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Delivering Excellence

**UPPER ST. CLAIR BOARD OF SCHOOL DIRECTORS  
COMMITTEE OF THE WHOLE MEETING**

**MONDAY, FEBRUARY 13, 2017 - 7:00 P.M.  
CENTRAL OFFICE BOARD ROOM**

Notice having been advertised and posted and members duly notified, a Committee of the Whole meeting of the Board of School Directors was held on February 13, 2017 in the Central Office Board Room.

School Board Members in attendance:

Mrs. Angela B. Petersen, President  
Mrs. Amy L. Billerbeck, Vice President (via speaker phone)  
Mrs. Barbara L. Bolas  
Mr. Phillip J. Elias  
Mr. Patrick A. Hewitt  
Mr. Frank J. Kerber  
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  
Mr. Scott P. Burchill, Director of Business & Finance  
Dr. Judith Bulazo, Director of Curriculum & Professional Development  
Mrs. Amy Pfender, Director of Student Support Services  
Mrs. Mary Ann Stabile, Stenographer  
Mr. Robert Prorok, Solicitor

**CALL TO ORDER/PLEDGE OF ALLEGIANCE (Petersen)**

Mrs. Petersen called the meeting to order at approximately 7:00 pm.

**READING OF THE MISSION**

Mr. Hewitt read the following School District Mission Statement:



*Developing lifelong learners and responsible citizens for a global society is the mission of the Upper St. Clair School District, served by a responsive and innovative staff who in partnership with the community provides learning experiences that nurture the uniqueness of each child and promotes happiness and success.*

**SHARED BELIEF STATEMENT #21 FROM STRATEGIC PLAN**

Mr. Mafrice read the following Shared Belief Statement #21 from the Strategic Plan:

*We believe that:*

*thoughtful practices of a school and community can foster a sense of environmental stewardship in students.*

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

Greg Pocrass, 1812 Sillview Drive, commented regarding proposed Policy #4007 - Admission of Students to Kindergarten and First Grade.

## **APPROVAL OF AGENDA (Petersen)**

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

## **UPDATE REGARDING PROPOSED CAPITAL PROJECTS (McLean/O'Toole/Burchill)**

Dr. O'Toole reported that the Capital Projects Review Ad Hoc Committee met on January 30 with architect Dave McLean to review questions that were raised and to plan the next steps. He stated that the financial impact to the 2017-18 budget and beyond was also discussed.

Dr. O'Toole stated that he met with representatives of the swim and booster clubs to receive information from them with respect to the proposed pool. He added that considerations are also being addressed regarding the proposed office complex with respect to parking and traffic flow.

Mr. McLean explained that during his meeting with the ad hoc committee he shared information and addressed concerns that were expressed regarding traffic circulation, student drop off, parking, and deliveries at a loading dock.

Mr. McLean stated that during the meeting with the swim boosters and coaches, they expressed an interest in a diving well and warm down pool that would be a good use for an add alternate to the bidding process. Mr. McLean added that the location of the existing pool lends itself to a sports oriented multipurpose type of space. He noted that he is working on cost estimates with Dr. O'Toole and Mr. Burchill that will reflect soft costs, contingency amounts, permit costs, construction manager fees, and a design consultant for the pool.

Dr. O'Toole and Mr. McLean responded to comments and questions of board members. Dr. O'Toole requested board members to contact him if they needed further explanations on the proposed projects. Mrs. Petersen noted that the Capital Projects Review Ad Hoc Committee will be preparing their recommendation to share with the board in the near future.

## **CONVENE BOARD MEETING (Petersen)**

The Committee of the Whole meeting recessed at approximately 7:22 pm to convene a voting meeting to approve the following items:

- a. **ADOPTION OF 2017 BOARD GOALS (O'Toole)**
- b. **SECOND READING AND ADOPTION OF POLICY #4007 - ADMISSION OF STUDENTS TO KINDERGARTEN AND FIRST GRADE (REPLACES POLICY #4007 - OPERATION OF KINDERGARTEN) (Pfender)**
- c. **APPROVAL OF RESOLUTION APPOINTING DELEGATES TO THE TAX COLLECTION COMMITTEE (Burchill)**
- d. **APPROVAL OF 2017-18 PRELIMINARY BUDGET (O'Toole/Burchill)**
- e. **APPROVAL OF PERSONNEL LISTINGS (O'Toole)**

The Committee of the Whole meeting reconvened at approximately 7:34 pm.

## **SUPERINTENDENT'S REPORT**

### **PRESENTATION OF FIRST READING OF 2017-18 SCHOOL CALENDAR**

Dr. O'Toole presented a first reading of the 2017-18 School Calendar. He noted that high school commencement is scheduled for the second Thursday in June, which provides the flexibility to begin the school year the last week of August rather than the week of August 21.

Dr. O'Toole explained that minor adjustments could occur on the proposed calendar. He noted that the proposed calendar would be placed on the district's website to receive comments from residents.

