



Customizing Learning,
Nurturing Potential...
Delivering Excellence

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

**MONDAY, DECEMBER 11, 2017 - 7:00 P.M.
CENTRAL OFFICE BOARD ROOM**

Notice having been advertised and posted and members duly notified, the regular meeting of the Board of School Directors was held on December 11, 2017 in the Central Office Board Room.

School Board Members in attendance:

Mrs. Amy L. Billerbeck, President
Mrs. Barbara L. Bolas, Vice President
Mrs. Jennifer L. Bowen
Mr. Phillip J. Elias
Dr. Daphna Gans
Mr. Patrick A. Hewitt
Mr. Louis P. Mafrice, Jr.
Mrs. Angela B. Petersen
Mr. Dante Plutko, Jr.

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)

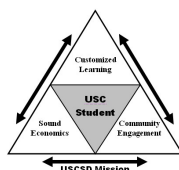
Mrs. Billerbeck called the meeting to order at approximately 7:00 p.m.

STAR SPANGLED BANNER

Rebecca Miller, Abby Wagner and Kat Michlik, members of the High School Flute Choir, played the Star Spangled Banner.

READING OF THE MISSION

Mr. Plutko 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 #17 FROM STRATEGIC PLAN

Dr. Gans read the following Shared Belief Statement #17 from the Strategic Plan:

We believe that:

effective education fosters students' abilities to listen and communicate, think critically and creatively, and apply their knowledge to all of their decision-making.

RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)

There were no residents' comments at this time.

APPROVAL OF AGENDA (Billerbeck)

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

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

Joshua Meyer, student board representative, reported on various activities at the high school.

RECOGNITION OF SERVICE (O'Toole)

JUNKO KAPPLES, HIGH SCHOOL JAPANESE TEACHER

Dr. O'Toole, Mrs. Billerbeck and members of the Board recognized Junko Kapples, High School Japanese Teacher. Mrs. Kapples began her tenure with the school district in the nutrition center in September 1998. In February 2002, she worked as a teacher aide at Baker Elementary School and has been a Japanese teacher at the High School since October 2004. Mrs. Kapples is retiring on January 16, 2018 after 20 years of dedicated service with the school district.

Dr. O'Toole presented Mrs. Kapples with a retirement certificate and Mrs. Billerbeck presented her with an engraved candy jar in recognition of her years with the school district.

Mrs. Kapples stated how privileged it has been to work for the school district, that she has loved working with the students and that she will miss everyone when she retires.

Mr. Dan Zelenski, High School Assistant Principal, also commented regarding Mrs. Kapples' dedication to the students, the valuable information she shared with him over the years when he was a social studies teacher, and that the staff and students will truly miss her.

APPROVAL OF MINUTES

MOTION: By Petersen: I move that the Board approve the minutes of the November 20, 2017 Board meeting. Seconded by Mafrice, and carried on unanimous voice vote. (Mrs. Bowen, Dr. Gans and Mr. Plutko abstained from voting.)

MOTION: By Petersen: I move that the Board approve the minutes of the December 4, 2017 Board meeting. Seconded by Mafrice, and carried on unanimous voice vote. (Mrs. Bowen abstained from voting.)

SUPERINTENDENT'S REPORT (O'Toole)

APPROVAL OF COMMENDATIONS & RECOGNITIONS - ATTACHED

Dr. Suritsky read the Commendations & Recognitions.

MOTION: By Bolas: I move that the Board approve the Commendations & Recognitions AS ATTACHED. Seconded by Gans, and carried on unanimous voice vote.

DISCUSSION REGARDING 2018 STANDING COMMITTEE APPOINTMENTS

Mrs. Billerbeck explained that board members are requested to submit their requests regarding their interest in serving on standing committees as representatives or alternates. She requested particular board members to share information regarding respective standing committees for the benefit of the new school board members.

Dr. O'Toole offered his recommendation that the Board continue with the Committee of the Whole structure rather than separate committees for finance, education, activities, etc. Mrs. Billerbeck and Mrs. Petersen concurred with Dr. O'Toole's recommendation indicating that the Committee of the Whole structure has been very efficient.

