



UPPER ST CLAIR SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

Mr. Patrick A. Hewitt, President · Mr. Phillip J. Elias, Vice President · Mrs. Amy L. Billerbeck
Mrs. Barbara L. Bolas · Mrs. Jennifer L. Bowen · Dr. Daphna Gans
Mr. Louis P. Mafrice, Jr. · Mrs. Angela B. Petersen · Mrs. Jennifer A. Schnore
Dr. John T. Rozzo, Superintendent · Mrs. Jocelyn P. Kramer, Solicitor

SCHOOL BOARD MEETING MINUTES

Tuesday, April 27, 2021 @ 7:00pm
Executive Session @ 6:30pm (Personnel)
District Administration Building Board Room

Notice having been advertised and posted and members duly notified, a Board Meeting of the Board of School Directors was held on April 27, 2021 in the District Administration Board Room.

School Board Members in Attendance:

Mr. Patrick A. Hewitt, President (in-person)
Mr. Phillip J. Elias, Vice President (in-person)
Mrs. Amy Billerbeck (in-person)
Mrs. Jennifer L. Bowen (in-person)
Dr. Daphna Gans (in-person)
Mr. Louis P. Mafrice Jr. (in-person)
Mrs. Angela Petersen (in-person)
Mrs. Jennifer Schnore (in-person)

School Personnel in Attendance:

Dr. John T. Rozzo, Superintendent (in-person)
Dr. Sharon K. Suritsky, Assistant/Deputy Superintendent (in-person)
Mrs. Amy Pfender, Assistant to the Superintendent (in-person)
Mr. Ray Carson, Senior Director of Operations & Administrative Services (in-person)
Mr. Scott Burchill, Director of Business & Finance (in-person)
Dr. Lou Angelo, Director of Facilities and Operations (virtual)
Dr. Judith Bulazo, Director of Curriculum and Development (virtual)
Mrs. Cassandra Doggrell, Director of Special Education (virtual)
Mrs. Lauren Madia, Director of Pupil Services (virtual)
Mr. Bradley Wilson, Director of Strategic Initiatives (virtual)
Mrs. Jocelyn Kramer, Solicitor (in-person)

Mrs. Mary Beth Harkleroad, Acting Board Stenographer (virtual)
Karsen Damon, Student Board Representative (virtual)
R.J. Shontz, Student Board Representative (virtual)

Call to Order / Pledge of Allegiance
(Hewitt, School Board President)

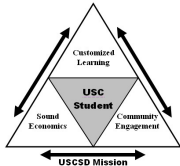
Mr. Hewitt called meeting to order at approximately 7:10pm.

Meeting Procedures
(Kramer, Solicitor)

Mrs. Kramer reviewed the meeting procedures. She reported that space was available for residents to comment in person at the podium, noting that for those who did not want to attend the meeting, the Agenda was posted in advance and residents were given the opportunity to submit a comment online. She confirmed full text of comments will be in the Board Meeting Minutes, following adoption. Mrs. Kramer advised that a few comments were submitted in advance.

Reading of the Mission:
(Hewitt, School Board President)

Mrs. Petersen read the following Mission:



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.

Reading of the Shared Belief Statement #20 from Strategic Plan:
(Hewitt, School Board President)

Mrs. Schnore read the following Shared Belief Statement #20:

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.

Approval of Agenda
(Hewitt, School Board President)

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

Resident's Comments - (Regarding Agenda Items Only)

Link to Online Form

Note: As per Guidelines for Resident's Comments, please state your name and address and limit your comments to three minutes. Social distancing and mask guidelines will also be adhered to during Resident's Comments. In light of continued health and safety concerns, the Board will offer an additional option for submitting Residents' Comments via online form (link above) by Tuesday, April 27, 2021 anytime before 4pm or by phone in advance of the meeting. You can submit a comment via phone by contacting the Board Stenographer at 412-833-1600 x2218 by Tuesday, April 27, 2021 any time before 2pm. Comments submitted in advance regarding agenda items will be shared with the Board prior to the meeting and summarized at this time.

Mrs. Harkleroad gave a summary of the comments that were received via the District's Google Form.

Report from Student Board Representative

R.J. Shontz

(Rozzo, Superintendent of Schools)

RJ gave updates on Arts, Choral, Band, Spring Testing, Athletics, and Activities. He reported the Spring Musical, *Smokey Joe's* is in full swing, practicing almost every day, the Choir has a live stream event on May 10th and Band has an event on May 12th. RJ noted that AP & IB test will take place in May. In Athletics the Boys Volleyball Team has a 9-2 record, Boys Tennis is competing in WPIALS, Boys Lacrosse has a 7-1 record, Girls Lacrosse has a 8-1 record, Boys Baseball record is 6-6, Girls Softball has a 2-9 record, and Track and Field record is 3-1 in Section Competition. RJ reported that for Activities a Spike Ball Tournament was held today, outside.

Detailed Budget Presentation Regarding 2021-2022 Budget

(Rozzo, Superintendent of Schools /Burchill, Director of Business & Finance)

Dr. Rozzo and the Administrative team presented the 2021-2022 Budget Presentation. Dr. Rozzo began presentation by reviewing the Districts priorities and the shrinking deficit since the April 12th presentation. Mr. Burchill detailed the 2021-2022 Proposed Expenditures & Variance Explanation. Dr. Rozzo added additional comments regarding staffing for 2021-2022 school year. Mr. Burchill presented a summary of PSERS and Mrs. Pfender reviewed Cyber and Charter School enrollment. Dr. Rozzo noted proposed revenue sources and Mr. Burchill gave an update on Revenue Context. Dr. Rozzo reviewed the ESSER II and ESSER III breakdown and Mr. Burchill highlighted Projected Revenue for 2021-2022, Real Estate Tax, Millage Report, and a 2021-2022 State Subsidy Analysis. Dr. Angelo presented on the final part of the presentation, Capital Improvement Estimates. Dr. Rozzo reviewed the Instructional Model for the upcoming year. Mr. Burchill reviewed Act 1 Index Projections, Fund Balance Summary, Budget Adjustments since last presentation, and Proposed Final Budget. In closing, Dr. Rozzo reviewed key takeaways, next steps in the budget process and Budget Timeline. Dr. Gans and Mis. Bowen asked questions and Mr. Burchill and Dr. Rozzo addressed their concerns.

Approval of Minutes

(Hewitt, School Board President)

March 22, 2021

MOTION: By Billerbeck: I move that the Board approve the Meeting Minutes of the March 22, 2021 Board Meeting, as attached. Seconded by Bowen and carried by a unanimous voice vote.

Superintendent's Report

(Rozzo, Superintendent of Schools)

a. District Update

(Rozzo, Superintendent of Schools)

Dr. Rozzo gave updates on several items. He highlighted that under Matters of Information there are key Dates that will be reviewed. Dr. Rozzo pointed out the calendar has High School Graduation scheduled for June 9th and there are two rain dates, if necessary. He noted that at this time students are only allotted two guest tickets but he is hopeful that as we get closer to the date that number will increase. Dr. Rozzo commented that the health and safety team is working with providers to offer student vaccination clinics. He mentioned the approval of the replacement of Boyce field is on Consent Agenda. Dr. Rozzo stated he wanted to clarify any questions that may have been asked previously. He noted the timeline for the start of the project has changed. He stated it will not start until the end of school year and it will be completed before fall sports begin. Dr. Rozzo addressed field access. He noted that when the District was last audited, we were asked to have fences installed. He followed up by stating we can't allow people to access the facility during the school day for safety reasons. Dr. Rozzo explained permits will be available for public use and our goal is not to restrict use, rather keep our students safe. Lastly, Dr. Rozzo gave a brief update on branding for the School District. He noted a Committee was formed and the challenge is to standardize the Panther and other logos. He stated we look to celebrate a standardized logo and a recommendation will be made to Board for approval.

b. Approval of Commendations & Recognitions

(Suritsky, Assistant/Deputy Superintendent)

Dr. Suritsky read the Commendations and Recognitions.

MOTION: By Bowen: I move that the Board approve the Commendations & Recognitions, as attached. Seconded by Gans and carried by a unanimous voice vote.

Administrator's Report
(Rozzo, Superintendent of Schools)

- a. Approval of Deduct Change Order with A. Folino Construction in the amount of \$5,000**
(Angelo, Director of Operations & Facilities)

Dr. Angelo presented the Deduct Change Order with A. Folino Construction in the amount of \$5,000.

MOTION: By Gans: I move that the Board approve the Change Order 1 - a credit in the amount of \$5,000 with A. Folino Construction. Seconded by Mafrice and carried by a unanimous voice vote.

- b. Approval of a Memorandum of Understanding with the Police Department of the Township of Upper St. Clair**
(Kramer, Solicitor)

Mrs. Kramer presented a Memorandum of Understanding with the Police Department of the Township of Upper St. Clair.

MOTION: By Mafrice: I move to approve the Safe Schools Act Memorandum of Understanding in compliance with School Code Section 1302-A(b)(6). Seconded by Petersen and carried by a unanimous voice vote.

- c. Approval of the following Contracts for the 2021 High School Musical**
(Pfender, Assistant to the Superintendent)

Mrs. Pfender presented the following Contracts for the High School Musical:

- i. Angela Baughman, Sound Design not to exceed \$1500;
- ii. Jim Overly, Pianist for \$1000;
- iii. Abby Gross, Saxophonist for \$500; and
- iv. Broadway on Demand for \$349.

MOTION: By Petersen: I move that the Board approve the following contracts on additional terms and conditions approved by the Superintendent and Solicitor:

1. Angela Baughman, Sound Design not to exceed \$1500;
2. Jim Overly, Pianist for \$1000;
3. Abby Gross, Saxophonist for \$500; and
4. Broadway on Demand for \$349.

Seconded by Schnore and carried by a unanimous voice vote.

d. Approval of a Consultant Agreement for Technology upgrade supplemental services

(Carson, Sr. Director of Operations & Administrative Services)

Mr. Carson presented a Technology Consulting Agreement with CRHLEE Consulting LLC, for an eFinance upgrade.

MOTION: By Schnore: I move that the Board approve an Agreement with CRHLEE Consulting LLC, Technology Consultant at a rate of \$52.50 per hour and not to exceed \$4000.

Seconded by Elias and carried by a unanimous voice vote.

e. Approval of revisions to the School Health and Safety Plan

(Madia, Assistant Director of Student Support Services)

Mrs. Madia presented minor revisions to the School Health and Safety Plan.

MOTION: By Elias: I move that the Board approve the revisions to the School Health and Safety Plan. Seconded by Billerbeck and carried by a unanimous voice vote.

f. Approval of a Contract with Herren Talks, a guest speaker at Upper St. Clair High School, and Acceptance of a donation from the PTSO and private donors to offset Contract Costs

(Pfender, Assistant to the Superintendent)

Mrs. Pfender presented a Contract with Herren Talks for a guest speaker, Chris Herren at the High School, and Acceptance of a donation from PTSO and other private donors to offset contract costs.

