

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

MONDAY FEBRUARY 10, 2020 - 7:00 PM

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



Customizing Learning,
Nurturing Potential...
Delivering Excellence

6:20 PM - EXECUTIVE SESSION - LEGAL MATTERS AND PERSONNEL

Notice having been advertised and posted and members duly notified, a Committee of the Whole meeting of the Board of School Directors was held on February 10, 2020 in the District Administration Building Board Room.

School Board Members in attendance:

Mrs. Barbara L. Bolas, President
Mr. Patrick A. Hewitt, Vice-President
Mrs. Amy L. Billerbeck
Mrs. Jennifer L. Bowen
Mr. Phillip J. Elias
Dr. Daphna Gans
Mr. Louis P. Mafrice
Mrs. Angela B. Petersen
Ms. Jennifer A. Schnore

School personnel in attendance:

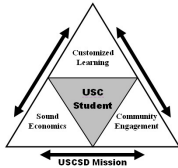
Dr. John T. Rozzo, Superintendent of Schools
Dr. Sharon Suritsky, Assistant/Deputy Superintendent
Mr. Raymond Berrott, Director of Technology
Mr. Scott P. Burchill, Director of Business & Finance
Dr. Judith Bulazo, Director of Curriculum & Professional Development
Mr. Ray Carson, Senior Director of Operations & Administrative Services
Mrs. Amy Pfender, Assistant to the Superintendent
Mr. Brad Wilson, Director of Strategic Initiatives
Mrs. Cassandra Doggrell, Director of Student Support Services
Mrs. Jocelyn Kramer, Solicitor
Mrs. Sarah MacDonald, Stenographer

CALL TO ORDER/PLEDGE OF ALLEGIANCE (Hewitt)

Mr. Hewitt called the meeting to order at approximately 7:00pm

READING OF THE MISSION

Dr. Gans reading the following 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 #18 FROM STRATEGIC PLAN

Mrs. Bowen read the following Shared Belief Statement #18 from the Strategic Plan:

We believe that:

Children do best when they are mentored through their failures as well as their successes.

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.

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

Gabriella noted that Karsen went home from school sick, and would not be attending the Committee meeting.

Gabriella reported on her week in the Dominican Republic volunteering for the Kids Helping Kids program. She noted that her group had planned to work on a reforestation program, but the weather did not permit; instead, they painted a medical clinic helping it to open sooner. She also thanked the Board for the opportunity to travel to the Dominican Republic for volunteer work.

Gabriella commented that this past Saturday was the Sadie Hawkins dance, and that the dance was very successful. She also reported on the following events: 11 student council students will attend a meeting at Montour School District for local student councils, The Valentine's Gram sale (sponsored by Shop@USC) will end on February 13th, Course selections will be taking place for Juniors and Seniors, "Shrek, The Musical" will be taking place the 1st week of March and the Best Buddies Club will host a dinner Fundraiser on March 15th.

CAPITAL PROJECTS UPDATE (Burchill/Brennan/McLean)

Mr. Joe Brennan of PJ Dick Inc. provided an update regarding the capital projects, including the request for Board approval of change orders. Mr. Brennan noted that Mr. McLean sends his apologies that he was unable to attend the Board Meeting.

Mrs. Billerbeck noted that everyone was very thankful to all who went above and beyond to make the opening of the pool a possibility for Senior Rec night.

The Committee will recommend approval, separate from the Consent Agenda.

SUPERINTENDENT'S REPORT (Rozzo)

REQUEST APPROVAL OF PERSONNEL LISTINGS

Dr. Rozzo requested approval of the Personnel Listings, pending receipt of all paperwork and required clearances.

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

ADMINISTRATOR'S REPORT (Rozzo)

SECOND READING AND ADOPTION OF POLICY #251 - HOMELESS STUDENTS

Mrs. Doggrell requested approval and Adoption of Policy #251 – Homeless Students. Mrs. Doggrell noted that the Policy was necessary to support our children and youth who are experiencing homelessness.

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

FIRST READING OF POLICY #220 -STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS (Kramer, Solicitor)

Mrs. Kramer presented for a first reading, Policy #220 – Student Expression/Distribution and Posting of Materials. She noted that this policy is a recommendation from PSBA.

