

FOX CHAPEL AREA SCHOOL DISTRICT

SPECIAL MEETING

APRIL 29, 2024

**CALL TO ORDER**

A special meeting of the Board of Directors of the Fox Chapel Area School District was called to order by president, Marybeth Dadd, at 7:02 p.m. on April 29, 2024, in the LGI Room at Fox Chapel Area High School.

The meeting was opened with the Pledge of Allegiance to the Flag.

**ROLL-CALL**

The Board members present at roll call were Mrs. Cooper, Ms. Dadd, Ms. Findley, Mr. Frank, Mr. Goode, Mr. Hamilton, and Mrs. Lynch, and Ms. Zych. Also present were Dr. Reljac, Dr. McCommons, Mr. Giuffre, and Mrs. Anuszek. Other members of the public were present.

**FIRST PUBLIC COMMENT PERIOD**

There were two comments.

1. Teesta Dasgupta, district resident, commented on the appointment of a Board candidate.
2. Mallary Swartz, district resident, commented on the appointment of a Board candidate.

**INTERVIEW OF BOARD CANDIDATES**

**A. Names of Candidates (in alphabetical order)**

1. Matt Dunlap
2. Keith Fenton – withdrew for personal reasons
3. Emily Glick
4. Jessica Haselkorn
5. Leslie Kittenbrink
6. Daniel Stern
7. Terry Taylor

After a discussion, it was the consensus of the Board to ask the candidates questions 1., 2., and 5. from the Fox Chapel Area School District Board Operations Guidelines No. 004-BOG-3. Additionally, it was the consensus of the Board to ask the following question: What if any recent discussions of the Board have you found meaningful, and why?

The candidates were interviewed.

**APPOINTMENT OF BOARD CANDIDATE**

- A. Region III vacancy created by the resignation of Kimberly Andrews – The person appointed will serve until December 2025. The seat will be on the 2025 municipal election cycle.**

There was a discussion of the candidates. Ms. Dadd called for nominations. Ms. Zych nominated Jessica Haselkorn, seconded by Mr. Hamilton. There were no further nominations.

On motion by Ms. Zych and seconded by Mr. Hamilton, it was unanimously resolved to nominate Jessica Haselkorn to fulfill the Region III vacancy created by the resignation of Kimberly Andrews.

On motion by Ms. Zych and seconded by Mr. Goode, it was unanimously resolved to appoint Jessica Haselkorn to fulfill the Region III vacancy created by the resignation of Kimberly Andrews.

**OATH OF OFFICE**

The oath of office for newly appointed Region III Board member, Dr. Jessica Haselkorn, to fill the unexpired term of Kimberly Andrews, was administered by Kathleen Anuszek, commissioned notary public, as attached.

Dr. Haselkorn took her seat with the Board.

**SECOND PUBLIC COMMENT PERIOD**

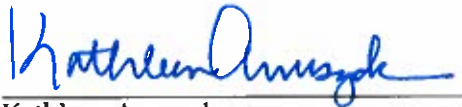
There were no comments.

**BOARD COMMENTS**

There were nine comments. Ms. Dadd, Mr. Goode, Ms. Zych, Mrs. Cooper, Mr. Hamilton, Mrs. Lynch, Ms. Findley, Mr. Frank, and Dr. Haselkorn commented.

**ADJOURNMENT**

It was unanimously resolved to adjourn the meeting at 8:29 p.m.



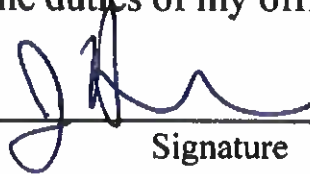
Kathleen Anuszek  
Board Secretary

# BOARD OF SCHOOL DIRECTORS OF THE FOX CHAPEL AREA SCHOOL DISTRICT

## OATH OF OFFICE AS SCHOOL DIRECTOR

I, Dr. Jessica Haselkorn, do solemnly swear  
(or affirm) that I will support, obey and defend the Constitution of the  
United States and Constitution of this Commonwealth, and that I will  
discharge the duties of my office with fidelity.

