

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

**MONDAY MARCH 9, 2020 - 7:00 PM**

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



Customizing Learning,  
Nurturing Potential...  
Delivering Excellence

**6:20 PM - EXECUTIVE SESSION STUDENT MATTERS, PERSONNEL AND LEGAL MATTERS**

Notice having been advertised and posted and members duly notified, a Committee of the Whole meeting of the Board of School Directors was held on March 9, 2020 in the District Administration Building Board Room

School Board Members in attendance:

Mr. Patrick A. Hewitt, Vice-President  
Mrs. Amy L. Billerbeck  
Mrs. Jennifer L. Bowen  
Mr. Phillip J. Elias  
Dr. Daphna Gans  
Mrs. Angela B. Petersen

School personnel in attendance:

Dr. John T. Rozzo, Superintendent of Schools  
Dr. Sharon Suritsky, Assistant/Deputy Superintendent  
Mrs. Amy Pfender, Assistant to the Superintendent  
Mr. Ray Carson, Senior Director of Operations & Administrative Services  
Mr. Raymond Berrott, Director of Technology  
Mr. Scott P. Burchill, Director of Business & Finance  
Dr. Judith Bulazo, Director of Curriculum & Professional Development  
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 7:04pm.

**READING OF THE MISSION**

Ms. Schnore 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 #20 FROM STRATEGIC PLAN**

Mr. Elias reading the following Shared Belief Statement #20 from the Strategic Plan

*We believe that:*

*Lifelong learning, a process that begins with parents in the home and is cultivated by teachers and staff in the schools, is essential for success in a changing society.*

## **RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)**

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

There were no residents' comments at this time.

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

Gabriella Spina and Karsen Damon reported on several activities at the high school.

Gabriella reported on the Blood Drive for the National Honor Society. She noted that the Blood Drive is open to community members, as well as any student over the age of 16 years old. She also reported that the Speech and Debate team has qualified for Nationals and will be traveling, in the coming months, to New Mexico and Bloomsburg, PA for competitions.

Karsen reported on "Shrek the Musical", she noted that tickets are selling quickly and the show has a lot of great reviews. She also commented that Sunday, March 15<sup>th</sup> will be the Best Buddies dinner. She noted that it is very exciting to bring all of the parents together for the dinner.

Mrs. Billerbeck noted that the Musical is wonderful this year and congratulated Gabriella for her achievements with the Speech and Debate team.

## **SUPERINTENDENT'S REPORT (Rozzo)**

### **REQUEST APPROVAL OF PERSONNEL LISTINGS (Rozzo/Carson, Senior Director of Operations & Administrative Services)**

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.

### **START-TIME UPDATE**

Dr. Rozzo reported that, for the past three decades, the District has been talking a great deal about making changes to the start-time, especially the high school start-time. He noted that this year the District has begun aggressively looking at the options to change the start-time. However, Dr. Rozzo reported that in order to make changes, there are many variables to consider, including how such a change will impact the many different facets of the District, including: transportation, childcare, after-school activities, financial elements and more. In light of the many facets that may be impacted, Dr. Rozzo advised it would be premature to make a recommendation right now. He advised that he would like the District to move forward and begin having conversations with a broader group of stakeholders and gain input from all appropriate groups. He advised that he would like to incorporate the start-time decision into Year 1 of the Strategic plan. He noted that if a recommendation to change the start-time is put forth, the change will begin in the 2020-2021 school year.

## **STRATEGIC PLAN UPDATE**

Dr. Rozzo gave an update on the Strategic Plan and reported on where the District is in the process of finalizing and revising the Mission, Vision and Values (MVV). Dr. Rozzo noted that the District has collected a lot of feedback from Stakeholder groups, including the Board. He advised that during the March 23<sup>rd</sup> meeting a presentation will be given on the Strategic Plan including updates and recommendations. He thanked the many stakeholder groups who provided input and advised that he is excited to present the Strategic Plan information. He also reported that he will be sending the Board information in regards to the Strategic Plan prior to the Board Meeting.

## **WELLNESS & SAFETY UPDATE**

Dr. Rozzo gave an update regarding the Coronavirus. He advised that the District is doing all it can to stay informed and prepared. He also noted that the District is in contact and working with the AIU, Allegheny County Department of Health, Upper St. Clair Township Officials, Pennsylvania Department of Health, and the CDC to stay up-to-date on information regarding the Coronavirus. He advised that information was recently sent out to families, and that a Coronavirus page has been added to the District website; the page reflects the ever-evolving information. He thanked Ms. Tina Vojtko and Ms. Holly Fisher for staying on top of the changing information. Dr. Rozzo also thanked Mr. Ray Carson and Dr. Lou Angelo for making sure the District has adequate cleaning supplies and for their initiative in making sure all areas of the school are being cleaned properly and thoroughly. He noted that although information continues to change quickly, the District is making every effort to stay informed and to keep families informed, and that the students' safety is the District's number one priority.