FIRST READING OF POLICIES (#301 - #351) - EMPLOYEE POLICIES AND DELETION OF CERTAIN POLICIES- (Kramer, Solicitor)

Mrs. Kramer presented for a first reading, Policies #300-#351 – Employee Policies and Deletion of Certain Policies. She explained that this grouping of policies is from PSBA and incorporates both new policies and revised versions of the policies we already have on file. She also noted that in the coming months, there would be additional policy groupings being brought forth for a First Reading, Second Reading and Adoption. Mrs. Kramer advised that she would only be reviewing the Policies with an asterisk, as they denote new policies.

Mr. Carson noted that the listed Policies are based in State law, Federal law, CBAs and the School Code, and are driven by regulations and agreements.

Dr. Rozzo thanked Mr. Carson and his team and Mrs. Kramer for their review of the Policies. He noted that it is a Board goal to review, revise and create policy that serves as a foundation for operational excellence. He also commented that he is excited about the policy change and is confident the changes will serve the District well.

FIRST READING OF THE FOLLOWING POLICIES: (* denotes a new policy)

- **301 - Creating a New Position*
- **302 - Employment of Superintendent/Assistant Superintendent*
- *304 - Employment of District Staff*
- *305 - Employment of Substitutes*
- **306 - Employment of Summer School Staff*
- *307 - Student Teachers / Interns*
- **308 - Employment Contract / Board Resolution*
- *309 - Assignment and Transfer*
- **311 - Reduction of Staff*

- *312 - Performance Assessment of Superintendent / Assistant Superintendent*
- **313 - Evaluation of Employees*
- *314 - Physical Examination*
- **314.1 - HIV Infection*
- **317 - Conduct / Disciplinary Procedures*
- **317.1 - Educator Misconduct*
- **318 - Penalties for Tardiness*
- **319 - Outside Activities*
- **320 - Freedom of Speech in Nonschool Settings*
- *321 - Political Activities*
- **322 - Gifts*
- *324 - Personnel Files*
- *325 - Dress and Grooming*
- **326 - Complaint Process*
- *328 - Compensation Plans / Salary Schedules*
- *330 - Overtime*
- **331 - Job Related Expenses*
- **332 - Working Periods*
- *333 - Professional Development*
- *334 - Sick Leave*
- *335 - Family and Medical Leave*
- *336 - Personal Necessity Leave*
- **337 - Vacation*
- *338 - Sabbatical Leave*
- **338.1 - Compensated Professional Leave*
- **339 - Uncompensated Leave*
- **340 - Responsibility for Student Welfare*
- **341 - Benefits for Part-Time Employees*
- **342 - Jury Duty*
- **343 - Paid Holidays*
- **347 - Workers Compensation Transitional Return-to-Work Program*
- *351 - Drug Abuse and Substance Abuse*
- *Cross Reference - 300 Policies*

POLICIES TO PERMANENTLY RETIRE:

- *2000.1 - Evaluation of the Superintendent*
- *3012 - Drug Free Workplace*
- *3025 - Political Activities*
- *5101 - Leaves of Absence*
- *5102 - Sabbatical Leave*
- *5103 - Retirement*
- *5104 - Assignment and Transfer of Personnel*
- *5106 - Negotiations with Employee Organizations*
- *5109 - Overtime and Compensatory Time*
- *5112 - Administrative Staff Dress and Grooming*
- *5113 - Personnel Files*
- *5116 - Employment of Administrators*
- *5118 - Medical Examinations*
- *5119 - Family and Medical Leaves*
- *5201 - Conferences and Meetings*
- *5202 - Employment of Professional Staff*

- *5202.1 - Professional Employee Experience Credit for Salary Reimbursement*
- *5203 - Interns*
- *5204 - Student Teachers*
- *5205 - Professional Substitute Employment and Compensation*
- *5205.1 - Teacher Induction Program*
- *5301 - Application, Employment and Assignment - Classified Employees Employment of Classified Staff*
- *7007 - Letters of Condolence*

REQUEST APPROVAL OF TECHNOLOGY CONTRACTS - (Berrott, Director of Technology)

- *Internet Filtering Contract*

Mr. Berrott requested approval for an Internet Filtering Contract; the contract would be with Securly. He noted that Securly was tested against two other competitors and that after testing, it was recommended to move forward with Securly. He advised the contract would be for another three-year term.

