

**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 19, 2017**

**AGENDA**

**FLAG SALUTE**

**ROLL CALL** 9 Members present.

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

**APPROVAL OF MINUTES**

Recommend approving the minutes of the May 15, 2017 Regular School Board 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	\$80,230.36
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**STUDENT ACTIVITIES** – Mr. Mundy, Mrs. Wisner

Recommend approving the Student Activities Fund Financial Report for April 2017, as submitted.

Recommend approving the list of Student Activities Sponsors, as submitted.  
**[SEE STUDENT ACTIVITIES SPONSORS ON HIGHLIGHTS PAGE]**

**INSTRUCTION** – Mrs. Thimons, Mr. Hanford

Recommend approving the contract between Clelian Heights and Highlands School District for services for the 2017-2018 school year, as submitted.

Recommend approving the Band and Chorus trip to Florida from April 25 – April 30, 2018.

**TRANSPORTATION** – Mr. Hanford, Mrs. Thimons

Report.

**BUILDINGS & GROUNDS** – Mr. Cohen, Mr. Mundy

Recommend approving the Use of Facilities, as submitted.

**[SEE USE OF FACILITIES LIST ON HIGHLIGHTS PAGE]**

Recommend approving payment of \$12,292.12 to finalize Grandview playground contingent upon Tarentum Borough completing the pavilion.

Update: Architect for elevator at Grandview.

**PERSONNEL** – Mr. Masarik, Mrs. Wisner

Recommend ratifying, with regret, the retirement of the following professional employees:

- A. Albert, Samuel - RATIFY  
Physical Education/Health Teacher  
Highlands High School  
Effective: June 15, 2017
  
- B. Gonzalez, Richard - RATIFY  
Spanish Teacher  
Highlands High School  
Effective: June 15, 2017

Recommend accepting, with regret, the retirement of Jay Morgan, Director of Buildings & Grounds, effective July 1, 2017.

Recommend accepting the resignation of Antoinette DeLorenzo, effective June 30, 2017 and approve Settlement Agreement and Release, as presented.

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

- A. Nickolaus, Cynthia - RATIFY  
Custodian II  
Highlands Middle School  
Effective: June 14, 2017

Recommend approving the following FMLA requests:

- A. Employee #5437  
August 28, 2017 – November 17, 2017 maximum  
Per the terms of the FMLA
- B. Employee #3483 - RATIFY  
Extension of FMLA to June 7, 2017 maximum  
Utilizing sick and personal days to June 14, 2017  
Per the terms of the FMLA

Recommend ratifying the following Emergency Leave request:

- A. Employee #6066 - RATIFY  
April 28, 2017 – May 10, 2017 half days

Recommend approving the extension of the contract with Chuck Debor, Athletic Director, for the 2017-2018 school year at a stipend of \$15,000.

Recommend approving the renewal of the contract with Richard Pritchard, School Police Officer, with a salary of \$53,000.00 for the 2017-2018 school year.

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

- A. Bengel, Todd (Coordinator)
- B. Kurtz, Christina
- C. Wilpula, Ryan
- D. Schoepf, Kelly
- E. Ritchie, Jordan
- F. Motosicky, Jennifer
- G. Smith, She'ri
- H. Karaica, Jeff
- I. Black, Kathy

Recommend approving the following Professional Staff for the 2017 Extended School Year at Highlands High School from July 5<sup>th</sup> to July 28<sup>th</sup>. Teacher and professional staff work time will be four hours per day, five days per week from 8:00 am – 12 noon. Rate of pay is curriculum rate. Paraprofessionals will work 8:30 am – 12 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.

Professional Staff:

J. Ziolkowski, Kelley  
K. Ballard, Jason  
L. Chester, Robert  
M. Doran, James  
N. Ulewicz, Janet  
O. Smith, Jason  
P. Mason, Kevin  
Q. Ferrante, Kristan  
R. Zylinski, Ami  
S. Bennick, Susan  
T. Koprivnikar, Jennifer  
U. Calabrese, Tara  
V. Brown, Michelle  
W. Elliott, Beau  
X. Stawinski, Kristy  
Y. Baker, Nicole  
Z. Galie, Rebecca  
AA. Black, Kathy  
BB. Dohn, Allyson  
CC. Mosesso, Angela  
DD. Nania, Vickie  
EE. Millburn, John  
FF. Graczyk-Hiester, Julie  
GG. Milberger, Lauralee  
HH. Moretti, Karyl  
II. Foster, Faith (substitute)  
JJ. Smith, She'ri (substitute)  
KK. Trettel, MaryAnn (substitute)

Nurses (rotating weeks during program):

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

Paraprofessional Staff:

- A. Gold, Linda
- B. Corbett, Paula
- C. Wike, Heather
- D. Manocchi, Donna
- E. Russo, Maria
- F. Trusik, Rachel
- G. Mazza, Lisa
- H. Smith, Leslie
- I. Garrett, Andrea
- J. Bollinger, Kaci
- K. Winter, Alan
- L. Corey, Cindy
- M. Davis, Robin
- N. Dorn, Sandy
- O. Valenti, Lois
- P. Lobaugh, Kerri
- Q. Joyce, Michelle

Recommend approving the 2016-2017 Substitute Custodian Call List, as submitted. As per Board Policy #305, #314, Act 34, Act 151 and FBI Criminal Record Check.

Recommend approving the list of Supplemental Positions, as submitted.

**[SEE SUPPLEMENTAL POSITIONS ON HIGHLIGHTS PAGE]**

Recommend approving Dr. Robert Marchi DMD, to perform the dental examinations for the 2017-2018 school year in the amount of \$400.

Recommend approving the Memorandum of Understanding for the Digital Promise Grant awarded to the Middle School, as submitted.

