

**HIGHLANDS SCHOOL DISTRICT
REGULAR SCHOOL BOARD MEETING
OCTOBER 17, 2016**

AGENDA

ROLL CALL - 8 Members present. **Mr. Heath Cohen was absent.**

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

APPROVAL OF MINUTES

Recommend approving the minutes of the September 19, 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.

October to be paid \$84,374.23

STUDENT ACTIVITIES – Mr. Myers, Mrs. Wisner

Recommend approving the Student Activities Fund Financial Report for August 2016, as submitted.

INSTRUCTION – Mrs. Thimons, Mr. Miles

Report.

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]

PERSONNEL – Mr. Masarik, Mrs. Wisner

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

- A. McClelland, Matthew - RATIFY
Librarian
Highlands Middle School
Effective: September 22, 2016

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

- A. Moretti, Karyl - RATIFY
Personal Aide
Highlands Middle School
Effective: October 5, 2016

Recommend ratifying the hiring of the following classified staff:

- A. Gold, Linda - RATIFY
Elementary Aide
Fairmount Primary Center
\$14.73 / hour
Effective: September 6, 2016
- B. Bolt, Paige - RATIFY
Step 1
Custodian II (replacement)
Highlands High School
\$8.90 / hour
Effective: October 10, 2016

Recommend ratifying job position change for the following classified staff:

- A. Squires, Bobby - RATIFY
Custodian II to Custodian I
Highlands Middle School
Hourly rate is per SEIU agreement
Effective: October 4, 2016

Recommend approving the hiring of the following professional staff:

- A. Szymkiewicz, Kathryn
Home and School Visitor/Attendance Officer
Highlands Middle School (homebase)
Step 1, Master's Degree
Salary \$47,000
Effective: TBD (pending file completion)
- B. Moretti, Karyl - RATIFY
Behavior Specialist
Highlands High School
Salary \$32,901
Effective: October 6, 2016
- C. Miller, Christina
Kindergarten Teacher
Fawn Primary Center
Step 3, Bachelor's Degree
Salary \$46,800
Effective: TBD (pending file completion)

Recommend approving Melodi Cochran for the Kindergarten Grade Level Leader Supplemental Position.

Recommend approving the Following FMLA request:

- A. Employee # 3092
Intermittent time frame throughout 2016-2017 school year

Recommend approving the Behavior Specialists compensation plan, as submitted.

FINANCE/TAX – Mr. Miles, Mr. Cohen

Recommend approving Tax Refunds, as submitted.

October to be paid \$2,489.46

Recommend approving payment of General Fund Bills, as submitted.

September to be ratified	\$488,665.94
October to be paid	<u>\$848,380.15</u>
	\$1,337,046.09

SECURITY & SAFETY – Mr. Hanford, Mr. Miles

Recommend purchasing Tarentum Borough Police cruiser for \$13,000.

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 recommendations:

[SEE POLICIES ON HIGHLIGHTS PAGE]

- | | | |
|----|-----------|---|
| A. | No. 201 | Admission of Students (current Active policy) |
| B. | No. 341 | Benefits for Part-Time Employees |
| C. | No. 343 | Paid Holidays |
| D. | No. 346 | Workers' Compensation |
| E. | No. 347 | Workers' Compensation Transitional
Return-to-Work Program |
| F. | No. 348 | Unlawful Harassment |
| G. | No. 353 | Employee Assistance Program |
| H. | No. 113.3 | Screening and Evaluations for Students with
Disabilities (Vol. III 2015) in comparison to our
Active policy |
| I. | No. 116 | Tutoring (Vol. III 2015) in comparison to our
Active policy |
| J. | No. 127 | Assessment System (Vol. III 2015) in comparison
to our Active policy |
| K. | No. 137 | Home Education Programs (Vol. III 2015) in
comparison to our Active policy |
| L. | No. 138 | English as a Second Language/Bilingual Education
Program (Vol. III 2015) in comparison to our
Active policy |
| M. | No. 212 | Reporting Student Progress (Vol. III 2015) in
comparison to our Active policy. |

Recommend approving the first reading of the following Board Policies:

[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. 609 Investment of District Funds
- L. No. 609 Investment of District Funds (Vol. III 2016)
- M. No. 610 Purchases Subject to Bid/Quotation
- N. No. 626 Federal Fiscal Compliance (review only due to grant subrecipient monitoring procedure addition)
- O. No. 626.1 Travel Reimbursement – Federal Programs (review to condense policy and attachment into policy only)
- P. No. 827 Conflict of Interest (pertains to Federal Fiscal Compliance Policies – 626 attachment condensed into this policy)

ATHLETICS – Mr. Masarik, Mr. Cohen

Recommend approving the Athletic Fund Bills for September 2016, as submitted.

Recommend approving the resignation of Derek Ruediger as Grades 7 / 8 Boys Soccer Coach for the 2016-2017 school year.

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
Swiklinski, Phillip	Assistant Swim Coach (boys/girls)

MISCELLANEOUS

Recommend approving Special Education Settlement Agreement with Student BB.

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.

**HIGHLANDS SCHOOL DISTRICT
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ADDENDUM

7.0 PERSONNEL – Mr. Masarik, Mrs. Wisner

Recommend approving the hiring of the following administrative staff, as presented:

- A. Phillips, William
 Director of Technology
 Highlands Administrative Center
 Salary \$90,000
 Effective: TBD (pending file completion)

Recommend approving the following substitute secretary call list:

- A. Bohatch, Anna Marie
 Substitute Secretary
 \$8.25 / hr.
 Effective: TBD (pending file completion)
- B. Breyak, Ruth
 Substitute Secretary
 \$8.25 / hr.
 Effective: TBD (pending file completion)

Recommend approving the following substitute teacher call list:

- A. Oberdorf, D.J.
 Substitute Teacher
 Grades 4-8 (All Subjects 4-6, Mathematics 7-8)
 \$90 / day
 Effective: TBD (pending file completion)

7.12 Recommend approving the following substitute cafeteria call list:

- A. Slomkoski, Tina
Substitute Cafeteria - alternate
\$9.38 / hr.
Effective: TBD (pending file completion)
- B. Wise, Dana
Substitute Cafeteria - alternate
\$9.38 / hr.
Effective: TBD (pending file completion)