

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

**TUESDAY, SEPTEMBER 11, 2018 - 7:00 PM  
CENTRAL OFFICE BOARD ROOM**



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

**6:15 PM - EXECUTIVE SESSION - REAL ESTATE AND  
SAFETY/SECURITY 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 September 11, 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  
Mr. Louis P. Mafrice, Jr.  
Mrs. Angela B. Petersen  
Mr. Dante R. Plutko, Jr.

School personnel in attendance:

Dr. John T. Rozzo, Superintendent of Schools  
Dr. Sharon Suritsky, Assistant/Deputy Superintendent  
Mr. Raymond Berrott, Director of Technology  
Mr. Scott P. Burchill, Director of Business & Finance  
Dr. Judith Bulazo, Director of Curriculum & Professional Development  
Mr. Ray Carson, Director of Human Resources  
Mrs. Amy Pfender, Director of Student Support Services  
Mr. Brad Wilson, Supervisor of Customized & On-Line Learning  
Mrs. Mary Ann Stabile, Stenographer  
Ms. Valerie Faeth, Solicitor

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

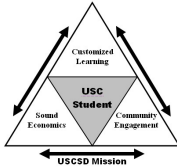
Mrs. Bolas called the meeting to order at approximately 7:00 p.m.

**MOMENT OF SILENCE IN REMEMBRANCE OF THE VICTIMS OF THE SEPTEMBER 11, 2001  
ATTACKS AND IN HONOR OF PATRIOT DAY**

Mrs. Bolas requested those in attendance to please remain standing following the Pledge of Allegiance for a moment of silence in remembrance of the victims of the September 11, 2001 attacks and in honor of Patriot Day.

## 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 #9 FROM STRATEGIC PLAN

Dr. Gans read the following Shared Belief Statement #9 from the Strategic Plan:

*We believe that:*

*Children are our community's most valuable asset, and each child has intrinsic worth.*

## RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)

There were no residents' comments at this time.

## REPORT FROM STUDENT BOARD REPRESENTATIVES (Rebecca Speer and Gabriella Spina)

Mrs. Bolas welcomed Rebecca Speer and Gabriella Spina, student board representatives, to their first meeting of the 2018-19 school year.

Rebecca and Gabriella reported on various activities at the high school.

## PRESENTATION REGARDING WORKSHOP SESSION AT PA EDUCATIONAL LEADERSHIP SUMMIT "HEARING AND LISTENING: THE ROLE OF STUDENT VOICE INITIATIVES IN SECONDARY SCHOOLS" (Tim Wagner/Dan Beck)

Dr. Tim Wagner, High School Associate Principal for Program Planning & Innovation, and Mr. Dan Beck, High School Assistant Principal, shared information regarding a workshop session they presented at the PA Educational Leadership Summit this past summer entitled, "Hearing and Listening: The Role of Student Voice Initiatives in Secondary Schools." Their session explained how Upper St. Clair High School offers unique and award-winning programs that are linked to authentic student empowerment and student voice that meet the needs of the whole child. Their session highlighted specific examples of student-led programs and courses, introduced a framework for launching such experiences, and described how secondary leaders might mobilize a system for this type of cultural shift.

Dr. Suritsky noted that Mr. Beck's doctorate dissertation research on student voice led to Dr. Wagner and Mr. Beck creating the workshop session.

Mrs. Bolas and Dr. Rozzo thanked Dr. Wagner and Mr. Beck for this informative presentation. Dr. Rozzo also thanked Mrs. Brooke Tareson, High School Student Activities Assistant, for her work with the high school students on many of their activities and Mrs. Tina Vojtko, Communications Assistant, for publicizing the great work and accomplishments of the students.

## APPROVAL OF AGENDA (Bolas)

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

## **SUPERINTENDENT'S REPORT (Rozzo)**

### **REQUEST APPROVAL OF PERSONNEL LISTINGS (Rozzo/Carson)**

Dr. Rozzo 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 RECOGNITION OF GIFTS TO SCHOOLS, GRANTS, AWARDS AND SCHOLARSHIPS FOR 2017-18**

Dr. Rozzo explained that Mrs. Stabile is accumulating a listing of the gifts to schools, grants, awards and scholarships for the 2017-18 school year so that the Board could accept with gratitude the donations made to the district.

