

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



Customizing Learning,
Nurturing Potential...
Delivering Excellence

**MONDAY, DECEMBER 9, 2019 - 7:00 PM
DISTRICT ADMINISTRATION BUILDING BOARD ROOM**

Notice having been advertised and posted and members duly notified, the regular meeting of the Board of School Directors was held on December 9, 2019 in the District Administration Building Board Room.

School Board Members in attendance:

Mrs. Barbara L. Bolas, President
Mrs. Amy L. Billerbeck
Mrs. Jennifer L. Bowen
Mr. Phillip J. Elias
Dr. Daphna Gans
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
Dr. Judith Bulazo, Director of Curriculum & Professional Development
Mr. Scott P. Burchill, Director of Business & Finance
Mr. Ray Carson, Senior Director of Operations & Administrative Services
Ms. Cassandra Doggrell, Director of Student Support 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 (Bolas)

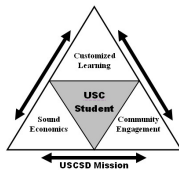
Mrs. Bolas called the meeting to order at approximately 7:13 pm.

STAR SPANGLED BANNER

Santina Guarino, 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 #15 FROM STRATEGIC PLAN

Mr. Mafrice read the following Shared Belief Statement #15 from the Strategic Plan:

We believe that:

Interaction and collaboration with people of diverse backgrounds and character encourages tolerance, open-mindedness, and appreciation for others.

INTRODUCTION OF CASSANDRA DOGGRELL, DIRECTOR OF STUDENT SUPPORT SERVICES (Rozzo)

Dr. Rozzo introduced and welcomed Cassandra Doggrell, Director of Student Support Services, who was attending her first Board meeting.

Mrs. Doggrell thanked the Board for the opportunity to work with the School District supporting the students and staff.

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

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

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

Gabriella Spina and Karsen Damon reported on various activities at the High School, including the No Place for Hate Committee, helping with curriculum recommendations, USC Gals event, Kids Helping Kids, holiday project, Make-A-Wish fundraiser, SHOP@USC holiday shop, and Natural Helpers.

RECOGNITION OF SERVICE (Rozzo)

MARY ANN STABLE, EXECUTIVE ASSISTANT TO THE SUPERINTENDENT, BOARD STENOGRAPHER AND RIGHT TO KNOW COORDINATOR

Dr. Rozzo and the Board members recognized Mary Ann Stabile, Executive Assistant to the Superintendent, Board Stenographer and Right to Know Coordinator for her 33-1/2 years of service to the District. Dr. Rozzo shared information regarding her accomplishments during her tenure, including working for six superintendents and 47 school board members, assisting with initiating the classified staff development program, assisting with communications and human resources during transition periods,

coordinating the District's hosting of the National PLC Conference at the High School, serving as a member of the District Crisis Team and being instrumental in initiating the District's paperless initiative.

Dr. Rozzo presented Mrs. Stabile with a bouquet of flowers, engraved clock, USC iPad portfolio and certificate of recognition.

Mrs. Stabile thanked the Board members and Dr. Rozzo for the recognition and commented how proud and privileged she was to have worked for the School District as well as being the Board Stenographer for the past 33-1/2 years. She commented regarding the incredibly talented and hardworking school board members, administrators and colleagues that she has worked with over the years and wished the School District continued success. She also introduced her family members who were in attendance.

**PRESENTATION REGARDING HIGH SCHOOL STUDENT COUNCIL
(Dr. Daniel Beck and Student Council Representatives)**

Dr. Dan Beck, High School Assistant Principal, and Mrs. Brooke Tarcon, High School Student Activities Assistant, along with high school students Gabi Spina, Karsen Damon, Emma Pribanic, Constantine Tripodes, Jami Stout, and RJ Shontz shared a presentation titled, "Student Council: Uniting Voices, Serving the Community & Committing to Progress." They reviewed keys to success of the Pennsylvania Association of Student Councils, current initiatives, successes from this year, expanding their professional network and what is next on the horizon. They also explained how they have been networking and expanding their influence and requested the Board's support to submit a proposal to PASC to host the 2020-21 Student Council Conference at Upper St. Clair High School.

