



Customizing Learning,
Nurturing Potential...
Delivering Excellence

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

**MONDAY, MAY 7, 2018 - 7:00 P.M.
CENTRAL OFFICE BOARD ROOM**

6:15 PM - EXECUTIVE SESSION - PERSONNEL MATTERS

Notice having been advertised and posted and members duly notified, the Committee of the Whole meeting of the Board of School Directors was held on May 7, 2018 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
- Mrs. Angela B. Petersen
- Mr. Dante R. Plutko, Jr.

School personnel in attendance:

- Dr. Patrick O’Toole, Superintendent of Schools
- 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 (Bolas)

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

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 #3 FROM STRATEGIC PLAN

Dr. Gans read the following Shared Belief Statement #3 from the Strategic Plan:

We believe that:

a commitment to excellence demands an investment of financial, human, and material resources.

RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)

Amy Sarkett, 1303 Rolling Meadow Road, commented regarding the 2018-19 budget and the addition of a part-time strings position for the school district's orchestra program.

High School student Samuel Levy, 2534 Forest Brook Drive, commented regarding the addition of a part-time strings position for the school district's orchestra program.

APPROVAL OF AGENDA (Bolas)

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 and Rebecca Speer, student board representatives, commented on various activities at the high school. They also spoke about the technology initiative that the high school students participated in regarding iPads vs. Chrome books and explained the reasons why the Chrome book was chosen overwhelmingly.

Mrs. Billerbeck thanked the students for participating and Mr. Berrott for including the students in the study.

CONVENE BOARD MEETING (Billerbeck)

The Committee of the Whole meeting recessed at approximately 7:13 p.m. to convene a voting meeting for the following items:

- a. **APPROVAL OF BOND UNDERWRITER FOR 2018 SERIES GENERAL OBLIGATION BONDS (O'Toole/Burchill/Bova)**
- b. **APPROVAL OF BOND COUNSEL FOR 2018 SERIES GENERAL OBLIGATION BONDS (O'Toole/Burchill/Chiesa)**
- c. **APPROVAL OF RESOLUTION AUTHORIZING INCURRENCE OF NON-ELECTORAL INDEBTEDNESS (O'Toole/Burchill/Bova/Chiesa)**
- d. **APPROVAL OF BID AWARD FOR BOYCE FLOOR SLAB REPLACEMENT (O'Toole/Burchill/McLean)**
- e. **APPROVAL OF PERSONNEL LISTINGS (O'Toole)**
- f. **APPROVAL OF LEASE FOR TECHNOLOGY EQUIPMENT (Berrott/Burchill)**
- g. **APPROVAL OF LEASE FOR SCHOOL BUSES (Burchill)**
- h. **APPROVAL OF ONE YEAR EXTENSION WITH ARAMARK FOR FOOD SERVICES (Burchill)**

The Committee of the Whole meeting reconvened at approximately 7:39 p.m.

CAPITAL PROJECTS UPDATE (O'Toole)

REPORT FROM CAPITAL PROJECTS REVIEW AD HOC COMMITTEE MEETING

Dr. O'Toole reported that the Capital Projects Review Ad Hoc Committee met on Wednesday, May 2. Their discussions included a process for change orders and choosing names for the swimming pool and community complex.

Mrs. Billerbeck explained during the middle schools renovation project that school board members participated in the bi-weekly construction meetings to continue the flow of information between the architect and school board. She stated that Mrs. Petersen and Mrs. Bowen expressed an interest in attending the meetings and that an alternate was still needed.

Dr. O’Toole stated that the project is going smoothly and noted that a buried retaining wall was discovered that would need to be addressed. He also stated that modifications are being made to the student crossing area to improve the safety of the students.

Mr. McLean commented that it is important that the project keep on schedule.

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

REQUEST APPOINTMENT OF BOARD REPRESENTATIVE(S) TO ATTEND OWNER/ARCHITECT MEETINGS FOR CAPITAL PROJECTS (*Consent Agenda*)

The Superintendent recommends and I move that the Board appoint the following Board member(s) as representative(s) to attend the owner/architect meetings for the Capital Projects.

- 1)
- 2)
- 3)

All Board members are welcome to attend the owner/architect meetings.

REQUEST APPROVAL OF CHANGE ORDER PROCESS FOR CAPITAL PROJECTS - Enclosure (*Consent Agenda*)

I move that the Board approve the following change order process for the Capital Projects:

Change Order Approval Scale	Description	Authorization	Amount
Level 1*	Emergencies** that occur within the month prior to Board meetings	District representative - Scott Burchill Alternate: Brett Bernardo	<\$10,000
Level 2*	Emergencies** that occur within the month prior to Board meetings	Superintendent	<\$20,000
Level 3	Emergencies that occur within the month may be addressed by a Special Board meeting, otherwise at the next scheduled Board meeting.	Full Board	>\$20,000

*All such change orders approved within the month would be presented to the Board for ratification at the next Board meeting, noting the rationale for the change and the impact.

**Emergencies are defined as unforeseen changes that are critical to the construction process that, if unaddressed, would cause a schedule delay or a need for remobilization, resulting in more costs to the project than the District would otherwise incur if a decision was delayed until the next Board meeting.

