



Customizing Learning,
Nurturing Potential...
Delivering Excellence

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

MONDAY, NOVEMBER 25, 2019 - 7:00 PM

**DISTRICT ADMINISTRATION BUILDING
SCHOOL BOARD MEETING ROOM (THIRD FLOOR)**

6:15 PM - EXECUTIVE SESSION (PERSONNEL AND POTENTIAL LITIGATION MATTERS)

Notice having been advertised and posted and members duly notified, the regular meeting of the Board of School Directors was held on November 25, 2019 in the District Administration Building 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

School personnel in attendance:

Dr. John T. Rozzo, Superintendent
Dr. Sharon K. Suritsky, Assistant/Deputy Superintendent
Mrs. Amy Pfender, Assistant to the Superintendent
Mr. Raymond Berrott, Director of Technology
Mr. Scott P. Burchill, Director of Business & Finance
Mr. Ray Carson, Senior Director of Operations & Administrative Services
Mr. Brad Wilson, Supervisor of Customized & On-Line Learning
Mrs. Mary Ann Stabile, Stenographer
Ms. Jocelyn Kramer, Solicitor

CALL TO ORDER/PLEDGE OF ALLEGIANCE (Billerbeck)

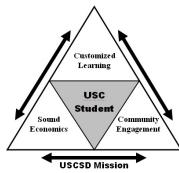
Mrs. Billerbeck called the meeting to order at approximately 7:00 p.m.

STAR SPANGLED BANNER (Siya Iyer)

Siya Iyer, High School student, sang the Star Spangled Banner.

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 #13 FROM STRATEGIC PLAN

Mr. Mafrice read the following Shared Belief Statement #13 from the Strategic Plan:

We believe that:

A wide variety of extra-curricular activities develops a sense of leadership and teamwork in students.

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

REPORT FROM STUDENT BOARD REPRESENTATIVES (Gabriella Spina and Karsen Damon)

Karsen Damon reported on several activities at the high school. She noted that the Madrigal Dinner was held this past weekend, and that over 170 people attended. She also noted that a Volleyball tournament will be held tomorrow.

Gabriella Spina also reported on several activities at the high school. She noted that the TEDxYouth Meeting will be held later this year on April 24 and it will allow students to voice their opinions and experiences. She shared her experiences from International Education Week and announced that a winter pep rally would be held on December 3.

Karsen and Gabriella responded to questions and both reported that having office hours earlier in the day has been very beneficial to all involved.

PRESENTATION REGARDING ANNUAL AUDIT FOR YEAR ENDING JUNE 30, 2019 (Amy Lewis, Maher Duessel)

Amy Lewis of Maher Duessel shared information regarding the annual audit for the school district for the year ending June 30, 2019. She also introduced Marty Kubiak, who assisted with the audit. Mrs. Lewis thanked the District for keeping the books in good order and for the USC employees being so helpful and easy to work with during the audit. She shared a PowerPoint presentation regarding required audit communications, fiscal year 2019 financials, significant estimates and upcoming changes.

Mrs. Lewis responded to questions and comments of Board members. Mr. Burchill thanked Mrs. Lewis for her hard work during the audit and thanked Mrs. Becky Berquist for keeping the audit on track through-out the year. Mrs. Billerbeck thanked Mrs. Lewis for her work coordinating the audit and Mr. Burchill and his team for keeping the finances managed so well.

APPROVAL OF MINUTES

MOTION: By Elias: I move that the Board approve the minutes of the October 28, 2019 Board Meeting. Seconded by Petersen, and carried by unanimous voice vote.

MOTION: By Elias: I move that the Board approve the minutes of the November 18, 2019 Board meeting. Seconded by Petersen, and carried by unanimous voice vote. (Mrs. Bolas abstained)

SUPERINTENDENT'S REPORT (Rozzo)

APPROVAL OF COMMENDATIONS AND RECOGNITIONS - ATTACHED

Dr. Suritsky read the Commendations and Recognitions.