Board members and administrators congratulated Dr. Beck, Mrs. Tarcon and the students for their presentation and shared comments and suggestions, including reaching out to students to make them feel comfortable and be engaged in the organization, getting involved with the strategic planning process, the wonderful opportunity and honor it would be to host the conference, goals and community outreach, their support for submitting a proposal to host the conference, and the group's commitment to service beyond the boundaries of Upper St. Clair.

APPROVAL OF MINUTES

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

MOTION: By Bolas: I move that the Board approve the minutes of the December 2, 2019 Board reorganization meeting. Seconded by Bowen, and carried by unanimous voice vote.

SUPERINTENDENT'S REPORT (Rozzo)

APPROVAL OF COMMENDATIONS & RECOGNITIONS - ATTACHED

Dr. Suritsky read the Commendations & Recognitions.

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

OVERVIEW OF PRELIMINARY 2020-21 ACT 1 BUDGET PROCESS (Rozzo/Burchill)

Mr. Burchill provided an overview of the preliminary 2020-21 Act 1 budget process and recommended that the Board adopt an Act 1 Resolution certifying that the School District would not raise taxes for the 2020-21 school year beyond the rate of 2.6%. He also shared the Act 1 timeline of important dates.

MOTION: By Bowen: I move that the Board adopt the Act 1 Resolution certifying that the School District will not raise taxes for the 2020-21 school year beyond a rate that exceeds the index of 2.6% as calculated by the Pennsylvania Department of Education. Seconded by Gans, and carried by unanimous voice vote.

ADMINISTRATORS' REPORT

UPDATE REGARDING STRATEGIC PLAN - MISSION/VALUES/VISION (Rozzo/Carson/Wilson)

Dr. Rozzo shared information regarding preparations for the 2020 Strategic Plan. He reviewed the current Mission, Vision and Values, a model for sustainable success, enhancing the USC experience, the school district's stakeholder groups, and the Strategic Plan timeline. He thanked Mr. Wilson and Mr. Carson for spearheading the efforts for the District of the 2020 Strategic Plan.

Board members shared their excitement about beginning the next Strategic Plan and commended Dr. Rozzo and the administration for their efforts.

APPROVAL OF CONSENT AGENDA

MOTION: By Gans: 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 Mafrice, and carried by unanimous voice vote.

**a. SECOND READING AND ADOPTION OF 2020-21 SCHOOL CALENDAR (Rozzo)
- ATTCHED**

Adopt the 2020-21 School Calendar AS ATTACHED.

b. APPROVAL OF PERSONNEL LISTINGS (Rozzo/Carson) - ATTACHED

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

c. APPROVAL OF TREASURER'S REPORT (Burchill)

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

Fund 10 (General Fund) - \$511,769.10

Fund 36 (Construction Fund) - \$627,837.70

Fund 50 (School Lunch Fund) - \$184,615.35

**d. APPROVAL OF EXPENSES BETWEEN DECEMBER 10, 2019 THROUGH
JANUARY 27, 2020 TO BE RATIFIED AT JANUARY 27 BOARD MEETING (Burchill)**

Authorize the normal, customary and regular payments of salaries, benefits, and other expenses between December 10, 2019 through January 27, 2020 to be considered for approval/ratification at the January 27, 2020 Board meeting.

e. APPROVAL OF JOINT PURCHASING RESOLUTION/AGREEMENT WITH ALLEGHENY INTERMEDIATE UNIT FOR 2020-21 SCHOOL YEAR (Burchill)

Approve a resolution authorizing the participation in and appointment of representatives to the Allegheny Intermediate Unit Joint Purchasing Program.

f. APPROVAL TO PARTICIPATE IN WESTERN PENNSYLVANIA ELECTRIC CONSORTIUM (Burchill)

Approve the School District's continued participation in the Western Pennsylvania Electric Consortium and authorize the Director of Business & Finance to enter into a new contract period beginning on the meter read date in January 2021 and extending for a one, two or three year period based on pricing received from up to six major electric suppliers and on terms and conditions recommended by the Director of Business & Finance and approved by the Solicitor.

g. APPROVAL OF FIXED ASSET INVENTORY CONTRACT (Burchill)

Approve a contract with AssetWorks, LLC to provide fixed asset inventory services for a four year term from 2020 through 2023.

h. FIRST READING OF REVISIONS TO POLICY #3032 - FOOD SERVICES (Burchill) - ATTACHED

Mr. Burchill presented a first reading of revisions to Policy #3032 - Food Services AS ATTACHED.