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

### **REQUEST APPROVAL TO RATIFY ENGAGEMENT LETTER WITH WEISS BURKARDT KRAMER LLC TO PROVIDE SPECIAL COUNSEL RELATIVE TO SPECIAL EDUCATION AND OTHER MATTERS**

Dr. Rozzo requested approval to ratify an Engagement Letter with Weiss Burkardt Kramer LLC to provide special counsel relative to special education and other matters.

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

### **REQUEST APPROVAL OF RE-APPOINTMENTS TO YOUTH STEERING COMMITTEE**

Dr. Rozzo requested approval of the following reappointments to the Youth Steering Committee for four-year terms to expire June 30, 2022. He noted that three school board members are on the list for reappointment. Dr. Rozzo explained that appointments and reappointments to the Youth Steering Committee are approved by both the Township Board of Commissioners and Board of School Directors.

Amy Billerbeck, Adam Boucek, Lynn Boucek, Jennifer Bowen, Manjri Gupta, Ed Kavov and Angela Petersen

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

### **REQUEST APPROVAL OF SCHOOL BOARD CASTING OF VOTES FOR PSBA OFFICER ELECTIONS**

Dr. Rozzo explained that as Mrs. Billerbeck had indicated, the school district is fortunate to have Mrs. Bolas as a member of the PSBA Board in order to offer advice regarding the election of PSBA officers. In accordance with Mrs. Bolas' recommendation he requested that the Board authorize the School Board Secretary to cast votes for the election of the following individuals as Pennsylvania School Boards Association officers:

Eric Wolfgang - President-Elect  
Art Levinowitz - Vice President  
Richard Frerichs - Insurance Trust Trustee  
Nathan Mains - Insurance Trust Trustee

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

## **ADMINISTRATOR'S REPORT**

### **REQUEST APPROVAL OF STEP-BY-STEP LEARNING CONTRACT FOR TITLE II NON-PUBLIC SCHOOL STUDENTS (Bulazo)**

Dr. Bulazo requested approval of a Step By Step Learning, LLC Services Agreement to provide a Multi-Tiered System of Support professional development model to St. Louise School, the total cost of services in the amount of \$5,074 to be paid with funds received in a Title II grant.

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

### **REQUEST APPROVAL TO DECLARE ITEMS SURPLUS (Berrott)**

Mr. Berrott requested approval to declare a listing of technology 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.

### **REQUEST APPROVAL OF STUDENT SUPPORT SERVICES CONTRACTS (Pfender)**

Mrs. Pfender requested approval of the following tuition/expense agreements and contracts for the 2018-19 school year:

- Independent Contractor Agreement for Applied Behavior Analysts for up to 20 hours direct service weekly at \$37/hour
- Maxim Healthcare Services - nursing services for approximately seven (7) students at \$37 (LPN) or \$42 (RN) per hour
- Wesley Spectrum Services - Site-Based Academic Agreement for Wesley K-8 School and Wesley High School for various rates based off of services
  - Partial Hospitalization Service - \$3,000/monthly
  - Private Student Enrollment (non-special education) - \$15,000/semester
  - IEP Student Enrollment - \$268/daily

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

### **REQUEST APPROVAL TO RATIFY STUDENT AGREEMENT #1 FOR 2018-19 SCHOOL YEAR (Rozzo/Pfender)**

Dr. Rozzo and Mrs. Pfender requested approval to ratify Student Agreement #1 for the 2018-19 school year.

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

### **FIRST READING OF REVISION TO POLICY #4006.1 - ENGLISH AS A SECOND LANGUAGE INSTRUCTION (Pfender)**

Mrs. Pfender presented a first reading of revisions to Policy #4006.1 - English as a Second Language Instruction and shared the rationale for the changes.

**FIRST READING OF REVISION TO POLICY #6011 - CHILD-STUDENT ABUSE POLICY (Pfender)**

Mrs. Pfender presented a first reading of revisions to Policy #6011 - Child-Student Abuse Policy and shared the rationale for the changes.

