

FOX CHAPEL AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS

Combined Agenda Study Session
and Regular Business Meeting
September 11, 2023 – 7 p.m.
Fox Chapel Area High School LGI Room

This meeting may be recorded and/or broadcast.

Attached Pages

I. CALL TO ORDER

PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. GUESTS

IV. FOX LEADERSHIP COUNCIL STUDENT REPRESENTATIVE

V. SUPERINTENDENT'S REPORT

Page 8

- **A Lens on Learning** – Each month, we focus on student work in our schools to highlight lessons, growth, and successes of all kinds.

- **Fox Chapel Area School District Required Comprehensive Plan** – Mary Catherine Reljac, Ed.D., Superintendent

VI. SOLICITOR'S REPORT

VII. APPROVAL OF MINUTES

- Approve the minutes of the combined agenda study session and regular business meeting dated August 14, 2023.

* **Motion:** Moved by _____ and seconded by _____, that the minutes of the combined agenda study session and regular business meeting dated August 14, 2023, are approved as written.

Roll Call Vote:

VIII. **FIRST PUBLIC COMMENT PERIOD** – Public comment is limited to residents or taxpayers of this district. The first public comment period is for items that are scheduled for deliberation or official action on the agenda. To register to make a public comment, please contact the Board Secretary during business hours, but no later than 12 p.m., on the day of the meeting by email (boardsecretary@fcsd.edu), telephone (412-967-2413), or at the district office (611 Field Club Road, Pittsburgh, PA 15238). Please provide your name, complete address, telephone number, the subject of the comment or topic to be addressed, and any group affiliation. During the meeting, the Board Secretary will call those community members scheduled to comment by telephone. Sign-in sheets will also be provided at each meeting for those attending who wish to offer public comment and did not register in advance.

IX. OLD BUSINESS

X. NEW BUSINESS

- The superintendent is recommending that action be taken on the following items of business:

A. **Facilities / Transportation** (*Mrs. Lynch*)

No action is requested.

B. Finance (Mr. Hamilton)

1. Disbursements (Fund 10) – August 2023

- General fund disbursements (Fund 10) in the amount of \$8,688,176.89 from August 1, 2023, through August 31, 2023, are approved as attached.

2. Disbursements (Fund 32) – August 2023

- Athletic capital reserves fund disbursements (Fund 32) in the amount of \$346,907.47 from August 1, 2023, through August 31, 2023, are approved as attached.

3. Finance Report – July 2023

- The finance report for July 2023 is acknowledged and filed for audit as attached.

4. Hawley Consulting Group – Proposal

- Approve the proposal as attached from Hawley Consulting Group to prepare a postretirement medical valuation for the Fox Chapel Area School District under GASB (Governmental Accounting Standards Board) 75 for fiscal years ending June 30, 2024, and June 30, 2025, at a total cost of \$7,250. **This is a renewal of services.**

5. Authorization to Advertise for Bids – Industrial Embroidery Machine

- Authorize the advertisement of bids for an industrial embroidery machine at the high school.

- * **Motion:** Moved by _____ and seconded by _____, that Finance items 1, 2, 3, 4, and 5 are approved.

Roll Call Vote:

C. Instruction (Mrs. Cooper)

1. Updated Health and Safety Plan

- Approve the updated Fox Chapel Area School District Health and Safety Plan as attached.

2. Dr. Lhisa R. Almashy – Professional Development

- Approve the professional development proposal from Dr. Lhisa R. Almashy for the Fox Chapel Area School District for professional development services during the 2023-2024 school year at a cost not to exceed \$25,000 as attached. **This is a renewal of services.**

3. Step By Step Learning – Master Services Agreement

- Ratify the agreement as attached between the Fox Chapel Area School District and Step By Step Learning to provide Title I services to Christ the Divine Teacher Academy for eligible Title I students residing within the Fox Chapel Area School District for the 2023-2024 school year effective September 5, 2023, through June 30, 2024. **This is a renewal of services.**

4. Southwood Psychiatric Hospital – Agreement

- Ratify the agreement as attached between the Fox Chapel Area School District and the Southwood Psychiatric Hospital for services to students for the 2023-2024 school year effective August 23, 2023, through June 6, 2024. **This is a renewal of services.**

5. Educational Agreement

- Approve the agreement for an unnamed student to meet educational needs as presented.

* **Motion:** Moved by _____ and seconded by _____,
that Instruction items 1, 2, 3, 4, and 5 are approved.

Roll Call Vote:

D. Legislation / Policy (Mr. Frank)

No action is requested.

E. Personnel (Ms. Zych)

Candidates for employment under this section are approved subject to verification of the results of physical and drug screening examinations, required clearances, and all other essential employment requirements under Policy and Administrative Regulations 304-AR and 304-AR-4.

