



Customizing Learning,
Nurturing Potential...
Delivering Excellence

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

**MONDAY, FEBRUARY 11, 2019 - 7:00 PM
CENTRAL OFFICE BOARD ROOM**

6:15 PM - EXECUTIVE SESSION (LEGAL AND 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 February 11, 2019 in the Central Office Board Room.

School Board Members in attendance:

Mrs. Amy L. Billerbeck, President
Mrs. Barbara L. Bolas, Vice-President
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:

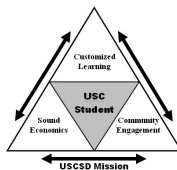
Dr. John T. Rozzo, Superintendent of Schools
Dr. Sharon Suritsky, Assistant/Deputy Superintendent
Mr. Raymond Berrott, Director of Technology
Mr. Scott P. Burchill, Director of Business & Finance
Dr. Judith Bulazo, Director of Curriculum & Professional Development
Mr. Ray Carson, Director of Human Resources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

Dr. Gans 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 #19 FROM STRATEGIC PLAN

Mr. Mafrice read the following Shared Belief Statement #19 from the Strategic Plan:

We believe that:

Service to others encourages students to develop an understanding of and appreciation for other people and encourages them to become contributing members of society.

RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)

Note: As per Guidelines for Residents' Comments, please state your name and address and limit your comments to three minutes.

There were no residents' comments at this time.

APPROVAL OF AGENDA (Bolas)

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

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

Rebecca Speer and Gabriella Spina reported on various activities at the high school, including the LeadHER retreat at Boyce, student trip to the Dominican Republic, TedX applications, International Studies trip to New York, Speech and Debate club, and the Sadie Hawkins dance.

SUPERINTENDENT'S REPORT (Rozzo)

INTRODUCTION OF HEAD FOOTBALL COACH, MIKE JUNKO

Dr. Rozzo introduced Mr. Mike Junko who was recently appointed as the High School Head Football Coach. He commented that he has received much positive feedback for Mr. Junko being selected and that he looked forward to working with him. Dr. Rozzo added that Mr. Junko is very student centered, is a very positive individual with much high energy, that Dr. Deitrick supported the recommendation, and that Mr. Junko is highly regarded as a teacher and member of the community. Dr. Rozzo thanked Dr. Deitrick for attending the meeting for Mr. Junko's introduction.

Mr. Junko thanked Dr. Rozzo, Dr. Suritsky, Dr. Deitrick and the School Board for their recommendation to appoint him as Head Football Coach. He commented that his father was a coach and that he learned much from him in the area of coaching as well as teaching the team positive life lessons. Mr. Junko stated that in addition to coaching the team that he plans to connect them to the community, fellow students, and alumni. He also thanked and introduced his wife, daughter and son.

Dr. Deitrick commented that he is very pleased to have Mr. Junko as the Head Football Coach. He shared information with the Board regarding a USC arch that was purchased with the assistance of boosters organizations to replace the one-time use balloon arches. Dr. Deitrick noted that the USC arch will be used for both high school athletics and activities events.

REQUEST APPROVAL OF RESOLUTION REGARDING STAFFING

Dr. Rozzo requested approval of the following resolution regarding staffing. He explained that the position is being decreased due to the staffing increase last month for a 1.00 Special Education Curriculum Leader.

Decrease Staff:

1.00 - SHOP@USC Department Chairperson

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

REQUEST APPROVAL OF PERSONNEL LISTINGS (Rozzo/Carson)

Dr. Rozzo requested approval of the Personnel Listings.

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

FIRST READING OF PROPOSED 2019-20 SCHOOL CALENDAR - ATTACHED

Dr. Rozzo presented a first reading the proposed 2019-20 School Calendar and recommended that the calendar be approved at the February 25 Board meeting. He explained that he has already shared the proposed calendar with the Parent Teacher Council and will also request feedback from the community. Dr. Rozzo stated that in future years he would like to present and approve the School Calendar in November and December.

UPDATE ON HIGH SCHOOL ATHLETIC WING

Dr. Rozzo provided an update regarding the water line and sprinkler rupture that occurred at the High School in the athletic wing on Saturday, February 2. He explained that athletic department activities are being rearranged and that both gyms are closed due to water damage. Dr. Rozzo shared other damages that occurred, including a classroom outside of the gym, Cafe321 and Dr. Deitrick's office as well as when the renovations were expected to be completed. He thanked the individuals who responded and assisted with the clean-up and also thanked the community for their understanding as they work through the challenge.

