

**HIGHLANDS SCHOOL DISTRICT  
REGULAR SCHOOL BOARD MEETING  
AUGUST 15, 2016**

**AGENDA**

**ROLL CALL** – all Members present. **Mr. Jon Rupert, Secretary, was absent.**

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

**APPROVAL OF MINUTES**

Recommend approving the minutes of the June 20, 2016 Regular Meeting and the July 20, 2016 Special Meeting.

**SECRETARY'S REPORT**

**SUPERINTENDENT'S REPORT**

**COMMUNITY OUTREACH**

**AGENDA ITEMS**

**CAFETERIA** – Mrs. Wisner, Mr. Hanford

Recommend approving Cafeteria Fund Financial Report, as submitted.

July to be ratified      \$4,925.53

**STUDENT ACTIVITIES** – Mr. Myers, Mrs. Wisner

Recommend approving the Student Activities Fund Financial Reports for June 2016 and July 2016, as submitted.

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

- Highlands Lady Rams Basketball Booster
- Cross Country Booster Club
- Highlands Rams Baseball Boosters
- Variations Boosters
- Fairmount PTO

Follow-up on Highlands Boys Basketball Boosters fundraising for the team trip to Orlando, Florida.

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

Recommend approving the Northwestern Human Services contract for the 2016-2017 school year, as submitted.

**TRANSPORTATION** – Mr. Mundy, Mr. Myers

Recommend approving the 2016-2017 bus stops/routes, as submitted.

**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 approving, with regret, the resignations of the following staff:

- A. Merhaut, Madison - RATIFY  
Autistic Support Teacher  
Fawn Primary Center  
Effective: June 9, 2016
  
- B. Shoemaker, Erin – RATIFY  
Title I Reading Aide/Personal Aide  
Fawn Primary Center  
Effective: July 21, 2016
  
- C. Hurley, Elizabeth – RATIFY  
Home and School Visitor/Attendance Officer  
Highlands Middle School (homebase)  
Effective: August 2, 2016

Recommend approving the salary schedule for Substitute Personnel for 2016-2017 school year, as submitted.

**[SEE SALARY SCHEDULE FOR SUBSTITUTE PERSONNEL ON HIGHLIGHTS PAGE]**

Recommend approving the 2016-2017 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 approving the following substitute for the 2016-2017 Custodian Call List:

- A. Drane, James  
Substitute Custodian  
Effective: 8/16/2016

Recommend approving, Dr. Mitchel Nickols, as consultant for the 2016-2017 school year and not to exceed \$24,000.

Recommend approving the hiring of the following staff:

- A. Yount, Krista  
Kindergarten Teacher  
Fairmount Primary Center  
Step 1  
Salary per HEA contract  
Effective: August 16, 2016 (pending file completion)
- B. Gottron, Dan  
High School Principal  
High School  
Salary \$92,000  
Effective: August 16, 2016 (pending file completion)
- C. Stoczynski, Tyler  
Social Studies Teacher  
High School  
Step 1  
Salary per HEA contract  
Effective: August 16, 2016 (pending file completion)

Recommend approving the following FMLA request:

- A. Employee # 6215  
8/26/2016 – 11/29/2016  
Utilizing available sick, personal, vacation and comp days

Recommend approving Act 93 bonuses for the following employees:

- A. Charlie Mort, Principal at Highlands Middle School
- B. Deborah Beucker, Asst. Principal at Highlands Middle School
- C. Debra Lehew, Director of Special Education

Recommend ratifying the amended Confidential Secretary contract for the 2016-2017, as submitted. This reflects the addition of the HR Confidential Secretary position. (page 6 only – position addition)

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

Recommend approving Tax Refunds, as submitted.

August to be paid      \$779.48

Recommend approving payment of General Fund Bills, as submitted.

June and July to be ratified      \$907,380.90  
August to be paid      \$408,561.54  
\$1,315,942.44

Recommend extending one year security contract with Capital Asset Protection, Inc. for district-wide security.

Recommend sheriff sale of properties, as submitted.

**SECURITY & SAFETY** – Mr. Hanford, Mr. Miles

Report.

**FORBES ROAD CTC** – Mr. Mundy, Mr. Cohen

Report.

**PSBA/NSBA** – Mrs. Wisner

Recommend electing all candidates for PSBA Officer Elections. The slate of candidates follows:

- Michael Faccineto – President Elect
- David Hutchinson – Vice President
- William LaCoff – Trustee
- Kathy Swope – Trustee
- Mark Miller – Trustee
- Marianne Neel – Trustee
- Michael Faccineto – Trustee

Recommend approving Mrs. Wisner and Mrs. Thimons as PSBA voting delegates for the Fall conference.

**AIU 3 REPORT** – Mrs. Beale

Recommend approving the AIU3 Contract of Service for the 2016-2017 school year, as submitted.

**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]**

- |    |         |   |
|----|---------|---|
| 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                         |

Recommend approving the first reading of the following Board Policies:

**[SEE POLICIES ON HIGHLIGHTS PAGE]**

- |    |           |                                       |
|----|-----------|---------------------------------------|
| A. | No. 319.1 | Material and/or Intellectual Property |
| B. | No. 333   | Professional Development              |
| C. | No. 334   | Sick Leave                            |
| D. | No. 335   | Family and Medical Leaves             |
| E. | No. 336   | Personal Necessity Leave              |
| F. | No. 337   | Vacation                              |
| G. | No. 338   | Sabbatical Leave                      |
| H. | No. 338.1 | Compensated Professional Leaves       |
| I. | No. 339   | Uncompensated Leave                   |
| J. | No. 340   | Responsibility for Student Welfare    |

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

Recommend approving the Athletic Fund Bills for June 2016 and July 2016, as submitted.

Recommend authorizing the Athletic Director to make necessary changes for recurring scheduled meetings.

Recommend approving, with regret, the resignation of Patrick Polcha, as Ticket Manager for the 2016-2017 school year.

Recommend approving the hiring of Dawn Howells as Ticket Manager for the 2016-2017 school year. (\$50 per game)

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
Huss, Casey	Middle School Girls 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, 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.

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**ADDENDUM**

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

Recommend approving the hiring of the following employee:

- A. Pritchard, Richard  
Police Officer  
\$48,000 salary; no benefits being provided  
Effective: TBD (pending file completion)

Recommend approving, with regret, the resignation of the following staff:

- A. Conway, Sharon  
Director of Food Service  
Highlands High School (homebase)  
Effective: August 30, 2016