus Drivers and School
Commercial Motor Vehicle Drivers |
| D. | No. 810.3 Vol. III 2018 | School Vehicle Drivers |
| E. | No. 818 Vol. III 2018 | Contracted Services Personnel |

ATHLETICS – Mr. Masarik, Mr. Cohen

Recommend approving the Athletic Fund Bills for May 2018, as submitted.

Recommend approving the hiring of the following athletic personnel for the 2018-2019 school year in accordance with Board Policy #304 (Pre-Employment Drug Test), #314, Act 34, Act 151, and FBI Record Check. (Salary as per Board/HEA Collective Bargaining Agreement) and #916:

Jones, Kiara	Co-Competitive Cheer Coach – RATIFY
Stobert, Katie Jo	7 th Grade Girls Basketball Coach
Neville, Tracey	8 th Grade Girls Basketball Coach
Campbell, Tom	Volunteer Assistant Boys JV / Varsity Soccer Coach
Feroce, Steve	Volunteer Assistant Boys JV / Varsity Soccer Coach
Shaffer, Diane	Ticket Seller / Taker / Usher
Plummer, Jenna	Girls Varsity Soccer Coach

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, Robert Betts, Bobbie Neese, Heath Cohen, Jeff Mundy, Judy Wisner, Misty Chybrzynski, Michelle Peters.
Superintendent Dr. Michael Bjalobok, Assistant Superintendent Dr. Monique Mawhinney.
Executive Director of Business Affairs and Support Services Lori Byron.
Board Secretary Michele Bloch.
District Solicitor – Law Offices of Weiss, Burkardt, Kramer, LLC.