Date: April 29, 2024

  
Signature

### Certificate of Temporary President or other authorized official administering the oath (Revised Uniform Law on Notarial Acts, 57 Pa.C.S. § 315)

State of Pennsylvania

County of Allegheny

Commonwealth of Pennsylvania - Notary Seal  
Kathleen Anuszek, Notary Public  
Allegheny County  
My commission expires July 29, 2025  
Commission number 1277905  
Member, Pennsylvania Association of Notaries

On this date, April 29, 2024, in accordance with Section 321 of the Public School Code of 1949, I administered the foregoing oath of office to the person whose name and signature appear above, who appeared before me in person, who was known to me (or satisfactorily proven) to be such person, and whose signature subscribing to this oath I witnessed, all immediately preceding the issuance of this certificate.

Name of Person Administering Oath (print): Kathleen Anuszek

Title: Commissioned Notary Public

Signature of Person Administering Oath: 

My commission expires: July 29, 2025

[Expiration date of commission is required only if the oath was administered by a notary public]

**For notary public only:**

**\*\*I administered this oath of office  in person       remotely, using communication technology.**

*\* It is recommended that this form be appended to the minutes of the meeting at which the oath was administered, or at which the certificate was presented if the oath was taken at another time. An explanation of applicable provisions of law is provided on the reverse side of this certificate.*

## **Explanation of Applicable Provisions of Law**

*Section 321 of the School Code requires that a school director "shall take and subscribe to" the oath of office, the prescribed wording of which is set forth in Section 321. 24 P.S. § 3-321. "Subscribe" means to place a signature on a document. This certificate form was developed by the Pennsylvania School Boards Association for this purpose because no other specific official form has been designated.*

*Section 402 of the School Code empowers the Temporary President at the annual organization meeting of a school board to administer the oath of office to school directors who have not already been sworn. 24 P.S. § 4-402. When the oath is administered at times other than the annual organization meeting in December, there is no authority for a Temporary President of a school board to administer the oath, and another official with such power is needed for that function.*

*It is not necessary for a newly elected or re-elected school director to wait until the organization meeting to take the oath of office, and the oath can be administered at any time after the individual receives the certificate of election from the county by any official having the general power to administer oaths. Such officials include judges or other judicial officers, clerks of court, designated staff of the county prothonotary, and commissioned notaries public. 42 Pa.C.S. § 327; 42 Pa.C.S. § 2737; 57 Pa.C.S. § 310.*

*If a newly elected or re-elected school director fails to take the oath of office within ten days after the beginning of the term of office (first Monday of December following the election), the school board can declare the seat vacant and appoint a replacement. 24 P.S. § 3-319.*

*The lower part of the form, to be completed by the Temporary President or other person administering the oath, is required as a result of Act 73 of 2013, which adopted the Revised Uniform Law on Notarial Acts (RULONA) for Pennsylvania. Effective October 26, 2017, under RULONA any person administering an oath is deemed to be acting as a "notarial officer" performing a "notarial act", even if not a commissioned notary public. 57 Pa.C.S. § 302. RULONA requires such notarial officers to sign and issue a certificate documenting each notarial act performed. 57 Pa.C.S. § 315.*

*Accordingly, RULONA now requires any person administering an oath of office to sign and issue a certificate of doing so for each person to whom the oath is administered, including when the Temporary President does so at a school board's annual organization meeting. Completion of the lower portion of this oath certificate form is necessary to meet the requirements of RULONA.*

### **\*\*Remote Notarization and Use of Communication Technology –**

*Section 306 of RULONA generally requires that an individual for whom a notarial act is being performed appear in person before the notarial officer performing the act. Act 97 of 2020 added an exception to RULONA at 57 Pa.C.S. § 306.1 allowing a Pennsylvania notary public to perform a notarial act for a remotely-located person using communication technology, provided that the technology provider has been approved by the Pennsylvania Department of State, the notary public has given notice to the Department identifying the communication technology the notary intends to use for this purpose and various further recordkeeping and other conditions are satisfied. Among these are that RULONA now requires the certificate of a notarial act to indicate whether the act was performed remotely using communication technology. The check boxes for that purpose on this certificate are marked "notary public only" because the new provisions of RULONA do not authorize notarial acts to be performed remotely by other types of notarial officers such as the Temporary President, judges or other court officials (unless they have a notary public commission).*