i. APPROVE CORRECTION TO DECEMBER 2, 2019 SCHOOL BOARD MEETING MINUTES, AGENDA #12.e. - APPROVAL OF BOARD MEETING SCHEDULE FOR 2020 (Rozzo)

Approve a correction to the December 2, 2019 School Board Meeting Minutes, Agenda #12.e. as follows:

Change 2020 regular meeting date from September 28 to September 29 (Tuesday)

j. APPROVE SETTLEMENT OF REAL ESTATE TAX ASSESSMENT APPEAL WITH WHOLE FOODS (Rozzo/Burchill)

Approve the settlement of a real estate tax assessment appeal concerning W-F Preston LLC (Whole Foods).

k. APPROVAL OF SPECIAL EDUCATION AND STUDENT SUPPORT SERVICES CONTRACTS/AGREEMENTS (Pfender)

Approved the following special education and student support services contracts/agreements:

- Watson Institute Education Center South-tuition for one student, \$47,865 prorated for the remainder of the school year
- ACCESS billing consultant agreement at \$35.00/hour
- Pennsylvania Connecting Communities-\$75.00/per hour at no more than 10 hours for one student a week for the remainder of the school year

APPROVAL OF ADVERTISEMENT SOLICITING APPLICATIONS FOR ANTICIPATED VACANCY ON THE BOARD OF SCHOOL DIRECTORS (Bolas)

MOTION: By Mafrice: I move that the Board authorize the Board Stenographer to place an advertisement soliciting applications for an anticipated vacancy on the Board of School Directors for the Upper St. Clair School District. Seconded by Bowen, and carried by unanimous voice vote.

DISCUSSION REGARDING 2020 BOARD STANDING COMMITTEE APPOINTMENTS - JANUARY 2020 (Bolas)

Mrs. Bolas announced that the Board would be discussing the 2020 Board Standing Committee appointments at their meetings in January. She noted that information regarding the current standing committees was included in Dr. Rozzo’s Board Briefings and requested Board members to let her know if they had any questions.

HOLIDAY RESOLUTION

MOTION: By Elias: I move that the Board adopt the following resolution. Seconded by Mafrice, and carried by unanimous voice vote.

BE IT RESOLVED, that the Board of School Directors of Upper St. Clair wishes everyone an enjoyable holiday season as you observe your celebrations and traditions at this special time of the year. May good fortune and warm memories surround you and your loved ones and may each of you have a very healthy and happy new year.

COMMITTEE REPORTS

Mrs. Bowen reminded everyone regarding the vaping panel sponsored by the Youth Steering Committee that will be held on Wednesday, December 11 at 7:00 pm at the Community & Recreation Center. She noted that Mrs. Lauren Madia would be moderating the event and that Representative Natalie Mihalek would also be attending to share legislative information. Mrs. Bowen added that they are coordinating with the Township in the hopes of having the panel videotaped.

ANNOUNCEMENT REGARDING EXECUTIVE SESSION

Mrs. Bolas announced that an executive session will be held following the meeting to discuss legal matters.

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

UPCOMING BOARD PRESENTATION:

- **PSSA/KEYSTONE EXAMS & OTHER PERTINENT STUDENT PERFORMANCE DATA - JANUARY 27**

ADJOURNMENT

It was moved, seconded, and carried by unanimous voice vote that the meeting adjourn at approximately 8:59 p.m.

EXECUTIVE SESSION - LEGAL MATTERS

The Board adjourned into executive session to discuss legal matters.

Barbara L. Bolas, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Mary Ann L. Stabile
School Board Stenographer

COMMENDATIONS & RECOGNITIONS

December 2019

HIGH SCHOOL

High School Junior Christian Chiu, a pianist, has been named an Honorable Mention awardee in the 2020 YoungArts Awards, sponsored by the National YoungArts Foundation. He was recognized in the Classical Music category.

BOYCE

Boyce Middle School fifth grader, Dante Franks, earned first place in the third-fifth grade category of the 2019 National Chemistry Week Illustrated Poem Contest. Dante's poem, titled "The World of Metals" was among 76 works submitted. The contest is sponsored by the Pittsburgh Section of the American Chemical Society.