SUPERINTENDENT'S REPORT (O'Toole)

REQUEST APPROVAL OF RESOLUTION REGARDING STAFFING (*Consent Agenda*)

Dr. O'Toole requested approval of the following resolution regarding staffing:

Approve the following resolution regarding staffing:

The District staff be decreased by the following position effective July 1, 2018:

1.0 - Assistant Superintendent

The District staff be increased by the following position effective May 21, 2018:

1.0 - Director of Human Resources

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

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 TWO VOTING DELEGATES AT PSBA DELEGATE ASSEMBLY - FRIDAY, OCTOBER 19, 2018

Dr. O'Toole asked board members to check their schedules and let him know if they were available to participate as a voting delegate at the PSBA Delegate Assembly on Friday, October 19, 2018.

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

PRESENTATION REGARDING PROPOSED FINAL 2018-19 BUDGET, CAPITAL RESERVE BUDGET & STAFFING UPDATE

Dr. O'Toole and Mr. Burchill presented information regarding the proposed 2018-19 budget, including budget overview, proposed revenue summary, budget revenues, revenue by source, state subsidy analysis, proposed expenditure summary, proposed expenditures, proposed capital reserve budget, millage impact of capital project, millage increase summary, fund balance summary, and budget timeline.

Dr. O'Toole and Mr. Burchill responded to questions and comments of Board members.

ADMINISTRATORS' REPORTS

REQUEST APPROVAL OF SPECIAL EDUCATION CONTRACTS FOR EXTENDED SCHOOL YEAR SERVICES FOR STUDENTS (Pfender)

Mrs. Pfender requested approval of a contract with The Children's Institute for extended school year services for two students at the cost of \$3,700 per student.

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

REQUEST APPROVAL OF COPIER CONTRACT (Berrott/Burchill) -

Dr. O’Toole and Mr. Berrott shared information regarding the copying philosophy, past practice and outsourcing of the District’s copying needs. Mr. Berrott requested approval to enter into a five-year contract with AMCOM Office Systems for copying services.

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 OF BID AWARDS FOR SUPPLIES FOR 2018-19

Mr. Burchill requested approval of the bid awards for supplies for the 2018-19 school year.

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

REQUEST APPROVAL OF INSURANCE RENEWALS AND STUDENT ACCIDENT INSURANCE

Mr. Burchill requested approval to renew the insurance policies and student accident insurance for the 2018-29 school year.

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

FIRST READING OF POLICY #3031 - FEDERAL FISCAL COMPLIANCE AND UNIFORM GRANT GUIDANCE (UGG) FEDERAL PROCUREMENT REQUIREMENTS

Mr. Burchill presented a first reading of Policy #3031 - Federal Fiscal Compliance and Uniform Grant Guidance (UGG) Federal Procurement Requirements. He explained that the policy is being presented in order to be in compliance with federal requirements.

COMMITTEE REPORTS

Dr. Gans reported that at the Parent Teacher Council meeting on Wednesday, May 2, Dr. O’Toole was recognized for his commitment over the years to the PTC. She stated that arrangements are being made to have a mature tree with a commemorative plaque placed near the entrance of the Community Complex in recognition of Dr. O’Toole. Dr. Gans added that a large amount of money is being donated to each of the schools to be used for STEAM education.

Mrs. Bowen reported that the Youth Steering Committee will be meeting on Wednesday, May 10 and that they would be taking nominations for officers for next school year.

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

REPORT REGARDING SHASDA CONFERENCE - APRIL 28

Dr. O’Toole reported that the SHASDA Conference was held on Saturday, April 28 where two high school students from each of the member districts were recognized who have demonstrated significant improvement in their student performance and/or have overcome obstacles in attaining their present status. Nathan Zadrozny and Kate Bellas were chosen to receive the student awards from Upper St. Clair.

BOARD BREAKFAST WORKSHOP - MAY 16 @ 7:30 AM (CENTRAL OFFICE)

Dr. O'Toole stated that the Board Breakfast Workshop would be held on Wednesday, May 16, at 7:30 a.m. at Central Office on the topic of safety and security.

COMMUNITY DAY - MAY 19

Dr. O'Toole announced that Community Day would be held on Saturday, May 19. The parade is scheduled to begin at 11:30 am. Parade participants should arrive at the High School Stadium Parking Lot by 11:00 am. Board members are also invited to attend the Kick-Off Ceremony and Salute to the Armed Forces at 10:30 am at Veterans Park.

HIGH SCHOOL AWARDS NIGHT - MAY 22 @ 7 PM (THEATRE)

Dr. O'Toole announced that Awards Night at the High School would be held on Tuesday, May 22 at 7:00 p.m. in the Theatre.

UPCOMING SPRING OPEN HOUSES

Dr. O'Toole stated that the upcoming Spring Open Houses would be held as follows:

- May 10 - Elementary Schools
- May 24 - Boyce Middle School

RECOGNITION OF OUTGOING STUDENT BOARD REPRESENTATIVE - MAY 21

Dr. O'Toole stated that Joshua Meyer will be recognized at the May 21 board meeting for serving as a student board representative for the past two years.

LEADERSHIP DEVELOPMENT UPDATE

Dr. O'Toole stated that in the interest of time that he will defer his update regarding Leadership Development until the May 21 meeting.

ADJOURNMENT

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 8:40 p.m.

Respectfully submitted,
Mary Ann L. Stabile