



Customizing Learning,
Nurturing Potential...
Delivering Excellence

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

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

6:30 PM - EXECUTIVE SESSION - NEGOTIATIONS & PERSONNEL MATTERS

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 November 13, 2017 in the Central Office Board Room.

School Board Members in attendance:

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

School personnel in attendance:

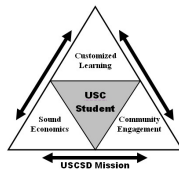
Dr. Patrick O'Toole, Superintendent of Schools
Dr. Sharon Suritsky, Deputy/Assistant Superintendent
Dr. John Rozzo, Assistant Superintendent
Mr. Scott P. Burchill, Director of Business & Finance
Dr. Judith Bulazo, Director of Curriculum & Professional Development
Mr. Raymond Berrott, Director of Technology
Mrs. Amy Pfender, Director of Student Support Services
Mr. Brad Wilson, Supervisor of Customized & On-Line Learning
Mrs. Mary Ann Stabile, Stenographer
Mr. Robert Prorok, Solicitor

CALL TO ORDER/PLEDGE OF ALLEGIANCE (Billerbeck)

Mrs. Billerbeck called the meeting to order at approximately 7:00 p.m.

READING OF THE MISSION

Mr. Elias 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 #14 FROM STRATEGIC PLAN

Mr. Kunselman read the following Shared Belief Statement #14 from the Strategic Plan:

We believe that:

effective education develops the whole person - ethically, intellectually, emotionally, socially, and physically - and promotes self-esteem and personal happiness.

RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)

There were no residents' comments at this time.

APPROVAL OF AGENDA (Billerbeck)

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

PRESENTATION REGARDING ANNUAL AUDIT FOR YEAR ENDING JUNE 30, 2017 (Amy Lewis, Maher Duessel)

Amy Lewis of Maher Duessel presented information regarding the annual audit for the year ending June 30, 2017. She noted that the audit includes an unmodified opinion and contains no findings. Ms. Lewis thanked Mr. Burchill and his staff for their efficiencies during the audit in presenting the requested information.

Dr. O'Toole thanked Ms. Lewis and her staff, as well as Mr. Burchill, Ms. Cordisco, and the business office staff for receiving a clean audit. He noted that the ending balance for 2016-17 is favorable and the fund balance is improving.

RECOGNITION OF SERVICE (O'Toole)

SUSAN BRITVICH, HIGH SCHOOL FOOD SERVICE MANAGER

Dr. O'Toole recognized Susan Britvich, High School Food Service Manager, for her dedication and service to the school district. Ms. Britvich was hired as a High School Part-Time Nutrition Center Worker in January 2007, became the Boyce Nutrition Center Supervisor in July 2011 and was promoted to the High School Nutrition Center Manager in August 2014. She retired on October 31, 2017 after 11 years of service with the school district.

PSBA RECOGNITION OF LOUIS MAFRICE FOR EIGHT YEARS OF SCHOOL BOARD SERVICE (O'Toole)

Dr. O'Toole recognized Louis Mafrice for serving as a school board member for the past eight years and presented him with a Certificate of Recognition on behalf of the Pennsylvania School Boards Association.

Mr. Mafrice stated that it has been an honor and privilege to serve on the school board with individuals who demonstrate such insight and intellect. He stated that he will always put the best interests of the students and the community first and that he looked forward to serving another four-year term on the school board.

REPORT FROM STUDENT BOARD REPRESENTATIVES (Joshua Meyer and Rebecca Speer)

Joshua Meyer and Rebecca Speer reported on various activities at the high school. Mrs. Petersen asked Josh and Rebecca to thank the high school lumberjack club for making the bacon and pancakes for the Board Breakfast Workshop on October 26.

CONVENE BOARD MEETING (Petersen)

The Committee of the Whole meeting recessed at approximately 7:24 pm to convene a voting meeting for the following agenda items:

- a. **APPROVAL OF BOND UNDERWRITER FOR 2017 SERIES C BOND ISSUE (O'Toole/Burchill)**
- b. **APPROVAL OF BOND COUNSEL FOR 2017 SERIES C BOND ISSUE (O'Toole/Burchill)**
- c. **APPROVAL OF RESOLUTION FOR INCURRENCE OF NON-ELECTORAL INDEBTEDNESS (O'Toole/Burchill/Bova/Chiesa)**
- d. **APPROVAL OF RESOLUTION RELATED TO THE SINKING FUND DEPOSITORY FOR THE DISTRICT'S OUTSTANDING BONDS (O'Toole/Burchill/Bova/Chiesa)**
- e. **APPROVAL OF ALMABASE CONTRACT FOR ALUMNI RELATIONS SOFTWARE (Suritsky)**

The Committee of the Whole meeting reconvened at approximately 7:54 p.m.

SUPERINTENDENT'S REPORT (O'Toole)

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 SALARY PLANS FOR ACT 93 AND NON-REPRESENTED EMPLOYEES

Dr. O'Toole requested approval of the salary plans for Act 93 administrators, Act 93 supervisors, non-represented employees, and commissioned officers.

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

REQUEST APPOINTMENT TO YOUTH STEERING COMMITTEE

Dr. O'Toole requested approval of the following appointment to the Youth Steering Committee:

Joanne Petursson: Appointment for 2 Years (Resident Professional)

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

CAPITAL PROJECTS UPDATE

Dr. O'Toole stated that Mr. McLean and he attended the Board of Commissioners meeting on November 6 to present information regarding the modification of the building height and retaining wall for the construction of the multi-use complex at the high school stadium. He stated that most questions dealt with the height of the building. Dr. O'Toole stated that the Board of Commissioners is scheduled to vote on the request at their meeting on December 4. If the project were approved, the next step would be to request bids for the project in December, approve bids in January, begin the building project in April or May 2018 and complete the project by August 2019.

