



Customizing Learning,
Nurturing Potential...
Delivering Excellence

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

MONDAY MARCH 23, 2020 - 7:00 PM

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

6:30PM - EXECUTIVE SESSION WAS HELD FOR PERSONNEL & NEGOTIATIONS

Notice having been advertised and posted and members duly notified, the regular meeting of the Board of School Directors was held on March 23, 2020 in the District Administration Building Board Room.

School Board Members in Attendance:

Mrs. Barbara Bolas, President
Mr. Patrick Hewitt, Vice President
Mrs. Amy Billerbeck
Mrs. Jennifer L. Bowen
Mr. Phillip J. Elias
Dr. Daphna Gans
Mr. Louis P. Mafrice Jr.
Mrs. Angela Peterson
Mrs. Jennifer Schnore

School Personnel in Attendance:

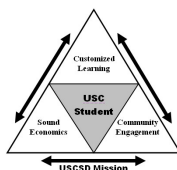
Dr. John T. Rozzo, Superintendent
Dr. Sharon K. Suritsky, Assistant/Deputy Superintendent
Mrs. Amy Pfender, Assistant to the Superintendent
Mr. Ray Carson, Senior Director of Operations & Administrative Services
Mr. Raymond Berrott, Director of Technology
Dr. Judith Bulazo, Director of Curriculum and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

CALL TO ORDER/PLEDGE OF ALLEGIANCE (Bolas)

Mrs. Bolas called the meeting to order at approximately 7:10pm.

READING OF THE MISSION

Mrs. Billerbeck 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 #21 FROM STRATEGIC PLAN

Mrs. Bowen read the following Shared Belief Statement #21 from the Strategic Plan:

We believe that:

Thoughtful practices of a school and community can foster a sense of environmental stewardship 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. Additionally, the process for Resident's Comments may be modified by the Chair. In light of the current government restrictions on group gatherings, the Board will offer an additional option for submitting Residents' Comments by phone in advance of the meeting. You can submit a comment by contacting the Board Stenographer at 412-833-1600 X2218 on Monday, March 23, 2020 from 9 a.m. - 12 p.m. Comments submitted in advance will be read at the meeting.

There were no residents' comments at this time.

WAIVER OF SECOND READING AND ADOPTION OF POLICY 006.1 (Kramer, Solicitor) - ATTACHED

Mrs. Kramer reported on Policy 006.1. She advised that the policy will allow the Board to meet and transact business remotely without having to physically come to the Administration Building during the District's closure and in other emergency circumstances.

MOTION: By Gans: I move that the Board waive the second reading and approve a new Policy 006.1 Remote Participation in Board Meetings, replacing any prior policies or Guidelines regarding remote participation. Seconded by Bowen and carried by unanimous voice vote.

APPROVAL OF AGENDA (Bolas)

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

APPROVAL OF MINUTES (Bolas)

MOTION: By Hewitt: I move that the Board approve the minutes of the February 24, 2020 Board Meeting. Seconded by Gans and carried by unanimous voice vote.

SUPERINTENDENT'S REPORT (Rozzo)

Dr. Rozzo gave a brief update on the School District's current situation. He advised that the District made the decision to close on March 13th, and later the same day the governor closed all schools in the Commonwealth. Dr. Rozzo noted that there is still uncertainty surrounding when the students can return to school, but the District is making preparations in the event that students cannot return for an extended period of time. He reported that preparations include meeting with the District's administrators, curriculum leaders, legal team and teachers in order to prepare to deliver K-12 instruction remotely. Dr. Rozzo advised that the District will be communicating an update regarding remote learning to families this week. He noted that if remote learning is implemented as intended, the District is hopeful that the school year will not need to be extended past June 9th; although, those details are still being worked through with all involved. He is hopeful that remote learning can be implemented in the very near future. Dr. Rozzo stressed that the District wants to make the best decisions for the students of Upper St. Clair and the entire District cares about the well-being of the students. He thanked the District's staff for working tirelessly behind the scenes to make sure the District is running smoothly, while also preparing for remote learning. He added that Ms. Kramer will be making additional remarks to provide context and parameters to the District's decision.