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

- *Update – District Firewall Contract*

Mr. Berrott provided an update on the District Firewall Contract. An RFP was placed for the Firewall Contract, and bids are due on February 12th. Mr. Berrott and his Technology Team will evaluate the Bids and will have a recommendation at the next Board Meeting.

REQUEST APPROVAL OF STUDENT SUPPORT SERVICES, COMMUNITY SCHOOL WEST - (Pfender, Assistant to the Superintendent)

Mrs. Pfender requested approval of the Student Services, Community School West contract for the placement of one student.

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

REQUEST APPROVAL OF RESOLUTIONS REGARDING STAFFING EFFECTIVE 3-1-20 (Carson, Senior Director of Operations & Administrative Services)

Mr. Carson requested approval for the decrease and increase of the following positions:

Decrease: 1.00 District Maintenance Technician (7.5 hours/day)

*Increase: 1.00 District Maintenance Head Technician (7.5 hours/day)
1.00 Maintenance Manager
2.00 Custodial Managers
.4 Theater Manager
Ad-hoc Theater Technicians*

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

ADMINISTRATIVE UPDATES (Rozzo)

RAY BERROTT (Director of Technology)

Mr. Berrott reported that earlier in the day Boyce experienced technical trouble at the school, with no internet or telephone. He noted the Technology Department worked throughout the day to fix the communications problem.

Mr. Berrott also reported on the recent FOCUS conference he attended. He noted it was a successful trip and he and his team learned more about the District's new Student Information System.

JUDY BULAZO (Director of Curriculum & Professional Development)

Mrs. Bulazo highlighted the work of one of the District's Curriculum Leaders, Ms. Lynn Kistler. She noted that Ms. Lynn Kistler has been asked to serve on the Switch Energy Alliance (SEA) Teacher Advisory Council. Ms. Kistler is currently working on material development with SEA and her class has been asked to pilot some of SEA's work. Currently, Ms. Kistler's class is piloting the renewable energy unit with further units planned for the future.

Mrs. Bulazo also advised that Year 2 Teacher Induction would be occurring in the coming week and that the Summer School catalog should be up and running early in March.

RAY CARSON (Senior Director of Operations & Administrative Services)

Mr. Carson discussed the clearance project that the District is undergoing. He reported that it is a very large project, which entails renewing a number of employee and volunteer clearances, that will be expiring in the next six months. Mr. Carson thanked Mr. Berrott's team for creating a wonderful system to push out reminders for clearance renewal; he noted the system has created major efficiency and that it is working out very well.

Mr. Carson also discussed the ETC Program. He thanked Ms. Vojtko for her great communication and advertisement of the program. He reported that 105 people were interested in the ETC program, 97 attended the Information Sessions, and to date 40 have applied for the position, with 34 interviewed and 6 pending interviews. He noted that recommendations for training would be forthcoming.

SHARON SURITSKY (Assistant/Deputy Superintendent)

Ms. Suritsky reported that she and Mrs. Pfender would be participating in a professional development opportunity at the University of Pittsburgh - The Collaborative, which is sponsored by Tri-State. She noted The Collaborative professional development will consist of four, day-long sessions through-out the year. The theme of the sessions is finance and budget.

Ms. Suritsky commented that Mrs. Pfender has been selected as a nominee for the Tri-State Jean Winsand Emerging Leader award, with applications set to be read on February 18th.

Ms. Suritsky also reported that Orville Winsand, the husband of Jean Winsand, recently passed away. She noted that Mr. Winsand was in his 90s and was still very active in the Jean Winsand Institute. She added that Mr. Winsand will be sadly missed.