MOTION: By Billerbeck: I move that the Board Approve entering into a contract with Herren Talks in an amount of \$6500 plus relating travel expenses on terms and conditions approved by the Superintendent and Solicitor and authorize the acceptance of a \$4500 donation from the PTSO and additional private donors to be used toward the contract costs. Seconded by Bowen and carried by a unanimous voice vote.

Consent Agenda

(Rozzo, Superintendent of Schools)

MOTION: By Bowen: I move that the Board approve the following Consent Agenda items, contingent upon documentation acceptable to the Superintendent and Solicitor, as attached to the permanent record of the minutes of this meeting. Seconded by Gans and carried by a unanimous voice vote.

- a. **Approve of Personnel Listings**
(Carson, Sr. Director of Operations & Administrative Services)
- b. **Accept and Approve Proposal from FieldTurf Classic HD Turf System to replace the Boyce field turf and install a perimeter fence at a cost of \$731,000 per KPN Contract # 201801-01**
(Carson, Sr. Director of Operations & Administrative Services / Angelo, Director of Operations & Facilities)
- c. **Approve to Renew the Comprehensive Management Agreement with Daikin Applied for a one-year period beginning June 1, 2021 and ending May 31, 2022 at a cost of \$39,000**
(Carson, Sr. Director of Operations & Administrative Services / Angelo, Director of Operations & Facilities)
- d. **Approve an Agreement with Bob Steineck & Associates for High School Spring Musical technical expertise, labor in lighting design, and equipment rental**
(Pfender, Assistant to the Superintendent)
- e. **Approve an Agreement with Pennsylvania School Board Association, (PSBA) for the Policy Maintenance Program**
(Kramer, Solicitor)
- f. **Approve an Agreement with ARC Human Services to Provide Job Coaching Skills**
(Doggrell, Director of Special Education)

- g. Approve a Contract with Crossroads Speech and Hearing for Speech and Language Hearing Services**
(Doggrell, Director of Special Education)
- h. Approve the 2021-2022 Adoption of Policies and Procedures and use of Funds for IDEA PART B**
(Burchill, Director of Business & Finance)
- i. Approve to Adopt the Operations Budget for the South Central Area Special School Committee for the School Year 2021-2022 as set forth in the proposed budget**
(Burchill, Director of Business & Finance)
- j. Approve Contract with PSI, Inc. for Geotechnical Services and On-Site Inspection for Capital Projects**
(Burchill, Director of Business & Finance)
- k. Approval of Treasurer's Report - 4.12.21 Including Supplemental Report -4.27.21**
(Burchill, Director of Business & Finance)

Approve the Treasurer's Report including approval of total Bill List and Check File Listing, as follows:

Fund 10 (General Fund) -\$3,653,736.69
Fund 31 (Capital Reserve Fund) - \$36,385.95
Fund 36 (Construction Fund) - \$9,010.60
Fund 50 (School Lunch Fund) -\$3,604.95

Resident's Comments - (Regarding Any item)

Link to Online Form

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Mrs. Harkleroad gave a summary of a resident's comment that was received via the District's Google Form on a Non-Agenda item.

Committee Reports

(Hewitt, School Board President)

Dr. Gans reported on PTC Wellness Committee Events. The organization welcomed 4 speakers from NAMI's In Our Own Voice. Dr. Gans noted the speakers were excellent and offered a message of hope and resilience.

Matters of Information - Superintendent & Administration

(Rozzo, Superintendent of Schools)

Dr. Rozzo gave an update on year end events, highlighting those listed below. He stated he is glad we are offering these in person events, and a streaming option will be offered as well. Dr. Rozzo also commended building principals for offering year end events at the Middle School and Elementary Levels.

- i. **High School Awards Night - Monday, May 17, 2021, 6-9pm, HS Theatre**
- ii. **MYP Certificate Ceremony - Wednesday, May 19, 2021, 7pm, HS Theatre**
- iii. **National Honor Society Ceremony - Tuesday, May 25, 2021, 7pm, HS Stadium**
- iv. **High School Commencement & Baccalaureate Ceremony - Wednesday, June 9, 2021, 5-9pm, HS Stadium**

Announcement Regarding Executive Session

(Hewitt, School Board President)

Mr. Hewitt announced that Executive Session was held at 6:30pm for Personnel.

- a. **Executive Session was held at 6:30pm for Personnel**

Adjournment

(Hewitt, School Board President)

Mr. Hewitt adjourned the meeting at approximately 8:43pm.

Patrick A. Hewitt, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Mary Beth Harkleroad
Acting School Board Stenographer

Public Comments

April 27, 2021

Submitted prior to the meeting

Via: Google Form

Paul Kovell
594 Harrogate Lane

Under consent agenda number 12 item B - Over the past year USCSD has prevented access to outdoor facilities such as the high school stadium most recently Cook school field and now Boyce field with the approval of the Boyce field project. Why doesn't the school board and administration realize they are locking out the students and community when these fields aren't used for formal events? Why doesn't the school board and administration understand that informal student gatherings is some of the best development of students without any adults around. This school district continues to be less friendly to the students and the community. The school board and administration have seized power during COVID to lock these facilities down preventing any informal activities. By fencing the Boyce field is just another example of this school districts continued lack of understanding. I guess we'll just tell the kids to go to Bethel or Mount Lebanon for field access.

Paul Kovell
594 Harrogate Lane

Agenda Number 13 Residence comments - Why is former employee continue to have access at the high school building? What is his official capacity for being still in the high school? Does the employee have all his clearances to be around children? Members of the school board and administration have been alerted to his child abusive behavior of the past with no action taken by the school board or administration. The department of Health and Human Services of Pennsylvania have stated that his behavior is abusive. The children don't need to hear go jump off a bridge, go kill yourself or any physical actions anymore. Why does the school board and administration continue to be negligent? Please keep him away from my child. USCSD 2 favorite responses is I had no idea... or I didn't know... Both responses lack leadership. The cover-up continues.

Upper St. Clair School District Proposed Final Budget 2021-2022

Progress Presentation for April 27, 2021



Purpose of Tonight's Presentation

- State the priorities of 2021-22 budget
- Share revised proposed revenues and expenditures
- A more thorough review of expenditures (including salaries, benefits and capital expenditures)
- Introduce tax options with respect to impact on revenues (short and long term) and taxpayers
- Present current budget status and timeline to approve the final budget

Priorities Of 2021-22 Budget

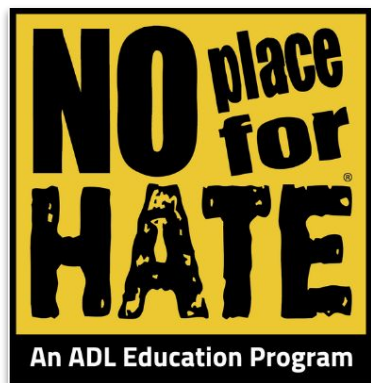
- Maintain a high quality education for our students
- Balance the needs of the School District while recognizing our fiduciary responsibilities to the community
- Remain cognizant of the interdependence of all aspects that directly and indirectly affect our students' school experience

Sustaining Excellence



Honor Roll Rank Pittsburgh Region

1. **Upper St. Clair SD**
2. Fox Chapel Area SD
3. Mt. Lebanon SD
4. Peters Township SD
5. Hampton Township SD
6. South Fayette Township SD
7. North Allegheny SD
8. Pine-Richland SD
9. Franklin Regional SD
10. Quaker Valley SD



Honor Roll Rank Pa. Public School Districts

1. Unionville-Chadds Ford SD
2. **Upper St. Clair SD**
3. Radnor Township SD
4. Mt. Lebanon SD
5. Fox Chapel Area SD
6. Peters Township SD
7. Tredyffrin-Easttown SD
8. Hampton Township SD
9. South Fayette SD
10. Lower Merion SD

2021-2022 Budget Overview

- ✓ Act 1 Index is set at 3.0% for 2021-22.
- ✓ Expenditures are budgeted to increase \$3.95 million dollars.
- ✓ Current year budget (2020-21) has a millage rate of 26.8972.
- ✓ One (1) mill is valued at approximately \$2,252,303.

Preliminary Budget 2021-2022: EXPENDITURES



2021-2022 Proposed Expenditures & Variance Explanations

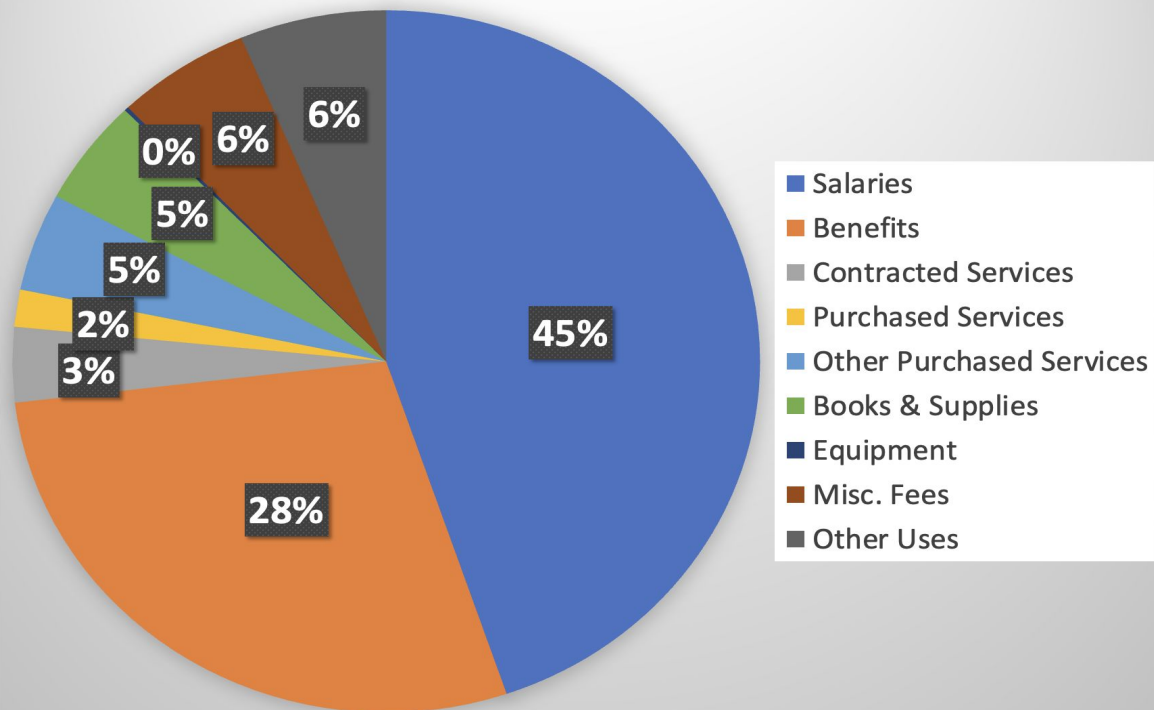
Object	Account Title / Description	2020-2021 Budget	2021-2022 Budget Request April 12, 2021	2021-2022 Budget Request April 27, 2021	% of Budget	Variance	Variance Explanation
100	Salaries	\$39,818,645	\$41,186,652	\$41,062,608	44.75%	\$1,243,963	Employees associated w/ collective bargaining agreements comprise 81% of the total budgeted salaries
200	Benefits	\$24,522,742	\$26,084,454	\$25,992,909	28.33%	\$1,470,167	Medical increased by 5%. PSERS expenses increased \$700K. (Net \$350k)
300	Contracted Services - Services provided by specialized companies/firms	\$2,910,690	\$3,073,214	\$3,173,214	3.39%	\$262,524	Special Education professional services budgeted to increase \$150k
400	Purchased Services - Services to operate, repair and maintain LEA property	\$1,484,277	\$1,624,663	\$1,564,663	1.71%	\$80,386	Operations increase for disposal services, fire alarm services, & repairs/maintenance costs
500	Other Purchased Services - Contracted transportation, insurance, communications, printing, student tuition, travel	\$4,085,639	\$4,128,893	\$4,128,893	4.50%	\$43,254	Increase in special education tuition
600	Books & Supplies - General supplies, energy, books, workbooks	\$4,330,391	\$4,488,149	\$4,488,149	4.89%	\$157,758	Book purchases deferred last year due to the pandemic
700	Equipment - Purchases of new and replacement equipment in excess of \$4k	\$161,971	\$106,271	\$166,271	0.18%	\$4,300	
800	Dues/Interest, Expense/Reserve	\$5,290,243	\$5,376,868	\$5,316,868	5.91%	\$26,625	
900	Principal Payments	\$5,194,620	\$5,812,114	\$5,812,114	6.33%	\$617,494	Increase in principal expense related to borrowing
	TOTAL	\$87,799,218	\$91,881,278	\$91,705,689	100.00%	\$3,906,471	7