Mrs. Billerbeck requested board members to indicate their preferences of which standing committees they wish to participate as representative or alternate and submit their request to Mrs. Stabile or she as soon as possible.

APPROVAL TO REQUEST BIDS FOR CAPITAL PROJECTS (O'Toole/Burchill)

Dr. O'Toole stated that the modifications request for the multi-use complex at the high school stadium, as well as all of the proposed capital projects, has been approved by the Township Board of Commissioners and that requesting bids is the next step in the process. He noted that bids were anticipated to go out before the holidays with a bid opening by the end of February.

MOTION: By Mafrice: I move that the Board authorize the administration to request bids for the following capital projects. Seconded by Petersen, and carried on unanimous voice vote.

Construction of new 8-lane pool at the high school

- Consideration of a separate Diving Well / Special Use Pool, to be bid as an add alternate or delete to the project

Construction of a multi-use complex at the high school stadium, to include:

- Home and visitor-side bleacher repair/renovation
- ADA compliant restroom facilities, ticket booth, concession area, announcing facilities
- Multi-use space available for school district and community use
- District Administrative Office space within the complex

Completion of Boyce Athletic Field facilities

- A single structure to include rest rooms/changing area, concession area and announcing booth

OVERVIEW OF PRELIMINARY 2018-19 ACT 1 BUDGET PROCESS (O'Toole/Burchill)

Dr. O'Toole and Mr. Burchill reviewed the preliminary 2018-19 Act 1 budget process. Mr. Burchill shared information regarding the adjusted base index of 2.4% and reviewed the Act 1 timeline. He noted that January 25 is the deadline to make the 2018-19 proposed preliminary budget available for inspection or adopt a resolution that it will not raise the taxes above the index, February 14 is the deadline to adopt the

preliminary budget unless the resolution is adopted, and March 1 is the deadline for the school district to seek approval from Department of Education for referendum exceptions.

Mrs. Petersen requested additional information regarding draft preliminary 2018-19 budget scenarios so that the Board could make informed decisions regarding adopting an Act 1 budget or the resolution, as well whether to seek approval of referendum exceptions.

CONSENT AGENDA

MOTION: By Hewitt: I move that the Board approve the following Consent Agenda items. Seconded by Petersen, and carried on unanimous roll call vote.

a. APPROVAL OF PERSONNEL LISTINGS (O'Toole) - ATTACHED

Approve the Personnel Listings, pending receipt of all paperwork and required clearances, AS ATTACHED.

b. APPROVAL OF TREASURER'S REPORT (Burchill)

MOTION: I move that the Board approve the Treasurer's Report, including approved total of Bill List and Check File Listing as follows:

Fund 10 (General Fund) - \$1,369,615.71

Fund 50 - (School Lunch Fund) - \$85,284.47

c. APPROVAL TO REQUEST BIDS FOR 48, 72 AND 78 PASSENGER SCHOOL BUSES (Burchill)

Authorize the administration to request bids for 48, 72 and 78 passenger school buses.

d. APPROVAL TO REQUEST PROPOSALS FOR OUTSOURCING PRIVATE, PAROCHIAL AND SPECIAL EDUCATION TRANSPORTATION (Burchill)

Authorize the administration to request proposals for outsourcing private, parochial and special education transportation.

e. APPROVAL TO REQUEST PROPOSALS FOR FOOD SERVICE MANAGEMENT (Burchill)

Authorize the administration to request proposals for food service management.

f. APPROVAL OF ACA TAX TRACK SOFTWARE LICENSE AGREEMENT (Burchill)

Authorize the approval of the ACA TaxTrack Software License Agreement with AMCA Systems, LLC to comply with the Affordable Care Act employee reporting requirements, subject to final approval of the Superintendent and Solicitor, AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING.

g. APPROVAL OF CONTRACTS FOR STUDENT SUPPORT SERVICES (Pfender)

Authorize the approval of the following contracts for student support services, subject to final approval of the Superintendent and Solicitor, AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING.