**BUSINESS & FINANCE (Burchill)**

**REVIEW OF FINANCIAL STATEMENTS FOR THE PERIOD ENDED AUGUST 31, 2018**

Mr. Burchill reviewed the financial statements for the period ending August 31, 2018. He noted that the auditors are currently reviewing the fiscal year ending June 30, 2018 and that he hoped to have a preliminary financial report for the 2017-18 school year in the near future.

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

**REQUEST APPROVAL OF AGREEMENT WITH ALLEGHENY INTERMEDIATE UNIT FOR PARTICIPATION IN PA-EDUCATOR.NET COMPUTERIZED RECRUITING SYSTEM (Burchill/Carson)**

Mr. Carson requested approval of the Contract of Service with the Allegheny Intermediate Unit for the PA-Educator.net computerized recruiting system.

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

**REQUEST APPROVAL TO RATIFY SILVER SUPPORT AGREEMENT WITH KORINIT DIGITAL TO PROVIDE MAINTENANCE FOR EQUIPMENT AT SHOP@USC**

Mr. Burchill requested approval to ratify the Order for Silver Support Agreement with Kornit Digital for equipment maintenance at SHOP@USC for the period from July 7, 2018 through July 6, 2020.

Mr. Burchill and Dr. Suritsky responded to questions and comments of board members.

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

**REQUEST APPROVAL OF LETTER OF UNDERSTANDING WITH FRANKLIN INTERIORS TO PROVIDE PLANNING AND DESIGN SERVICES FOR THE CONSTRUCTION PROJECT AT THE HIGH SCHOOL STADIUM**

Mr. Burchill requested approval of the Letter of Understanding for Administration Office Project that in consideration of the school district's commitment to purchase architectural, furniture and furniture management service for the Administration Office from Franklin Interiors and Steelcase Inc. that Franklin Interiors agrees to offer aggressive project discounting off of the Co-Stars Agreement.

Mr. Burchill and Dr. Suritsky responded to questions and comments of board members. There was discussion among the school board members and administration regarding the cost of the furniture, partnership with Steelcase, the potential to save additional money, comparing costs with other Co-Star vendors and other options, the glass partitions, and reports regarding the construction meetings from the Capital Projects Ad Hoc Committee members.

## **REQUEST APPROVAL TO RATIFY TRANSPORTATION CONTRACT WITH FIRST STUDENT, INC.**

Mr. Burchill requested approval to ratify a Transportation Contract with First Student, Inc. to provide transportation for one seven-passenger vehicle to and from Eisenhower Elementary School effective September 10, 2018 through June 30, 2019.

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

## **REQUEST APPROVAL OF CHANGE ORDERS FOR CAPITAL PROJECTS**

Mr. Burchill and Mr. Joe Brennan of PJ Dick Inc. shared details regarding the change orders for the capital improvements at the High School and Boyce and the Boyce Slab Replacement.

### **CAPITAL PROJECTS UPDATE (Burchill/Brennan)**

Mr. Joe Brennan provided an update regarding the capital projects. He shared information regarding the status of the site work for each of the contractors for the Capital Improvements to the High School and Boyce Middle School, which included the natatorium, stadium community complex, Boyce concession building, and Boyce floor replacement.

### **COMMITTEE REPORTS**

Mrs. Petersen reported that the enrollment at Parkway West Career & Technology Center has increased to 852 students. She also reported that Parkway West has received two grants, one to assist with internships in the health related field and one to add programming to increase enrollment.

Dr. Gans reported that the first Parent Teacher Council meeting for the school year would be held on September 12 at Central Office at 9:30 a.m. She noted that the organization is looking into offering evening meetings as well as morning meetings. Dr. Gans announced that the PTC would be hosting a Superintendent Open Mic on November 14 at 7:00 p.m. at the Boyce Theatre.

Mrs. Bowen reported that the first meeting for the year of the Youth Steering Committee would be held on September 12 at 7:00 p.m. at the Community & Recreation Center. She stated that they will be welcoming two new student members. The Committee will be discussing adding a third evening event for students as well as their programming for the year.

Mrs. Bolas announced that the Pennsylvania School Boards Association is providing many Act 55 courses for school board members. She noted that PSBA is nationally recognized for providing excellent school board training. Act 55 requires that new school board members appointed as of July 2, 2018 are required to complete four hours of training within the first year with content on instruction and academic programs, personnel, fiscal management, operations, governance, and ethics/open meetings. In addition, all re-elected and re-appointed school directors must complete a two-hour advanced training program on relevant changes in state and federal law and regulations, fiscal management and other information.