UPPER ST. CLAIR SCHOOL DISTRICT 2020-21 ADOPTED SCHOOL CALENDAR

2020

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

August						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
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				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
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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		

2021

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

February						
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						

March						
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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	1

May						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
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			

○ = Teacher Inservice/
No School for Students ✕ = No School

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

**UPPER ST. CLAIR SCHOOL DISTRICT
2020-21 ADOPTED SCHOOL CALENDAR**

July 3	School District Offices Closed for Independence Day Holiday		
August 12	New Teacher Orientation		
August 13	New Teacher Induction		
August 18	Teacher Inservice #1 (Staff Opening Day)*		
August 19	Teacher Inservice #2 (Act 80)*		
August 20	Teacher Inservice #3 (Act 80)*		
August 21	Teacher Inservice #4 (Classroom Management #1/Flex)*		
August 24	FIRST DAY OF SCHOOL FOR STUDENTS	August	6
September 7	NO SCHOOL - LABOR DAY	September	21
September 10	Elementary Open Houses (Early Dismissal @ 12:45 pm)	October	22
September 17	High School Open House (Early Dismissal @ 12:35 pm)	November	15
September 24	Boyce Open House (Early Dismissal @ 1:15 pm)	December	17
October 1	Fort Couch Open House (Early Dismissal @ 1:15 pm)	January	19
October 9	Half Day Early Dismissal for Students - Act 80** (Teachers' Professional Development)	February	18
October 30	First Marking Period Ends	March	19
November 2	Teacher Inservice #5 (Classroom Management #2)*	April	19
November 3	Teacher Inservice #6 (Parent/Teacher Conferences/Inservice) - Act 80*	May	20
November 9	Teacher Inservice #7 (Parent/Teacher Conferences/Inservice) - Act 80*	June	7
November 13	First Marking Period Report Cards	Total Days	183
November 25 - November 27	NO SCHOOL - THANKSGIVING RECESS		196
December 24 - January 1	NO SCHOOL - WINTER RECESS		
January 15	First Semester & Second Marking Period Ends		
January 18	Teacher Inservice #8 (Classroom Management #3)*		
January 19	Second Semester Begins		
January 29	Second Marking Period Report Cards		
February 12	Teacher Inservice #9 (Act 80)*		
February 15	Teacher Inservice #10/Wellness (Snow Make-Up Day)		
March 5	Half Day Early Dismissal for Students - Act 80** (Teachers' Professional Development)		
March 25	Third Marking Period Ends		
March 26	Teacher Inservice #11 (Classroom Management #4)*		
March 29 - April 2	NO SCHOOL - SPRING RECESS		
April 5	Teacher Inservice #12/Flex* (Snow Make-Up Day)		
April 15	Third Marking Period Report Cards		
April 19-23	PSSA Tests - English Language Arts (Grades 3-8)		
April 26 - 30	PSSA Tests - Mathematics, Science and Make-Ups (Grades 3-8)		
May 3 - May 7	PSSA Tests - Optional Additional Math, Science and Makeups (Grades 3-8)		
May 13	Elementary Schools S.T.A.R. Night (Early Dismissal @ 12:45 pm)		
May 20	Fort Couch Celebration of Learning (Early Dismissal @ 1:15 pm)		
May 27	Boyce Celebration of Learning (Early Dismissal @ 1:15 pm)		
May 31	NO SCHOOL - MEMORIAL DAY		
June 3	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 #13 /Classroom Management #5 (Snow Make-Up Day)		
June 21	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 9 and March 5:

High School - 10:55 a.m.

Elementary Schools - 11:30 a.m.

Middle Schools - 11:55 a.m.

Winter Recess commences at the close of school on Wednesday, December 23.

Spring Recess commences at the close of school on Thursday, March 25.

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.

(12/9/19)

Personnel Listing

Date: December 9, 2019

Board Meeting**ELECTION**

Staff Name	Assignment Location	New Assignment	Classification	Effective Date	Salary
Glbson, Connie	High School	Spring Musical - Asst Producer	ECA	12-15-19	\$2,000.00
Zamperini, Richard	High School	Marching Band Assistant	ECA	08-12-19	\$1,250.00