- Independent Contractor Agreement for School Psychological Services with Emily Flaus effective immediately
- Alternative Education Program Educational Services Agreement with the Allegheny Intermediate Unit (Community School West site) for one student enrollment
- Memorandum of Understanding with the Allegheny Intermediate Unit and TransPerfect Remote Interpreting to provide telephone voice interpretation for non-English speaking parents and families effective February 10, 2018 through February 10, 2019

h. APPROVAL OF MAP ASSESSMENT PILOT CONTRACT (Bulazo)

Authorize the approval of the MAP Assessment Pilot Contract, subject to final approval of the Superintendent and Solicitor, AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING.

DISCUSSION & ESTABLISHMENT OF 2018 SCHOOL BOARD MEETINGS

MOTION: By Bowen: The Superintendent recommends and I move that the 2018 regular meetings of the Upper St. Clair Board of School Directors be held each month in the Central Office Board Room at 7:00 pm prevailing time as follows. Seconded by Mafrice, and carried on unanimous voice vote.

- January 22
- February 26
- March 12
- April 23
- May 21
- June 20 (Wednesday @ 8:00 am)
- August 13
- September 24
- October 22
- November 19
- December 10

The Board reorganization meeting will be held on Monday, December 3. No regular meetings will be scheduled for the month of July. Special meetings will be called as needed.

The Committee of the Whole meetings of the Upper St. Clair Board of School Directors will be held each month in the Central Office Board Room at 7:00 pm prevailing time as follows:

- January 8 (Curriculum Recommendations Presentation @ 5:00 pm)
- February 12
- March 5
- April 10 (Tuesday)
- May 7
- June 4 (Curriculum Recommendations Presentation @ 5:00 pm)
- August 6 (8:00 am)
- September 11 (Tuesday)
- October 8
- November 5

No Committee meetings will be held in July or December. Special meetings will be called as needed.

The Board Secretary is authorized to advertise the schedule of 2018 regular and committee meetings as set forth above and to include in the advertisement that at all such meetings the Board may vote on all matters of general purpose coming before the Board.

HOLIDAY RESOLUTION

MOTION: By Plutko: I move that the Board adopt the following resolution. Seconded by Bolas, and carried on unanimous voice vote.

BE IT RESOLVED, That the Board of School Directors of Upper St. Clair wishes everyone an enjoyable holiday season as you observe your celebrations and traditions at this special time of the year. May good fortune and warm memories surround you and your loved ones and may each of you have a very healthy and happy new year.

COMMITTEE REPORTS

Mrs. Bolas and Dr. O'Toole shared information and provided an explanation regarding the concerns of Senate Bill 2 and PSBA's request for opposition of the Bill, which would benefit nonpublic schools while causing significant harm to the educational opportunities for the students in public schools.

ANNOUNCEMENT REGARDING EXECUTIVE SESSION

Mrs. Billerbeck announced that an executive session was held on the following date:

December 11, 2017 – Negotiations and Personnel Matters

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

NEW BOARD MEMBER ORIENTATION - DECEMBER 14 (9 AM-NOON)

Dr. O'Toole stated that a New Board Member Orientation was held at Central Office on December 7 and another one would be held on December 14. In addition, our new school board members, Mrs. Bowen, Dr. Gans and Mr. Plutko, attended the Pennsylvania School Boards Association New School Director Training at Upper St. Clair High School on Saturday, December 9.

DECEMBER 19 EVENTS

Dr. O'Toole invited board members to the following events on Tuesday, December 19:

5:00 pm – Life Skills Holiday Dinner
6:00 pm – Dedication of Café 321
7:00 pm – High School Choral Concert

ALUMNI RECEPTION AT ST. CLAIR COUNTRY CLUB - JANUARY 18 @ 6:30-8:30 PM

Dr. O'Toole commented that plans are being made for the alumni reception at St. Clair Country Club on Thursday, January 18 from 6:30-8:30 pm.

ADJOURNMENT

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 8:00 pm.

EXECUTIVE SESSION - NEGOTIATIONS & PERSONNEL MATTERS

The Board met in executive session following the board meeting to discuss negotiations and personnel matters.

