

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

**TUESDAY, APRIL 23, 2019 - 7:00 PM
CENTRAL OFFICE BOARD ROOM**



Customizing Learning,
Nurturing Potential...
Delivering Excellence

Notice having been advertised and posted and members duly notified, the regular meeting of the Board of School Directors was held on April 23, 2019 in the Central Office Board Room.

School Board Members in attendance:

Mrs. Amy L. Billerbeck, President
Mrs. Barbara L. Bolas, Vice-President
Jennifer L. Bowen
Mr. Phillip J. Elias
Dr. Daphna Gans (via speaker phone)
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 (Billerbeck)

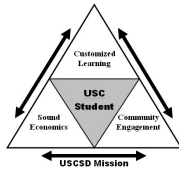
Mrs. Billerbeck called the meeting to order at approximately 7:00 p.m.

STAR SPANGLED BANNER

High School student Tommy O'Brien sang the Star Spangled Banner.

READING OF THE MISSION

Mr. Mafrice 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 #1 FROM STRATEGIC PLAN

Mr. Elias read the following Shared Belief Statement #1 from the Strategic Plan:

We believe that:

Education is a shared responsibility and requires collaboration of the institution, the governing authority, the student, the family, and the community.

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 (Billerbeck)

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

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

Gabriella Spina reported on various activities at the High School, including the strong performance by FBLA at the state competition in Hershey with two teams advancing to the national competition, juniors being inducted as mentors, the TedX event, and a new initiative for the junior class of participating in a financial literacy day.

APPROVAL OF MINUTES

MOTION: By Bolas: I move that the Board approve the minutes of the March 25, 2019 Board meeting. Seconded by Bowen, and carried on unanimous voice vote.

SUPERINTENDENT'S REPORT (Rozzo)

APPROVAL OF COMMENDATIONS & RECOGNITIONS - ATTACHED

Dr. Suritsky read the Commendations & Recognitions.

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

ADMINISTRATIVE REPORT

SECOND READING AND ADOPTION OF REVISIONS TO POLICY #3026 - RECORDS MANAGEMENT (Carson) - ATTACHED

Mr. Carson presented a second reading of revisions to Policy #3026 – Records Management and explained the slight revision from the first reading of eliminating Board members from the Records Management Committee, which is consistent with the current policy and the majority of other school district policies.

MOTION: By Plutko: I move that the Board adopt revisions to Policy #3026 - Records Management AS ATTACHED. Seconded by Bowen, and carried on unanimous voice vote.

CONSENT AGENDA

MOTION: By Bowen: I move that the Board approve the following Consent Agenda items, contingent upon documentation acceptable to the Superintendent and Solicitor, AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING. Seconded by Bolas, and carried on unanimous roll call vote.

a. APPROVAL OF PERSONNEL LISTINGS - ATTACHED

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

b. APPROVAL OF CONTRACT WITH PSBA FOR POLICY REVIEW SERVICES

Approve the Contract for Professional Services with Pennsylvania School Boards Association for Policy Review Service in the total amount of \$6,700 payable as follows: a) \$2,233 upon return of executed copy of the contract; b) \$2,233 pursuant to an invoice upon completion of all sections of the draft policy manual; c) \$2,234 pursuant to an invoice in the next fiscal year after completion of all sections of the draft policy manual.

c. APPROVAL OF FAMILY ID PROGRAM FOR ATHLETICS (Berrott/Deitrick)

Authorize the School District to enter into a year-to-year contract with FamilyID with automatic renewals after the initial term and authorize the use of Paypal as a payment processing vendor for the District with a first year estimate of 600 participants at a cost of \$3,000 per year and \$2.25 for each additional participant per year.