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

ADMINISTRATOR'S REPORT

SECOND READING AND APPROVAL OF REVISIONS TO POLICY #7017 - TITLE I PARENT AND FAMILY ENGAGEMENT (Bulazo) - ATTACHED

Dr. Rozzo presented a second reading of revisions to Policy #7017 - Title I Parent and Family Engagement and requested approval.

MOTION: By Hewitt: I move that the Board approve the revisions to Policy #7017 - Title I Parent and Family Engagement, AS ATTACHED. Seconded by Bolas, and carried by unanimous voice vote.

SECOND READING AND APPROVAL OF REVISIONS TO POLICY #7003 - USE OF SCHOOL FACILITIES (Carson/Angelo/Burchill) - ATTACHED

Mr. Carson presented a second reading of revisions to Policy #7003 - Use of School Facilities and requested approval.

MOTION: By Plutko: I move that the Board approve the revisions to Policy #7003 - Use of School Facilities, AS ATTACHED. Seconded by Bolas, and carried by unanimous voice vote.

APPROVAL OF GRANT FROM COMMUNITY FOUNDATION

MOTION: By Bowen: I move that the Board approve the acceptance of a grant from the Community Foundation of Upper St. Clair in the amount of \$13,188.00 and the purchase of Two Radio Repeaters funded by the grant. Seconded by Plutko, and carried by unanimous voice vote.

BUSINESS & FINANCE (Burchill)

APPROVAL TO ACCEPT ANNUAL AUDIT FOR YEAR ENDING JUNE 30, 2019

MOTION: By Gans: I move that the Board accept the Annual Audit for the year ended June 30, 2019 prepared by Maher Duessel. Seconded by Bolas, and carried by unanimous voice vote.

APPROVAL OF CONSENT AGENDA

MOTION: By Mafrice: The Committee recommends and I move that the Board approve the following Consent Agenda items, subject to final approval by the Superintendent and the Solicitor, AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING. Seconded by Bolas, and carried by unanimous voice vote.

a. APPROVAL OF PERSONNEL LISTINGS - ATTACHED

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

b. APPROVAL OF RESOLUTION REGARDING STAFFING

Approve the following resolution regarding staffing:

The District staff be increased by the following position:

0.50 - English as a Second Language Teacher

c. ACCEPTANCE OF AUDITOR GENERAL AUDIT REPORT DATED OCTOBER 2019

Accept the Auditor General Audit Report dated October 2019.

**d. APPROVAL OF TREASURER'S REPORT - 11-18-19
INCLUDING SUPPLEMENTAL REPORT - 11-25-19**

Approve the Treasurer's report including approved total of Bill List and Check File Listing as follows:

Fund 10 (General Fund) - \$2,008,034.76
Fund 31 (Capital Reserve Fund) - \$26,890.68
Fund 36 (Construction Fund) - \$721,179.56
Fund 50 (School Lunch Fund) - \$181,101.77

e. APPROVAL OF TITLE I NON-PUBLIC SCHOOL CONTRACT WITH AIU

Approve the Title I Non-Public School Contract with the Allegheny Intermediate Unit.

**f. APPROVAL OF SPECIAL EDUCATION AND STUDENT SUPPORT
SERVICES AGREEMENTS/CONTRACTS**

Approve the following Special Education and Student Support Services Agreements/Contracts:

- **MOU WITH ALLEGHENY INTERMEDIATE UNIT FOR TRANSLATION SERVICES**

Memorandum of Understanding for Translation Services with the Allegheny Intermediate Unit, which will provide telephone voice interpretation for non-English speaking parents and families, effective February 10, 2020.