Amy L. Billerbeck, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Mary Ann L. Stabile
School Board Stenographer

COMMENDATIONS AND RECOGNITIONS
DECEMBER, 2017

High School

Upper St. Clair High School senior Kevin Chen was recently selected to participate in the American Medical Informatics Association 2017 High School Scholar Program. His research paper titled, "A Deep Learning Approach to Cancer Gene Expression," was admitted for a poster presentation at the AMIA 2017 Symposium, held Nov. 5 – Nov. 7, 2017, in Washington, D.C. This marked Kevin's second year participating in the AMIA High School Scholar Program. His research paper, "A Comparison of Methods for Identifying Direct Casual Influences," was also selected for a poster presentation during the 2016 symposium.

Boyce

Boyce Middle School students took top honors at the annual CalcuSolve competition on Nov. 8, 2017, at Duquesne University. Boyce students placed first and second in the individual and team competition among 360 participants and 90 teams.

In team competition, the first place team was comprised of sixth graders Leona Chen, Libby Eannarino, Arya Patel and Arjun Suresh. Finishing second was the team of sixth graders Luke Bishop, Mahir Parmar and Alex Sun; as well as fifth grader Yuhong Shi.

Sixth grader Alex Sun placed first in individual competition, followed by sixth grader Arjun Suresh who earned a second place finish.

The CalcuSolve event, sponsored by the II-VI Foundation and organized by the Allegheny Intermediate Unit, was open to fifth and sixth graders throughout Allegheny County.

1 PERSONNEL LISTINGS

**DATE: December 11, 2017
Board Meeting**

Professional Staff – Elections

Name	Location	Assignment	Effective	Salary
Autieri, Tonia	Eisenhower	School Counselor (Long-term Substitute for A. Miller) anticipated dates 1-2-18 through the last day of School Counselor responsibility for the 2017-2018 school year	1-2-18	\$53,100 (pro-rated)
Moeslein, Antoinette	High School	.6 Math Teacher (Temporary Professional Employee)	12-18-17	\$48,700 (pro-rated)

Professional Staff – Change of Status (Long-term Assignment Dates)

Name	Location	From	To
Campbell, Courtney	Eisenhower	Elementary Teacher (Long-term Substitute for L. Gaudelli) 8-23-17 through 1-17-18)	Elementary Teacher (Long-term Substitute for L. Gaudelli) 2017-2018 school year
Kenny, Jessica	Eisenhower	Elementary Teacher (Long-term Substitute for K. Bodamer) 8-23-17 through 12-21-17	Elementary Teacher (Long-term Substitute for K. Bodamer) 8-23-17 through 1-3-18
Surunis, Alexandra	High School	English Teacher (Long-term Substitute for J. Duchi) anticipated dates 2-5-18 through the last day of teacher responsibility for the 2017-2018 school year	English Teacher (Long-term Substitute for J. Duchi) 2-5-18 through the last day of teacher responsibility for the 2017-2018 school year
Ruslavage, Charles	High School	Physics Teacher (Long-term Substitute for T. Smith) 8-23-17 through 1-17-18	Physics Teacher (Long-term Substitute for T. Smith) 8-23-17 through 1-19-18

Professional Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Carpenter, Amie	Central Office	Psychologist	Personal Leave	11-6-17 through 11-20-17
Czekaj, Colleen	Central Office	Curriculum Leader Special Ed	Personal Leave	Beginning 12-8-17
Rzodkiewicz, Amy	Ft. Couch	Special Ed Teacher	Personal Leave	Beginning 12-5-17

Professional Staff – Change of Status (Leaves)

Name	Location	Assignment	From	To
Duchi, Jianina	High School	English Teacher	Personal Leave Anticipated dates 12-5-17 through 1-15-18	Personal Leave 11-29-17 through 1-15-18
Gaudelli, Lauren	Eisenhower	Elementary Teacher	Personal Leave 8-23-17 through 1-15-18	Personal Leave 2017-2018 school year

Professional Staff – TPE to PE Change of Status

Name	From	To	Effective
Decroo, Jennifer	Temporary Professional Employee	Professional Employee	11-20-17
Stroyne, Stephen	Temporary Professional Employee	Professional Employee	11-12-17