ADMINISTRATORS' REPORTS

FIRST READING OF REVISION TO POLICY #3029 - SCHOOL BUILDING AND GROUNDS SECURITY MONITORING (Carson) - ATTACHED

Mr. Carson presented a first reading of a revision to Policy #3029 - School Building and Grounds Security Monitoring. He explained that the revisions are recommended to enforce standards of conduct for the safety of students, staff and visitors and to provide clarification regarding the use of video recording to assist the administration in the safe and orderly operation of the District.

REQUEST APPROVAL OF TECHNOLOGY CONTRACTS (Berrott)

Mr. Berrott requested approval of the following technology contracts:

- **RENEWAL OF CONTRACT FOR WIDE AREA NETWORK**

Authorize the School District to extend the contract for the Wide Area Network (WAN) service with Crown Castle (formerly Sunesys) for a five-year term effective July 1, 2019 through June 30, 2024, with automatic renewals after the initial term, at a cost of \$1,915.00 per month as per the terms and conditions of the January 25, 2008 Wide Area Network License Agreement.

- **RENEWAL OF PRINT MANAGEMENT CONTRACT**

Authorize the School District to renew the Printer Management Contract with Amcom for a term of four years as per the terms and conditions of the June 2, 2014 agreement.

- **AMENDMENT TO DISTRICT COPIER CONTRACT**

Authorize the School District to amend the existing Amcom/US Bank contract to add an additional copier with an amount not to exceed \$300 per month, as per the terms and conditions of the May 22, 2018 Agreement.

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 equipment in accordance with the provisions in Board 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 SPECIAL EDUCATION AND STUDENT SUPPORT SERVICES AGREEMENT

Mrs. Pfender requested approval of a Performance Agreement for Consultants with Allegheny Behavior Analysis Services for a Board Certified Behavior Analyst and a Registered Behavior Technician.

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

ADMINISTRATIVE UPDATES (Rozzo)

JUDY BULAZO - Dr. Bulazo provided updates regarding the Wellness Day inservice on Monday, February 18, middle school report cards, and math assessments.

RAY CARSON - Mr. Carson reported regarding the roll out of the Safe2Say Program including staff and student training, parent information sessions, and materials on the District's website.

BRAD WILSON - Mr. Wilson reported on the theme of learning outcomes and the tracking of career awareness.

BUSINESS & FINANCE

REVIEW OF FINANCIAL & CASH FLOW STATEMENTS

Mr. Burchill reviewed the financial and cash flow statements and requested approval.

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

REQUEST APPROVAL OF MODIFICATIONS TO PARKWAY WEST CAREER AND TECHNOLOGY CENTER JOINTURE AGREEMENT

Mr. Burchill explained that Parkway West Career and Technology Center is requesting approval of modifications that were made to the Jointure Agreement. He explained that member districts see large swings in tuition payments to Parkway West from year to year because each individual school district's billing had been based on their respective average daily membership from the previous school year, which makes it difficult for school districts to estimate and budget these costs because they do not become final until the last day of a school year. Mr. Burchill stated that the modifications would change the billing system to be based on a five-year rolling average and would result in a much smaller change year to year for sending school districts.

Mrs. Petersen stated that Parkway West has added many state of the art technology courses to their curriculum. She noted that Parkway West ranks 4th among high school technical schools in Pennsylvania on NOCTI scores and that they are also looking into offering mini-credential programs.

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

REQUEST APPROVAL OF PARKWAY WEST CAREER AND TECHNOLOGY CENTER GENERAL OPERATING AND JOINTURE BUDGETS FOR 2019-20

Mr. Burchill requested approval of the Parkway West Career and Technology Center General Operating and Jointure Budgets for the 2019-20 school year. The General Operating Budget totals \$6,691,838 and the Jointure Budget totals \$707,687. Upper St. Clair's contributions are estimated at \$167,027.35 for the General Operating Budget and \$99,400.51 for the Jointure Budget.

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

REQUEST APPROVAL OF LEASE AGREEMENT WITH ALLEGHENY INTERMEDIATE UNIT FOR DART PROGRAM

Mr. Burchill requested approval of a lease agreement for the Allegheny Intermediate Unit DART Program for the 2019-20 school year to lease one classroom at Baker Elementary School at the rate of \$850.00 per month.

