

Tuesday, February 22, 2022
PROCEDURE, REPORT AND ACTION MEETING AGENDA

**HIGHLANDS SCHOOL DISTRICT
REGULAR SCHOOL BOARD MEETING
7:00 PM HIGHLANDS HIGH SCHOOL LIBRARY AND VIRTUALLY THROUGH LIVE-STREAM ZOOM
PLATFORM**

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.

1. FLAG SALUTE

2. ROLL CALL

3. STATEMENT BY BOARD PRESIDENT

4. APPROVAL OF MINUTES

Subject **4.1 Minutes**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 4. APPROVAL OF MINUTES

Type Action

Recommended Action Recommend approving the minutes from the January 19, 2022, Regular School Board meeting as submitted.

File Attachments
[Board Meeting Minutes - January 19 2022.pdf \(103 KB\)](#)

5. BOARD SECRETARY'S REPORT

Subject **5.1 Report - Mrs. Lori Byron**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 5. BOARD SECRETARY'S REPORT

Type Reports

6. SUPERINTENDENT'S REPORT

Subject **6.1 Report - Dr. Mawhinney**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 6. SUPERINTENDENT'S REPORT

Type Reports

7. STUDENT REPRESENTATIVE'S REPORT

Subject **7.1 Report - Daniel Thimons**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 7. STUDENT REPRESENTATIVE'S REPORT
Type Reports

8. COMMUNITY OUTREACH

Subject 8.1 Report - Mrs. Jennifer Goldberg
Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 8. COMMUNITY OUTREACH
Type Reports

9. NEW AGENDA ITEM

Subject 9.1 Agenda Item Addition
Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 9. NEW AGENDA ITEM
Type Action
Recommended Action Recommend adding the following motion to the agenda under Finance/Tax: Recommend approving the tax assessment appeal settlement with Wild Blue Management, LP regarding the Heights Plaza Shopping Center, as submitted.

10. PUBLIC COMMENT

Subject 10.1 Remarks From Visitors
Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 10. PUBLIC COMMENT
Type Reports

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.*

The above is in accordance with Board Policy 903. Please check Board Docs to read the entire policy.

YOU MUST STATE YOUR NAME AND ADDRESS FOR THE RECORD BEFORE COMMENT.

FIRST PUBLIC COMMENTS WILL BE TAKEN BY THOSE WHO ARE ATTENDING IN-PERSON THEN ON THE LIVE-STREAM ZOOM MEETING. TO MAKE A COMMENT, USE THE "RAISE HAND" FUNCTION AND THE MEETING CHAIR WILL CALL ON YOU TO SPEAK.

11. CAFETERIA - Mrs. Wisner, Ms. Javier

Subject **11.1 Cafeteria Fund Bills**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 11. CAFETERIA - Mrs. Wisner, Ms. Javier

Type Action

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

File Attachments
[Cafe Board List - to be Paid 02.14.22.pdf \(14 KB\)](#)

12. STUDENT ACTIVITIES - Dr. Lehew, Mrs. Kocon

Subject **12.1 Student Activities Fund Financial Report**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 12. STUDENT ACTIVITIES - Dr. Lehew, Mrs. Kocon

Type Action

Recommended Action Recommend approving the Student Activities Fund Financial Reports for January 2022, as submitted.

File Attachments
[Highlands Activity Report January 2022.pdf \(56 KB\)](#)

Subject **12.2 Field Trip Request**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 12. STUDENT ACTIVITIES - Dr. Lehew, Mrs. Kocon

Type Action

Recommended Action Recommend ratifying the following field trips:

 A. High School Music - Alle-Kiski Valley Honors Band Festival - Mr. Matthew Beresik
 Destination: Plum High School
 Date: January 20-21, 2022
 Number of Students:
 Number of Adults:

 B. High School Music - PMEA District 1 East Band - Mr. Matthew Beresik
 Destination: Bel Vernon High School
 Date: January 26-27, 2022
 Number of Students:
 Number of Adults:

Subject **12.3 Booster Organization**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 12. STUDENT ACTIVITIES - Dr. Lehew, Mrs. Kocon

Type Action

Recommended Action Recommend approving the following booster organization for the 2021-2022 school year:
-Highlands Rams Boys Baseball Booster

File Attachments

Baseball Booster By-laws.pdf (83 KB)

Highlands Boys Baseball 2022 Board and Fundraiser Info.pdf (60 KB)

Baseball Budget 2022.pdf (113 KB)

13. STUDENT DISCIPLINE - Mrs. Babinsack, Ms. Javier

Subject 13.1 Report

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 13. STUDENT DISCIPLINE - Mrs. Babinsack, Ms. Javier

Type Reports

14. INSTRUCTION - Ms. Canonge, Dr. Lehew

Subject 14.1 Agreement

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 14. INSTRUCTION - Ms. Canonge, Dr. Lehew

Type Action

Recommended Action Recommend ratifying the agreement with PLEA, for the 2021-2022 academic year, effective January 1, 2022, at a cost of \$22,500, as submitted.

