

**HIGHLANDS SCHOOL DISTRICT
REGULAR SCHOOL BOARD MEETING
NOVEMBER 21, 2016**

AGENDA

ROLL CALL - 6 Members present. Mr. Eric Miles, Mr. Ryan Hanford and Mrs. Laura Thimons were absent.

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

APPROVAL OF MINUTES

Recommend approving the minutes of the October 17, 2016.

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.

November to be paid \$103,867.21

STUDENT ACTIVITIES – Mr. Myers, Mrs. Wisner

Recommend approving the Student Activities Fund Financial Report for September and October, as submitted.

Recommend approving the following Student Activities Sponsors, as presented.

- A. Yearbook: Ryan Wilpula
- B. Musical Technical Director: Mark Loya and Jeremy Olszewski
- C. Set Construction/Painting (Middle School): Jim Hill

INSTRUCTION – Mrs. Thimons, Mr. Miles

Recommend approving a \$6,000 library contribution.

Recommend approving the Comprehensive K-12 Guidance Program Audit Proposal not to exceed \$4,500.

Recommend approving Special Education Settlement Agreement and Release with Student J.S., as submitted.

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 – SCHOOL BOARD TABLED CONCERT – RUSTED ROOT - UNTIL DECEMBER MEETING]

PERSONNEL – Mr. Masarik, Mrs. Wisner

Recommend ratifying, with regret, the resignation of the following professional staff:

- A. Van Camp, Richel - RATIFY
Substitute Teacher
District Wide
Effective: October 3, 2016

Recommend ratifying, with regret, the resignation of the following classified staff:

- A. Hillman, Cathy - RATIFY
Personal Aide
Fawn Primary Center
Effective: November 8, 2016

Recommend approving the hiring of the following professional staff:

- A. Zelenski, Darryl
Senior Systems Manager
District-Wide
Salary \$73,500
Effective: TBD (pending file completion)

Recommend ratifying the hiring of the following classified staff:

- A. McCaul-Tabisz, Meghan - RATIFY
Behavior Specialist
Highlands Middle School
Salary \$31,901
Effective: November 8, 2016
- B. Ament, Russell - RATIFY
Custodian II (replacement)
Monday – Friday, 4pm – 9pm
Fawn Primary Center
\$8.90 / hour
Effective: October 24, 2016
- C. Loya, Mark - RATIFY
Audio/Visual Supervisor (as needed)
\$20.00 / hour
Effective: August 1, 2016

Recommend ratifying the 2015-2016 Substitute Teacher Call List, as submitted.
As per Board Policy #405 (Pre-Employment Drug Test), #514, Act 34, Act 151,
and FBI Criminal Record Check.

Recommend ratifying the 2015-2016 Substitute Secretary Call List, as submitted.
As per Board Policy #505 (Pre-Employment Drug Test), #414, Act 34, Act 151,
and FBI Criminal Record Check.

Recommend ratifying the 2015-2016 Substitute Cafeteria Call List, as submitted.
As per Board Policy #505 (Pre-Employment Drug Test), #414, Act 34, Act 151,
and FBI Criminal Record Check.

Recommend approving the Following FMLA requests:

- A. Employee # 4709
December 9, 2016 – February 23, 2017
Per FMLA
- B. Employee # 6035 - RATIFY
August 30, 2016 – November 14, 2016
Per FMLA

Recommend approving the following Supplemental Position, as presented.

- D. Physical Education/Health Department Chair: Chuck Debor

Recommend approving the following as recognized booster organizations for the 2016-2017 school year, per Board Policy # 915:

- Highlands Ice Hockey Club
- Wrestling Boosters
- Highlands Rams Swim Boosters
- Fawn PTO
- Grandview PTO

Recommend approving new SEIU Maintenance and Custodial Agreement, three year term, as submitted.

Recommend approving a retirement incentive to maintenance and custodial employees in unit represented by the SEIU which provides a payment of \$6,000 to any such employee having a minimum of ten years service in the Highlands School District conditioned upon their retirement through PSERS prior to June 30, 2018 as verified by the District. The payment shall be made through the payroll system or to the employees established 403b account upon written direction of the employee.

Recommend approving the following Evening Swim Program Lifeguards and Supervisors, as presented.

- A. Derek Christopher (\$7.25 / hr.)
- B. Cole Masarik (\$7.25 / hr.)
- C. Jarrod Masarik (\$7.25 / hr.)
- D. Samantha Sacco (\$7.25 / hr.)
- E. Emily Strzesieski (\$7.25 / hr.)
- F. Sarah Young (\$7.25 / hr.)
- G. Kathy Black – Supervisor (\$13.94 / hr.)
- H. Bob Gibson – Volunteer Supervisor

FINANCE/TAX – Mr. Miles, Mr. Cohen

Recommend approving Tax Refunds, as submitted.

November to be paid \$57,197.27

Recommend approving payment of General Fund Bills, as submitted.

October to be ratified	\$2,450,215.86
November to be paid	<u>\$870,005.78</u>
	\$3,320,221.64

Recommend approving the renewal abatement program, 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

Recommend approving the Resolution to participate in the Allegheny Intermediate Unit's Joint Purchasing Program for the 2017-2018 school year in the following areas:

- A. Paper Supplies
- B. Gasoline and Diesel Fuel
- C. Natural Gas
- D. Electricity
- E. Custodial Supplies

POLICY – Mrs. Wisner, Mr. Masarik

Recommend approving the second and final reading of the following Board Policies with recommendations:

[SEE POLICIES ON HIGHLIGHTS PAGE]

- A. No. 342 Jury Duty
- B. No. 351 Drug and Substance Abuse
- C. No. 601 Fiscal Objectives
- D. No. 602 Budget Planning
- E. No. 603 Budget Preparation
- F. No. 604 Budget Adoption
- G. No. 605 Tax Levy
- H. No. 606 Tax Collection
- I. No. 607 Tuition Income
- J. No. 608 Bank Accounts
- K. No. 610 Purchases Subject to Bid/Quotation
- L. No. 626 Federal Fiscal Compliance (review only due to grant subrecipient monitoring procedure addition)
- M. No. 626.1 Travel Reimbursement – Federal Programs (review to condense policy and attachment into policy only)

- N. No. 827 Conflict of Interest (pertains to Federal Fiscal Compliance Policies – 626 attachment condensed into this policy)

Recommend approving the first reading of the following Board Policies:

[SEE POLICIES ON HIGHLIGHTS PAGE]

- A. No. 007 Policy Manual Access (Vol VI 2016)
B. No. 336 Personal Necessity Leave
C. No. 609 Investment of District Funds (Vol. III 2016)
D. No. 611 Purchases Budgeted
E. No. 612 Purchases Not Budgeted
F. No. 613 Cooperative Purchasing
G. No. 614 Payroll Authorization
H. No. 615 Payroll Deductions
I. No. 616 Payment of Bills
J. No. 617 Petty Cash
K. No. 618 Student Activity Funds

ATHLETICS – Mr. Masarik, Mr. Cohen

Recommend approving the Athletic Fund Bills for October 2016, 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:

Name	Position
Harbison, Jordan	Volunteer Assistant Varsity and JV Boys Basketball Coach
Choma, Mike	Volunteer 7 / 8 Boys Basketball Coach
Tutak, Carl	Usher and Ticket Taker
Burger, Brian	Assistant Varsity Baseball Coach

Recommend approving, with regret, the resignation of Mark Duffield as Girls Varsity Soccer Coach.

MISCELLANEOUS

Recommend approving Reorganization meeting, Planning meeting and Regular meeting on December 5, 2016 at 7:00 pm in the Library.

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.