Recommend approving the hiring of the following professional employee:

- A. Majcher, Michele  
Attendance Officer / Home School Visitor  
Highlands Middle School (home base)  
Master's Degree, Step 12  
Salary: \$50,520  
Effective: pending file completion

Recommend approving elimination of Confidential Secretary in Human Resources Department.

**FINANCE/TAX** – Mr. Miles, Mr. Myers

Recommend approving Tax Refunds, as submitted.

June to be paid                      \$53,168.02

Recommend approving payment of General Fund Bills, as submitted.

June to be ratified                      \$663,074.79  
June to be paid                      \$760,607.71  
\$1,423,682.50

Recommend approving administration to secure necessary insurance programs for the 2017-2018 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.

<b>INSURANCE</b>	<b>COMPANY</b>
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 2017-2018 budget in the amount of \$44,987,287.00 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 2017-2018 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 2017 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
- Key Bank

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 2017-2018 Revenue Anticipation Note in the amount of \$4,400,000 with an interest rate of 1.89 %, as submitted.

Recommend approving bid for the purchase of property owned by the District:

1032 9<sup>th</sup> Avenue  
Brackenridge, PA 15014  
Allegheny County  
Block and Lot 1367-R-186

Recommend approving the contract with Family Services of Western Pennsylvania for the 2017-2018 school year, as submitted.

Recommend approving agreement with PASBO for Interim Business Manager at \$70.00 / hour, as submitted.

**SECURITY & SAFETY** – Mr. Myers, Mr. Cohen

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 Recommendations:

**[SEE POLICIES ON HIGHLIGHTS PAGE]**

- |    |         |   |
|----|---------|---|
| A. | No. 203 | Immunizations and Communicable Diseases (Vol. II 2017)                      |
| B. | No. 818 | Contracted Services   |
| C. | No. 819 | Suicide Awareness, Prevention and Response                                  |
| D. | No. 822 | Automated External Defibrillator (AED)/ Cardiopulmonary Resuscitation (CPR) |
| E. | No. 824 | Maintaining Professional Adult/Student Boundaries                           |
| F. | No. 828 | Fraud   |
| G. | No. 830 | Breach of Computerized Personal Information                                 |
| H. | No. 901 | Public Relations Objectives   |
| I. | No. 902 | Publications Program  |



Recommend approving the first reading of the following Board Policies:  
**[SEE POLICIES ON HIGHLIGHTS PAGE]**

- A. No. 204 Attendance (Vol. II 2017)
- B. No. 903 Public Participation in Board Meetings
- C. No. 904 Public Attendance at School Events
- D. No. 905 Citizen Advisory Committees
- E. No. 906 Public Complaints
- F. No. 907 School Visitors
- G. No. 908 Relations with Parents/Guardians
- H. No. 909 Municipal Government Relations
- I. No. 910 Community Engagement
- J. No. 911 News Media Relations
- K. No. 626 Procurement (procedure updates Vol. II 2017)

**ATHLETICS** – Mr. Masarik, Mr. Cohen

Recommend approving the Athletic Fund Bills for May 2017, as submitted.

Recommend approving the hiring of the following athletic personnel for the 016-2017 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:

<b>Bonnett, Jamee</b>	<b>Varsity Cheer Coach</b>
<b>Jones, Kiara</b>	<b>Competition Squad Cheer Coach</b>
Heasley, William W.	Football Announcer
Stabile, Tom	Fall Sports Clock Operator
Choma, Michael	Alternate Fall Sports Clock Operator
Thompson, Jordan	Assistant Equipment Manager
Rizzo, Michael	Assistant Equipment Manager
Novak, Joe	Varsity Golf Coach
Tutak, Carl	Volunteer Golf Coach
Tutak, Christi	Ticket Seller / Taker
Jones, Tammy	Ticket Seller / Taker
Stawinski, Pam	Ticket Seller / Taker
Swaney, Patty	Ticket Seller / Taker

Moxie, Marianne	Ticket Seller / Taker
Glaister, Stephanie	Ticket Seller / Taker
Motosicky, Jennifer	Ticket Seller / Taker
Wygonik, Rebecca	Ticket Seller / Taker
Runyan, Sue	Ticket Seller / Taker
Wasilowski, Annette	Ticket Seller / Taker
Misejka, Jaye	Event Manager (\$50 per game)
Howells, Dawn	Ticket Manager (\$50 per game)
Thompson, Jordan	Game Manager (\$13.50 per hour)
Stoczynski, Tyler	Varsity Boys Basketball Coach
Dotchin, Corey	JV Boys Basketball Coach
Foster, Mike	Middle School Boys Basketball Coach
Bielak, Steve	Middle School Boys Basketball Coach
Jonczak, Drew	Girls Varsity Basketball Coach
Walters, Grant	Varsity Wrestling Coach
Pringle, Cody	Assistant Wrestling Coach
Burger, Brett	Varsity Baseball Coach
Burger, Brian	Assistant Varsity Baseball Coach
Campbell, Jeff	JV Baseball Coach
Koprivnikar, Jenn	Varsity Softball Coach
Blackburn, Janice	JV Softball Coach
Kirin, Tyler	Boys Tennis Coach
Abbott, Tom	Varsity Track Coach
Surovchak, Dan	Middle School Track Coach
Arabia, Becca	Head Swim Coach
Toole, Michael	Assistant Swim Coach

**[ON ROLL CALL VOTE, THE CHEER POSITIONS DID NOT PASS WITH APPROVAL.]**

**MISCELLANEOUS**

Recommend approving the appointment of Michele Bloch as Assistant School Board Secretary.

**REMARKS BY VISITORS**

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

**ADJOURNMENT**