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

UPDATE AND REQUEST APPROVAL OF SCHOOL BUS BIDS

Mr. Burchill stated that the bids for 72-passenger school buses will be opened on Wednesday, February 20 and that he is planning to present a recommendation to the Board at the February 25 meeting for approval of the purchase of school buses.

CAPITAL PROJECTS UPDATE (Burchill/Brennan/McLean)

Mr. Joe Brennan of PJ Dick and Mr. Dave McLean of McLean Architects presented an update regarding the capital projects, including the request for approval of three change orders. Mr. Brennan commented regarding a concern regard the Natatorium being approximately one week behind schedule.

Mr. Brennan commended the custodians and team members that came together to assist with the water line rupture.

COMMITTEE REPORTS

Mrs. Petersen announced that the Youth Steering Committee would be holding an event for students in grades 5 and 6 on Saturday, February 23. She noted that students can sign up to attend through Eventbrite.

Dr. Gans announced that the next Parent Teacher Council meeting would be held on March 6 at 7:00 pm in the Boyce LGI Room. She stated that the food drive with SHIM is continuing through February.

Mrs. Bolas reported regarding the state budget and the Governor's proposal and commitment to public education, an education study by Temple University, the renewal of PSBA's Principles of Governance, and an upcoming PSBA Section 5 meeting being held at the Upper St. Clair High School LGI Room on March 5.

RESIDENTS' COMMENTS - *REGARDING ANY ITEM*

Note: As per Guidelines for Residents' Comments, please state your name and address and limit your comments to three minutes.

Barb McCurrie, 1497 Zenith Court, commented regarding the positive impact on students who attend the trip to the Dominican Republic.

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

SAFE2SAY SOMETHING PARENT INFORMATION SESSIONS - BOYCE THEATRE (7:30 PM) TUESDAY, FEBRUARY 5 (REPORT FROM MEETING) WEDNESDAY, FEBRUARY 13 (UPCOMING MEETING)

Dr. Rozzo reported that Safe2Say Something parent information sessions are being held at the Boyce Theatre. One meeting occurred on Tuesday, February 5 and a second meeting will be held on Wednesday, February 13. He thanked Mr. Carson and Chief Bryson for leading the information sessions.

HIGH SCHOOL SPRING MUSICAL, "HELLO, DOLLY!" PERFORMANCES

Dr. Rozzo announced the schedule for the upcoming spring musical "Hello, Dolly!" as follows:

7:30 p.m. - March 1, March 2, March 8, and March 9
2:00 p.m. - March 3
6:30 p.m. - March 7

PSBA SECTIONAL MEETING @ HIGH SCHOOL LGI ROOM (MARCH 5)

Dr. Rozzo announced that the Pennsylvania School Boards Association would be holding their Sectional Meeting at the USC High School LGI Room on March 5.

PARENT TEACHER COUNCIL EVENING MEETING @ BOYCE LGI ROOM (MARCH 6 @ 7 PM)

Dr. Rozzo announced that the Parent Teacher Council would hold their meeting on March 6 at 7:00 p.m. at Boyce Middle School in the LGI Room.

TRI-STATE SCHOOL BOARD & DISTINGUISHED EDUCATOR DINNER (MARCH 7 @ 6-8 PM)

TRI-STATE PASA-PSBA WORKSHOP (MARCH 8 @ 8:30-11:30 AM)

Dr. Rozzo announced that Tri-State Area School Study Council will be holding two events. The first is the School Board and Distinguished Educator Dinner on March 7 and the second a PASA-PSBA Workshop on March 8. He asked Board members to let Mrs. Stabile know if they were interested in attending.

FEBRUARY 25 BOARD MEETING:

- **PRESENTATION FROM DISTRICT JUDGE ARNONI REGARDING LEAD (LEADERSHIP, EDUCATION, ACCOUNTABILITY, DIRECTION) PROGRAM**

Dr. Rozzo stated that District Judge Arnoni would be sharing a presentation at the February 25 Board meeting regarding his LEAD (Leadership, Education, Accountability, Direction) Program.

ADJOURNMENT

It was moved, seconded and carried on unanimous voice vote that the meeting adjourn at approximately 8:57 p.m.