- **AGREEMENT WITH WESLEY INSTITUTE**

Agreement with Wesley Institute to provide services for one student at the Wesley K-8 School with partial hospital services for one month at the cost of \$3,700.

g. APPROVAL TO RECOGNIZE BOOSTER ORGANIZATIONS AND CLUB SPORTS CONTINGENT UPON COMPLIANCE WITH BOARD POLICIES

Recognize the list of booster groups and sports clubs for the 2019-20 school year contingent upon compliance with Board policies and regulations. Non-compliance with Board policies and regulations may result in removal from such approved list. In addition, the Athletic Director is approved to serve as the District liaison.

APPROVAL OF CHANGE ORDERS FOR CAPITAL PROJECTS

MOTION: By Elias: I move that the Board approve the following change orders for Capital Improvements at High School and Boyce. Seconded by Bolas, and carried on majority voice vote. (Mr. Plutko voted nay.)

Change Order No.	Vendor	Amount
GC-013	Walter Mucci Construction, Inc.	\$33,841.00
HC-004	East West Manufacturing & Supply	\$3,963.00
PC-012	Tedesco Plumbing	\$14,609.00
EC-005	A-1 Electric, Inc.	\$26,758.00

COMMITTEE REPORTS

Mrs. Bolas reported that the Board Development and Governance Ad Hoc Committee discussions are going well and that Mrs. Bowen and Dr. Gans had a lot of wonderful ideas. A topic of discussion by the committee has been the change in legislation regarding requirements for ongoing education for school board members. Mrs. Bolas noted that the committee is recommending to have a team event at a later date and that a full report will be presented once the working document is completed. Mrs. Billerbeck asked Board members if they objected to the Ad Hoc Committee convening past the December 1, 2019 date originally set to dissolve; there were objections. She thanked Mrs. Bolas, Mrs. Bowen, and Dr. Gans for their work and commented that she is excited to see their recommendations.

Mrs. Bolas reported on news from PSBA, including new member and re-elected member welcome packets and training. She also discussed private school vouchers, leveling the playing field for all school board representatives running for office, school police officers' powers, and vaping in schools. There was discussion regarding the sessions PSBA is offering for beginner and advanced trainings for school board members. Board members were asked to contact Mrs. Stabile if they wish to register for the training sessions.

Mrs. Bowen reported that the Youth Steering Committee will be holding a panel regarding vaping on December 11 at the Community & Recreation Center. The panel will include school and township police officers, township members, a chemist, and a medical professional. Mrs. Bowen noted that the panel will be a really great discussion and that flyers should be out soon.

ANNOUNCEMENT REGARDING EXECUTIVE SESSION

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

November 25, 2019 - Personnel and Potential Litigation Matters

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

REPORT FROM PTC SUPERINTENDENT OPEN MIC - NOVEMBER 20

Dr. Rozzo thanked the Parent Teacher Council for all of their support and sponsorship for the Open Mic. He noted that 35 people were in attendance. Dr. Rozzo also thanked the entire administrative team for their help with the Open Mic. Dr. Rozzo noted that in March work will begin on the Strategic Plan that will continue through the 2020-2021 school year. Dr. Rozzo will share more info as we get closer to the date, and he encouraged everyone to participate and become involved in the strategic planning process.

KIDS HELPING KIDS STUDENT TRIP (Pfender)

Mrs. Pfender shared an exciting new opportunity to add a second Kids Helping Kids Student Trip. She explained that students traditionally went to the Dominican Republic, however student participation has continued to grow, but the trip only allows for 20 students. The second trip will allow an additional 20 students to participate in the Give Kids the World Village in Orlando, Florida.

THANKSGIVING RECESS - NOVEMBER 27-29

Dr. Rozzo wished everyone a Happy Thanksgiving and he noted that the District will be on Thanksgiving recess starting on Wednesday November 27 and returning on December 2.

UPCOMING EVENTS

DECEMBER MEETING SCHEDULE

BOARD REORGANIZATION MEETING - DECEMBER 2

REGULAR BOARD MEETING - DECEMBER 9

**PSSA/KEYSTONE EXAMS & OTHER PERTINENT STUDENT PERFORMANCE DATA
- JANUARY 2020**

ADJOURNMENT

It was moved, seconded, and carried by unanimous voice vote that the meeting adjourn at approximately 7:55 p.m.