CHANGE OF STATUS

Staff Name	Assignment Location	Current Assignment	Current Assignment Status	New Assignment	New Assignment Status	Effective Date	Salary
Chalus, Darla	High School	Nutrition Center General Worker	PT	Custodian	FT	12-16-19	\$30,503 (pro-rated)
Chicchi, Kelly	Bus Garage	Bus Driver	PT	Personal Leave beginning 11-20-19	Leave	11-20-19	N/A
Garces, Amy	Eisenhower	Elementary Teacher (Long-term Substitute for L. Gaudelli) Anticipated 8-19-19 through 1-22-20	LTS	Elementary Teacher (Long-term Substitute for L. Gaudelli) 2019-2020 school year	LTS	08-19-19	N/A
Seybert, John	High School	Curriculum Leader - Temporary Professional Employee	FT	Curriculum Leader - Professional Employee	FT	12-2-19	\$110,132

REAPPOINTMENT

Staff Name	Location	Current Assignment	Assignment Status	Salary	Board Approval Date
Binkley, Michael	High School	Spring Musical - Asst Producer	ECA	\$2,000.00	ECA
Corona, Cara	High School	Spring Musical - Musical Assistant (Costume Manager)	ECA	\$1,500.00	ECA
Dodd, Chuck	High School	Spring Musical - Musical Assistant (Stage Manager)	ECA	\$1,500.00	ECA
Dodd, Jane	High School	Spring Musical - Musical Assistant (Coordinating Producer)	ECA	\$2,000.00	ECA
Hunsberger, Thomas	High School	Spring Musical - Producing Artistic Director	ECA	\$4,200.00	ECA
Milovac, Lorraine	High School	Spring Musical - Musical Assistant (Choral Director)	ECA	\$3,000.00	ECA
Pickell, Don	High School	Spring Musical - Musical Assistant (Orchestra Conductor)	ECA	\$3,000.00	ECA
Wallace, Amy	High School	Spring Musical - Musical Assistant (Choreographer)	ECA	\$3,000.00	ECA
Werner, Mary Elizabeth	High School	Spring Musical - Musical Assistant (Paint Director)	ECA	\$1,500.00	ECA

RESIGNATION

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Blood, Brigitta	N/A	Substitute Teacher	Substitute	12-3-19
Conway, Chelsea	N/A	Substitute Teacher	Substitute	11-26-19
Hodgson, Cortney	N/A	Substitute Teacher	Substitute	11-26-19
Morais Nascimento, Victor	High School	Girls Volleyball Head Coach	ECA	11-22-19
Nave, Casey	N/A	Substitute Teacher	Substitute	11-26-19

Poling, Ailsa	N/A	Substitute Teacher	Substitute	11-26-19
Rollick, Laura	N/A	Substitute Teacher	Substitute	11-26-19
Wehler, Jessie	N/A	Substitute Teacher	Substitute	11-29-19

RETIREMENT

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Sciulli, Aquila	Fort Couch	Part Time Nutrition Center Worker	PT	12-20-19

Information Only:

1. Cavalo, Sarah (High School Custodian): Shift change from Floater to 3rd shift as of 12-16-19
2. Marmion, Kim (High School Custodian): Shift change from Sun-Thurs to Mon-Friday as of 12-16-19
3. Roley, Scott (High School Custodian): Shift change from 2nd to 1st shift as of 11-27-19

3032 Food Services**Purpose**

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The Food Service Program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).

The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.

Food sold by the school may be purchased by students and District employees, but only for consumption on school premises. The price charged to students shall be established by the District in compliance with state and federal laws.

Non-program food shall be priced to generate sufficient revenues to cover the cost of such items. A non-program food shall be defined as a food or beverage, other than a reimbursable meal or snack that is sold at the school and is purchased using funds from the child nutrition account. Non-program foods include but are not limited to adult meals and à la carte items. All sales of non-program food shall be recorded to the Food Service Fund.

Delegation of Responsibility

Operation and supervision of the Food Service Program shall be the responsibility of the Director of Business & Finance and the Food Services Director.

A statement financial summary of the receipts and expenditures for Food Service Fund shall be presented to the Board monthly for approval. Cafeterias shall be operated on a nonprofit basis. A periodic financial review of the cafeteria accounts shall be made by the Accounting Manager.

The individuals responsible for the operation and supervision of the Food Service Program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in grade-level appropriate quantities, at reasonable prices.

The District shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the Food Service Program shall be deposited in the separate Food Service Fund, in the same manner as other District funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the Food Service Fund to any other account or fund; however,

District cash advances to the Food Service Program may be reimbursed to the District's General Fund.

Free/Reduced-Price School Meals and Free Milk

The District shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.