2021-2022 Proposed Expenditures

Function	Account Title	2020-2021 Budget	2021-2022 Budget Request	Variance	% of Budget
1100	Regular Education	\$36,259,598	\$37,812,599	\$1,553,001	41.23%
1200	Special Education	\$10,695,664	\$11,078,504	\$382,840	12.08%
1300	Vocational Education	\$261,240	\$267,697	\$6,457	0.29%
1400	Other Education	\$170,500	\$209,978	\$39,478	0.23%
2100	Support Services Students	\$3,110,135	\$3,086,855	(\$23,280)	3.37%
2200	Support Services	\$2,862,304	\$3,305,333	\$443,029	3.60%
2300	Support Services Admin	\$5,089,338	\$5,364,956	\$275,618	5.85%
2400	Nursing Services	\$719,444	\$758,991	\$39,547	0.83%
2500	Business Office	\$1,074,675	\$1,185,872	\$111,197	1.29%
2600	Operations	\$9,153,807	\$9,457,201	\$303,394	10.31%
2700	Transportation	\$4,724,479	\$4,820,514	\$96,035	5.26%
2800	Tech & HR	\$1,520,940	\$1,561,433	\$40,493	1.70%
2900	Other Education	\$62,651	\$62,651	\$0	0.07%
3200	Student Activities	\$1,936,655	\$1,951,670	\$15,016	2.13%
5000	Debt	\$10,157,790	\$10,781,434	\$623,645	11.76%
TOTAL		\$87,799,219	\$91,705,689	\$3,906,470	100.00%

Expenditure Breakdown

Projected Expenditures 2021-22



Percent of all budget
expenditures

44.75% Salary
+ 28.33% Benefits
73.08% Total

Expenditure Items of Note: Contractual Obligations

- Salaries, benefits, and debt payments comprise approximately 85% of total budget.
 - Represented Salaries \$33,434,588 (37% of the budget)
 - Benefits for the represented employees \$20,828,497 (22% of the budget)
 - 60% of total budgeted expenditures are determined by bargaining agreements.
- Significant increases by line items:
 - Professional staff contractual salary: +\$716,000
 - Medical benefits (5% increase): +~\$350,000
 - PSERS net contribution: +\$350,000

Expenditure Items of Note: Other Expenses

- Short term capital leases increasing \$269,000
 - Includes purchases/leases for bus replacement and technology equipment
- Long-term financing increasing \$340,000
 - Includes HS paving, Truxton hillside and Boyce turf projects, as well as current debt
- Staffing levels are being examined

Professional Salary Factors

Education Level

Teacher Education Level (Projected for 2021-22)

Bachelor's Degree	55
Master's Degree	240
Doctoral Degree	4

Step/Experience

Teacher Step Distribution (Projected for 2021-22)

Step 1 - Step 10.5	68
Step 11 – Step 14	41
Step 15 – Step 16	190

21-22 Professional Staff Step Detail

Step	# of Teachers
2	1
2.5	1
3	9
4	12
4.5	3
5	2
5.5	2
6	3
6.5	1
7	3
7.5	6
8	5
8.5	1

Step	# of Teachers
9	9
9.5	1
10	9
11	6
11.5	3
12	9
12.5	2
13	7
14	12
14.5	2
15	19
15.5	3
16	168

****299 Total Teachers****

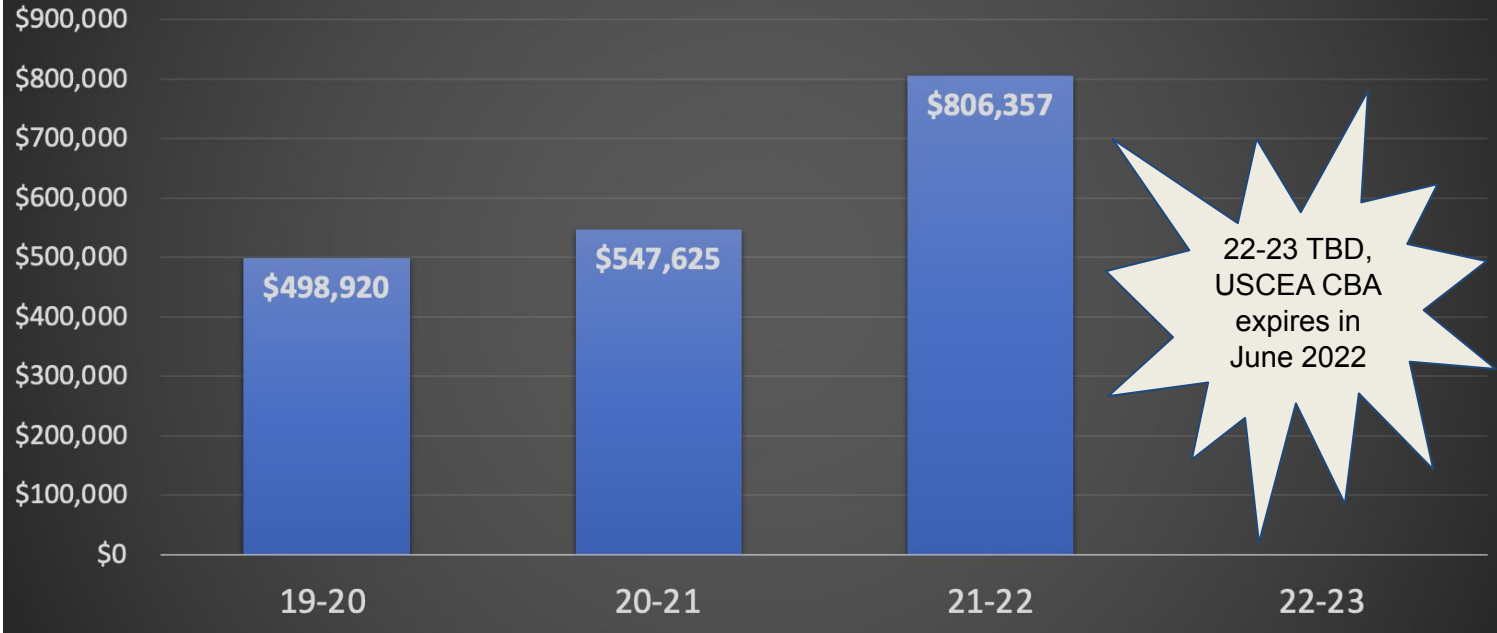
Key Takeaways

1. 56.2% at top step
2. 10 new hires split between Steps 3 & 4 for budget purposes
3. Largest pay increases when reaching 15 & 16
4. 34 pro. staff increase to steps 15-16 in 21-22

Professional staff includes: teachers, nurses, psychologists, librarians, counselors

Professional Staff Salary Projections

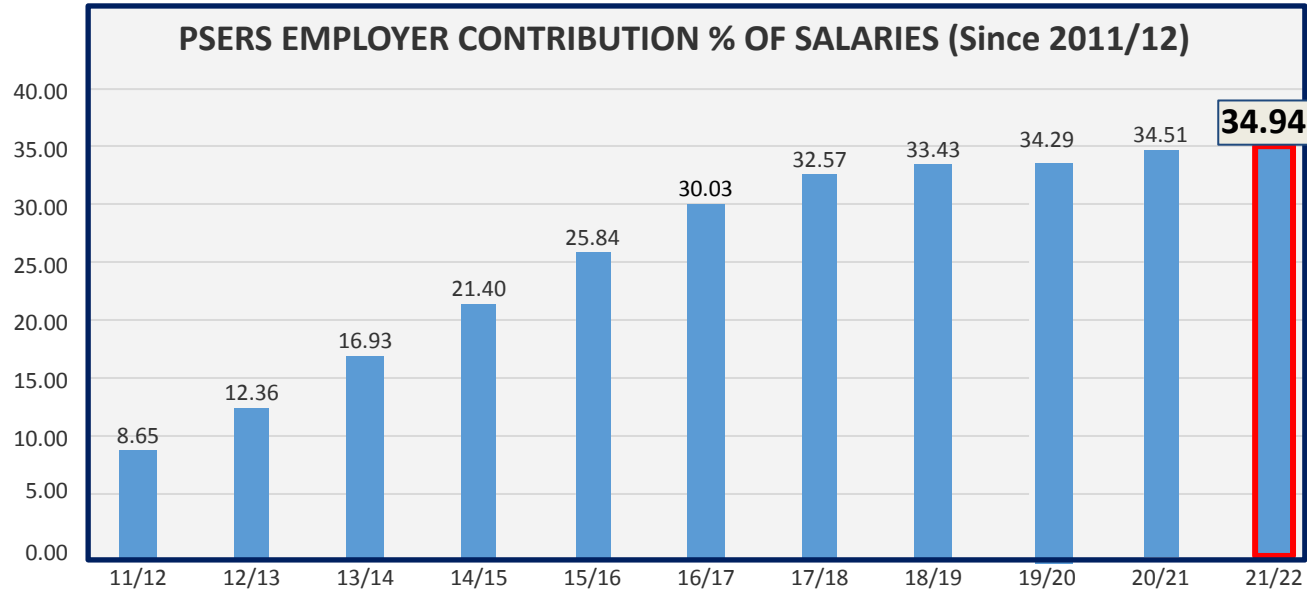
Increases Due to Professional Staff Reaching Jump Steps