Subject 14.2 Student Agreement

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 14. INSTRUCTION - Ms. Canonge, Dr. Lehew

Type Action

Recommended Action Recommend approving the agreement for student #217684 , as submitted.

Agenda item added after the February 14, 2022, agenda planning meeting.

15. TRANSPORTATION - Ms. Javier, Ms. Canonge

Subject 15.1 Report

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 15. TRANSPORTATION - Ms. Javier, Ms. Canonge

Type Reports

16. BUILDINGS AND GROUNDS - Mr. Witt, Mrs. Wisner

Subject 16.1 Use of Facilities

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 16. BUILDINGS AND GROUNDS - Mr. Witt, Mrs. Wisner
Type Action
Recommended Action Recommend approving/ratifying the Use of Facilities for February 2022, as submitted.
Agenda item updated after the February 14, 2022, agenda planning meeting.

File Attachments
[Updated_Use of Facilities_February 2022.pdf \(439 KB\)](#)

Subject 16.2 Bid Advertising

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 16. BUILDINGS AND GROUNDS - Mr. Witt, Mrs. Wisner
Type Action
Recommended Action Recommend approving advertising for sealed bids for the Storm Pipe Rehabilitation project.

17. PERSONNEL - Ms. Butler, Mr. Witt

Subject 17.1 Leave Requests

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 17. PERSONNEL - Ms. Butler, Mr. Witt
Type Action
Recommended Action Recommend approving/ratifying the following leave requests:

A. Employee # 7125
Unpaid Leave
Effective: February 24, 2022 - March 4, 2022

B. Employee # 5542 - Ratify
FMLA Leave
Effective: January 24, 2022 - March 8, 2022
Utilizing 31 sick days
Per the terms of the FMLA

C. Employee # 7254
FMLA Leave
Effective Dates: May 2, 2022 - June 3, 2022
Utilizing 8 sick days, 2 personal days and 14 unpaid days
Per the terms of the FMLA

D. Employee # 5504
FMLA Leave
Effective: April 19, 2022 - June 3, 2022
Utilizing 8 sick days and 25 unpaid days
Per the terms of the FMLA

Subject 17.2 Resignation - Professional Staff

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 17. PERSONNEL - Ms. Butler, Mr. Witt
Type Action

Recommended Action Recommend ratifying the following resignation(s):

A. Kate Huskey
Speech/Language Teacher
Highlands Elementary School
Effective: February 18, 2022

B. Dana Bingham
ELA Teacher
Highlands Middle School
Effective: February 1, 2022

Subject 17.3 New Hires - Professional Staff

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 17. PERSONNEL - Ms. Butler, Mr. Witt
Type Action

Recommended Action Recommend ratifying the following new hire, pending completion and receipt of all new hire documentation:

A. Casey Edwards
Science Teacher - Grade 8
Highlands Middle School
Salary: Step 1 Masters; \$48,500 - Prorated
Effective: January 31, 2022

Subject 17.4 New Hire - Classified Staff

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 17. PERSONNEL - Ms. Butler, Mr. Witt
Type Action

Recommended Action Recommend ratifying the hiring of the following, pending the completion and submission of all new hire requirements:

A. Erina Ratliff
Paraprofessional
Hourly Rate: \$15.93
Effective: February 1, 2022

Subject 17.5 New Hire - Classified Staff

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 17. PERSONNEL - Ms. Butler, Mr. Witt

Type Action

Recommended Action Recommend approving Emma Cribbs as the middle school nurse at a starting salary of \$15.00 per hour in accordance with the HESPA collective bargaining agreement. Start date will be 3/7/22.

Subject 17.6 Resignation - Classified Staff

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 17. PERSONNEL - Ms. Butler, Mr. Witt

Type Action

Recommended Action Recommend approving the resignation of the following:

A. Hazel Bovard
Paraprofessional
Effective: June 3, 2022
PSERS Retirement

Subject 17.7 Agreement

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 17. PERSONNEL - Ms. Butler, Mr. Witt

Type Action

Recommended Action Recommend approving the separation agreement and release for employee #5030, as submitted.

Subject 17.8 New Hire - Act 93

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 17. PERSONNEL - Ms. Butler, Mr. Witt

Type Action

Recommended Action Recommend approving Rebecca Bragan as the High School Co-Principal at a starting salary of \$105,000 (Pro-rated) in accordance with the Act 93 agreement. Start date TBD.