The District shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The District may also conduct direct certification on a weekly or monthly basis.

Throughout the school year, the administration and/or school counselors should make an effort to provide information regarding the free and reduced-price meal program to families.

Accommodating Students With Special Dietary Needs

The District shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.

School Meal Service and Accounts

To ensure the effective operation of the District's Food Service Program and delivery of school food program meals to students, the district shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.

2. *Parents/Guardians are encouraged to deposit money in their child's cafeteria account so that adequate money is readily available to purchase school breakfast and lunch. Parents/Guardians can deposit money by sending a check or cash with their child to school. Parents/Guardians may also deposit online by using the District's online payment system. A convenience fee may apply for using this service which is imposed by the online service, not the District.*
3. *All nonsufficient fund (NSF) checks will be charged a twenty-five dollar (\$25.00) fee, and the check amount will be deducted from the student's lunch account. After two (2) recorded NSF actions per school year, the district will no longer accept payment by check.*
4. Notify parents/guardians when the student's school meal account reaches a low balance.
5. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
6. *In addition to parent communication, the Nutrition Center staff may direct communications to students enrolled in grades 9-12, regarding a low or negative balance if the communications are made discreetly to the student.*
7. *For students in kindergarten through 8th grade, communication regarding the meal account balance may not be made to the student.*
8. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.
9. *Non-program foods (à la carte items and adult meals) cannot be charged to a lunch account with a negative balance.*

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/ guardians with applying for free/reduced-price school meal benefits.

~~Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the student, unless the student is an emancipated minor.~~

The District shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student. Also, the District may communicate directly with the parent/guardian via phone or email regarding low or negative student account balances.

Furthermore, the District is permitted to provide a student with their meal account balance if that student asks for the balance information.

District schools shall be prohibited from:

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with access to a written copy of this policy and any applicable procedures or administrative regulations at the

start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

Collection of Unpaid Meal Charges

All reasonable efforts shall be made by the District to collect unpaid meal charges from parents/guardians. The District may utilize emails and/or phone calls to communicate directly with the parent/guardian concerning a negative balance. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

~~Any family with a **total** balance exceeding one hundred fifty dollars (\$150) must have an approved payment plan. The family will be notified by certified letter regarding the negative student account balance(s) exceeding one hundred fifty dollars (\$150), including the requirements under this policy. Once a payment plan is established, the debt owed will be removed from the students account for the collection process. The student(s) may continue to charge meals to their student account, but the account(s) must remain current and in “good standing”. The following reasons will initiate legal action by the District to collect any monies owed:~~

- ~~1. A payment plan is not set up by the parent/guardian~~
- ~~2. A payment plan is not adhered to by the parent/guardian~~
- ~~3. The student(s) current account is not in “good standing”~~

~~Any applicable court cost/fees incurred by the District will be added to the outstanding balance.~~

Students with account balances of greater than fifty dollars (\$50.00) will receive a certified letter from the District indicating that if payment is not made within fourteen (14) days, the account may be turned over to the District Magistrate's Office or a collection agency. Any further court costs or collection fees incurred by this section will be the responsibility of the parent/guardian.

For graduating seniors with a positive lunch account balance, a letter along with an election form from the Food Service Department will be sent within two (2) weeks of the end of the school year. The parent/guardian can elect to transfer the remaining balance to another student, donate the balance to

towards delinquent lunch accounts, or request a refund if the balance is greater than ten dollars. If an election form is not returned, the remaining balance will be donated towards delinquent lunch accounts. All refund checks will be mailed to the parent/guardian. Donations will be deposited into the Food Service Account using a separate revenue account.

After the graduating class's final school day, the Food Service Department will send a final obligation notice for all negative accounts to the parent/guardian. For graduating seniors with a negative lunch account balance, payment must be made by June 30th or the account may be turned over to the District Magistrate's Office or a collection agency.

Delinquent debt can carry over to the immediate subsequent school year if the delinquent debt is being actively pursued using the collection procedures identified in the school's Local Meal Charge Policy. When all the collection procedures identified in this Policy have been exhausted, the unpaid debt will be removed from the food service account after receiving a transfer from the General Fund.

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.

Professional Standards for Food Service Personnel

The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.

School Food Safety Inspections

The District shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.

The District shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The District shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.

ADOPTED: April 23, 2018

REVISED FIRST READING: December 9, 2019