**d. APPROVAL OF TREASURER'S REPORT - 4-8-19
INCLUDING SUPPLEMENTAL REPORT - 4-23-19**

Approve the Treasurer's Report, including total of Bill List and Check File Listings as follows:

Fund 10 (General Fund) - \$2,687,193.47
Fund 36 (Construction Fund) - \$2,481,810.26
Fund 50 (School Lunch Fund) - \$117,194.87

**e. APPROVAL OF SOUTH CENTRAL AREA SPECIAL SCHOOLS COMMITTEE
2019-20 ADMINISTRATIVE BUDGET**

Approve the South Central Area Special Schools Committee 2019-2020 Administrative Budget totaling \$872,000 and a total district share payment for Upper St. Clair School District of \$112,100.

f. APPROVAL TO SOLICIT BIDS FOR CAPITAL REPAIRS (Burchill/McLean)

Authorize the School District to solicit bids for the following capital repairs:

- Exterior Window and Door, Flashing and Caulking @ Eisenhower and Streams
- Sanitary Piping Repairs/Replacements @ High School and Boyce

g. APPROVAL OF BID AWARD FOR FOOD SERVICE MANAGEMENT

Authorize the award of the food service management contract to Aramark for a one year term, renewable annually up to four additional one-year periods, contingent upon final Pennsylvania Department of Education approval.

APPROVAL OF CHANGE ORDERS FOR CAPITAL PROJECTS (Burchill)

MOTION: Mafrice: I move that the Board approve the following change order for Capital Improvements at High School and Boyce. Seconded by Petersen, and carried on unanimous roll call vote.

<u>Change Order No.</u>	<u>Vendor</u>	<u>Amount</u>
GC-007	Walter Mucci Construction, Inc.	\$16,708.00

COMMITTEE REPORTS

Mrs. Bowen announced that the Youth Steering Committee will meet on April 24 at 7:00 p.m. and that results from the high school student body Natural Helpers Survey would be shared.

Mrs. Bolas shared information regarding PSBA continuing their push for school reform and also the push for students wanting to attend cyber learning programs to attend their home school if it has one to avoid extra expenses for taxpayers.

ANNOUNCEMENT REGARDING EXECUTIVE SESSIONS (Billerbeck)

Mrs. Billerbeck announced that the Board met in executive session as follows:

April 8, 2019 – Student and Personnel Matters

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

**PARENT TEACHER COUNCIL SUPERINTENDENT OPEN MIC - MAY 2
@ HIGH SCHOOL LGI ROOM (10:00 A.M.)**

Dr. Rozzo announced that the Parent Teacher Council would be hosting the Superintendent Open Mic on May 2 at 10:00 a.m. in the High School LGI Room.

MAY MEETING SCHEDULE

Dr. Rozzo shared the Board meeting schedule for May as follows:

- May 6 – Committee of the Whole Meeting
- May 20 – Regular Board Meeting

SPRING OPEN HOUSES SCHEDULE

Dr. Rozzo announced the spring open houses schedule as follows:

- May 9 – Elementary S.T.A.R. Night
- May 16 – Fort Couch Celebration of Learning
- May 23 – Boyce Celebration of Learning

COMMUNITY DAY - MAY 18

Dr. Rozzo announced that Community Day would be held on Saturday, May 18 and that additional information would be shared in the near future.

HIGH SCHOOL AWARDS NIGHT - MAY 21

Dr. Rozzo announced that the High School Awards Night would be held on Tuesday, May 21.

ADJOURNMENT

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 7:26 p.m.

Mrs. Billerbeck thanked Aramark for providing snacks following the meeting and invited everyone to participate.

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 & RECOGNITIONS APRIL 2019

STREAMS

Students participated in the 3rd Annual Singing Saturday, a program of the Pittsburgh Youth Chorus, on March 30th at North Hills Middle School. During the day-long singing event, more than 140 fourth and fifth grade students from across the region performed seven multi-part choral pieces.