Respectfully submitted,

Mary Ann L. Stabile
School Board Stenographer

UPPER ST. CLAIR SCHOOL DISTRICT 2019-20 PROPOSED SCHOOL CALENDAR

2019

July						
S	M	T	W	T	F	S
				4	5	6
	1	2	3			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2020

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

= Teacher Inservice/
 No School for Students

= No School

= Half Day Early Dismissal for Students
 = Snow Make-Up Day

**UPPER ST. CLAIR SCHOOL DISTRICT
2019-20 PROPOSED SCHOOL CALENDAR**

August 14	New Teacher Orientation			
August 15	New Teacher Induction			
August 19	Teacher Inservice #1 (Staff Opening Day)*			
August 20	Teacher Inservice #2 (Act 80)*		Student	Teacher
August 21	Teacher Inservice #3 (Act 80)*			
August 22	Teacher Inservice #4 (Act 80)*	August	5	10
August 23	Teacher Inservice #5 (Classroom Management #1/Flex)*	September	20	20
August 26	FIRST DAY OF SCHOOL FOR STUDENTS	October	21	23
September 2	NO SCHOOL - LABOR DAY	November	17	18
September 12	Elementary Open Houses (Early Dismissal @ 12:45 pm)	December	15	15
September 19	High School Open House (Early Dismissal @ 12:35 pm)	January	21	22
September 25	First Marking Period Progress Reports	February	20	20
September 26	Boyce Open House (Early Dismissal @ 1:15 pm)	March	21	22
October 3	Fort Couch Open House (Early Dismissal @ 1:15 pm)	April	16	17
October 11	Half Day Early Dismissal for Students - Act 80** (Teachers' Professional Development)	May	20	20
		June	7	9
October 25	First Marking Period Ends			
October 28	Teacher Inservice #6 (Classroom Management #2)*	Total Days	183	196
October 29	Teacher Inservice #7 (Parent/Teacher Conferences/Inservice) - Act 80*			
November 5	Teacher Inservice #8 (Parent/Teacher Conferences/Inservice) - Act 80*			
November 8	First Marking Period Report Cards			
November 27 - November 29	NO SCHOOL - THANKSGIVING RECESS			
December 5	Second Marking Period Progress Reports			
December 23 - January 1	NO SCHOOL - WINTER RECESS			
January 17	First Semester & Second Marking Period Ends			
January 20	Teacher Inservice #9 (Classroom Management #3)*			
January 21	Second Semester Begins			
January 31	Second Marking Period Report Cards			
February 14	Half Day Early Dismissal for Students - Act 80** (Teachers' Professional Development)			
February 21	Third Marking Period Progress Reports			
March 20	Third Marking Period Ends			
March 23	Teacher Inservice #10 (Classroom Management #4)*			
April 3	Third Marking Period Report Cards			
April 6 - April 10	NO SCHOOL - SPRING RECESS			
April 13	Teacher Inservice #11/Flex			
April 20-24	PSSA Tests - English Language Arts (Grades 3-8)			
April 27 - May 8	PSSA Tests - Mathematics, Science and Make-Ups (Grades 3-8)			
May 5	Fourth Marking Period Progress Reports			
May 14	Elementary Schools S.T.A.R. Night (Early Dismissal @ 12:45 pm)			
May 21	Fort Couch Celebration of Learning (Early Dismissal @ 1:15 pm)			
May 25	NO SCHOOL - MEMORIAL DAY			
May 28	Boyce Celebration of Learning (Early Dismissal @ 1:15 pm)			
June 4	High School Commencement			
June 9	Second Semester & Fourth Marking Period Ends - Pending Snow Make-Up Days			
June 9	LAST DAY OF SCHOOL FOR STUDENTS - Pending Snow Make-Up Days			
June 10	Teacher Inservice #12 (Wellness/Act 80)* - Pending Snow Make-Up Days (Snow Make-Up Day #1)			
June 11	Teacher Inservice #13 (Classroom Management #5) - Pending Snow Make-Up Days (Snow Make-Up Day #2)			
June 12	Snow Make-Up Day #3			
June 15	Kennywood Day			
June 23	Report Cards Available on USC Parent Portal for High School and Middle Schools/Mailed for Elementary Schools			

*No School for Students on Teacher Inservice Days

**Half Day Early Dismissal Times for Students

October 11 and February 14:

High School - 10:55 a.m.

Elementary Schools - 11:30 a.m.

Middle Schools - 11:55 a.m.

Dates for Teacher Inservice #12 and #13 will be adjusted if June 10 and June 11 become Snow Make-Up Days

Winter Recess commences at the close of school on Friday, December 20.

Spring Recess commences at the close of school on Friday, April 3.

In accordance with Basic Education Circular 24 P.S. §15-1502, Days Schools Not to be Kept Open, the following days are official local School District holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, and Independence Day.