### **MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION**

#### **BACK TO SCHOOL UPDATE**

Dr. Rozzo reported that the school year got off to a great start. He thanked the central office administrators and school board members who were present at the buildings for the first day of school.

## **BOARD GOALS WORKSHOP**

Dr. Rozzo stated that he will be scheduling a date for a Board Goals Workshop in the near future.

Mrs. Billerbeck explained that the Board Goals Workshop is usually held in January, however, they decided to wait to schedule the workshop with the new Superintendent leadership. At the workshop current Board Goals and the Strategic Plan will be reviewed in order to develop new goals. Mrs. Billerbeck noted that input from residents at the August 22 meeting would be taken into consideration as new goals are developed.

## **REPORT FROM NEW FAMILIES WELCOME DINNER - AUGUST 31**

Dr. Rozzo thanked the administrators and school board members who attended the New Families Welcome Dinner on August 31. He thanked the Parent Teacher Council for hosting the wonderful event that makes new families feel so welcome to the school district.

## **SUMMER SCHOOL REVIEW (Bulazo)**

Dr. Bulazo reported that nearly 20% of the student population attends the summer school sessions. She stated that there is a week-long leadership academy at each of the levels as well as a STEAM week. Dr. Bulazo noted that there has been a decrease in the number of students taking remediation courses which is an indication of the academic support the students receive throughout the school year.

Dr. Bulazo added that the professional staff also participate in 12 hours of professional development throughout the summer.

## **BACK TO SCHOOL INSERVICE REVIEW (Bulazo)**

Dr. Bulazo explained that 20 new teachers participated in the teacher induction program of which they participate in during the first two years of their teaching. New teachers also participate in a day of orientation learning the philosophy of the school district, working with mentor teachers and participating in a tour of the township.

Dr. Bulazo stated that all professional staff members also participated in two professional development days and reviewed the sessions that were offered.

## **DESIGNATION OF SAFE2SAY CONTACT PERSON FOR ANONYMOUS TIP PROGRAM (Suritsky/Pfender)**

Dr. Suritsky explained that Chief of School Police Sean Bryson is being appointed as the Safe2Say contact person for the anonymous tip program. This is the second requirement under Act 44 regarding new safety laws for school districts. Mr. Bryson was appointed last month as the School District Safety & Security Coordinator.

## **ACCEPTANCE OF NSBA CONFERENCE PROPOSALS (Suritsky)**

Dr. Suritsky announced that the school district submitted two proposals to present at the National School Boards Association Conference in Philadelphia at the end of March. She was pleased to report that both programs were accepted. The first program is "From Surviving to Thriving: How to Structure and Support an Innovative Emotional Support Program" and the second proposal is SHOP@USC: Showing How Opportunity Pays at Upper St. Clair.

**FALL OPEN HOUSE SCHEDULES (7:00 PM)**

Dr. Rozzo announced the fall open houses schedule as follows, noting that each begins at 7:00 p.m.

September 13 - Elementary Schools  
September 20 - High School  
September 27 - Boyce Middle School  
October 4 - Fort Couch Middle School

**PTC SUPERINTENDENT OPEN MIC - NOVEMBER 14 (7:00 PM @ BOYCE THEATRE)**

Dr. Rozzo commented that Dr. Gans had previously announced that the Parent Teacher Council would be hosting a Superintendent Open Mic on November 14 at 7:00 p.m. in the Boyce Theatre.

**SEPTEMBER 24:**

**STUDENT ENROLLMENT UPDATE**

Dr. Rozzo stated that he would be providing a student enrollment update at the September 24 meeting.

**APPROVAL OF PHONE COMMUNICATION LINES AND CONTRACT (Berrott)**

Mr. Berrott stated that the current telephone company was purchased by a new firm and this has provided an opportunity to request proposals for telephone communications. He explained that he would be recommending a phone communications contract at the September 24 meeting.

**ADJOURNMENT**

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 8:47 p.m.

Respectfully submitted,

Mary Ann L. Stabile  
School Board Stenographer