1. Resignations

a. Administration

- (1) The resignation of Paul S. Noro, Ed.D., principal at Kerr Elementary School, due to retirement, is accepted effective July 1, 2024.

b. Professional

- (1) The resignation of Jared J. Grassi, elementary teacher at O'Hara Elementary School, due to personal reasons, is accepted effective August 15, 2023.

c. Educational Support

- (1) The resignation of Sharon L. Craft, instructional assistant at Kerr Elementary School, due to retirement, is accepted effective January 2, 2024.
- (2) The resignation of Amy J. Englert, personal care assistant at O'Hara Elementary School, due to personal reasons, is accepted effective September 11, 2023.

d. Supplemental Contracts – Athletic

- (1) The resignation of Reed Bursic, baseball, freshman assistant at Fox Chapel Area High School, due to personal reasons, is accepted effective August 23, 2023.
- (2) The resignation of Britta Lynn Emberg, basketball – girls, HS 1st assistant at Fox Chapel Area High School, due to personal reasons, is accepted effective August 24, 2023.

e. Supplemental Contracts – Non-Athletic

- (1) The resignation of Caitlin Alderman, band technician – marching, due to personal reasons, is accepted effective September 4, 2023.
- (2) The resignation of Christine Ehman, choral director – elementary – Kerr, due to personal reasons, is accepted effective August 31, 2023.

2. Appointments

a. Educational Support

- (1) Cameryn E. Herevia is approved as a personal care assistant at Dorseyville Middle School, effective September 26, 2023. Salary is set based on the salary scale for personal care assistants, Step 1, with benefits as per the Fox Chapel Area Education Support Professionals Association Collective Bargaining Agreement. This position is available due to the resignation of Sydney Nury.
- (2) Maria A. Powers is approved as the business office/communications secretary for the Fox Chapel Area School District, effective September 12, 2023. Salary is set based on the salary scale for 12-month secretaries, Step 3, with benefits as per the Fox Chapel Area Education Support Professionals Association Collective Bargaining Agreement. This position is available due to the retirement of Carol Obernauer.

b. Food Services

- (1) Dewi A. Densmore is approved as a permanent, part-time (5.5 hours per day) food services employee at Fox Chapel Area High School. Hourly wage is set based on the wage scale for food services employees, General Food Worker, with no fringe benefits, effective September 12, 2023. This position is available due to the resignation of Pamela Stewart.
- (2) Mindi Holtzman is approved as a permanent, part-time (4 hours per day) food services employee at Dorseyville Middle School. Hourly wage is set based on the wage scale for food services employees, General Food Worker, with no fringe benefits, effective date to be determined pending the fulfillment of pre-employment requirements. This position is available due to the retirement of Suzanne Birdsong.
- (3) Carrie A. Mellett is approved as a permanent, part-time (4 hours per day) food services employee at Kerr Elementary School. Hourly wage is set based on the wage scale for food services employees, General Food Worker, with no fringe benefits, effective date to be determined pending the fulfillment of pre-employment requirements. This position is available due to the resignation of Dawn Haberman.

c. Supplemental Contracts – Athletic

- (1) The following athletic supplemental contracts are approved effective September 12, 2023:

Ryan O’Toole	Swimming, HS Head	\$6,078
Sean Stocker	Softball, HS 1st Assistant	\$4,219

d. Supplemental Contracts – Non-Athletic

- (1) The non-athletic supplemental contracts for the 2023-2024 school term are ratified/approved as attached.

3. Change of Status

a. Food Services

- (1) Patricia M. Wigda, a permanent, part-time (5.75 hours per day) food services employee in the Dorseyville Middle School cafeteria, is ratified as a full-time (7 hours per day) food services leader in the Dorseyville Middle School cafeteria. Hourly wage is set based on the scale for food services employees, with fringe benefits, effective August 25, 2023. This position is available due to the retirement of Sherry Lloyd.

4. Purchase-of-Service Agreement

a. Health Services

- (1) The purchase-of-service agreement for substitute nurse services between Elizabeth A. Scholz and the Fox Chapel Area School District is approved, as presented, effective September 12, 2023, through June 30, 2024. **This is a new agreement.**

5. Salary Crossovers

- a. The professional employees listed below are eligible to cross over on the salary scale for the 2023-2024 school term based on verification of additional credits earned. This change is effective as of September 1, 2023, in accordance with the collective bargaining agreement.