ADMINISTRATOR'S REPORT

REQUEST APPROVAL TO DECLARE ITEMS SURPLUS (Berrott)

Mr. Berrott requested approval to declare equipment surplus and authorize the administration to sell, exchange, dispose or donate the items in accordance with the provisions of Policy #3006 - Sale or Disposal of Surplus Property, Equipment, Supplies, and Textbooks.

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

BUSINESS & FINANCE (Burchill)

REVIEW OF FINANCIAL & CASH FLOW STATEMENTS AND BUDGET TRANSFERS

Mr. Burchill reviewed the financial statements and requested approval.

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

REQUEST APPROVAL TO ACCEPT ANNUAL AUDIT FOR YEAR ENDING JUNE 30, 2017

Mr. Burchill requested approval to accept the annual audit for the year ending June 30, 2017 as presented earlier in the meeting.

Mrs. Billerbeck recognized Mr. Burchill and his staff for their efforts during the audit.

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

REQUEST APPROVAL TO RECOGNIZE BOOSTER ORGANIZATIONS AND CLUB SPORTS CONTINGENT UPON COMPLIANCE WITH BOARD POLICIES

Mr. Burchill requested approval to recognize the list of booster groups and sports clubs for the 2017-18 school year contingent upon compliance with Board policies and regulations. Non-compliance with Board policies and regulations may result in removal from such approved list. In addition, the Athletic Director is approved to serve as the District liaison.

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

REQUEST APPROVAL OF CONTRACT FOR CENTRAL OFFICE MAIL MACHINE

Mr. Burchill requested approval of a lease/purchase agreement with Pitney Bowes Inc. for a digital mailing system at central office for a five-year term at the cost of \$494.09/month.

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

REQUEST APPROVAL OF ARTICLES OF AGREEMENT WITH TOWNSHIP FOR TAX COLLECTION

Mr. Burchill requested approval of the Articles of Agreement with the Township of Upper St. Clair for the collection of current and delinquent taxes by Jordan Tax Service for the period January 1, 2018 through December 31, 2022.

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

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

REPORT FROM BOARD BREAKFAST WORKSHOP - OCTOBER 26

Dr. O'Toole reported that a Board Breakfast Workshop was held regarding SHOP@USC on October 26. He stated that the workshop was very informative and a celebration of the success of SHOP@USC. Dr. O'Toole thanked the staff for their wonderful presentation. He stated that he was glad to have students' families and a donor family present to have the opportunity to thank them for their generosity. Dr. O'Toole thanked the school board members for participating.

REPORT FROM PTC SUPERINTENDENT'S OPEN MIKE - NOVEMBER 8

Dr. O'Toole reported that the Parent Teacher Council hosted a Superintendent's Open Mike on November 8. He stated that there was a good turnout and the dialogue included the topics of the nutrition center, Title IX, student issues, and student furniture design. Dr. O'Toole thanked the leadership staff for attending and participating in the Open Mike.

REPORT FROM VETERANS DAY OBSERVANCE @ USC VETERANS PARK - NOVEMBER 10

Dr. O'Toole thanked Ched and Rachel Mertz for coordinating the Veterans Day Observance @ USC Veterans Park on November 10. He also thanked Don Pickell and Lorraine Milovac for bringing the High School Marching Band and Chanteclairs to participate in the observance.

Dr. O'Toole noted that wonderful programs commemorating Veterans Day also occurred for all of the students at each of the buildings.

PSSA/KEYSTONE EXAM RESULTS PRESENTATION - NOVEMBER 20

Dr. O'Toole stated that a presentation regarding the PSSA and Keystone Exam results would be presented at the November 20 school board meeting.

HIGH SCHOOL NAMED A NATIONAL MODEL OF INNOVATIVE SUCCESSFUL PRACTICES

Dr. O'Toole stated that he was proud to announce that Upper St. Clair High School was recently named one of only 25 schools nationwide to be selected as a national model of Innovative Successful Practices by the Successful Practices Network and AASA. As part of this process, SPN will conduct a two-day site visit in December to see the high school's work first hand. This visit will include meetings with groups of stakeholders, as well as classroom visits. The goal of the site visit is to provide SPN a greater understanding of Upper St. Clair's programs, students served and innovative approach to student learning.

DECEMBER MEETING SCHEDULE

Dr. O'Toole announced the December meeting schedule as follows:

DECEMBER 4 - BOARD REORGANIZATION MEETING
DECEMBER 11 - REGULAR BOARD MEETING

DEDICATION OF CAFE 321 - DECEMBER 19 @ 5:30 PM

Dr. O'Toole stated that a dedication of Cafe 321 would be held on December 19 at 5:30 pm. Details regarding the dedication will be forthcoming.

BOARD CALENDAR FOR 2018 - INPUT REQUEST

Dr. O'Toole stated that we would be preparing the meeting dates for the 2018 school board meetings and he requested input from school board members.

ADJOURNMENT

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 8:11 p.m.

EXECUTIVE SESSION - NEGOTIATIONS & PERSONNEL MATTERS

The Committee adjourned into executive session to discuss negotiations and personnel matters.

Respectfully submitted,

Mary Ann L. Stabile
School Board Stenographer