Students include:

Beckett Cummins

Ryan Katukota

James (Jack) Tencer

ALL DISTRICT

Upper St. Clair School District has been named among the nation's Best Communities for Music Education, by the NAMM Foundation, for the 4th consecutive year. Upper St. Clair is one of only 14 school districts in Allegheny County, 92 in Pennsylvania and 624 from across the country to earn the distinction. According to the NAAM Foundation, this award recognizes that Upper St. Clair School District is leading the way with learning opportunities, as outlined in the Every Student Succeeds Act. ESSA recommends music and the arts as important elements of a well-rounded education for all children. The NAAM Foundation is a nonprofit organization supported in part by the National Association of Music Merchants and its members around the world.

FORT COUCH

Students placed Third in the 2019 Pittsburgh Regional PA Media and Design Competition on March 20th at Senator John Heinz History Center. During the competition, students presented their programming, design and film projects.

Students include:

Third Place: Shiven Verma

(Middle School Programming Category)

Third Place: Autumn Ma and Reese Roeschenthaler

(Middle School Web Page Design)

A team of students took Top Honors in the recent Fluid Power Challenge on March 22nd at the Carpenters Training Center in Robinson Township, PA. The team won First Overall, Best Teamwork and Best Design.

Presenting students include:

Alexander (Alex) Todd

John Scherer

Reese Copenhaver

Ty Lagoni

Phillip Markovitz

Matthew (Matt) Earley

Colin Eccher

Mahir Parmar

A team of students placed First in the 6-8 grade division at the regional STEM Design Challenge on March 6th at Duquesne University. The STEM Design Challenge tasks teams of students with designing and building a structure using K'Nex, which address a given challenge. Teams are required to use at least one motor and can not exceed 1,400 K'Nex pieces. They will now compete at the state-level competition in Harrisburg on May 17th.

First place students include:

Matthew Early

Phillip Markovitz

Quinton Miller

Evan Sarkett

A team of students was selected as one of 24 regional winners at the 27th Annual ExploraVision Program, which is the largest K-12 science competition designed to build problem-solving, critical thinking and collaboration skills. The students proposed a breakthrough project – Coronary Artery Disease Prevention System (C.A.D.P.S.) – that would treat and/or prevent coronary artery disease through the use of nanobots.

The team included:

Carter McClintock-Comeaux

Daniel Wang

Peer Khan

CENTRAL OFFICE

Upper St. Clair School District's Director of Business and Finance, Scott Burchill, has been elected to the Pennsylvania Association of School Business Officials (PASBO) Board of Directors. Mr. Burchill leads the District's business office and oversees the areas of transportation, food service, operations and maintenance. He will begin his term on the PASBO Board on July 1, 2019.

HIGH SCHOOL

Gifted Education Teacher, Patricia Palazzolo, has been named one of three K-12 educators to receive the American Institute of Aeronautics and Astronautics (AIAA) Foundation Educator Achievement Awards. She is being honored for her efforts to promote science, technology, engineering and mathematics (STEM) education. The awarded educators will be recognized with a crystal apple at AIAA Aerospace Spotlight Awards Gala in Washington, D.C.

Students placed First and Second in the 2019 Pittsburgh Regional PA Media and Design Competition on March 20th at Senator John Heinz History Center. During the competition, students presented their programming, design and film projects. Those who won First place will compete in the state competition at Dickinson College this May.

Students include:

First Place: Phoebe Chen, Sophie Chen and Shana Reddy

(Web Design Category – Their website, Drop of Life, was created from scratch and provides information about the causes, effects, and solutions for the clean water crisis in both developing and developed countries.)

Second Place: Nikhil Shetty

(Graphic Design and Logo Category)

Student, Annabel McQuillan, was selected through competitive audition to participate in the Pennsylvania Music Educators Association All State Choir. She placed Second Chair, out of 26 students, in the Alto 2 Section of Region Choir. She will perform at the All-State Festival April 3-7.