Subject 17.9 Memorandum of Understanding (MOU)

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 17. PERSONNEL - Ms. Butler, Mr. Witt

Type Action

Recommended Action Recommend approving the HEA MOU, as submitted.

Subject 17.10 New Hire - Building Substitute

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 17. PERSONNEL - Ms. Butler, Mr. Witt
Type Action
Recommended Action Recommend approving the following new hire, pending completion and receipt of all new hire documentation:

A. Thomas Slancauskas
Building Substitute
Highlands High School
Salary: \$22,500 - Prorated
Effective: February 23, 2022

18. FINANCE/TAX - Mrs. Kocon, Ms. Butler

Subject 18.1 Tax Refunds

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 18. FINANCE/TAX - Mrs. Kocon, Ms. Butler
Type Action
Recommended Action Recommend approving Tax Refunds, as submitted.

File Attachments
[Tax Refunds- 02-14-22.pdf \(15 KB\)](#)

Subject 18.2 General Fund Bills

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 18. FINANCE/TAX - Mrs. Kocon, Ms. Butler
Type Action
Recommended Action Recommend approving payment of General Fund Bills, as submitted:

January to be ratified \$147,019.34
February to be ratified \$ 66,792.17
February to be paid \$ 513,926.18
Total \$ 727,737.69

Agenda item updated after the February 14, 2022, agenda planning meeting.

File Attachments
[Board List - To Be Ratified -January 2022.pdf \(44 KB\)](#)
[Board List - To Be Ratified -February 2022.pdf \(30 KB\)](#)
[Board List - To Be Paid -February 2022.pdf \(67 KB\)](#)

Subject 18.3 Treasurer's Reports

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 18. FINANCE/TAX - Mrs. Kocon, Ms. Butler

Type Action

Recommended Action Recommend approving the Treasurer's Reports for January 2022, as submitted.

File Attachments
[Treasurers Report - January 2022.pdf \(278 KB\)](#)
[Treasurers Report_Investments - January 2022.pdf \(282 KB\)](#)

Subject 18.4 Agreement - UPMC

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 18. FINANCE/TAX - Mrs. Kocon, Ms. Butler

Type Action

Recommended Action Consider approving renewing the Athletic Trainer Agreement with UPMC for a three (3) year term effective July 1, 2022 through June 30, 2025, as submitted.

File Attachments
[Updated Draft Highlands AT Services Agreement dgt_BW 2022-2025.pdf \(607 KB\)](#)

Subject 18.5 Agreement - Mr. John

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 18. FINANCE/TAX - Mrs. Kocon, Ms. Butler

Type Action

Recommended Action Recommend renewing the agreement with Mr. John to provide portable toilets for the athletic facilities, as submitted.

File Attachments
[Mr. John Agreement_Highland School District #6895_2022.pdf \(128 KB\)](#)

Subject 18.6 Agreement - IDEA - Part B

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 18. FINANCE/TAX - Mrs. Kocon, Ms. Butler

Type Action

Recommended Action Recommend approving the Allegheny Intermediate Unit IDEA – Part B Notice of Adoption of Approved LEA Policies, Procedures and Use of Funds Agreement for the 2022-2023 school year, as submitted.

Agenda item added after the February 14, 2022, agenda planning meeting.

File Attachments
[IDEA-Part B Use of Funds Agreement_2022-2023.pdf \(394 KB\)](#)

Subject **18.7 Annual Audit Report**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 18. FINANCE/TAX - Mrs. Kocon, Ms. Butler

Type Action

Recommended Action Recommend approving the district audit report for year 2020-2021, as submitted.

Agenda item added after the February 14, 2022, agenda planning meeting.

File Attachments 2021 Audit Report.pdf (987 KB)
--

Subject **18.8 Collective Bargaining Agreement**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 18. FINANCE/TAX - Mrs. Kocon, Ms. Butler

Type Action

Recommended Action Recommend approving the Collective Bargaining Agreement (CBA) with the Highlands Education Association (HEA) for the years beginning July 1, 2021, through June 30, 2026, as submitted.

Agenda item added after the February 14, 2022, agenda planning meeting.

Subject **18.9 Settlement**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 18. FINANCE/TAX - Mrs. Kocon, Ms. Butler

Type Action

Recommended Action Recommend approving the tax assessment appeal settlement with Wild Blue Management, LP regarding the Heights Plaza Shopping Center, as submitted.

New agenda item.