\$806k is equivalent to a 1.3% real estate tax increase or .358 mills

Professional staff includes: teachers, nurses, psychologists, librarians, counselors

PSERS State Mandated Employer Rates



Impact:

+\$304,415 on 2021/22 budget

*****PSERS website is in process of updated actuarial projections for FY 2023 to FY 2028*****

Cyber / Charter Impact

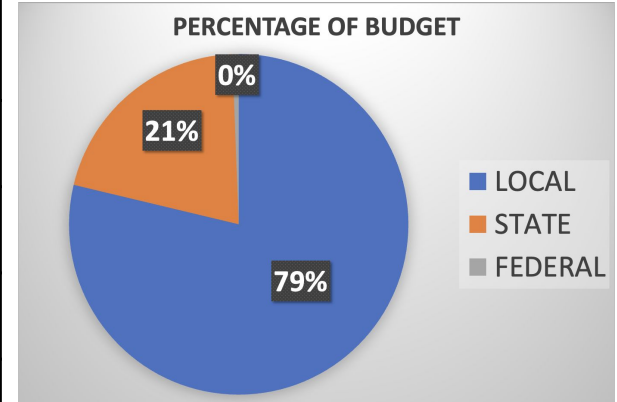
Cyber Charter Enrollment		
	20/21 (Current)	21/22 (Budget)
Regular Ed	13	14
Special Ed	11	11
TOTAL	24	25
Cyber Charter Spending		
	20/21 (Estimated)	21/22 (Budget)
Regular Ed	\$199,000	\$209,000
Special Ed	\$318,000	\$318,000
TOTAL	\$517,000	\$527,000

Preliminary Budget 2021-2022: REVENUES



2021-22 Proposed Revenue Sources

REVENUE SOURCE	2020-21 BUDGET WITH 1.9% MILLAGE INCREASE	2021-22 BUDGET WITH 3.0% MILLAGE INCREASE	PERCENTAGE OF BUDGET
LOCAL	\$68,734,422	\$71,672,508	78.72%
STATE	\$18,330,412	\$18,821,068	20.67%
FEDERAL	\$481,027	\$554,164	0.61%
TOTAL REVENUE	\$87,545,861	\$91,047,740	100.00%



Revenue Context

- Act 1 Index is set at 3.0% for 2021-22.
 - Adopted the Act 1 Resolution certifying that the District will not exceed Act 1 Index
- Revenue projections with percentage increments up to the 3.0% Act 1 index maximum are provided for consideration
- Growth in the assessed property value for the District continues between budget years.
 - Certified assessed real estate tax base increased from \$2,316,969,441 to \$2,348,592,366 (+\$31,622,925)
- State basic and special education subsidy budgeted to remain at the same levels as the current budget year.
- Based on federal allocation, USCSD received the lowest per student ESSER II and III funding in the state of Pennsylvania
- PSERS reimbursement from state will increase, but expenditure will also increase from 34.51% to 34.94%
 - With 50% reimbursement, net budget impact is -\$350,000
- Due to economic factors, projected investment income has been cut to \$50,000
 - When preparing 2019-20 budget, projected investment income was \$525,000

ESSER II and III Breakdown by District

Sources:
[ESSER II Allocations](#)
[ESSER III Allocations](#)
[PDE Enrollment](#)

School Districts: 5 HIGHEST Per Student Amounts Received

School District	Total ESSER II & III Funding	Total K-12 Enrollment	ESSER II and III Per Student
WILKINSBURG BOROUGH SD	\$13,591,871	483	\$28,140.52
DUQUESNE CITY SD	\$7,196,922	357	\$20,159.45
SALISBURY-ELK LICK SD	\$4,596,114	273	\$16,835.58
FARRELL AREA SD	\$9,637,256	635	\$15,176.78
PHILADELPHIA CITY SD	\$1,680,261,576	124,111	\$13,538.38

School Districts: 5 LOWEST Per Student Amounts Received

School District	Total ESSER II & III Funding	Total K-12 Enrollment	ESSER II and III Per Student
PETERS TOWNSHIP SD	\$1,123,321	3,933	\$285.61
UNIONVILLE-CHADDS FORD SD	\$1,101,838	3,893	\$283.03
SOUTH FAYETTE TOWNSHIP SD	\$847,690	3,437	\$246.64
NORTH ALLEGHENY SD	\$1,931,501	8,499	\$227.26
UPPER ST CLAIR SD	\$824,511	4,028	\$204.69

PROJECTED REVENUE 2021-22

ACCOUNT	TITLE	20-21 FINAL 1.97 % RE Tax increase	21-22 PROJECTED 0 % RE Tax increase	21-22 PROJECTED 2% RE Tax increase	21-22 PROJECTED 3% RE Tax increase
R6111	CURRENT REAL ESTATE	\$59,532,370	\$60,540,149	\$61,778,658	\$62,398,028
R6112	INTERIM REAL ESTATE	\$365,000	\$525,000	\$525,000	\$525,000
R6113	PUBLIC UTILITY REAL ESTATE	\$57,500	\$57,500	\$57,500	\$57,500
R6151	EARNED INCOME TAX	\$5,668,552	\$5,951,980	\$5,951,980	\$5,951,980
R6153	REAL ESTATE TRANSFER	\$670,000	\$800,000	\$800,000	\$800,000
R6157	MERCANTILE TAX	\$350,000	\$360,000	\$360,000	\$360,000
R6411	DEL REAL ESTATE TAX	\$575,000	\$500,000	\$500,000	\$500,000
R6451	DELINQUENT EIT & PENALTIES	\$65,000	\$65,000	\$65,000	\$65,000
R6990	MISC. REVENUE	\$626,000	\$240,000	\$240,000	\$240,000
R7110	BASIC INSTRUCT SUBSIDY	\$4,606,037	\$4,606,037	\$4,606,037	\$4,606,037
R7112	SOCIAL SECURITY REIMBURSEMENT	\$1,518,064	\$1,571,721	\$1,571,721	\$1,571,721
R7271	SPEC ED REGULAR PROGRAMS	\$1,936,261	\$2,059,785	\$2,059,785	\$2,059,785
R7310	TRANSPORTATION	\$600,000	\$850,000	\$850,000	\$850,000
R7320	RENT & SINKING FUND	\$756,000	\$749,000	\$749,000	\$749,000
R7330	HEALTH SERVICES	\$84,000	\$84,000	\$84,000	\$84,000
R7340	STATE PROP TAX REDUCTION	\$1,390,372	\$1,390,372	\$1,390,372	\$1,390,372
R7361	SCHOOL SAFETY PCCD	\$276,547	\$0	\$0	\$0
R7505	READY TO LEARN BLOCK GRANT/OTHER GRANTS	\$332,045	\$332,045	\$332,045	\$332,045
R7820	RETIREMENT REIMBURSEMENT	\$6,831,086	\$7,178,108	\$7,178,108	\$7,178,108
R8000's	FEDERAL SUBSIDY	\$481,027	\$554,164	\$554,164	\$554,164
9100	NET PROCEEDS FROM REFUNDING OF BONDS	\$0	\$0	\$0	\$0
9400	SALE OR COMPENSATION FOR LOSS OF FIXED ASSETS	\$0	\$0	\$0	\$0
	TOTAL REVENUES	\$87,545,861	\$89,189,861	\$90,428,370	\$91,047,740

Real Estate Tax

		2020-21 Final Budget with 1.97 % Real Estate Tax increase	2021-22 Projected Budget with 0% Real Estate Tax increase	2021-22 Projected Budget with 2% Real Estate Tax increase	2021-22 Projected Budget with 3% Real Estate Tax increase
ACCOUNT	TITLE				
R6111	CURRENT REAL ESTATE	\$59,532,370	\$60,540,149	\$61,778,658	\$62,398,028

Each half percent (.5%) of millage increase represents approximately \$309,000 in revenue.

Millage Impact On Cumulative Revenue

Tax/Revenue Impact vs. 3.0 %

Increase Rates % millage increase for 2021-22	Monthly Homeowner Impact 21-22 real estate tax increase for home assessed at \$250k	1-Year Revenue Impact Revenue reduction in 2021-22 below 3.0%	5-Year Revenue Impact Cumulative reduction of revenue through 2026-27	10-Year Revenue Impact Cumulative reduction of revenue through 2031-32
0%	No increase	(\$1,857,879)	(\$9,668,477)	(\$20,343,257)
2%	\$11/month	(\$619,370)	(\$3,223,226)	(\$6,781,929)
3%	\$17/month	-	-	-

- The chart above uses a 3.0% tax increase as a baseline to calculate revenue reduction.
- Assumes 2% average annual millage rate increase moving forward

2021-2022 State Subsidy Analysis

Basic Education subsidy has been budgeted to remain the same as the current year.