Professional Staff – Resignation

Name	Location	Assignment	Notification Date	Last Date Worked
Humphreys, Molly	High School	.6 Math Teacher	10-26-17	1-2-18

Classified Staff – Elections

Name	Location	Assignment	Effective	Salary
Slater, Maria	High School	Teacher Aide	12-12-17	\$26,619 (pro-rated)

Classified Staff – Change of Status

Name	From	To	Effective
Augustine, Lisa	High School Part Time Nutrition Center Worker (\$12.12/hour)	High School Cook (\$15.34/hour)	12-1-17
Green, Stephanie	Bus Garage Part Time Custodian (\$13.18/hour)	Substitute Custodian (\$12.00/hour)	12-23-17
Marmion, Kimberly	High School Teacher Aide (\$26,619 annual salary pro-rated)	High School Custodian (\$45,406.40 annual salary pro-rated)	12-18-17
Mielcusny, Bebe	Bus Garage Secretary (\$45,727 annual salary pro-rated)	Bus Garage Head Secretary (\$49,617.90 annual salary pro-rated)	9-11-17

Classified Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Dunn, Nancy	High School	Secretary	Personal Leave	11-6-17 through 11-17-17
Scola, Nancy	Ft. Couch	Custodian	Personal Leave	Beginning 11-28-17
Sickles, Warren	High School/Boyce	Custodian	Personal Leave	Return to Work 11-29-17

Other Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Carey, Daniel	Bus Garage	Bus Driver	Personal Leave	11-1-17 through 12-1-17

Other Staff – Retirement

Name	Location	Assignment	Notification Date	Last Date Worked
Faccenda, Donna	Central Office	Confidential Administrative Assistant	11-27-17	1-2-19

District Substitute List – Additions

Professional:

Name	Type of Substitute	Effective
Kowalo, Kayla	English 7-12	11-28-17
Santella, Alex	Health & Physical Education PK-12	12-12-17
Stewart, Krista	Elem K-6, ESL PK-12, Grades 4-8 (All Subjects 4-6, Math 7-8)	11-27-17

Classified:

Name	Type of Substitute	Effective
Lehman, Eric	Aide/Secretary/Attendant	12-12-17

Other:

Name	Type of Substitute	Effective
Liba, Lubo	Custodian	12-4-17

District Substitute List – Deletions

Professional:

Name	Type of Substitute	Effective
Monk, Edward	English/Comm 7-12, Social Studies 7-12	12-8-17

Classified:

Name	Type of Substitute	Effective
Mathews, Mary Ann	Nutrition Center	12-5-17

Other:

Name	Type of Substitute	Effective
DelMastro, Corey	Custodian	11-3-17

Extra-Curricular Activities – New Appointments (2017-2018 School Year)

Name	Position	Salary
Heister, David	Middle School Assistant Volunteer Wrestling Coach	\$ 0
Laboon, Laura	Clairvoyant Sponsor	\$2,670
Martin, Jack	Middle School Assistant Wrestling Coach	\$1,250
Passodelis, Kellie	Montage Sponsor	\$1,603

Extra-Curricular Activities – Re-Appointments (2017-2018 School Year)

Name	Position	Salary
Kirsopp, Michael	Middle School Assistant Volunteer Wrestling Coach	\$ 0
Werner, Mary Elizabeth	Musical Assistant (Paint)	\$300*

*ECA payments funded through Fall Play Proceeds

Extra-Curricular Activities – Deletions

Name	Position	Last Date Worked
Hogya, Matt	Sports Conditioning Coach	11-4-16
Kavanagh, Jessica	Spring Musical Assistant (Costumes)	3-15-17
Reynolds, Eileen Grace	Spring Musical Assistant (Choreographer)	3-15-17
Willard, Terry	Spring Musical Assistant (Technical Director)	3-15-17

Contracted Bus Drivers for the 2017-18 School Year

Name of Contracted Bus Driver	Contracted through:
Farkas, Margaret	Mathews Bus Company
Keffer, Maryann	Mathews Bus Company
Passante, Janice	Mathews Bus Company
Schultz, Mary	Mathews Bus Company
Welsh, Dianne	Mathews Bus Company