<u>Name</u>	<u>From</u>	<u>To</u>
DiFrancesca, Micaela	B+15	B+24
Fanning, Katelyn	B+0	B+15
Grande, Karina	M+0	M+15
Haberman, Gabriella	B+15	M+0
Kamenicky, Matthew	B+0	M+0
McCall, Olivia	M+0	M+15
Roux, Hannah	B+0	B+15
Stone, Rachel	M+15	M+30
Suchevich, Emily	B+0	B+15
Thompson, Theresa	M+0	M+15
Walnoha, Kayla	B+15	M+0

6. Volunteers – Athletic

- a. The following athletic volunteers are ratified effective August 14, 2023:

James Farrell	Golf-Boys, HS
Christian Lima	Football, MS

- b. The following athletic volunteer is ratified effective August 30, 2023:

Emily Grychowski	Soccer-Girls, MS
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- c. The following athletic volunteers are approved effective September 12, 2023:

Jacelyn Alberts	Cross Country, HS
Ben Bailey	Basketball-Boys, HS
Sean Crummie	Basketball-Boys, HS

* **Motion:** Moved by _____ and seconded by _____
that Personnel items 1, 2, 3, 4, 5, and 6 are approved.

Roll Call Vote:

Personnel Information Item:

7. Tenure – Information

- a. The following employee has completed three years of satisfactory professional employment and is eligible for a Professional Employee’s Contract (tenure) effective August 14, 2023:

Jamie Glogowski

F. Operations / Cooperative Services (Mr. Goode)

1. Hartwood Elementary School HVAC Project – Engineering Services

- Approve retaining H.F. Lenz Co. for engineering services related to the Hartwood Elementary School HVAC project at a cost of \$312,000, conditional to final review of the agreement and attachments.

2. Dorseyville Middle School Window Replacement Project – Award of Bid

- Approve to award the following bid for the window replacement project at Dorseyville Middle School:

To the MacBracey Corporation for the Dorseyville Middle School Window Replacement Project in the amount of \$607,990 for the Base Bid and accepting Alternate #WC.01 in the amount of \$80,790, subject to the bidder's successful completion of the post-award documentation.

3. Safety Incentive Program

- Approve the Fox Chapel Area School District safety incentive program for the period October 1, 2023, through May 31, 2024, for district employees at an estimated cost of \$8,000 as attached.

4. Choral Program Accompanist

- Approve the agreement as attached between the Fox Chapel Area School District and Benjamin Bliss for choral program accompanist services at a total cost of \$3,000 effective September 11, 2023, through June 30, 2024. **This is a renewal of services.**

- * **Motion:** Moved by _____ and seconded by _____, that Operations/Cooperative Services items 1, 2, 3, and 4 are approved.

Roll Call Vote:

G. Pennsylvania School Boards Association (PSBA) 2024 Officer Elections (Mr. Frank)

1. Slate of Candidates

Approve the following slate of candidates for the PSBA 2024 officer elections, and authorize the board secretary to electronically cast the vote on behalf of the Board of School Directors:

a. PSBA Leadership Positions:

- 2024 President-Elect (one-year term) – Choose **one**.

***Allison Mathis**, North Hills School District

- 2024 Vice President (one-year term) – Choose **one**.

***Sabrina Backer**, Franklin Area School District

- 2024-2026 Treasurer (three-year term) – Choose **one**.

***Karen Beck Pooley**, Bethlehem Area School District

- 2024-2026 Western Zone Representative (three-year term) – Choose **one**.

***Marsha Pleta**, Washington School District

- 2024-2025 Section W3 Advisor (two-year term) – Choose **one**.

***Erik Meredith**, East Allegheny School District

* Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates. (PSBA Bylaws, Section 300 – Policy 303)

b. PSBA Insurance Trustees:

- Trustee (term ends December 31, 2026, three-year term) – Choose up to **two**.

Marianne Neel
Michael Faccinetto

* **Motion:** Moved by _____ and seconded by _____,
that PSBA 2024 Officer Elections item 1 is approved.

Roll Call Vote:

XI. **SECOND PUBLIC COMMENT PERIOD** – Public comment is limited to residents or taxpayers of this district. The second public comment period is for other matters of concern within the authority of the School Board. To register to make a public comment, please contact the Board Secretary during business hours, but no later than 12 p.m., on the day of the meeting by email (boardsecretary@fcasd.edu), telephone (412-967-2413), or at the district office (611 Field Club Road, Pittsburgh, PA 15238). Please provide your name, complete address, telephone number, the subject of the comment or topic to be addressed, and any group affiliation. During the meeting, the Board Secretary will call those community members scheduled to comment by telephone. Sign-in sheets will also be provided at each meeting for those attending who wish to offer public comment and did not register in advance.

XII. **FOX CHAPEL EDUCATORS ASSOCIATION REPRESENTATIVE**

XIII. **BOARD COMMENTS**

XIV. **ADJOURNMENT**

* **Motion:** Moved by _____ and seconded by _____,
that the meeting is adjourned. Time: _____.

Voice Vote:

NOTE: Attachments cited within the agenda are available for the public on the district website. Anyone without access to the district website who wishes to review the attachments may do so by contacting the Board Secretary during regular business hours.