ACCOUNT	TITLE	20-21 BUDGET	21-22 BUDGET		
R7110	BASIC INSTRUCT SUBSIDY	\$4,606,037	\$4,606,037		
R7271	SPEC ED REGULAR PROGRAMS	\$1,936,261	\$2,059,785		
R7310	TRANSPORTATION	\$600,000	\$600,000		
R7320	RENT & SINKING FUND	\$756,000	\$749,000		
R7330	HEALTH SERVICES	\$84,000	\$84,000		
R7340	STATE PROP TAX REDUCTION	\$1,390,372	\$1,390,372		
R7505	READY TO LEARN BLOCK GRANT	\$332,045	\$332,045		
R7810	SOCIAL SECURITY REIMBURSEMENT	\$1,518,064	\$1,571,406		
R7820	RETIREMENT REIMBURSEMENT	\$6,831,086	\$7,178,109		
TOTAL STATE SUBSIDY & REIMBURSEMENT		\$18,053,865	\$18,570,754		
			\$ Increase	% of Increase	
SUBSIDY (EDUCATIONAL & NON-EDUCATIONAL PROGRAMS)		\$9,704,715	\$9,821,239	\$116,524	22.54%
REIMBURSEMENT (PSERS & SOCIAL SECURITY)		\$8,349,150	\$8,749,515	\$400,365	77.46%
TOTAL		\$18,053,865	\$18,570,754	\$516,889	2.86%

Budget Impact & Other Considerations



Capital Improvement Plan Estimates

Projects	2021-22	Projects	2022-23	Projects	2023-24	2024-25	2025-26
Boyce Field Project	\$731,000	Baker Fire Panel Replacement	\$48,000	Athletic Field Projects	\$225,000 (Boyce)	\$325,000 (Baker)	\$225,000 (Ft. Couch)
Boyce Classroom Divider/Fire Doors	\$18,112	Bus Garage Office Remodel	\$15,000	Baker Window Caulking Project	\$45,000	-	-
Boyce Exterior Parking Lot Lighting	\$17,000	District Controls Upgrade/Replacement	\$900,000	District Controls Upgrade/Replacement	\$1,100,000	-	-
Boyce Walk-in Freezer Replacement	\$75,000	Ft. Couch Exterior Lighting Upgrade	\$25,000	District HVAC Unit Replacement	\$100,000	\$400,000 (Baker)	\$400,000 (Eisenhower)
HS Theater Repairs (Fire Curtain, Hand Lines)	\$65,000	General Field Improvements	\$20,000	General Field Improvements	\$25,000	\$25,000	\$25,000
HS Camera and Network Upgrade	\$36,385	HS Boiler Replacement	\$100,000	General School Upgrades	\$100,000	\$100,000	\$100,000
HS Boiler Replacement	\$65,000	HS Mechanical Room Plumbing Clean Out	\$6,552	Exterior Lighting Upgrade	\$20,000 (Baker)	\$20,000 (Eisenhower)	\$20,000 (Streams)
HS Paving, Signage, & Electrical Project	\$2,015,170	HS Roof Replacement (32 YR LE)	\$5,600,000	Roof Restoration (20 YR LE)	\$850,000 (Eisenhower)	\$442,000 (Baker)	\$820,000 (Streams)
Truxton Hillside Project	\$465,273	-	-	-	-	-	-
	\$3,487,940		\$6,714,552		\$2,465,000	\$1,312,000	\$1,590,000

Instructional Model for 2021-2022

What We Know:

- In-person model **will** return to full 5-day in-person learning in August

Still to be Determined

- Details of remote offering for 21-22
 - Will change; more details to follow in May/June meetings
- Budget impact of new remote offering
 - Impact on staffing and development of remote materials

Table 3: Act 1 History and Forecast

Fiscal Year	SAWW¹	ECI²	Base Index³	Weighted Index⁴
2017-18	2.6	2.3	2.5	2.9
2018-19	2.2	2.6	2.4	2.7
2019-20	2.2	2.4	2.3	2.6
2020-21	2.2	2.9	2.6	3.0
2021-22	3.1	2.9	3.0	3.4
2022-23	4.3	2.7	3.5	4.0
2023-24	4.5	2.9	3.7	4.2
2024-25	3.6	3.0	3.3	3.8
2025-26	2.3	3.0	2.7	3.1

1 Statewide Average Weekly Wage.

2 Employment Cost Index.

3 Average of the SAWW and ECI.

4 Average of the index for each school district weighted by property tax collections.

Act 1 Index Projections

Fund Balance Summary

FUND BALANCE Year Ended June 30	Net Income/(Loss)	Ending Unassigned Fund Balance	Total Reserved and Designated Fund Balance	TOTAL FUND BALANCE
2013	\$900,760	\$4,316,992	1,847,112	\$6,164,104
2014	(\$1,124,849)	\$3,139,764	1,899,491	\$5,039,255
2015	(\$979,550)	\$2,579,740	1,479,959	\$4,059,699
2016	(\$558,340)	\$2,008,257	1,493,102	\$3,501,359
2017	\$1,278,595	\$3,326,881	1,453,075	\$4,779,956
2018	\$1,786,604	\$3,858,810	2,697,750	\$6,556,560
2019	\$2,475,367	\$5,568,583	3,473,342	\$9,041,925
2020	\$371,659	\$5,863,584	3,550,000	\$9,413,584

Using fund balance for recurring expenditures is not recommended for long-term financial stability.

Budget Adjustments (Since April 12 Presentation)

30

Expenses

- Net reduction in salaries, benefits and consultant agreements (-\$175,000)

Revenues

- Adjustment of the real estate tax collection rate from 97.5% to 97.8%, resulting in an increase of \$195,670
- Increase in real estate transfer tax of \$100,000
- Increase in interim real estate tax of \$25,000
- ESSER grant monies (\$73,000) added to the budget for the one-time purchase of operations equipment
- Adjustment for PSERS & social security reimbursements of \$17,000

TOTAL DEFICIT REDUCTION OF \$585,000

Proposed Final Budget

Deficit Projection as presented 4/27/2021	No Tax Increase	2.0 % Tax Increase	3.0 % Tax Increase
REVENUES	\$89,189,861	\$90,428,370	\$91,047,740
EXPENDITURES	\$91,705,688	\$91,705,688	\$91,705,688
TOTAL DEFICIT	(\$2,515,827)	(\$1,277,318)	(\$657,949)

Key Takeaways

- ✓ We are committed to maintaining high quality programs and services
- ✓ We are working to be fiscally responsible for 2021-2022 and beyond
- ✓ Our expenditures reflect the interdependence of all components of a high-quality education
- ✓ Pandemic (and associated uncertainty) still exists
- ✓ Instructional model decisions for 21/22 will impact budgeting
 - Will offer 5-days in person and a new remote option (details shared in future)
- ✓ ESSER funding is minimal comparative to other LEAs
 - Will be applied to one-time costs to greatest extent possible
- ✓ Public education has limited flexibility to reduce expenditures due to federal and state mandates
- ✓ Continued advocacy for charter school funding reform is needed

Next Steps In The Budget Process

- Review all budget categories
 - Examine potential for realignment of staffing and resources to reduce expenditures
 - Continue to evaluate taxing options and other revenue sources
- Examine process re-engineering to drive cost efficiencies
- Determine usage of ESSER funding
- Monitor and evaluate the impact of the pandemic
- Continue to work with local and state officials to advocate for USCSD
- Balance options to ensure long-term financial health for the district

Budget Timeline

- April 12, 2021 - Budget Overview
- April 27, 2021 - Detailed Budget Presentation
- May 10, 2021 - Budget Update
- May 24, 2021 - Adopt 2021-2022 Final Budget
- June 7, 2021 - Budget Update
- June 28, 2021 - Final Budget

Questions?





UPPER ST CLAIR SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

Mr. Patrick A. Hewitt, President • Mr. Phillip J. Elias, Vice President • Mrs. Amy L. Billerbeck
Mrs. Barbara L. Bolas • Mrs. Jennifer L. Bowen • Dr. Daphna Gans • Mr. Louis P. Mafrice, Jr.
Mrs. Angela B. Petersen • Mrs. Jennifer A. Schnore
Dr. John T. Rozzo, Superintendent • Mrs. Jocelyn P. Kramer, Solicitor

SCHOOL BOARD MEETING MINUTES

Monday, March 22, 2021 @ 7:00pm
Executive Session @ 6:00pm (Litigation and Personnel/Labor)
District Administration Building Board Room

Notice having been advertised and posted and members duly notified, a Board Meeting of the Board of School Directors was held on March 22, 2021 in the District Administration Room.

School Board Members in Attendance:

Mr. Patrick A. Hewitt (in-person – 8:10 pm departed meeting)
Mrs. Amy Billerbeck (in-person)
Mrs. Barbara L. Bolas (in-person)
Mrs. Jennifer L. Bowen (in-person)
Dr. Daphna Gans (in-person)
Mr. Louis P. Mafrice Jr. (in-person)
Mrs. Angela Petersen (in-person)
Mrs. Jennifer Schnore (in-person)

School Personnel in Attendance:

Dr. John T. Rozzo, Superintendent (in-person)
Dr. Sharon K. Suritsky, Assistant/Deputy Superintendent (virtual)
Mrs. Amy Pfender, Assistant to the Superintendent (in-person)
Mr. Ray Carson, Senior Director of Operations & Administrative Services (in-person)
Mr. Scott Burchill, Director of Business & Finance (in-person)
Dr. Lou Angelo, Director of Operations & Facilities (virtual)
Mr. Raymond Berrott, Director of Technology (in-person)
Dr. Judith Bulazo, Director of Curriculum and Development (virtual)
Mrs. Cassandra Doggrell, Director of Student Support Services (virtual)
Mrs. Lauren Madia, Director of Pupil Services (virtual)
Mr. Bradley Wilson, Director of Strategic Initiatives (virtual)
Mrs. Jocelyn Kramer, Solicitor (in-person)

Mrs. Mary Beth Harkleroad, Acting Board Stenographer (virtual)
Karsen Damon – Student Board Representative (virtual)
R.J. Shontz – Student Board Representative (virtual)

Call to Order / Pledge of Allegiance
(Hewitt, School Board President)

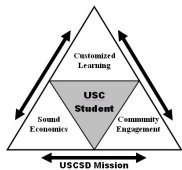
Mr. Hewitt called the meeting to order at 7:07pm

Meeting Procedures
(Kramer, Solicitor)

Mrs. Kramer reviewed the meeting procedures. She reviewed the opportunities for the public to give comments. She also noted comments were received in advance, and advised that they were reviewed by the Board they will be summarized. Mrs. Kramer then reviewed procedures for Community Members to speak at the podium in the Board Room.

Reading of the Mission:
(Hewitt, School Board President)

Mrs. Billerbeck read the following Mission:



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.

Reading of the Shared Belief Statement #18 from Strategic Plan:
(Hewitt, School Board President)

Mrs. Bolas read the following Shared Belief Statement from the Strategic Plan:

We Believe that:

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

Approval of Agenda
(Hewitt, School Board President)

MOTION: By Bowen: I move that the Board approve the Agenda, as presented.
Seconded by Bolas and carried by unanimous voice vote.

Resident's Comments - (Regarding Agenda Items Only)

Link to Online Form

Note: As per Guidelines for Resident's Comments, please state your name and address and limit your comments to three minutes. Social distancing and mask guidelines will also be adhered to during Resident's Comments. In light of continued health and safety concerns, the Board will offer an additional option for submitting Residents' Comments via online form (link above) by Monday, March 22, 2021 anytime before 4pm or by phone in advance of the meeting. You can submit a comment via phone by contacting the Board Stenographer at 412-833-1600 x2218 by Monday, March 22, 2021 any time before 2pm. Comments submitted in advance regarding agenda items will be shared with the Board prior to the meeting and summarized at this time.

At this time, seven in-person Resident Comments were given.

Mrs. Harkleroad gave a summary of the comments that were received via the District's Google Form.

Report from Student Board Representatives

Karsen Damon & R.J. Shontz

(Rozzo, Superintendent of Schools)

Karsen and RJ gave updates regarding student activities at the High School. Karsen reported on Academics and Arts. She gave updates on Band, Orchestra, and outside performance through Center for Theatre Arts, and Speech and Debate.