File Attachments Wild Blue Management_Tax Appeal Settlement.pdf (291 KB)

19. SECURITY AND SAFETY - Mrs. Babinsack, Ms. Butler

Subject **19.1 Revised Health and Safety Plan**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 19. SECURITY AND SAFETY - Mrs. Babinsack, Ms. Butler

Type Discussion

Subject **19.2 Memorandum of Understanding (MOU)**

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 19. SECURITY AND SAFETY - Mrs. Babinsack, Ms. Butler
Type Action
Recommended Action Recommend approving the Memorandum of Understanding (MOU) with the following local police departments, as submitted:
-Brackenridge
-Fawn Township
-Harrison Township
-Tarentum Borough

20. FORBES ROAD CTC - Dr. Lehew, Mrs. Babinsack

Subject 20.1 Report
Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 20. FORBES ROAD CTC - Dr. Lehew, Mrs. Babinsack
Type Reports

21. PSBA/NSBA - Ms. Canonge

Subject 21.1 Report
Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 21. PSBA/NSBA - Ms. Canonge
Type Reports

22. POLICY - Mrs. Wisner, Ms. Canonge

Subject 22.1 Second Reading of Board Policies
Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA
Category 22. POLICY - Mrs. Wisner, Ms. Canonge
Type Action
Recommended Action Recommend approving the second reading of the following Board Policies:
A. Policy 004 Vol VIII 2019 - Membership
B. Policy 011 - Board Governance Standards & Code of Conduct
C. Policy 208 Vol VIII 2019 - Withdrawal From School
D. Policy 610 Vol VI 2021 - Purchases Subject to Bid/Quotation
E. Policy 611 Vol VI 2021 - Purchases Budgeted
F. Policy 626 Attachment - Procurement - Federal Programs

File Attachments

[Updated Policy #004 Vol III 2019 - Membership.pdf \(94 KB\)](#)
[Updated Policy #011 - Board Governance Standards_Code of Conduct.pdf \(151 KB\)](#)
[Updated Policy #208 Vol III 2019 - Withdrawal From School.pdf \(36 KB\)](#)
[Updated Policy #610 Vol VI 2021 - Purchases Subject to Bid_Quotation.pdf \(102 KB\)](#)
[Updated Policy #611 Vol VI 2021 - Purchases Budgeted.pdf \(51 KB\)](#)
[Updated 626-Attach-Procurement - Federal Programs.pdf \(196 KB\)](#)

Subject 22.2 First Reading of Board Policies

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 22. POLICY - Mrs. Wisner, Ms. Canonge

Type Action

Recommended Action Recommend approving the first reading of the following Board Policies:

File Attachments
[Policy #832 Vol III 2020 - Educational Equity - New PSBA Policy.pdf \(184 KB\)](#)

23. ATHLETICS - Mr. Witt, Mrs. Kocon

Subject 23.1 Hiring of Athletic Personnel for the 2021-2022 School Year

Meeting Feb 22, 2022 - PROCEDURE, REPORT AND ACTION MEETING AGENDA

Category 23. ATHLETICS - Mr. Witt, Mrs. Kocon

Type Action

Recommended Action Recommend approving the hiring of the following athletic personnel for the 2021-2022 school year in accordance with Board Policy #304 (Pre-Employment Drug Test), #314, #916, Act 34, Act 151, and FBI Record Check, contingent upon Athletics operating in the 2021-2022 school year and receipt of all pre-employment documentation. (Salary as per Board/HEA Collective Bargaining Agreement):

- Jeff A. Campbell - Varsity Head Baseball Coach
- Jeff C. Campbell - Varsity Assistant Baseball Coach
- Bill Celko - JV Head Baseball Coach
- Steve Bielak - 7th & 8th Grade Head Baseball Coach
- Ray Abatti - Volunteer Varsity Baseball Coach
- Chris Burchell - Volunteer Baseball Coach - V/JV/7th & 8th Grade
- Joe Thimons - Volunteer Baseball Coach - JV/ 7th & 8th Grade
- Shawn Hewitt - Volunteer Baseball Coach - 7th & 8th Grade

- Jennifer Koprivnikar - Varsity Head Softball Coach
- Janis Blackburn - JV Head Softball Coach
- Kasey Wolford - 7th & 8th Grade Head Softball Coach
- Bailey Beacom - Volunteer Softball Coach

- Tyler Kirin - Head Boys Tennis Coach
- Vaughn Hunkele - Volunteer Boys Tennis Coach

- Chad Walsh - Varsity Head Track Coach
- Richard Bogaty - Varsity Assistant Track Coach
- Jason Ballard - 7th & 8th Grade Head Track Coach
- Scott Cale - 7th & 8th Grade Assistant Track Coach

- Caroline Bain - 7th & 8th Grade Head Volleyball Coach
- Jacob Bosiljevac - 7th & 8th Grade Assistant Volleyball Coach

24. MISCELLANEOUS

25. ADJOURNMENT