## **CONVENE BOARD MEETING**

A Board Meeting convened at 7:19pm.

A Board Meeting adjourned at 7:23m.

## **ADMINISTRATOR'S REPORT (Rozzo)**

### **UPDATE ON 72 PASSENGER BUS BIDS (Carson, Senior Director of Operations & Administrative Services)**

Mr. Carson gave an update on the 72 Passenger Bus Bids. He noted that bids were accepted from three companies, and he recommended awarding the bid to Myers Equipment. He advised that the District is requesting to purchase six buses at a bid price of \$96,697 per bus from Myers Equipment.

Mr. Carson also noted that he is requesting approval to reject the received van bids.

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

### **AUTHORIZE THE SUPERINTENDENT OR DESIGNEE TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH PITTSBURGH ELITE AQUATICS (PEAQ) FOR THE CONTINUED USE OF THE DISTRICT'S FACILITIES ON TERMS AND CONDITIONS RECOMMENDED BY THE SUPERINTENDENT AND APPROVED BY THE SOLICITOR - (Carson, Senior Director of Operations & Administrative Services)**

Mr. Carson requested authorization to enter into an MOU with Pittsburgh Elite Aquatics (PEAQ) for the continued use of the District's facilities on terms and conditions recommended by the Superintendent and by the Solicitor. He advised that under the recently adopted Facilities Policy, the District can enter into MOUs with organizations that use our facilities frequently. He noted that PEAQ uses our facility frequently. Mr. Carson also reported that the MOU will be comprehensive and that he is working without our Solicitor to ensure the terms and conditions are clearly spelled out for the next several years.

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

**REQUEST APPROVAL OF RESOLUTIONS REGARDING STAFFING EFFECTIVE 4-1-20 - (Carson, Senior Director of Operations & Administrative Services)**

*Increase: 1.0 Transportation Manager (12 month position)*  
*Decrease: 1.0 Transportation Supervisor (10 month position)*

Mr. Carson requested approval of a resolution regarding staffing. He is requesting to increase positions by one Transportation Manager, which is a 12-month position, and to decrease positions by one Transportation Supervisor, which is a 10-month position. He detailed the rationale for the change, explaining the change should allow the District to run more effectively and efficiently. He reported that the difference in cost year-over-year is approximately \$8,000.

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

**REQUEST APPROVAL OF STUDENT DISCIPLINE AGREEMENT 3-2019-2020 - (Pfender, Assistant to the Superintendent)**

Mrs. Pfender requested approval of student discipline agreement 3-2019-2020. Mrs. Pfender noted that this agreement was discussed in Executive Session.

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

**REQUEST APPROVAL OF THE EXPENSE AGREEMENT / CONTRACT FOR THE 2019 - 2020 SCHOOL YEAR WITH GOODWILL OF SOUTHWESTERN PENNSYLVANIA TRANSITION WORKS! PROGRAM SERVICES FOR ONE STUDENT - (Doggrell, Director of Student Support Services)**

Mrs. Doggrell requested approval of the expense agreement / contract for the 2019-2020 school year with Goodwill of the Southwestern Pennsylvania Transition Works! Program services for one student, starting the end of March through June 5<sup>th</sup>.

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

**TECHNOLOGY INVESTMENT & FINANCE - (Berrott, Director of Technology)**

Mr. Berrott advised, as the District has done in the past, the Technology Department will ask the Board to approve financing ahead of the approval of the final budget. He noted this approval is typically done in April, but this year waiting until April will present a few challenges. He reported that vendors are telling the District there may be manufacturing delays and he also noted that many of the technology orders placed are "made-to-order" and not mass-produced. In order to combat these challenges, many vendors have been offering incentives for early orders. Mr. Berrott noted that the Tech Department is using due diligence to evaluate the options and will be vetting these investments in the coming weeks.

Mrs. Peterson asked Mr. Berrott if he will be giving a more detailed update on the equipment. She noted that she does not remember where the District is in the process with 1:1 iPads, White Boards and rotating equipment.

Mr. Berrott advised that the 1:1 iPads are carried with students through the 8<sup>th</sup> grade. Once in high school, students receive a Chrome Book, which they carry with them until graduation. Mr. Berrott also reported that White Board (ActivePanel) installation and updates began in elementary schools, then moved to the high school and are now proposed for the middle school. He also noted that there is a replacement plan of every 5 years for teacher laptops. Next year Boyce, Fort Couch and High School Laptops will be replaced. The following year, all elementary school laptops will be replaced.