### **ALLEGHENY COUNTY SCHOOLS HEALTH INSURANCE CONSORTIUM SPECIAL ELECTION FOR NOMINATION OF SCHOOL BOARD DIRECTOR FOR TRUSTEE FOR WESTERN REGION**

Dr. O'Toole explained that Mrs. Joyce Snell who was the School Board Director for Trustee for the Western Region of the Allegheny County Schools Health Insurance Consortium passed away recently. A special election will be held to fulfill the unexpired term. He asked board members to notify him if they were interested in being nominated for this position.

### **REQUEST APPROVAL OF PERSONNEL LISTINGS**

Dr. O'Toole requested approval of the Personnel Listings, pending receipt of all paperwork and required clearances.

The Committee will recommend approval, to be placed on the Consent Agenda.

### **REQUEST APPROVAL OF 2017 MEMORANDUM OF UNDERSTANDING BETWEEN TOWNSHIP POLICE DEPARTMENT AND SCHOOL DISTRICT**

Dr. O'Toole requested approval of the 2017 Memorandum of Understanding Between the Upper St. Clair Township Police Department and the School District. He explained that state law mandates this type of MOU to be re-approved every two years. Dr. O'Toole noted that the police and security staff work closely with the local police force and took the opportunity to thank the township, the police department, and Chief Burkholder for the healthy relationship that they have with the school district.

The Committee will recommend approval, to be placed on the Consent Agenda.

## **ADMINISTRATORS' REPORTS**

### **REQUEST APPROVAL OF CANVAS LEARNING MANAGEMENT SYSTEM CONTRACT (Berrott/Wilson)**

Dr. Rozzo shared information regarding the rationale for moving from the current vendor of BlendedSchools to Canvas for a learning management system. He requested that the Board approve an agreement with Instructure for the Canvas Learning Management System - Canvas Cloud Subscription at a cost of \$5.51 per student user, a one-time set-up fee of \$500, and 24/7 Tier 1 support, for a five-year term starting July 1, 2017 through June 30, 2022, contingent upon acceptable documentation to the Superintendent and Solicitor.

The Committee will recommend approval, to be placed on the Consent Agenda.

**REQUEST APPROVAL OF MEMORANDUM OF UNDERSTANDING RELATED TO FOSTER CARE TRANSPORTATION (Pfender)**

Mrs. Pfender requested approval of a Memorandum of Understanding and Transportation Plan between the Allegheny County Department of Human Services, Office of Children, Youth and Families and the School District to ensure the educational success and school stability of students in foster care.

The Committee will recommend approval, to be placed on the Consent Agenda.

**BUDGET & FINANCE (Burchill)**

**REVIEW OF FINANCIAL & CASH FLOW STATEMENTS, BUDGET TRANSFERS & BILL LIST**

Mr. Burchill reviewed the financial statements, noting that there has been an improvement in the nutrition center participation. He explained that food service departments have been struggling with the new mandates and the district is focusing on minimizing this impact at the elementary and high school levels.

Mr. Burchill requested approval of the Treasurer’s Report.

The Committee will recommend approval, to be placed on the Consent Agenda.

**REQUEST APPROVAL OF 2017-18 PARKWAY WEST CAREER AND TECHNOLOGY CENTER OPERATING BUDGET**

Dr. O’Toole requested approval of the Parkway West Career and Technology Operating Budget in the amount of \$6,251,788 and Jointure Budget in the amount of \$563,596. He explained that the main increase is related to a half-time counselor. Dr. O’Toole noted that attendance numbers at Parkway West are increasing and that the vocational programs offered are a way of providing customized learning for the students.

Mrs. Petersen stated that the staff and executive director are doing a wonderful job with the program offerings and increasing student enrollment.

The Committee will recommend approval, to be placed on the Consent Agenda.

**REQUEST APPROVAL OF LETTERS OF AGREEMENT WITH THE BOY SCOUTS OF AMERICA**

Mr. Burchill requested approval of a Letter of Agreement Establishing Camp Use with the Laurel Highlands Council, Boy Scouts of America for the use of the Challenge Course at Camp Guyasuta by Fort Couch Middle School.

The Committee will recommend approval, to be placed on the Consent Agenda.

**COMMITTEE REPORTS**

Mrs. Petersen reported that Dr. O’Toole attended the Youth Steering Committee meeting to discuss general needs of students and parents in hopes of collaborating on future programs.

**RESIDENTS’ COMMENTS - REGARDING ANY ITEM**

Doug Shaffer, 1456 Paragon Place, thanked Dr. O’Toole and others for coordinating the meeting with the swim representatives and provided comments regarding the proposed pool facility.

**MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION**

**REPORT FROM BOARD BREAKFAST WORKSHOP (SMART DESK) - FEBRUARY 2**

Dr. O'Toole thanked the board members for attending the breakfast workshop on February 2 regarding the High School Smart Desk, which is a unique program featuring students participating in addressing technology issues among the staff and students. Dr. O'Toole and Mrs. Petersen thanked and commended the staff and students who participate in the Smart Desk operations.

**ADJOURNMENT**

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 8:02 pm.

**EXECUTIVE SESSION - LEGAL, PERSONNEL & STUDENT MATTERS**

The Board adjourned into executive session to discuss legal, personnel, and student matters.

Respectfully submitted,

Mary Ann L. Stabile,  
School Board Stenographer