Upper St. Clair High School was recently honored with a Golden Globe Award from the Pennsylvania State Modern Language Association as part of its PSMLA Exemplary Program (PEP) Awards Showcase. Upper St. Clair is one of only three high schools in Allegheny County to earn the Golden Globe. The PEP Awards honor exemplary Pennsylvania high school world language programs. More than 85% of Upper St. Clair High School students are enrolled in world language courses that include French, German, Spanish, Latin, Chinese and Japanese.

Student, Phoebe Chen, has been named the First Place winner of the 2019 Center Ohio Flute Association (COFA) Competition in the Junior Division. She performed Henri Büsser: Prelude Scherzo, Op. 35 and George Philipp Telemann: Fantasia No. 1 in A Major. The Competition was held on April 6th at Ohio State University, School of Music.

The Make-A-Wish Student Club recently presented nearly \$5800 to Make-A-Wish Greater Pennsylvania and West Virginia. The donation will more than fully fund one wish for a qualifying child. Members of the USC Make-A-Wish Club will next be manning a booth at the Upper St. Clair Community Day on May 18th – all proceeds will be added to next year's Make-A-Wish donation.

Students recently raised \$58,476.69 through the Third Annual USC Mini-THON – exceeding their \$50,000 goal. The event benefits Four Diamonds, an organization that assists children who are battling cancer and their families at Penn State Health Children's Hospital in Hershey. Mini-THON kicked-off at 6:30pm on Friday, April 5th and nearly 350 high school students were on their feet, in support of families who are battling childhood cancer.

3026 Records Management**Purpose**

The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines District staff responsibilities and complies with federal and state laws and regulations.

Authority

The Board shall retain, as a permanent record of the District, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the District for a period of not less than six (6) years.

All other District records shall be retained in accordance with state and federal law and regulations and the District Records Management Plan approved by the Board.

The District shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.

Definitions

Electronic Mail (E-mail) System - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.

Litigation Hold - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.

Records –information, regardless of physical form or characteristics, that documents a transaction or activity of the District and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the District. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.

Records Management Plan - the system implemented by the District for the retention, retrieval, and disposition of all records generated by District operations.

Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.

Delegation of Responsibility

Records Coordinator

In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Superintendent or designee as the District's Records Coordinator who shall serve as the chairperson of the Records Management Committee.

The Records Coordinator shall be responsible to:

1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:
 - a. Operation, care and handling of the equipment and software.
 - b. Requirements of the Records Retention Schedule
 - c. Protocols for preserving and categorizing District records.
 - d. Procedures and responsibilities of District staff in the event of a litigation hold.
 - e. Identification of what is and what is not a record.
 - f. Disposal of records.
2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.
3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of at regular intervals of at least once every twelve (12) months.

Records Management Committee

A committee responsible for the development and recommendation of the District's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:

1. Open Records Officer/ Business Manager.
2. Superintendent.

3. Board Secretary.
4. District Solicitor.
5. Information Technology Director or designee.
6. Director of Human Resources.
7. Director of Student Support Services.

The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.

Guidelines

Records Management Plan

The District's Records Management Plan shall be the principal means for the retention, retrieval, and disposition of manual and electronic records, including emails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.

The Records Management Plan should include the following:

1. Comprehensive listing of records and data of the District.
2. Criteria to distinguish records of the School District from the supplemental personal records of individual employees.
3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.
4. Preservation measures to protect the integrity of records and data.
5. Data map or flow chart detailing the sources, routes, and destinations of electronic records.
6. Procedures, including establishing a designated employee, for determining whether an item is a record.
7. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
8. Records Retention Schedule.

9. Provisions for the storage and retrieval of records in the event of an emergency or disaster.
10. Staff positions authorized to access District records.
11. Procedures to be implemented in the event of a litigation hold that immediately suspends the disposition of all records relevant to a current or potential claim. Such procedures shall specify:
 - a. Who can initiate a litigation hold.
 - b. How and to whom a litigation hold is communicated.
 - c. Who will determine which records are subject to the litigation hold.
 - d. Who will be responsible for collecting and preserving such records and data.
 - e. Who will be responsible for monitoring and ensuring the District's compliance with the litigation hold.
 - f. In what format the records will be collected.