EXECUTIVE SESSION - PERSONNEL AND POTENTIAL LITIGATION MATTERS

The Board adjourned into executive session to discuss personnel and potential litigation 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 & RECOGNITIONS

November 2019

HIGH SCHOOL

A team of four Upper St. Clair High School students recently won first place in the 2019 Future Champions Chess Challenge, held on Nov. 9, 2019, at Winchester Thurston School.

Team members include:

Lavina Sripathy, grade 10

Logan Todd, grade 10

Alex Todd, grade 9

Trinity Murphy, grade 10

Five Upper St. Clair High School seniors have earned Academic All-American Awards from the National Speech & Debate Association. From more than 141,000 student members of the National Speech & Debate Association, fewer than one percent of students earn the Academic All-American Award each year. The following students have been honored for their academic rigor, competitive speech and debate success, and personal excellence:

Anika Sinha

Claire Chen

Devan Ekbote

Mathena Jencka

Sunny Chai

BOYCE

Two Upper St. Clair middle school teams placed first in their respective divisions at the regional History Bowl on Nov. 7, 2019, at the Senator John Heinz History Center. The 4-5 division winners included:

Augusta Bottonari

Catalina Ramirez

Jonah Zahalsky

Kenzie Pope

FORT COUCH

Two Upper St. Clair middle school teams placed first in their respective divisions at the regional History Bowl on Nov. 7, 2019, at the Senator John Heinz History Center. Students finishing first in the 6-8 division included:

Eva Dubreil

Jamie Barrett

Ryan Hyatt

Rohan Mehta

Purpose

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.

Definition

Parent and Family (Family Member) - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.

Authority

The Board directs the district and each of its schools with a Title I program to:

1. Conduct outreach to all parents and family members.
2. Include parents and family members in development of the district's overall Title I Plan and process for school review and improvement.
3. Include parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:
 - a. Distributed in writing to all parents and family members.
 - b. Incorporated into the district's Title I Plan.
 - c. Posted to the district's publicly accessible website.
 - d. Evaluated annually with parent and family involvement.
4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.

Accessibility

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have

limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.

Delegation of Responsibility

The Superintendent or designee shall ensure that the district's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.

The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include:

1. Providing communications in clear and simple language.
2. Posting information for parents and family members on the district's website.
3. Including a telephone number for parents and family members to call with questions.
4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.
5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.

The building principal and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.
2. A set of goals and expectations to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:[\[1\]](#)

1. Volunteer at their child's school.
2. Support their child's learning.

3. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.

Guidelines

Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.

The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.

At these meetings, parents and family members shall be provided:

1. Timely information about programs provided under Title I.
2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels of the academic standards.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

1. Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.
2. Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.
3. Analyze and share the results of the Title I Parent/Family Survey.
4. Distribute and discuss the School-Parent and Family Compact.
5. Host various parent and family nights at each school building with a Title I program.

If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.

Building Capacity for Parent and Family Engagement

The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.
2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
 - a. Scheduling trainings in different locations on a variety of topics.
 - b. Using technology, including education about the harms of copyright piracy, as appropriate.
 - c. Providing information, resources and materials in a user-friendly format.
 - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
 - e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.
3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.
4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.

Coordinating Parent and Family Engagement Strategies

The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by:

1. Involving district and program representatives to assist in identifying specific parent and family member needs.
2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.

Annual Parent and Family Engagement Policy Evaluation

The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.

The evaluation shall identify:

1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.
3. Strategies to support successful school and parent and family interactions.

The evaluation shall be conducted through:

1. A parent and family member and teacher survey designed to collect data on school level and district-wide parent and family engagement outcomes.

The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.