Dr. Rozzo commented that Mr. Berrott will be presenting a 5-year plan, which maps out his costs, as part of his budget presentation. He noted that Mr. Berrott has put a lot of time and detail into his 5-year plan.

## **ADMINISTRATIVE UPDATES - (Rozzo)**

- **RAY BERROTT (Director of Technology)**

Mr. Berrott reported on the Technology Department's kick-off meeting for FOCUS Software. He reported the meeting was an overview of the new software and that it had 100% attendance, with 50 people joining the meeting in the District Administration Building Board Room. Mr. Berrott also gave an update on electronic sales. He noted that since the District began using electronic sales, nothing that the feedback from the community and students has been very positive and that most enjoy the ease of use that comes with electronic sales. He reported that in the future the District hopes to add electronic sales to more events in the District.

- **JUDY BULAZO (Director of Curriculum & Professional Development)**

Dr. Bulazo reported that March is a busy month for curriculum and professional development. She noted that preliminary panels for Spring recommendation begin in March, and that elementary, middle and high school levels will be meeting to discuss new recommendations. She also noted that the Summer School Catalog is ready to be released and should be posted to the website very soon. Dr. Bulazo reported that the last two induction sessions will be taking place for Year 1 and Year 2; she mentioned that she has truly enjoyed using the new Board Room for said trainings. She thanked the Board for supporting the new building and spaces within it.

- **SCOTT BURCHILL (Director of Business & Finance)**

Mr. Burchill reported that the paving project is out to bid. He advised that a non-mandatory bid meeting will be held on March 10<sup>th</sup> for contractors and that bids would be received until March 19<sup>th</sup>. He also reported on a refunding opportunity and separately noted that at the next Board meeting he will present a higher-level look at the budget, with a more detailed overview, taking place on April 27<sup>th</sup>.

- **RAY CARSON (Senior Director of Operations & Administrative Services)**

Mr. Carson reported on ETC; he advised that one person has graduated from the ETC program and is in the classroom, and 33 others are going through the program and will hopefully be in the classroom soon. He also noted that Increase pay Friday and the incentives for the number of times individuals teach are going well – with ten additional certified substitutes in the process of getting approved. He noted that the strategies were working on both sides. He thanked Ms. Judi Stemmler and Ms. Tina Vojtko for their efforts in helping with the initiative, including the recent job fair, which saw a number of administrators, head custodians, and others join together to help recruit new employees. The job fair was a success, with a number of strong candidates applying for full-time and substitute positions. Mr. Carson also wanted to publicly thank his security team, custodians and Ms. Tina Vojtko for their help in all of the behind the scenes logistics with the Musical.

Dr. Rozzo noted that he would like publicly thank Chief Sean Bryson. He advised that during the weekend of March 7<sup>th</sup> and 8<sup>th</sup>, the Upper St. Clair campus was heavily taxed with events, and that Chief Bryson and his team did a wonderful job, and put in a lot of effort, in keeping things running smoothly and efficiently.

- **CASSANDRA DOGGRELL (Director of Student Support Services)**

Mrs. Doggrell gave an update on her first PIE meeting. She noted that she enjoyed meeting the families in the District and having conversations about the District's philosophy on special education, as well as hearing feedback from the families about their future interests. She advised that there will hopefully be another PIE meeting in late Spring. She also reported that she will give a presentation at Year 2 induction. The presentation will be an overview about how student support services operates and supports teachers. Ms. Doggrell also gave an update on Trauma informed practices, she noted a training recently occurred at the Upper St. Clair School District campus, and the training had a high turn-out. She also reported that in conjunction with Bethel Park and Ms. Michelle Zirngibl and Ms. Colleen Czekaj, she is helping to coordinate the First Annual Transition Fair. The Fair will take place at Crowne Plaza on April 14<sup>th</sup> from 6-8pm.

- **AMY PFENDER (Assistant to the Superintendent)**

Mrs. Pfender reported on various high school events, including: The Spring Sports Pep Rally and an upcoming Theatre program. On April 1<sup>st</sup>, the Theatre class will present a show with Little Lake Theatre. This year the class is utilizing immigration stories, written by ESL students. Mrs. Pfender thanked Ms. Caty DeWalt and Ms. Gena Bossart for their efforts in the program

Dr. Gans noted that the Community Foundation provided support for this endeavor and that she would like to publicly thank them for their support.

- **BRAD WILSON (Director of Strategic Initiatives)**

Mr. Wilson gave updates regarding the Strategic Plan and Mission, Vision and Values (MVV). He reported that the perspective for MVV will be as follows: Mission, will be clear, concise and to the point about our core purpose in the District; Values, will be limited and focus on the "How" and "key aspects" instead of our current 23 belief system; Vision, will be longer and more specific to guide us as we move forward. He noted that the MVV will look a little different than our current structure but it will be a positive change. Mr. Wilson noted that he is looking forward to the upcoming presentations and community input.