(2/11/19)

3029 School Building and Grounds Security Monitoring

Purpose

The Board recognizes the need to ~~maintain proper~~ **enforce** standards of conduct for the safety of students, **staff and visitors who attend schools**. The use of a video recording is intended to assist the administration **in the safe and orderly operation of the District, including** ~~in observing behavior~~ **conduct**; preventing **and addressing** violations of ~~school rules, regulations, district policies and Pennsylvania laws,~~ **District policies or school rules**; maintaining physical security and safety; and ~~utilizing and/or dispensing~~ **reviewing and releasing** such security ~~monitoring~~ **video recordings when necessary or** ~~when~~ required for disciplinary, civil and/or criminal matters.

Delegation of Responsibility

The Superintendent **or designee** shall be responsible for the oversight of the video system and video media. The video system and media shall remain in the possession of the Superintendent **or designee** provided that ~~he or she may designate~~ administrators **may be authorized by the Superintendent or designee to extract, to maintain and/or review and/or maintain** the video media. The Superintendent, or designee, shall oversee the ~~routine procedures necessary~~ **implementation of this policy and any necessary procedures for the** ~~to provide~~ for videotaping of each school and/or district building **District schools and property**.

Guidelines

The Superintendent or designee shall have the authority to determine the District's video monitoring needs.

Video recorders may be placed in and around any and all **District schools and/or buildings property**. All students, **staff and visitors** are subject to being videotaped ~~at school at any time~~ **on District property, including inside and around District schools, at any time. The District does not record audio except as specifically designated on District school buses and vehicles.** Notification to **students, parents/guardians and staff** will be made through ~~school~~ District communications **and or** visible notice in/**on** all buildings **or property** equipped with video monitoring.

~~The Superintendent, or designee, shall have the authority to determine the district's monitoring needs.~~

The Superintendent, or designee, ~~shall~~ **may** review the video media ~~randomly as necessary, including periodic reviews, as well as~~ **and** in response to alleged **allegations of** improper conduct. **If an incident is reported, the video may be reviewed and extracted if necessary and useful. If an incident is captured on video and extracted prior to being overwritten, the tape may be preserved by District officials for internal purposes and may be disclosed to law enforcement for conduct that may be criminal.** If no such incidences are reported **and the video is not requested or extracted**, the video media will typically be recycled and overwritten within forty-five (45) days. ~~If an incidence is detected on tape, the tape will be preserved.~~

The video media is intended for ~~use with respect to issues relating to safety and behavior at school~~ **the safe and orderly operation of the District.** Video media is not intended for general viewing by a student, employee, parent/guardian, or the public and shall not be made available for general viewing purposes; nor is the video media intended to relieve District personnel of their responsibilities for submitting disciplinary reports **and/or written statements.**

Staff and students are prohibited from tampering, or otherwise interfering with, video media, camera equipment, and/or any records related to school monitoring and/or **the implementation of** this policy.

Review and Release

Video media may be viewed only with the proper authorization of the Superintendent or ~~his or her~~ designee. All requests must be made through the Superintendent or designee. In no event shall video media be reviewed or released in any manner without explicit authorization of the Superintendent **or designee, unless otherwise required by law.**

The District shall comply with ~~the provisions of federal and state law and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.~~ **applicable laws, regulations and District policies relating to the maintenance, disclosure and destruction of records. Video recordings may be reviewed and used in the context of student, employee, contractor or visitor misconduct.**

Video recordings may be considered part of a student's education record if the recording relates directly to a student, has been extracted and is being centrally maintained by the District for educational or disciplinary purposes. Such recordings shall be maintained in accordance with laws, regulations and District policies governing access, review and disclosure of student records.

In the event of use, or proposed use, of a video media in connection with a **student** disciplinary proceeding, confidentiality considerations shall be enforced. Only those relevant portions of the video media shall be subject to review and/or admitted into evidence, and any such review/use shall comply with the Family Educational Rights and Privacy Act (FERPA) **and its implementing regulations** and any other applicable law. **The District shall not be required to modify or alter a video recording in order to facilitate a request for disclosure.**

The video media may be subject to review and release to law enforcement personnel, if duly requested by police, other members of law enforcement, or other individuals, ~~pursuant to a subpoena or~~ as required and/or permitted by law **or pursuant to a subpoena. If applicable, the notice requirements for the release of an education record pursuant to a subpoena shall be followed.**

ADOPTED: October 23, 2017
REVISED FIRST READING: February 11, 2019