School-Parent and Family Compact

Each school in the district receiving Title I funds shall jointly develop with parents and family members a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in Title I programs to meet the academic standards.
2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Title I Funds

Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:

1. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
2. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

Legal References

1. 20 U.S.C. 6318

2. Pol. 102

3. 20 U.S.C. 6312

4. 24 P.S. 510.2

5. Pol. 138

6. Pol. 916

7. Pol. 127

8. Pol. 814

9. Pol. 333

10. 20 U.S.C. 7845

11. 29 U.S.C. 3271 et seq

12. 29 U.S.C. 701 et seq

13. 42 U.S.C. 11301 et seq

14. 42 U.S.C. 9831 et seq

15. Pol. 212

ADOPTED: November 25, 2019

Book: Policy Manual

Section: 7000 Community Relations

Title: Use of School Facilities

Code: 7003

Status: Active

Adopted: November 25, 2019

Purpose

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program or needs of the schools or District.

Authority

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

Category 1

School groups or school organizations with membership from the USCSD student body under the direction of a member of the USCSD staff, who receives compensation or serves as a volunteer of a Board approved group or activity and Upper St. Clair High School club sports recognized by the District.

Category 2

PTA, PTSO, or booster groups.

Category 3

Non-profit community organizations or groups with purposes and objectives related to education and recreation with membership from USCSD student body or Township residents of school age (USCAA or other Upper St. Clair athletic governing bodies).

Category 4

Upper St. Clair Township nonprofit community organizations or groups, that are public school-related, youth or public service oriented (e.g., Community Foundation, Community Band South, Boy Scouts, Girl Scouts, service clubs, civic groups, Fire Company, Town Hall South, USCSD Alumni groups, and League of Women Voters). These community organizations must have an 85% Upper St. Clair township resident membership.

Category 5

Other nonprofit community organizations with a minimum 50% USC resident membership that do not qualify for Category 4 (e.g., church or church-affiliated, social groups, fraternal organizations, political organizations, resident private groups, and other USC Township non-structured social or recreational groups).

Category 6

For-profit groups, non-resident private groups, non-community groups and/or non-profit organizations whose membership and/or audiences consist of less than fifty percent (50%) of persons residing in the Township of Upper St. Clair.

Nothing in this policy shall prohibit the Board from entering into partnership agreements or memoranda of understanding with organizations that include the use of facilities on terms and conditions set forth in the applicable agreement or MOU, which shall be approved by the Board.

Delegation of Responsibility

The Superintendent shall ensure that this policy is posted on the District's publicly accessible website. [\[2\]](#)

The Superintendent shall establish a schedule of fees for the use of school facilities by approved groups. [\[1\]](#) The Superintendent will review the schedule with the Board on an annual basis and determine if adjustments are necessary. The schedule of fees shall be set forth in an administrative regulation to this Policy.

The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent and/or Designee(s) or for other lawful reasons.

Guidelines

Application Process

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written or online request using the designated application to request access to the District's online facility program. Once the form is completed, the organization and individuals will be entered into the online system to request access to the facility program. The online application will not accept requests without all required areas completed.

Following approval of the application, the individual or group must submit the following:

1. Payment of the specified rental fee, prior to use, if applicable.
2. Evidence of organizational liability insurance to limits required by District guidelines. Proof of insurance is required on application form for online access.
3. Certificate of Insurance with the minimum limits for property damage and personal liability shall be a minimum \$1,000,000 for all outside groups with the exception of those exempt by the District.

4. All permits must be submitted 45 days prior to the date of requested use.
5. All permits must be completed by the party using the designated space.

The Superintendent or designee has the authority to approve or deny a request for use of any facility, as well as, categorize all requests for use of facilities.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity. The District reserves the right to reject or modify applications at any time.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a District program if damaged or operated by an unqualified operator.
4. Access to school facilities that would prevent or encumber District personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity. The District reserves the right to reject or modify applications at any time.
5. Access to portions of school facilities used for academic purposes that is not supervised by a school employee (i.e., Category 1 or Category 2 groups may be permitted to reserve these areas for school related events).
6. Conflicts with the mission or has the potential to damage the reputation of the school district.
7. Competing activities/events that create an unmanageable hardship on District resources and facilities.
8. If the permit surpasses 11:00 p.m.