## **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.

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

### **REQUEST APPROVAL OF 2020-2021 PROGRAM OF SERVICES BUDGET FOR AIU**

Mr. Burchill requested approval of the 2020-2021 Program of Services Budget for the AIU. He noted that this Budget is mandated by school code.

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

## REQUEST APPROVAL TO DECLARE ITEMS SURPLUS

Mr. Burchill requested approval to declare items as surplus, including a Nutrition Center cooler and five starting blocks from the old pool.

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

## COMMITTEE REPORTS

Dr. Gans reported on the Screenagers sequel “Screenagers NEXT CHAPTER: Uncovering Skills for Stress Resilience”, which will be shown March 10<sup>th</sup> at 10am and 7pm. She advised there is information, on our website, about the screening and she recommended everyone attend and watch the documentary.

Ms. Schnore reported on the District Wide SHIM Food Drive. She advised that she does not have the total numbers from the drive yet, but should have them in the next couple of months. She reported that 380 pounds of food were collected from the Boyce Bash and noted that she is very thankful for the generosity of the parents and students of Upper St. Clair. She thanked everyone for donating to the Food Drive.

## 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 not residents’ comments at this time.

## MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

### a. ALLEGHENY COUNTY SCHOOLS HEALTH INSURANCE CONSORTIUM BALLOT - (Rozzo)

- *Peter Moniodes - Canon-McMillan*
- *Sarah Olbrich - Mount Lebanon*
- *David Roussos - Carlynton*

Dr. Rozzo reported there is a vacancy on the Allegheny County Schools Health Consortium. He noted there are three candidates on the ballot (candidates are listed on the Agenda). He advised that there are two ways to vote for a candidate; the first being that the administration can make a recommendation and the board will cast one vote on that recommended candidate, the second being that Board can individually vote on candidates. Dr. Rozzo commented that unless he hears otherwise, he will plan to move forward with the Board casting one vote at the next Board meeting.

### b. UPCOMING BOARD PRESENTATIONS - (Rozzo)

- *March 23 - Strategic Plan Presentation*
- *April 27 - Schools to Watch Presentation*
- *May 18 - Greg Tang Math Presentation*

Dr. Rozzo gave an update on upcoming presentations. On March 23<sup>rd</sup> there will be presentations on the Strategic Plan, as well as a High-level budget overview. On April 27<sup>th</sup> there will be a presentation from Boyce and Fort Couch on Schools to Watch. And, on May 18<sup>th</sup> there will be a Greg Tang Math Presentation - a new math initiative, which has received funding and support through private donations. Dr. Rozzo noted that the funding and support has been very much appreciated and that the staff has done a great job implementing the new initiative.

**c. SHASDA STUDENT FORUM - (Rozzo)**

Dr. Rozzo reported on the recent SHASDA Forum, which he attended with Mr. Lou Mafrice. He noted that the Forum was held at South Park High School and that the Upper St. Clair School District had a team of students, along with Mr. Jared Nicholson, presenting on Financial Literacy. He noted that many Districts were very interested in the Financial Literacy presentation and asked a lot of questions. He noted that Mr. Nicholson and the students represented Upper St. Clair School District very well and he appreciated the opportunity to interact with the many different Districts in attendance.

**d. PENNSYLVANIA EDUCATOR EFFECTIVENESS SYSTEM - (Rozzo)**

Dr. Rozzo reported on the 2019 Pennsylvania Educator Effectiveness System Performance. He noted that he was proud to announce that the Upper St. Clair High School received the highest scores in the region. He noted that he is very proud of our students and staff for achieving such high scores. He advised that he wanted to share this positive news, and take the opportunity to recognize our hardworking staff and students.

**e. BOARD SELF-EVALUATION - (Hewitt)**

Mr. Hewitt reported that before the meeting, each Board member received a hard-copy Self-Evaluation Form. He advised that each Board member will also receive an electronic copy of the Self-Evaluation Form and should send the electronic copy back to Dr. Rozzo.

**EXECUTIVE SESSION WAS HELD PRIOR TO THE MEETING FOR STUDENT MATTERS,  
LEGAL MATTERS & PERSONNEL**

Mr. Hewitt announced that executive session was held prior to the meeting for student matters, legal matters and personnel.

**ADJOURNMENT**

It was moved, seconded and carried by unanimous voice vote that the meeting adjourn at approximately 8:06pm.

Respectfully Submitted,

Sarah MacDonald  
School Board Stenographer.