BRAD WILSON (Director of Strategic Initiatives)

Mr. Wilson reported on his Strategic Plan updates. He noted that Dr. Rozzo helped kick off the Strategic Plan initiative a couple of weeks ago. Mr. Wilson commented that over 80 community members have shown interest in participating in the planning process. He also advised that he and Mr. Carson have begun visiting the schools and giving the staff a quick presentation about the Strategic Plan and Mission, Vision, Values (MVV). He noted that part of the plan is to incorporate staff feedback, and thus far 50 staff members have offered their input. He advised he will also be reaching out to the Board for more input and he will be reporting back at future meetings with additional updates.

BUDGET & FINANCE (Burchill, Director of Business & Finance)

REVIEW OF FINANCIAL & CASH FLOW STATEMENTS AND BUDGET TRANSFERS

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

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

REQUEST APPROVAL OF PARKWAY WEST CAREER AND TECHNOLOGY CENTER GENERAL OPERATING AND JOINTURE BUDGETS FOR 2020-2021

Mr. Burchill presented the Parkway West Career and Technology Center General operating and Jointure Budgets for 2020-2021 Budgets for approval. He commented that these budgets are presented to us each year for approval.

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

REQUEST APPROVAL OF LETTERS OF AGREEMENT WITH THE BOY SCOUTS OF AMERICA

Mr. Burchill requested approval of Letters of Agreement with the Boy Scouts of America establishing use of the Course at Camp Guyasuta by Fort Couch Middle School.

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

REQUEST APPROVAL TO DECLARE ITEMS AS SURPLUS

Mr. Burchill requested approval to declare a list of equipment, including Hitting Cages and a Baldwin Piano, surplus and authorize the administration to sell, exchange, dispose, or donate the items in accordance with the provisions of Policy #3006 - Sale or Disposal of Surplus Property, Equipment, Supplies, and Textbooks.

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

COMMITTEE REPORTS

UPDATE ON CHARTER SCHOOL FUNDING REFORM (Gans)

Dr. Gans read the PSBA Resolution on Charter School Funding Reform.

Dr. Gans also provided an update on Legislation. She advised that every year PSBA offers Legislation Roundups at no cost. The next roundup will be held on March 16th at 1:30pm at Upper St Clair School District. She noted these trainings are very beneficial and Board members can sign up through MyPSBA.

Dr. Gans reported that Screenagers would be shown twice on February 18th. She noted that the 10am screening is almost sold out, and that the evening screening has changed locations to Boyce Theatre, to accommodate more community members. She advised that spots for the screenings are limited.

Dr. Gans thanked Mr. Carson and his team for their new efficient process regarding volunteer clearances. She noted parents noticed the changes and were grateful for the process becoming more manageable and helpful.

Mrs. Bolas gave an update on the Board Governance Documents. She advised that the Committee has completed the Onboarding documents for new School Board Members. She noted the document would be brought forth at the next Board meeting. She thanked Dr. Gans and Mrs. Bowen for their work on the document and noted that all of their hard work is very much appreciated.

RESIDENTS' COMMENTS - REGARDING ANY ITEM

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

There were no residents' comments at this time.

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

HIGH SCHOOL SPRING MUSICAL, "SHREK THE MUSICAL"

Dr. Rozzo announced the schedule for the upcoming spring musical is as follows:

Friday, March 6 - 7:30PM
Saturday, March 7 - 7:30PM
Sunday, March 8 - 2:00PM
Thursday, March 12 - 6:30PM
Friday, March 13 - 7:30PM
Saturday, March 14 - 7:30PM

FEBRUARY 24 BOARD MEETING

- ***Presentation - Update on "No Place for Hate" programming in the District***

Dr. Rozzo stated there would be a presentation on the "No Place for Hate" programming at the February 24th Board meeting. He commented that Mrs. Maida reported on this programming earlier this year, and that quite a bit of progress has been made since the initial reporting.

EXECUTIVE SESSION WAS HELD PRIOR TO THE MEETING FOR LEGAL MATTERS AND PERSONNEL

ADJOURNMENT

It was moved, seconded and carried on unanimous voice vote that the meeting adjourn at approximately 8:22pm

Respectfully Submitted,

Sarah MacDonald
School Board Stenographer