

**UPPER ST. CLAIR BOARD OF SCHOOL DIRECTORS  
SCHOOL BOARD MEETING**

**MONDAY, JUNE 6, 2016 - 8:17 P.M.  
CENTRAL OFFICE BOARD ROOM**



Customizing Learning,  
Nurturing Potential...  
**Delivering Excellence**

Notice having been advertised and posted and members duly notified, a meeting of the Board of School Directors was held on June 6, 2016 in the Central Office Board Room.

School Board Members in attendance:

Mrs. Buffy Z. Hasco, President  
Mrs. Angela B. Petersen, Vice President  
Mrs. Amy L. Billerbeck  
Mrs. Barbara L. Bolas  
Mr. Phillip J. Elias  
Mr. Patrick A. Hewitt  
Mr. Frank J. Kerber  
Mr. Harry F. Kunselman  
Mr. Louis P. Mafrice, Jr.

School personnel in attendance:

Dr. Patrick O'Toole, Superintendent of Schools  
Dr. Sharon Suritsky, Assistant/Deputy Superintendent  
Dr. John Rozzo, Assistant Superintendent  
Ms. Frosina Cordisco, Director of Business & Finance  
Dr. Judith Bulazo, Director of Curriculum & Professional Development  
Mr. Raymond Berrott, Director of Technology  
Mrs. Amy Pfender, Director of Student Support Services  
Mrs. Mary Ann Stabile, Stenographer  
Mr. Robert Prorok, Solicitor

**CALL TO ORDER (Hasco)**

Mrs. Hasco called the meeting to order at approximately 8:17 p.m.

**RESIDENTS' COMMENTS (*REGARDING AGENDA ITEMS ONLY*)**

There were no residents' comments at this time.

**APPROVAL OF AGENDA (Hasco)**

MOTION: By Elias: I move that the Board approve the agenda as presented. Seconded by Kerber, and carried on unanimous voice vote.

## **SUPERINTENDENT'S REPORT (O'Toole)**

### **APPROVAL OF RESOLUTION REGARDING STAFFING**

MOTION: By Hewitt: The Superintendent recommends and I move that the Board approve The following resolution regarding staffing. Seconded by Bolas, and carried on unanimous roll call vote.

The District staff be decreased by the following position effective July 1, 2016:

1.00 - Industrial Arts Teacher (Boyce)

The District staff be increased by the following position effective July 1, 2016:

1.00 - Elementary STEAM Design (Boyce)

### **APPROVAL OF EARLY RETIREMENT INCENTIVE PROPOSAL FOR CLASSIFIED STAFF**

MOTION: By Billerbeck: The Committee recommends and I move that the Board approve the Early Retirement Opportunity for members of the classified union who applied for the benefit and meet the criteria in the attached documentation. The Administration is authorized to complete the necessary documentation to effect such early retirements. Seconded by Mafrice, and carried on unanimous roll call vote.

### **APPROVAL OF PERSONNEL LISTINGS - ATTACHED**

MOTION: By Mafrice: The Committee recommends and I move that the Board approve the Personnel Listings, pending receipt of all paperwork and required clearances AS ATTACHED. Seconded by Petersen, and carried on unanimous roll call vote.

### **APPROVAL OF CAPITAL RESERVE BUDGET (O'Toole/Cordisco)**

MOTION: By Kerber: The Committee recommends and I move that the 2016-17 Capital Expenditures in the amount of \$455,380 be approved AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING contingent upon certain 2016-17 Capital Expenditures that may be bid and approved at later dates. Seconded by Billerbeck, and carried on unanimous roll call vote.

### **FIRST READING OF POLICY #6022 - ADMINISTERING NALOXONE (O'Toole/Pfender) – ATTACHED (Second Reading at 6-21-16 Board Meeting)**

Dr. O'Toole and Mrs. Pfender presented a first reading of Policy #6022 - Administering Naloxone. Dr. O'Toole noted that a second reading and adoption of the Policy would be presented at the June 21, 2016 Board meeting.

**ADJOURNMENT**

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 8:24 p.m.