RJ reported on the Swim Team's success during PIAA State Competition, the Girls Basketball team competed in the WPIAL Championship game, and the Boys Basketball team are the WPIAL Champs and are advancing to PIAA State Playoffs.

Otion Presentation

(Upper St. Clair Student Wellness Committee)

Dr. Rozzo introduced Members of the Student Wellness Committee. He noted that he very is impressed with the presentation Elle Snyder, David Goldberg, and Anna Snyder created and their commitment to improve Mental Health Awareness. Elle, David, and Anna presented the Otion Plan. The team discussed how the group began by offering yoga instruction and offering candy during finals week. They introduced members of the Student Wellness Steering Committee. The students noted that they teamed up with The Girls Soccer Team to perform an Outreach to support NAMI, National Alliance of Mental Illness. The Wellness Committee members also reported a partnership with Streams Elementary School to support NAMI through Children through Children Charity Event at Streams. The most recent partnership the USC Student Wellness Committee formed is with Kate Gladdin. Ms. Gladdin came to speak to high school students about the importance of Mental Health and Wellness in February 2020 and remotely, in October 2020. The team of student presenters gave an overview of the Otion website, that Kate Gladdin developed. They outlined the website pointing out that it's a Coaching platform for teens, parents, and school professionals. They answered the question Why does USCHS need Otion? The simple answer is mental health is high - one in five teens

struggle with a mental health disorder, suicide rates are increasing. To help support this cause, Otion will be piloted in USCHS in Spring, 2021. Students were surveyed and the response was favorable. The next steps are to Advertise through counselors, teachers, and the Wellness Committee members. The students expressed that they hoped this will be part of the Strategic Plan. The idea is this will 1. Empower students Technologically, 2. Students are mentally healthy and supported and 3. Response to students' wellbeing.

Several Board members commended the students for their efforts and spoke of the importance of having a program like this in place.

Dr. Rozzo addressed the students in closing and thanked them. He noted it takes a lot of courage to present to a group of School leaders and Board members.

Approval of Minutes

(Hewitt, School Board President)

February 22, 2021

MOTION: By Gans: I move that the Board approve the Meeting Minutes of the February 22, 2021 Board Meeting, as attached. Seconded by Bowen and carried by unanimous voice vote.

MOTION: By Hewitt: I move that the Board approve Mrs. Bolas to serve as temporary President for the remainder of the meeting in the absence of the President and Vice President. Seconded by Petersen and carried by unanimous voice vote.

Superintendent's Report

(Rozzo, Superintendent of Schools)

a. District Update

(Rozzo, Superintendent of Schools)

b. Instructional Model Update Presentation

(Rozzo, Superintendent of Schools and Administrative Team)

Dr. Rozzo and the Administrative team presented the Instructional Model Update. In response to comments made via the District website Dr. Rozzo clarified that the District fully intends to return to full, in person learning for the 2021-2022 school year. He added that later in the Presentation he will discuss Spring events. Dr. Rozzo noted that the Goals remain the same: To offer the same high quality educational experience to all USC students, (in-school or remote), in a way that minimizes exposure and disruption. The Key Components for this year are safe schools, give families a choice, high quality education regardless of learning model with opportunity to transition easily, and social and emotional well-being. Dr. Rozzo reported on the Phased Approach that has been offered for all grade levels as outlined in Phase I, Phase II, and the Phase III roll out, effective April 6th. Mrs. Madia presented the Updated Health and Safety Information. She outlined the County phase change, vaccination update, new

CDC Guidelines, and a snapshot of the Districts COVID Dashboard. Dr. Rozzo covered the Districts Key Accomplishments and Mrs. Pfender presented the Phase III Considerations and Detailed Rationale, Phase III Recommendation of Wednesday Half-Day. She add the Phase III decision was balanced, intentional, least disruptive to students during the last 9 weeks, and limits quarantine. Mrs. Pfender noted another factor to the Half-Day on Wednesday was Spring testing. Dr. Rozzo added that there will be not changes to the 4-day schedule that students currently have. He noted dismissal times for all levels - High School - 11am, Elementary School 11:30am, and Middle School 12:00pm. The Kindergarten schedule is slightly modified for Wednesday. Dr. Rozzo reported that if a half day schedule does not work for families on Wednesday, they can choose to stay remote that day. He reiterated that 5-day, in person, instruction is the plan for the 2021-2022 school year. Dr. Rozzo explained we will most likely offer remote instruction in the Fall but the model will be built differently. It will be a separate offering. He added an explanation about the Cyber Charter Reform, and noted that we have learned over the past year that we can deliver a better remote offering than Cyber Charter Schools. By offering a remote program it will save our district a lot of money by not paying for a student to go to one of the Charter Schools. In closing, Dr. Rozzo added that upon Board Approval of the Plan our School families will get communication tomorrow to choose a learning model. Several Board members asked questions about the proposed plan. Mrs. Bolas thanked everyone involved.

i. i. Approval of revisions to the School Health and Safety Plan

((Madia, Director of Pupil Services)

Mrs. Madia reported that the language regarding travel restrictions is being lifted from the School Health and Safety Plan.

MOTION: By Mafrice: I move that the Board approve the revisions to the School Health and Safety Plan, as attached.
Seconded by Gans and carried by unanimous voice vote.

ii. ii. Approval of Modified 5 Days In-Person Instructional Model

(Rozzo, Superintendent of Schools / Pfender, Assistant to the Superintendent)

Mrs. Pfender reported that each time a modification is made in our Instructional Model we must submit the Modification to the state upon approval.

MOTION: By Petersen: I move that the Board approve the PDE Emergency Instructional Time Template, as presented, subject to the final approval by the Superintendent and Solicitor. Seconded by Mafrice and carried unanimous by voice vote.

- c. **Approval of MOU with the Upper St. Clair Education Association (USCEA)**
(Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed the Memorandum of Understanding with the USCEA.

MOTION: By Schnore: I move that the Board approve entering into an MOU with Upper St. Clair Education Association (USCEA).
Seconded by Petersen and carried by unanimous voice vote.

- d. **Approval of Revision to 2020-2021 School Calendar**
(Rozzo, Superintendent of Schools / Pfender, Assistant to the Superintendent)

Mrs. Pfender reviewed the changes to the calendar, stating Graduation will be held June 9th, Celebration of Learning and STAR Night will be eliminated, Wednesday Early Dismissal Times are added, and the Kennywood School Picnic Day is added.

MOTION: By Billerbeck: I move that the Board approve the revised 2020 - 2021 School Calendar, as attached. Seconded by Bowen and carried by unanimous voice vote.

- e. **Approval to Accept PDE Safe Schools Initiative Targeted Program Grant**
(Suritsky, Assistant/Deputy Superintendent)

Dr. Suritsky noted that the Safe School Initiative Targeted Program Grant is to focus on Emergency Preparedness training.

MOTION: By Bowen: I move that the Board approve the acceptance of the PDE Safe School Initiative Targeted Program Grant for approximately \$18,300.00. Seconded by Billerbeck and carried by unanimous voice vote.

- f. **Approval of Commendations & Recognitions**
(Suritsky, Assistant/Deputy Superintendent)

Dr. Suritsky read the Commendations & Recognitions.

MOTION: By Gans: I move that the Board approve the Commendations & Recognitions, as attached. Seconded by Bowen and carried by unanimous voice vote.

Administrator's Report
(Rozzo, Superintendent of Schools)

- a. Approval to Accept Polar Leasing Contract for Walk-in Refrigeration Rental, Total Cost of \$4,507.00 for a 4 Month Lease beginning March 11, 2021 - June 10, 2021; Cost includes Freight, Rental and Damage Deposit**
(Burchill, Director of Business & Finance)

Mr. Burchill presented Polar lease agreement for walk-in refrigeration rental for the remainder of the school year for lunch distribution.

MOTION: By Mafrice: I move that the Board approve the acceptance of the Polar Leasing Contract for Walk-in Refrigeration Rental for a 4 Month Lease, as attached. Seconded by Gans and carried by unanimous voice vote.

- b. Approval of Agreement with Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program**
(Madia, Director of Pupil Services)

Mrs. Madia presented an Agreement with PA Educations for Children & Youth Experiencing Homelessness.

MOTION: By Petersen: I move that the Board approve the Agreement with Education for Children and Youth Experiencing Homelessness, Region 4, as attached. Seconded by Mafrice and carried by unanimous voice vote.

- c. Approval of Agreement with Quest Diagnostic for substance abuse testing services**
(Carson, Sr. Director of Operations & Administrative Services)

Mr. Carson presented an Agreement with Quest Diagnostic for pre-employment substance abuse screening.

MOTION: By Schnore: I move that the Board approve the Agreement with Quest Diagnostic for substance abuse testing services on terms and conditions approved by the Superintendent and Solicitor. Seconded by Petersen and carried by unanimous voice vote. Seconded by Petersen and carried by unanimous voice vote.

d. Staffing Resolutions

(Carson, Sr. Director of Operations & Administrative Services)

Mr. Carson presented a staffing resolution for a coordinator to support the Operations, Human Resources, and Technology Departments. This position will create efficiencies and be cost neutral.

Decrease: Custodial Position

Increase: Operations Coordinator
(Resolution 2021-03)

MOTION: By Billerbeck: I move that the Board approve the Staffing Resolution 2021-03. Seconded by Schnore and carried by unanimous voice vote.

e. Approval of Personnel Listings

(Carson, Sr. Director of Operations & Administrative Services)

Mr. Carson presented for approval the personnel listings. He noted the retirements of long-time employees: Diane Ecker, Special Education Teacher, Boyce Middle School, Donna Pembroke, Head Cook, Ft. Couch Middle School, and Charles Podrasky, Bus Garage. Mr. Carson thanked the retirees for their service.

MOTION: By Bowen: I move that the Board approve the Personnel Listings, as attached. Seconded by Billerbeck and carried by unanimous voice vote.

f. Approval of School Picnic Agreement with Kennywood

(Rozzo, Superintendent of Schools)

Dr. Rozzo presented for approval an Agreement with Kennywood for our annual school picnic.

MOTION: By Gans: I move that the Board approve the School Picnic Agreement with Kennywood, as attached. Terms and conditions approved by the Superintendent and Solicitor. Seconded by Bowen and carried by unanimous voice vote.

Consent Agenda

(Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed the Consent Agenda noting that there are no changes from the Committee Meeting.

MOTION: By Mafrice: I move that the Board approve the following Consent Agenda items, contingent upon documentation acceptable to the Superintendent and Solicitor, as attached to the permanent record of the minutes of this meeting. Seconded by Gans and carried by unanimous voice vote. An exception was made for item “h” as Bolas abstained from the vote.

- a. **Approval of Lease Agreement with Allegheny Intermediate Unit**
(Angelo, Director of Operations & Facilities)

Approve the Lease Agreement with the AIU for the DART Program.