Limitations

When individuals and community groups receive electronic approval to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved electronic request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. All activities must terminate and all individuals and community group members must exit the school premises by the time specified on the approved application.
4. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the School District and comply with all applicable zoning/sign restrictions.

5. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the District at a specified hourly rate.

6. Use of selected facilities (e.g., pool, stadium, gymnasiums) are subject to facility specific School District procedures, rules, and regulations.

7. The individual or organization requesting use of the school facility shall indemnify and hold the School District harmless for any injury or loss incurred by any guest of the individual/organization using the facility.

8. All users shall be responsible for any extra custodial, security, maintenance, and/or food service equipment operator fees as deemed necessary by District Administration.

9. All activities will have appropriate adult supervision.

10. Security requirements will be at the discretion of the District. In the event security personnel are not available from the District, only the Upper St. Clair police department may be used to cover events.

11. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act is the responsibility of the group or organization. [\[3\]](#) [\[4\]](#)

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities: [\[5\]](#)

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any District property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or local, state or federal laws and regulations.
5. Use of tobacco/nicotine and nicotine delivery products or vaping devices. This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adults using the school facilities. [\[6\]](#)[\[7\]](#)[\[8\]](#)

Use of Facilities by Staff

District facilities and equipment shall be available for staff use only if one or more of the following apply:

1. A valid use of facilities permit has been issued pursuant to this Policy and corresponding administrative regulations.
2. The Staff member has received prior written permission from the Superintendent, Director of Facilities, or Building Principal or one of their designees.
3. Use of the facilities/equipment is part of a District/School curricular or extra-curricular activity or District/School sponsored event.

4. Use of the facility or equipment is set specifically permitted by an applicable collective bargaining agreement or employment agreement.

Violations

The District reserves the right to remove from District premises and deny future requests from any individual, organization or community group who fails to comply with the terms and conditions of this policy and established procedures.[\[5\]](#)

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use District property, unless otherwise decided by the Board.

A District staff member who violates this policy will be subject to employee discipline, up to and including termination.

Original Adoption –

Adopted –

Legal

1. 24 P.S. 775

2. 24 P.S. 510.2

3. 10 P.S. 328.101 et seq

4. 61 PA Code 901.701

5. 24 P.S. 511

6. 20 U.S.C. 7182

7. 20 U.S.C. 7183

8. 35 P.S. 1223.5

24 P.S. 779

20 U.S.C. 7181 et seq

20 U.S.C. 7905

61 PA Code 901.1

FACILITY:

Daily Facility Fee Schedule by Category

- Fees for long-term facility use will be negotiated upon request by the organization. Rental fees may be discounted by no more than twenty-five percent (25%) for long-term rentals. The costs for life guard, food service, custodial and security coverage required by USCSD are not eligible for a discounted rate.
- Long-term use is considered to be five (5) consecutive days or for a twelve (12) month term in excess of thirty (30) days. All negotiations will be the responsibility of the Superintendent or designee.
- Organizations are encouraged to utilize the school district food service department for catering all events. All food preparation must be managed by food service employees to comply with federal, state and local code requirements.
- Classrooms assigned to USC staff are only available for facility use by Category 1 & 2 groups.
- All fees listed in Policy No. 707 AR-1 take effect immediately for new groups and organizations. Current permit holders will maintain the same rate until June 30, 2020. All facility use permits will use the new rates starting July 1, 2020.