Buffy Z. Hasco, President  
BOARD OF SCHOOL DIRECTORS

Frosina C. Cordisco, Secretary  
BOARD OF SCHOOL DIRECTORS

Submitted by: Mary Ann L. Stabile  
School Board Stenographer

**PERSONNEL LISTINGS**

**DATE: June 6, 2016**

**Board Meeting**

**Professional Staff – Change of Status (Assignment)**

Name	From	To	Effective
Dudley, Matthew	Boyce Special Ed Teacher	Boyce Elementary Teacher	8-17-16
Henderson, Matthew	Boyce Elementary Teacher	Boyce STEAM Design Teacher	8-17-16
Smirniw, Leslie	Streams Elementary Teacher	Streams Guidance Counselor	8-17-16

**Professional Staff – Resignation**

Name	Location	Assignment	Notification Date	Last Date Worked
Rehwald, Julianne	Baker	Elementary Teacher	5-16-16	Last day of teacher responsibility for the 2015-2016 school year
Farnan, Nicole	Eisenhower	Elementary Teacher	5-18-16	Last day of teacher responsibility for the 2015-2016 school year

**Classified Staff – Retirement (Early Retirement Incentive)**

Name	Location	Assignment	Notification Date	Last Date Worked
Dalzell, Linda	High School	Student Records and Scheduling Assistant	4-26-16	6-30-16
Hess, Peter	Baker	Custodian	5-24-16	6-30-16
Kaplan, Jettie	Streams	Head Secretary	4-28-16	6-30-16
Koestner, Irene	Boyce	Head Secretary	5-24-16	6-30-16
Strathmann, Maureen	Baker	Teacher Aide	4-27-16	Last day of teacher aide responsibility for the 2015-2016 school year

**Classified Staff – Retirement**

Name	Location	Assignment	Notification Date	Last Date Worked
Mulholland, Lois	High School	Secretary	6-6-16	9-28-16

**Classified Staff – Resignation**

Name	Location	Assignment	Notification Date	Last Date Worked
Nalitz, Emily	High School	Teacher Aide	6-3-16	Last day of Extended School Year responsibility (7-1-16)

**Extended School Year Program**

Classified:

Name	Position	Effective
Walsh, Tammy	Teacher Aide	6-13-16 through 7-1-16 and 7-11-16 through 7-29-16

**Summer School Teachers**

Name	Position	Effective
Beard, Garrett	Wellness	6-13-16 through 7-20-16
Bogus, Lauren	STEAM Investigations	7-18-16 through 7-22-16
Cilli, Kristin	Camp Invention	7-11-16 through 7-15-16
Clark, Kevin	Camp Invention	7-11-16 through 7-15-16
Conrad, Anne	STEAM Investigations	7-18-16 through 7-22-16
Cusick, Carolyn	SCRATCH	6-27-16 through 6-30-16
Densmore, Leslie	Camp Invention	7-11-16 through 7-15-16
Dillie, Pamela	STEAM Investigations	7-18-16 through 7-22-16
Dudley, Matthew	Camp Invention	7-11-16 through 7-15-16
Frollini, Dominick	HS STEAM Academy	6-13-16 through 6-17-16
Gremba, Justin	Camp Invention	7-11-16 through 7-15-16
Henderson, Matthew	Camp Invention	7-11-16 through 7-15-16
Hoburg, Russell	HS STEAM Academy	6-13-16 through 6-17-16

Manion, Kara	STEAM Investigations	7-18-16 through 7-22-16
McGrath, Megan	Creative Writing	6-27-16 through 7-1-16
McGrath, Megan	STEAM Investigations	7-18-16 through 7-22-16
McGrath, Megan	Learning Literary Elements	6-21-16 through 6-24-16
Mellinger, Dana	Wellness	6-13-16 through 7-20-16
Miller, Steven	Math Credit Recovery	6-15-16 through 7-28-16
Morton, Shawn	Wellness	6-13-16 through 7-20-16
Robbins, Timothy	Wellness	6-13-16 through 7-20-16
Rodgers, Joseph	Camp Invention	7-11-16 through 7-15-16
Slater, Maria	Wellness	6-13-16 through 7-20-16
Stash, Kristen	Wellness	6-13-16 through 7-20-16
Stroyne, Stephen	HS STEAM Academy	6-13-16 through 6-17-16
Valentine, Erika	HS STEAM Academy	6-13-16 through 6-17-16
Watson, David	English Credit Recovery	6-15-16 through 7-28-16
Wheeler, Katie	STEAM Investigations	7-18-16 through 7-22-16

The Board is committed to enhancing the health and safety of individuals within the school environment. The District will identify specific locations for the storage of Naloxone and protocols for administration in emergency situations to assist individuals suspected to be experiencing an opioid overdose.