- b. **Approval of an MOU with Allegheny Intermediate Unit Head Start and Pre-K Counts Programs**
(Bulazo, Director of Curriculum & Professional Development)

Approve the MOU with the AIU Head Start and Pre-K Counts Programs.

- c. **Approval of an Agreement with Wesley High School for Enrollment of an Individual Student**
(Doggrell, Director of Special Education)

Approve the Agreement with Wesley High School for enrollment of and individual student.

- d. **Approval to enter into an Agreement with Allegra Marketing Print and Mail for Print and Copy Services**
(Berrott, Director of Technology)

Enter into an Agreement with Allegra Marketing Print and Mail.

- e. **Approval to enter into an Agreement with Everest Infrastructure Partners Inc.**
(Burchill, Director of Business & Finance)

Enter into an Agreement with Everest Infrastructure Partners Inc.

f. Approval of Resolution Adopting and Effectuating the Intergovernmental Cooperation Agreement (Truxton Project) with Upper St. Clair Township

(Angelo, Director of Operations & Facilities / Kramer, Solicitor)

Approve the Resolution Adopting and Effectuating the Intergovernmental Cooperation Agreement (Truxton Project) with Upper St. Clair Township.

**g. Approval of Treasurer's Report - 3.8.21
Including Supplemental Report - 3.22.21**

(Burchill, Director of Business & Finance)

Approve the Treasurer's Report including approval of total Bill List and Check File Listing, as follows:

Fund 10 (General Fund) -\$2,121,455.57

Fund 31 (Capital Reserve Fund) - \$0

Fund 36 (Construction Fund) - \$144,525.26

Fund 50 (School Lunch Fund) -\$305,222.40

h. Approval of the ratification of Settlor Attestation between the Upper St. Clair School District and the Pennsylvania School District Liquid Asset Fund

(Burchill, Director of Business & Finance)

Approve the Ratification of Settlor Attestation between the Upper St. Clair School District and the Pennsylvania School District Liquid Asset Fund

Resident's Comments - (Regarding Any item)

Link to Online Form

Note: As per Guidelines for Resident's Comments, please state your name and address and limit your comments to three minutes. Social distancing and mask guidelines will also be adhered to during Resident's Comments. In light of continued health and safety concerns, the Board will offer an additional option for submitting Residents' Comments via online form (link above) by Monday, March 22, 2021 anytime before 4pm or by phone in advance of the meeting. You can submit a comment via phone by contacting the Board Stenographer at 412-833-1600 x2214 by Monday, March 22, 2021 any time before 2pm. Comments submitted in advance regarding any item will be shared with the Board prior to the meeting and summarized at this time.

Three Residents Commented on Non-Agenda items.

Committee Reports

(Hewitt, School Board President)

Mrs. Bowen reported on the Youth Steering Committee's April presentation of Parenting for Humans presented by Dr. Eran Magen.

Matters of Information - Superintendent & Administration
(Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed key dates for Budget Presentations at upcoming Board Meetings.

a. Budget Presentation Dates

(Rozzo, Superintendent of Schools)

- April 12, 2021 - Budget Overview
- April 27, 2021 - Detailed Budget Presentation
- May 10, 2021 - Budget Update
- May 24, 2021 - Adopt 2021-2022 Final Budget
- June 7, 2021 - Budget Update
- June 28, 2021 - Final Budget

b. The May Board Meeting will Include a Presentation on the Current Instructional Model

Dr. Rozzo announced a presentation at the May Board Meeting. The presentation will be a student perspective of remote learner.

c. Spring Events update

Dr. Rozzo noted that the guidance we receive from the State and County regarding performing arts and athletics is very different.

Mrs. Pfender and Dr. Suritsky gave updates regarding year end, Spring Events. Mrs. Pfender noted that there will be in person graduation, with several rain dates as an indoor offering will not be available. She added plans are in place for a Senior parade, and since capacity guidelines just have changed, we are looking at options to host a Prom. Mrs. Pfender reviewed Arts and performance and noted the guidelines for mitigation are very different and difficult.

Dr. Rozzo reported regarding prom, he stated we will get input from students and there is a possibility to have a prom at Heinz Field.

Dr. Suritsky reported on Middle School. She noted they are planning to create opportunities for students. There has been a lot of initial work, committed to provide a performance activity. Dr. Suritsky added that she is confident we will create an opportunity of students.

Announcement Regarding Executive Session

(Hewitt, School Board President)

a. Executive Session was held at 6:00pm to discuss litigation, personnel, and labor.

Adjournment

(Hewitt, School Board President)

It was moved by Bolas and seconded by Mafrice that the meeting was adjourned at approximately 9:39pm.

Partick A. Hewitt; President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Mary Beth Harkleroad
Acting School Board Stenographer

COMMENDATIONS & RECOGNITIONS

April 2021

HIGH SCHOOL

Upper St. Clair High School students earned high honors in the recent Pennsylvania Mathematics League contest.

The following students were recognized as high scoring students in the commonwealth:

- Alex Sun, Freshman
- Christian Chiu, Senior
- Daniel J. Wang, Junior

Three Upper St. Clair High School, Juniors, have qualified for induction into the National Technical Honor Society (NTHS) at Parkway West Career & Technology Center:

- Ariana Braugher
- Tiffany Caskey
- Lia Cortolillo

Ten Upper St. Clair High School students recently earned Academic All-American awards from the National Speech & Debate Association.

Seniors:

Atharva Barve,
Antara Cleetus,
Reshma Gudla and
Sophia Shi

Juniors:

William Bacdayan,
Scott Cheung,
Saif Durrani,
Ammar Kethavath,
Rushikesh Kulkarni
Nitish Sharma

These students were honored for their academic rigor, competitive speech and debate success, and personal excellence.

FORT COUCH

A team of Fort Couch Middle School students placed first in the 6-8 grade division at the regional STEM Design Challenge on March 26, 2021 and now qualify to compete in the state-level competition. The STEM Design Challenge tasks teams of students in grades 4-8 with designing and building a prototype using recyclable materials or K'Nex pieces. The first-place team consists of the following Eighth Grade Students:

Carlee Santel

Tyler McClintock-Comeaux

Eitan Schwartz

Yuhong Shi

For the second consecutive year, Rohan Mehta, a Fort Couch Middle School eighth grader, has been crowned champion of the Western Pennsylvania Spelling Bee. He took top honors on Saturday, March 13, 2021.



Phased School Reopening Health and Safety Plan Template

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non-instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

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This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: Upper St. Clair School District

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by Governor Wolf's Process to Reopen Pennsylvania. The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for

changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

- ☒ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- ☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- ☐ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- ☐ Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): September 3, 2020
(Note: five-day in-person instruction requiring changes to this plan will begin on April 6, 2021)

April 27, 2021: Updates made

As the district prepares to reopen, students and families are expected to comply with all health and safety requirements set forth in the District's Health and Safety Plan(s). Failure to comply may result in student discipline consistent with the degree of violation. A copy of the District's Plan and the applicable health and safety requirements are available on the District's website at www.uscsd.k12.pa.us. In the event a provision of the Health and Safety Plan conflicts with any duly adopted Board Policy, the Plan provisions will apply so long as the Plan is in place.

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked "Pandemic Coordinator". For each additional pandemic team member, enter the individual's name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under "Pandemic Team Roles and Responsibilities":

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or

- **Both (Plan Development and Response Team):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Ray Carson	Senior Director of Operations & Administrative Services	Pandemic Coordinator (Both)
John Rozzo	Superintendent	Both
Sharon Suritsky	Deputy/Assistant Superintendent	Both
Amy Pfender	Assistant to the Superintendent	Both
Lou Angelo	Director of Operations and Facilities	Both
Lauren Madia	Director of Pupil Services	Both
Holly Fisher	School Nursing Department Chair	Both
Scott Burchill	Director of Finance	Both
Joe DeMar	Fort Couch MS Principal	Both
Christine Mussomeli	Boyce MS Principal	Both
Dan Beck	USCHS Assistant Principal	Both
Ashley Lindhurst	Food Services Director	Both
Sean Bryson	Chief of School Police	Both
John Mansfield	Director of Transportation	Both
Billie Williams	Custodial Manager	Both
Dan Snyder	Maintenance Manager	Both

Kevin Dietrick	Athletic Director	Both
Tim Briggs	USCHS Head Custodian	Both
Jim Snowden	Union President for Special Services	Both
Judi Stemmler	HR Representative	Both
Diane Mariano	Benefits Coordinator	Both
Jennifer Kirk	HS Counseling Curriculum Leader	Health and Safety Plan Development
Shannon Dressler	School Psychologist	Health and Safety Plan Development
Dr. Tahniat (Tanya) Syed	School Physician	Both (consultant)
Cindy Baird	USCHS School Nurse	Both
Annette Hansen	Fort Couch MS School Nurse	Both
Jami Vargo	Streams ES School Nurse	Pandemic Crisis Response Team
Anne Lazarova	Eisenhower ES School Nurse	Pandemic Crisis Response Team
Tim Wagner	USCHS Principal	Pandemic Crisis Response Team
Dan Zelenski	USCHS Assistant Principal	Pandemic Crisis Response Team
Erin Peterson	Fort Couch MS Assistant Principal	Pandemic Crisis Response Team
Dan O'Rourke	Boyce MS Principal	Pandemic Crisis Response Team
Patrick McClintock-Comeaux	Baker ES Principal	Pandemic Crisis Response Team
Mark Miller	Eisenhower ES Principal	Pandemic Crisis Response Team
Lindsay Klousnitzer	Streams ES Principal	Pandemic Crisis Response Team