FACILITY:

HIGH SCHOOL	CATEGORY 1 *	CATEGORY 2 *	CATEGORY 3 *	CATEGORY 4 *	CATEGORY 5 *	CATEGORY 6 *
Theater	N/C	N/C	N/C	N/C	\$350	\$450 (min 4 hours)
LGI	N/C	N/C	N/C	N/C	\$75	\$100
Gymnasium, (Main)	N/C	N/C	N/C	N/A	N/A	N/A
Gymnasium, (Auxiliary)	N/C	N/C	N/C	N/C	\$150	\$250
Cafeteria	N/C	N/C	N/C	N/C	\$150	\$250
Kitchen	N/A	N/A	N/A	N/A	N/A	N/A
Double Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Athletic Fields (Cook School & Front HS Fields)	N/C	N/C	N/C	N/C	\$75	\$100
Stadium	N/C	N/C	N/C	N/A	N/A	N/A
Competition Pool or Diving	N/C	N/C	N/C	N/A	N/A	N/A

- Additional costs for life guard, food service, custodial and security coverage required by USCSD will be the responsibility of the requesting group or organization. The hourly rates for this coverage will be adjusted annually to cover the payroll costs for each group.
- The Theater includes lights, sound system, rest rooms and dressing area. Technicians and stage crew will be billed separately and the District will decide the number of technicians and stage crew for each event.
- All rates listed above are hourly.

FACILITY:

MIDDLE SCHOOL	CATEGORY 1 *	CATEGORY 2 *	CATEGORY 3 *	CATEGORY 4 *	CATEGORY 5 *	CATEGORY 6 *
Theater (Boyce)	N/C	N/C	NC	N/C	\$300	\$350(min 4 hours)
Gymnasium (N/A on weekends for Categories 4, 5 & 6)	N/C	N/C	N/C	N/C	\$150	\$250
LGI	N/C	N/C	N/C	N/C	\$75	\$100
Cafeteria	N/C	N/C	N/C	N/C	\$150	\$250
Kitchen	N/C	N/C	N/A	N/A	N/A	N/A
Double Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Turf Field	N/C	N/C	N/C	N/C	\$150	\$200
Boyce Softball Field	N/C	N/C	N/C	N/A	N/A	N/A
Ft. Couch Field	N/C	N/C	N/C	N/A	N/A	N/A

- Additional costs for life guard, food service, custodial and security coverage required by USCSD will be the responsibility of the requesting group or organization. The hourly rates for this coverage will be adjusted annually to cover the payroll costs for each group.
- The Theater includes lights, sound system, rest rooms and dressing area. Technicians and stage crew will be billed separately and the District will decide the number of technicians and stage crew for each event.
- All rates listed above are hourly.

FACILITY:

ELEMENTARY SCHOOLS	CATEGORY 1 *	CATEGORY 2 *	CATEGORY 3 *	CATEGORY 4 *	CATEGORY 5 *	CATEGORY 6 *
Gymnasium or Multipurpose Room	N/C	N/C	N/C	N/C	N/A	N/A
LGI	N/C	N/C	N/C	N/C	N/A	N/A
Cafeteria	N/C	N/C	N/C	N/C	\$150	\$250
Kitchen	N/C	N/C	N/A	N/A	N/A	N/A
Double Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Eisenhower Pavilion	N/C	N/C	N/C	N/C	\$25	N/A
Baker Baseball Field	N/C	N/C	N/C	N/A	N/A	N/A
Athletic Field	N/C	N/C	N/C	N/A	N/A	N/A

- Additional costs for life guard, food service, custodial and security coverage required by USCSD will be the responsibility of the requesting group or organization. The hourly rates for this coverage will be adjusted annually to cover the payroll costs for each group.

- All rates listed above are hourly.

Personnel Listing

Date: November 25, 2019

Board Meeting

ELECTION

Staff Name	Location	New Assignment	Classification	Effective Date	Salary
Holland, Kendall	High School	High School Teacher (LTS for A. Haas) 2-17-20 through 5-28-20	Long-term Substitute	11-25-19	\$51,900 (pro-rated)
Nuri, Molly	High School	High School Teacher (LTS for L. Moeller) 1-21-20 through last day of 2019-2020 teacher responsibility	Long-term Substitute	11-25-19	\$51,900 (pro-rated)
Rossini, Richard	High School	Clairvoyant Co-Sponsor	ECA	11-25-19	\$2,000
Smith, Adam	Fort Couch	Head Wrestling Coach	ECA	11-25-2019	\$3,000