SOLICITOR'S REPORT (Kramer)

Mrs. Kramer thanked Dr. Rozzo. She noted that the school closures have been a challenge state-wide, however those challenges have been made somewhat easier given the Secretary of Education recently indicating that the instructional days and instructional hour requirements will be waived. She advised that this waiver will allow the District more flexibility to develop and implement a truly remote learning opportunity. She also noted that the state's recent clarity surrounding essential staff, has allowed the District to move forward with remote learning planning. She advised that the District is working hard to make sure that remote learning opportunities are accessible to all students, including specialized and individualized learning for all students, including those students with disabilities. She is confident that the District will implement a robust and great learning opportunity for all students. Mrs. Kramer also advised that the Teacher's Association has been great to work with in regards to adapting the Collective Bargaining Agreement for remote work situations; she noted those details should be ironed out soon.

ADMINISTRATOR'S REPORT (Rozzo)

a. APPROVAL FOR EMERGENCY PHONE CONTRACT - (Berrott, Director of Technology)

Mr. Berrott provide an update on the need for an Emergency Phone Contract.

MOTION: By Mafrice: I move that the Board approve a contract with Mix Networks for up to 60 phone lines for a two-year term with automatic 24-month renewals after the initial term, contingent upon acceptable documentation to the Superintendent and solicitor. Seconded by Hewitt and carried by unanimous voice vote.

b. AUTHORIZE SUPERINTENDENT OR DESIGNEE TO TAKE NECESSARY ACTIONS TO IMPLEMENT COVID-19 PANDEMIC PLANNING ACTIONS AND PAY BILLS DURING THE SCHOOL CLOSURE - (Kramer, Solicitor)

Mrs. Kramer advised that, although this motion is not a typical one, the District would like to make sure the Administration has the authority to move forward with learning opportunities and/or take any steps necessary to move forward with actions, which would typically require board approval before being implemented. She noted that this authorization would give the Superintendent or Designee the flexibility to implement changes as soon as possible, and then the Board would ratify those changes at the next meeting.

MOTION: By Peterson: I move that the Board authorize the Superintendent or designee to take the following actions on behalf of the Board without prior Board action if deemed necessary by the Superintendent during the school closure and prior to the next Board meeting:

- Pay Bills
- Accept lowest responsible bids
- Enter into contracts relating to the provision of educational services
- Enter into agreements with employee groups
- Purchase supplies under \$21,000 (as a designated purchasing agent under School Code Section 807.1)
- Make adjustments to the 2019-2020 school calendar

The Board shall ratify any of the above actions at its next regularly held meeting. Seconded by Mafrice and carried by unanimous voice vote.

APPROVAL OF CONSENT AGENDA

MOTION: By Schnore: 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 Peterson 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 TO REJECT THE VAN BID

Approval to reject the van bid received on February 19, 2020 for transportation vehicles.

c. AUTHORIZATION OF 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

Approve the MOU with Pittsburgh Elite Aquatics.

d. APPROVAL OF RESOLUTIONS REGARDING STAFFING EFFECTIVE 4-1-20

Approve the following staffing resolutions:

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

e. APPROVAL OF STUDENT DISCIPLINE AGREEMENT 3-2019-2020

Approve student discipline agreement 3-2019-2020

f. APPROVAL OF EXPENSE AGREEMENT / CONTRACT FOR THE 2019-2020 SCHOOL YEAR WITH GOODWILL OF SOUTHWESTERN PENNSYLVANIA TRANSITION WORKS! PROGRAM SERVICES FOR TWO STUDENTS

Approve the agreements / contracts for the 2019-2020 school year with Goodwill of Southwestern Pennsylvania Transition Works! Programs Services for two students, with terms and conditions approved by the Solicitor.

**g. APPROVAL OF TREASURER'S REPORT - 3.9.20
INCLUDING SUPPLEMENTAL REPORT - 3.23.20**

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

Fund 10 (General Fund) - \$1,837,160.83
Fund 31 (Capital Reserve Fund) - \$46,449.00
Fund 36 (Construction Fund) - \$494,520.40
Fund 50 (School Lunch Fund) - \$179,881.52

h. APPROVAL OF 2020-2021 PROGRAM OF SERVICES BUDGET FOR AIU

Approve the Program of Services Budget for AIU for 2020-2021.

i. APPROVAL TO DECLARE ITEMS AS SURPLUS

Declare a list of equipment surplus and Authorize the administration to sell, exchange, dispose, or donate the items in accordance with the provisions to Policy #3006 - Sale or Disposal of Surplus Property, Equipment, Supplies and Textbooks.