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

For any record not covered by the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

The District shall maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

Manual Records

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The District shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Define the contents of the system, including record formats.
3. Identify vital records and information.
4. Determine restrictions on access and use.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The District shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Specify all technical characteristics necessary for reading or processing records stored on the system.
3. Identify all defined inputs and outputs of the system.
4. Define the contents of the system, including records formats and database tables.
5. Identify vital records and information.
6. Determine restrictions on access and use.
7. Describe update cycles or conditions.

E-mail Records

E-mail messages, in and of themselves, do not constitute records. Retention and disposition of e-mail messages depend on the function and content of the individual message.

Records on an email system, including messages and attachments, shall be retained and disposed of in accordance with the District's Records Management Plan.

Email messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

Email records may be maintained as an electronic record or be printed and maintained as a manual record.

For each email considered to be a record, the following information shall be retained:

1. Message content.
2. Name of sender.
3. Name of recipient.
4. Date and time of transmission and/or receipt.

Contractors

Records created or maintained by contractors employed by the Board shall be retained and disposed of in accordance with the Records Management Plan.

ADOPTED: November 24, 2008
REVISED: April 23, 2019

PERSONNEL LISTINGS**DATE: April 23, 2019****Board Meeting****Curriculum Leader – Resignation**

Name	Location	Assignment	Notification Date	Last Date Worked
Kabala, Rebecca	Eisenhower	Curriculum Leader Language Arts	4-8-19	Last day of Curriculum Leader responsibility for the 2018-19 school year

Professional Staff – Resignation

Name	Location	Assignment	Notification Date	Last Date Worked
Kabala, Rebecca	Eisenhower	Elementary Teacher	4-8-19	Last day of teacher responsibility for the 2018-19 school year

Professional Staff – Elections

Name	Location	Assignment	Effective	Salary
Mittelman, Bethany	.5 Ft. Couch/ .5 High School	Gifted Teacher (Long-term Substitute for C. Gibson) retroactively from 1-4-19 through anticipated end date 4-29-19	1-4-19	\$50,420 (pro-rated)

Professional Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Sully, Robert	Boyce	Elementary Teacher	Military Leave	4-2-19, 5-13-19 through 5-24-19

Classified Staff – Elections

Name	Location	Assignment	Effective	Salary
Cavolo, Sara	District Floater	1.0 Custodian	4-24-19	\$29,472 (pro-rated)

Classified Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Ruffalo, Andrew	Baker	Head Custodian	Personal Leave	Return to Work 3-25-19
Sabolick, Dean	Ft. Couch	Head Custodian	Personal Leave	Return to Work 4-1-19

Classified Staff – Retirement

Name	Location	Assignment	Notification Date	Last Date Worked
Ellis, Kathleen	Baker	Teacher Aide	4-1-19	Last day of teacher aide responsibility for the 2018-19 school year
Moore, Steven	Bus Garage	Maintenance Technician	3-27-19	4-1-19
Ruschel, Robert	High School	Custodian	3-29-19	3-29-19

Other Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Mechenbier, Richard	Bus Garage	Bus Driver	Personal Leave	Beginning 3-19-19

District Substitute List – Additions

Classified:

Name	Type of Substitute	Effective
Baumiller, Eileen	Nutrition Center Worker	4-10-19
Mayfield, Alice	Secretary/Aide/Attendant	4-8-19

District Substitute List – Deletions

Professional:

Name	Type of Substitute	Effective
Brown, Natalie	Elementary K-6, Special Ed N-12	4-1-19
Capuzzi, Sonja	Grades PK-4 & Reading Specialist K-12	4-3-19
James, Shelby	Art	4-9-19

Classified:

Name	Type of Substitute	Effective
Dolce, Ramel	Custodian	4-4-19
Klapper, Vanessa	Secretary/Aide/Attendant	4-11-19