CHANGE OF STATUS

Staff Name	Location	Current Assignment	Current Assignment Status	New Assignment	New Assignment Status	Effective Date	Salary
Conrad, Anne	Streams	Elementary Teacher - Temporary Professional Employee	FT	Elementary Teacher - Professional Employee	FT	11-17-19	N/A
David, Samuel	Ft. Couch	Custodian	FT	Personal Leave	Leave	10-31-19	N/A
Haas, Amanda	High School	Math Teacher	FT	High School Teacher Personal Leave 2-17-20 through 5-22-20 (RTW 5-26-20)	Leave	02-17-20	N/A
Harkleroad, Mary Beth	Fort Couch	1.0 Teacher Aide	FT	1.0 Confidential Administrative Assistant	FT	11-25-19	\$45,000
Komar, Patricia	Eisenhower	Resource Teacher	FT	Personal Leave 11-14-19 through 1-17-20	Leave	11-14-19	N/A
Moskovitz, Brittany	Baker	Elementary Teacher Personal Leave 8-19-19 through 11-25-19	Leave	Elementary Teacher Personal Leave 8-19-19 through last day of 2019-2020 teacher responsibility	Leave	08-19-19	N/A
Murray, Kristina	N/A	Substitute Nutrition Center Worker	PT	High School Nutrition Center Worker	PT	11-26-19	\$12.45/hour
O'Leary, Kelsey	Baker	Elementary Teacher (LTS for B. Moskovitz) 8-19-19 through 12-4-19	LTS	Elementary Teacher (LTS for B. Moskovitz) 8-19-19 through last day of 2019-2020 teacher responsibility	LTS	08-19-19	N/A
Stabile, Christopher	Streams	Head Custodian	FT	Personal Leave	Leave	10-24-19	N/A

REAPPOINTMENT

Staff Name	Location	Assignment	Assignment Status	Effective Date	Salary
Laboon, Laura (current employee)	High School	Clairvoyant Co-Sponsor	ECA	08-12-19 through 11-15-19	\$1,000

RETIREMENT

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Durkin, Daniel	High School	1.0 Social Studies Teacher	FT	11-15-19

RESIGNATION

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Bruns, Jayne	N/A	Substitute Aide	PT	11-21-19
Chambers, Floretta	N/A	Substitute Teacher	PT	11-25-19
Dapper, Melissa	N/A	Substitute Teacher	PT	11-25-19

<i>Jackson, Terry</i>	<i>High School</i>	<i>Assistant Spring Track Coach</i>	<i>ECA</i>	<i>05-30-19</i>
<i>Martinez, Maria</i>	<i>N/A</i>	<i>Substitute Teacher</i>	<i>PT</i>	<i>11-25-19</i>
<i>Mulroy, Lyn</i>	<i>N/A</i>	<i>Substitute Teacher</i>	<i>PT</i>	<i>11-25-19</i>
<i>O'Connell, Abigail</i>	<i>N/A</i>	<i>Substitute Teacher</i>	<i>PT</i>	<i>11-25-19</i>
<i>Tobin, Josh</i>	<i>High School</i>	<i>Assistant Spring Track Coach</i>	<i>ECA</i>	<i>11-08-19</i>
<i>Vuono, Jennifer</i>	<i>N/A</i>	<i>Substitute Teacher</i>	<i>PT</i>	<i>11-25-19</i>
<i>Zovko, Joseph</i>	<i>Bus Garage</i>	<i>Substitute Bus Driver</i>	<i>PT</i>	<i>10-24-19</i>

OTHER

EE ID #1686	Three day non-paid suspension (12-3-19, 12-4-19 and 12-5-19)
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Informational Note:

1. Rodgers, Scott (Custodian): Building change from High School to Fort Couch as of 11-4-19