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

### **Definitions**

**Drug overdose**-shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria, or death, which is the result of the consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.

**Naloxone** (Narcan)-shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

**Opioid**-shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain.

### **Delegation of Responsibility**

The Superintendent or designee, in consultation with the school nurse(s) and the school physician, shall establish appropriate internal procedures for the acquisition, stocking, and administration of Naloxone and related emergency response procedures.

The school physician shall be the prescribing and supervising medical professional for the District's stocking and use of Naloxone. The Director of Student Support Services or designee shall obtain a standing order from the school physician for the administration of Naloxone.

The school nurse shall be responsible for building-level management of Naloxone. Each school nurse and any other individual(s) authorized by the Superintendent shall be trained in the administration of Naloxone.

## Guidelines

### Communication

Each building stocking Naloxone will have the school nurse, along with District administration, plan for annually informing all parents/guardians and staff about this policy and specifically:

- The availability of Naloxone to treat opioid drug overdoses and what it does;
- The symptoms of opioid drug overdoses;
- The manner in which individuals should report suspected overdoses;
- The protection from criminal prosecution provided by law for persons who:
  - report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive
  - are the individual whose overdose they report
- The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.

### Standing Order from the School Physician

The school physician shall provide and annually renew a standing order for administration of Naloxone to students suspected to be experiencing an opioid overdose. The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where Naloxone is stored.

### Training

Before any school nurse or individual may have custody of Naloxone or administer Naloxone under this policy the person(s) must:

- Complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone, and promptly seeking medical attention for drug overdoses.
- Provide evidence of training completion and place in personnel file.

A list of School District individual(s) who successfully complete such training shall be maintained, updated, and kept in the school nurse's office and the School District Central Office.

### Acquisition, Storage, and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions. Naloxone shall be made readily accessible to those individuals who have completed the required training to administer in the event of a suspected drug overdose. All properly trained individuals shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations, and Department of Health Guidelines.

### Administration of Naloxone

When responding to a suspected drug overdose, trained District designees shall follow the steps outlined:

1. Call for medical help immediately (Dial 9-1-1)
2. Check for signs of opioid overdose
3. Perform initial rescue breathing (or CPR if needed), as instructed in training
4. Administer Naloxone, as instructed in training
5. Continue the rescue breathing (or CPR if needed), as instructed in training
6. Administer second dose of Naloxone, if needed, as instructed in training
7. Place in recovery position, as instructed in training
8. Stay with the individual until emergency medical help arrives
9. Cooperate with EMS personnel responding to the incident
10. Notify the building administrator or designee of the incident

### Referral to Law Enforcement and Parental Notification

The Superintendent or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity, or during transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall immediately notify the parent/guardian of any student directly involved in an incident involving use of controlled substances. The Superintendent or designee shall inform the parent/guardian whether or not the local police department has jurisdiction over the school property, has been



there, or may be notified of the incident. Documentation will occur of the attempts to reach the parent/guardian.

#### Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the District's Student Assistance Program.

#### Indemnification

The School District shall indemnify and hold harmless any person who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply:

- The person did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to the individual.
- The person successfully completed the training presented in this policy.
- The person promptly sought additional medical assistance before or immediately after administering Naloxone.
- The person is administering Naloxone pursuant to this policy.

#### Resources

[Pennsylvania Department of Health-Opioid Abuse](#)

[Naloxone: Frequently Asked Questions](#)

[Naloxone Program for Schools](#)

FIRST READING: June 6, 2016