SUPERINTENDENT'S REPORT

A. Third-Day Enrollment

B. Fox Chapel Area School District Required Comprehensive Plan for Review

The Fox Chapel Area School District required Comprehensive Plan will be recommended for approval at the October 9, 2023, Board meeting. The Comprehensive Plan is posted on the district website and a hard copy is available at the district administrative offices for review.

C. Information

•Fox Chapel Area Elementary Students Named Winners in Writers Contest

Fairview Elementary School 2022-2023 kindergarten student **Mason Merriman** and Hartwood Elementary School 2022-2023 first-grader **Avery Munsch** were named winners in the 2023 WQED Writers Contest. Mason was named a first-place winner for his story "From Foxes to Penguins," and Avery was named a second-place winner for her story "When I Grow Up."

Nearly 400 stories were submitted and Mason and Avery are two of 16 students who were named winners in this year's contest. The competition was open to students in kindergarten-grade three from throughout the country.

All the winners' stories are available to read and listen to via WQED's Writers Contest page at <https://wqed.org/education/writers-contest/2023-winners>.

The contest was sponsored locally by WQED, The City of Pittsburgh, and the Amelia Miles Foundation.

•DMS Student Earns Honorable Mention in National MathCON Competition

Dorseyville Middle School 2022-2023 sixth-grader **Rishabh Krishnamurthy** placed in the national MathCON Finals. Rishi was one of 628 finalists from across the nation chosen from 26,000 students from the United States and Canada to compete in the finals of the prestigious academic competition. He was selected based on his score on an online math assessment taken in the spring. In the national competition, Rishi ranked 39th among all sixth-grade students and received an honorable mention. The finals were held in Chicago in May 2023.

MathCON, North America's Math Competition, was created in 2008. MathCON's goal is to engage students in STEM outside of the classroom and encourage more students to enter the STEM fields, which are currently some of the fastest-growing industries in the U.S.

"MathCON is our way of inspiring the future leaders in science, technology, math, and engineering by engaging students at a young age, making STEM fun, and demonstrating its real-world applications," said Nik Hallberg, the program director of MathCON. "The competition allows us to reach students from all over the nation and help them establish, improve, and maintain skills that can lead to many possibilities throughout their educational careers and beyond."

D. Fox Chapel Area School Board Upcoming Meetings

September 26, 2023

6 p.m.	Projects and Planning Committee Meeting	Administrative Offices	Staff Development Room
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October 2, 2023

7 p.m.	Agenda Study Session	A.W. Beattie Career Center	Student Conference Center
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*Combined Agenda Study Session
and Regular Business Meeting – 9/11/2023*

October 3, 2023

6 p.m.	Governance Committee Meeting	Administrative Offices	Staff Development Room
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October 9, 2023

7 p.m.	Regular Business Meeting	High School	LGI Room
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October 11, 2023

6 p.m.	Academic Committee Meeting	Administrative Offices	Staff Development Room
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October 26, 2023

6 p.m.	Projects and Planning Committee Meeting	Administrative Offices	Staff Development Room
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November 6, 2023

6 p.m.	Committee of the Whole Meeting	High School	LGI Room
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November 6, 2023

7 p.m.	Agenda Study Session	High School	LGI Room
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November 13, 2023

7 p.m.	Regular Business Meeting	Kerr Elementary	Gym
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November 14, 2023

6 p.m.	Governance Committee Meeting	Administrative Offices	Staff Development Room
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November 15, 2023

6 p.m.	Academic Committee Meeting	Administrative Offices	Staff Development Room
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November 21, 2023

6 p.m.	Projects and Planning Committee Meeting	Administrative Offices	Staff Development Room
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December 4, 2023

7 p.m.	Reorganization Meeting & Combined Agenda Study Session and Regular Business Meeting	High School	LGI Room
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January 9, 2024

6 p.m.	Governance Committee Meeting	Administrative Offices	Staff Development Room
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January 16, 2024

6 p.m.	Academic Committee Meeting	Administrative Offices	Staff Development Room
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January 23, 2024

6 p.m.	Projects and Planning Committee Meeting	Administrative Offices	Staff Development Room
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*Combined Agenda Study Session
and Regular Business Meeting – 9/11/2023*

February 6, 2024

6 p.m.	Governance Committee Meeting	Administrative Offices	Staff Development Room
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February 7, 2024

6 p.m.	Academic Committee Meeting	Administrative Offices	Staff Development Room
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February 20, 2024

6 p.m.	Projects and Planning Committee Meeting	Administrative Offices	Staff Development Room
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March 5, 2024

6 p.m.	Projects and Planning Committee Meeting	Administrative Offices	Staff Development Room
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April 2, 2024

6 p.m.	Governance Committee Meeting	Administrative Offices	Staff Development Room
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April 3, 2024

6 p.m.	Academic Committee Meeting	Administrative Offices	Staff Development Room
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