COMMITTEE REPORTS

Ms. Schnore reported that the Boyce Middle School PTO, in conjunction with the PTC, has started a fundraiser to help Upper St Clair families, who are in need due to the Coronavirus. She noted that the other schools will most likely be joining in the fundraiser as well. She advised that a PayPal account has been setup to accept donations and donations will be turned into giftcards for the families. Student Support Services will then be responsible for distributing the giftcards to families in need.

On behalf of the Board, Mrs. Bolas extended her thanks; noting the fundraiser is very heartwarming.

Mrs. Bolas reported on PSBA, noting that on PSBA's website, there are resources available regarding the Coronavirus - these resources are available to everyone. She advised that PSBA is trying to continue with normal business, and that everyone is working remotely and maintaining proper distances from each other. She also reported that the efforts on Charter School funding have been moving forward.

RESIDENTS' COMMENTS - REGARDING ANY ITEM

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MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

a. BUDGET PREVIEW

- *April 27, 2020 - Detailed Budget Presentation*
- *May 4, 2020 - Budget Update*
- *May 18, 2020 - Adopt 2020-21 Proposed Final Budget*
- *June 1, 2020 - Budget Update*
- *June 17, 2020 - Adopt 2020-21 Final Budget*

Dr. Rozzo reported that the detailed budget presentation is scheduled for April 27th. He noted that if changes to the planned budget schedule occur, he will let the Board know; however, as of now the District is moving forward with the schedule as planned. He advised that the District's team has been working and will continue to work on the budget for the 2020-2021 school year. Dr. Rozzo also noted the District recognizes that due to current circumstances, a more conservative approach to the budget will have to be taken.

Dr. Rozzo also thanked everyone on the District team, noting that everyone has really stepped up and gone above and beyond to keep things moving forward. He also noted that he appreciates the support, patience and feedback from the Community; commenting that Upper St. Clair will rise above the current situation and will be stronger than ever. He reported that the District can't wait to have the students back in the classroom, but until that time occurs, he

would like everyone to know that the District is working tirelessly to have a remote learning program up and running as soon as possible.

On behalf of the Board, Mrs. Bolas thanked Dr. Rozzo and expressed her sincere appreciation for the many staff members who have been working many hours remotely.

EXECUTIVE SESSION WAS HELD FOR PERSONNEL & NEGOTIATIONS

Mrs. Bolas announced that Executive Session was held before the meeting and will be held again after the meeting for Personnel and Negotiations.

Mrs. Bolas also noted that the Board sends well wishes to all of the staff and community - stay safe and hopeful.

ADJOURNMENT

It was moved, seconded and carried by unanimous voice vote that the meeting adjourn at approximately 7:40pm.

Barbara L. Bolas, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Sarah MacDonald
School Board Stenographer

Book Policy Manual

Section 000 Local Board Procedures

Title: Remote Attendance at Meetings

Code 006.1

Adopted: March 23, 2020

Authority

The Board recognizes that a Board member may be unable to be physically present at a Board meeting due to circumstances, including, but not limited to, illness, travel, schedule conflicts, weather conditions, and health/safety emergencies, and that electronic or virtual communications can enable Board members to participate in a meeting from a remote location. A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic or virtual communications, but only under extraordinary circumstances and with prior approval of the Board President.[1]

The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.

Guidelines

A Board member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the Board President determines either condition is not occurring, s/he shall terminate the Board member's attendance through electronic communications.

Remote attendance may be permitted for purposes of establishing a quorum, and in rare circumstances where a Board meeting is convened entirely virtually, the Board shall ensure adequate means for public participation that may vary from typical public participation procedures. In the event a virtual meeting is convened by the Board, the meeting shall be considered to be being held in the physical location advertised so long as it is viewable or accessible from the advertised public meeting location or otherwise accessible to the public for meaningful public participation.

To attend a Board meeting through electronic or virtual communications, a Board member shall comply with the following:

1. Submit such request to the Board President or designee in advance of the meeting, unless a virtual meeting is called by the Board President.
2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in the entire Board meeting.

The Board President may deny a request for electronic or virtual participation if the equipment is not available or operational or if remote participation could jeopardize confidential or privileged conversations reserved for executive session.

Personnel Listing

March 23, 2020

Board Meeting**Election**

Staff Name	Location	New Assignment	Current Assignment Status	Effective Date
Chornack, Casey	Substitute	Certified Teacher	Substitute	TBD
Ferrari-Engel, Rachel	Fort Couch	Spring Musical - Technical Director	ECA	02-01-20 through 05-12-20
Gombar, Ray	Fort Couch	Boys Volleyball Coach	ECA	03-09-2020
Kobeski, Christine	Substitute	Certified Teacher	Substitute	TBD
Pfeiffer, Debi	Substitute	Certified Teacher	Substitute	03-03-20
Polinski, Amy	Substitute	Certified Teacher	Substitute	TBD
Robinson, Jessica	Fort Couch	Assistant Spring Track Coach	ECA	03-09-2020

Change of Status

Staff Name	Location	Current Assignment	Current Assignment Status	New Assignment Status	Effective Date
DeWalt, Caroline	High School	1.0 Teacher (English)	FT	Leave	2020-2021 School Year
Dyer, Emily	Streams	1.0 Teacher (Special Ed)	FT	Leave	2020-2021 School year
Ficorilli, Josh	High School	Head Boys Volleyball	ECA	N/A	03-02-20
Laboon, Laura	High School	1.0 Teacher (Social Studies)	FT	Leave	12-2-19 through 4-15-20
Lehman, Craig	High School	Assistant Boys Volleyball	ECA	N/A	03-02-20
Rader, Emily	Eisenhower	Substitute Certified Teacher	Substitute	LTS	11-12-19 with end date TBD
Rossini, Richard	High School	1.0 Social Studies Teacher (LTS for Laura Laboon)	LTS	Substitute	04-14-20
Ruth, Katherine	Fort Couch	1.0 Curriculum Leader MS Language Arts / Resource Teacher	FT	Leave	2020-2021 School Year
Sabram, Timothy	High School	1.0 Teacher (English)	FT	Leave	02-17-20
Sebastiao, Kate	.8 High School / .2 Boyce	1.0 Teacher (Spanish)	FT	Leave	2020-2021 School Year

Reappointment

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Calvetti, Greg	Fort Couch	Head Spring Track Coach	ECA	03-09-20

Falascino, Caren	Fort Couch	Assistant Spring Track Coach	ECA	03-09-20
Gremba, Justin	Fort Couch	Boys Volleyball Coach	ECA	03-09-20
Kappert, Kathleen	Fort Couch	Assistant Spring Track Coach	ECA	03-09-20
Levine, Stephen	Fort Couch	Assistant Spring Track Coach	ECA	03-09-20
Palmer, Jace	Fort Couch	Boys Volleyball Coach	ECA	03-09-20

Retirement

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Holzworth, Cynthia	Baker	Nutrition Center Supervisor and Substitute Custodian	FT	08-31-20

Resignation

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Ainsworth, Tara	Substitute	Substitute Certified Teacher	Substitute	03-10-20
Baumgartner, Margaret	Substitute	Substitute Nutrition Center Worker	Substitute	02-06-20
Billak, Kathleen	Substitute	Substitute Certified Teacher	Substitute	02-26-20
Knight, Heaven	Substitute	Substitute Nutrition Center Worker	Substitute	03-10-20
Moore, Joanna	Substitute	Substitute Nutrition Center Worker	Substitute	03-12-20
Norman, Mary Ann	Substitute	Substitute Nutrition Center Worker	Substitute	03-11-20
Ritter, April	Bus Garage	Bus Driver	PT	03-27-20
Seiner, Cheryl	Substitute	Substitute Nutrition Center Worker	Substitute	03-10-20
Wasielewski, Debra	Substitute	Substitute Nutrition Center Worker	Substitute	03-10-20