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type "same as Yellow" in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: The district has changed custodial shifts to support the health plan and education schedule that allow for more frequent cleaning of high-touch surfaces throughout the school day. Facilities staff utilize quick drying disinfectant that can be used frequently. The district is replacing current hand sanitizers and soap dispensers with touchless equipment and increasing the number of mobile hand sanitizer stations. Hand sanitizers are installed at building entrances, conference rooms, nutrition centers, and large group areas. Adhesive coverings are placed on every other urinal, select water fountains, and hand dryers. The district's facilities team works with our service technicians to increase ventilation to buildings and will continue using high grade air filters. The district has procured ample supplies of cleaning solutions, supplies, and equipment through its vendors. The transportation schedules allow for cleaning between each run. The nutrition centers have adopted an enhanced cleaning schedule. All staff have been trained on the cleaning/ventilation protocols and procedures applicable to their responsibilities.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
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* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	All facilities which include but are not limited to classrooms, locker rooms, band rooms, training rooms, weight rooms, gyms, auditoriums, etc. are disinfected/cleaned as per CDC and/or state health guidelines. All high touch surfaces are disinfected regularly. Transition some fountains to touchless bottle filling stations. Close remaining water fountains to students and staff, and encourage the use of individual water bottles from home or disposable plastic bottles. Conduct regular training reviews on the appropriate cleaning techniques. Assess and document whether appropriate techniques are being followed. Drivers disinfect the interior of busses between routes after students exit the bus. Custodians disinfect busses between runs when busses return to the garage. Use MERV 13, 14, and 15 filters in HVAC units. Adjust air turnover rates to exceed ASHRAE standards and increase outside airflow into the buildings. Change	All facilities which include but are not limited to classrooms, locker rooms, band rooms, training rooms, weight rooms, gyms, auditoriums, etc. are disinfected/cleaned as per CDC and/or state health guidelines. All high touch surfaces are disinfected regularly. Transition some fountains to touchless bottle filling stations. Close remaining water fountains to students and staff, and encourage the use of individual water bottles from home or disposable plastic bottles. Conduct regular training reviews on the appropriate cleaning techniques. Assess and document whether appropriate techniques are being followed. Drivers disinfect the interior of busses between routes after students exit the bus. Custodians disinfect busses between runs when busses return to the garage. Use MERV 13, 14, and 15 filters in HVAC units. Adjust air turnover rates to exceed ASHRAE standards and increase outside airflow into the buildings. Change	Lou Angelo, Director of Operations and Facilities	Cleaning materials per CDC guidelines for sanitizing and disinfecting	Y
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	all filters. Run exhaust fans continuously during winter months.	all filters. Run exhaust fans continuously during winter months.			
Other cleaning, sanitizing, disinfecting, and ventilation practices	Ongoing cleaning during school day; deep cleaning/sanitizing outside school hours by custodial staff Nutrition centers utilize a timed cleaning schedule in all food preparation areas. During school hours, high touch areas in classrooms are cleaned by staff members between groups of students as feasible. Outdoor playground structures are disinfected daily. Classroom windows kept open whenever practical. Follow CDC guidelines for cleaning, disinfecting and responding if/when there is a COVID-19 infection. Staff removed non-instructional/unnecessary items from the classroom and/or offices (such as plastic plants, chairs from home, etc.) and any item that would require cleaning.	Ongoing cleaning during school day; deep cleaning/sanitizing outside school hours by custodial staff Nutrition centers utilize a timed cleaning schedule in all food preparation areas. During school hours, high touch areas in classrooms are cleaned by staff members between groups of students as feasible. Outdoor playground structures are disinfected daily. Classroom windows kept open whenever practical. Follow CDC guidelines for cleaning, disinfecting and responding if/when there is a COVID-19 infection. Staff removed non-instructional/unnecessary items from the classroom and/or offices (such as plastic plants, chairs from home, etc.) and any item that would require cleaning.	Lou Angelo, Director of Operations and Facilities Ashley Lindhurst, Food Services Director	Cleaning materials per CDC guidelines for sanitizing and disinfecting	N

	Weather permitting, bus windows and roof hatches remain at least 1 inch open.	Weather permitting, bus windows and roof hatches remain at least 1 inch open.			
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Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: Upper St. Clair School District (District) implements physical distancing measures whenever feasible to limit exposure between individuals. The District will arrange classrooms to have as much distance between stationary desks as possible, although in many cases the distance between students will be under 6 feet. Desks are arranged to face the same direction whenever possible. In classroom spaces that have tables, students are seated in a staggered manner and on one side of the table. **Desk shields are provided for each student, however, shields are not required to be used during standardized testing.** The District utilizes physical barriers in work spaces and areas used by staff, students, and others where physical distancing is not feasible.

To limit the number of individuals who come into contact with one another throughout the day, cohorts are used and teachers move to classrooms rather than having students move, where this is feasible. When needed for instructional purposes, students may move to

other classrooms while implementing additional mitigation strategies. Students who receive special services travel to those classrooms/offices as their needs require. Where cohorts do not exist and/or when travel to other classrooms is needed, strategies such as staggered release and hallway traffic management are used. This occurs to a wider extent at the high school level, but all levels experience some need to transition students to more than one classroom for certain subjects. This movement may include specials like Art, STEAM, etc. that have unique materials and/or equipment that cannot be transported to classrooms, or in situations to preserve instructional time given the instructional technology being used in classrooms. The use of communal spaces is scheduled to stagger use. Outdoor space is used primarily for physical activity and recreation, but some outdoor spaces may be used for instructional purposes as feasible. Individual courses are adapted as needed to meet the health / safety planning requirements.

Visitors and volunteers are significantly restricted to those who are invited for emergency and sensitive meetings only and for limited periods of time to complete required sign-out procedures. Administrators may approve volunteers with proper clearances for attendance at school-sponsored activities and events.

Most large in-person events, celebrations, and other activities are suspended for the duration of this plan. Modified events may be approved by administration in consultation with members of the health/safety team.

The district partners with Extended Day Services on coordinated safety/health policies and procedures and any necessary changes to operations.

Transportation loading procedures are adjusted to minimize students' proximity to one another.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff	District follows most updated DOH & PDE Guidance under "Adult/Staff Interaction"	District follows most updated DOH & PDE Guidance under "Adult/Staff Interaction"	Building administrators	Physical barriers, storage spaces	Y
	Specifically, classroom spaces accommodate students with up to	Specifically, classroom spaces accommodate students with up to	Building custodians		

throughout the day, to the maximum extent feasible	6 feet of separation between students to the maximum extent feasible and staff with 6 feet of separation between stationary desks/tables to the maximum extent feasible. Desks/tables/students face the same direction to the extent feasible. Students are assigned consistent seating arrangements. Staff work spaces have 6 feet of separation between workstations to the extent feasible. In work spaces that do not allow physical distancing of 6 feet or more between workstations, additional protective measures are taken, such as installing/providing physical barriers. In office / learning spaces visited by students, parents, and/or other visitors that prohibit physical distancing of 6 feet or more, additional protective measures are taken, such as installing physical barriers. Additionally, efforts to limit the amount of time in these spaces are encouraged. Classroom teachers maintain consistent seating arrangements.	6 feet of separation between students to the maximum extent feasible and staff with 6 feet of separation between stationary desks/tables to the maximum extent feasible. Desks/tables/students face the same direction to the extent feasible. Students are assigned consistent seating arrangements. Staff work spaces have 6 feet of separation between workstations to the extent feasible. In work spaces that do not allow physical distancing of 6 feet or more between workstations, additional protective measures are taken, such as installing/providing physical barriers. In office / learning spaces visited by students, parents, and/or other visitors that prohibit physical distancing of 6 feet or more, additional protective measures are taken, such as installing physical barriers. Additionally, efforts to limit the amount of time in these spaces are encouraged. Classroom teachers maintain consistent seating arrangements.	Lou Angelo, Director of Operations & Facilities		
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	Staff remove non-instructional/unnecessary items from classroom and/or offices (such as plastic plants, chairs from home, etc.) to provide for additional space for adequate distancing.	Staff remove non-instructional/unnecessary items from classroom and/or offices (such as plastic plants, chairs from home, etc.) to provide for additional space for adequate distancing.			
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	District follows most updated DOH & PDE Guidance under "Meals/Cafeterias" Specifically, students eat in settings that allow for 6 feet or more between students where meals can be properly supervised and where necessary cleaning can be completed after each meal. Students are seated so as to not face one another / staggered seating is used. Students eat in cohorts (where cohorts exist) and use consistent seating assignments. Schools may use the cafeteria or other locations where these guidelines can be met. Staff eats in settings that allow for 6 feet or more between staff members where necessary cleaning can be completed.	District follows most updated DOH & PDE Guidance under "Meals/Cafeterias" Specifically, students eat in settings that allow for 6 feet or more between students where meals can be properly supervised and where necessary cleaning can be completed after each meal. Students are seated so as to not face one another / staggered seating is used. Students eat in cohorts (where cohorts exist) and use consistent seating assignments. Schools may use the cafeteria or other locations where these guidelines can be met. Staff eats in settings that allow for 6 feet or more between staff members where necessary cleaning can be completed.	Building administrators Building custodians Building nutrition center managers Ashley Lindhurst, Food Services Director		

	Meal service is adjusted in the following ways: all self-service food areas are moved to behind the line, condiments/utensils are not self-serve but dispensed from behind the line, touch-less payment at the register, enhanced cleaning and preparation procedures	Meal service is adjusted in the following ways: all self-service food areas are moved to behind the line, condiments/utensils are not self-serve but dispensed from behind the line, touch-less payment at the register, enhanced cleaning and preparation procedures			
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	District follows most updated DOH & PDE Guidance under "Adult/Staff Interaction," "Students," & "Hand Hygiene" Specifically, students and staff sanitize/wash their hands upon entry to the building as well as exiting the building. Students and staff are also be given time to sanitize and/or wash their hands at the following times: before and after lunch, before and after mask removal, after using the restroom, upon changing location in the building throughout the day, after recess and/or gym, and as needed if hands become soiled	District follows most updated DOH & PDE Guidance under "Adult/Staff Interaction," "Students," & "Hand Hygiene" Specifically, students and staff sanitize/wash their hands upon entry to the building as well as exiting the building. Students and staff are also be given time to sanitize and/or wash their hands at the following times: before and after lunch, before and after mask removal, after using the restroom, upon changing location in the building throughout the day, after recess and/or gym, and as needed if hands become soiled	Holly Fisher, School Nursing Department Chair School nurses Building custodians Lou Angelo, Director of Operations and Facilities Ashley Lindhurst, Director of Food Services	Operations to provide hand sanitizer for each of the classrooms and sanitation stations for all entrances/exits of all buildings, restrooms, and cafeterias. Sanitizing wipes or disinfectant also needed for high-touch classroom areas Building Needs: Determine appropriate personnel, practice, & system for educating proper hand washing and general hygiene District Needs:	Y

	including but not limited to after sneezing and coughing. Current hand sanitizers and soap dispensers have been replaced with touchless equipment, and increase the number of sanitizers within the district. Students and staff are educated with weekly reminders as to proper hand washing and general hygiene. Transition some fountains to touchless bottle filling stations. Close remaining water fountains to students and staff, and encourage the use of individual water bottles from home or disposable plastic bottles. Air hand dryers in restrooms are covered and paper towels are available. Restrooms with urinals have every other urinal closed.	including but not limited to after sneezing and coughing. Current hand sanitizers and soap dispensers have been replaced with touchless equipment, and increase the number of sanitizers within the district. Students and staff are educated with weekly reminders as to proper hand washing and general hygiene. Transition some fountains to touchless bottle filling stations. Close remaining water fountains to students and staff, and encourage the use of individual water bottles from home or disposable plastic bottles. Air hand dryers in restrooms are covered and paper towels are available. Restrooms with urinals have every other urinal closed.		Protocol for submitting request for additional hand sanitizer	
* Posting signs, in highly visible locations, that	District is following the most updated DOH & PDE Guidance	District is following the most updated DOH & PDE Guidance	Building Administrators	Building Needs: Collaborate with school nurse for school	

promote everyday protective measures, and how to stop the spread of germs	under "Hand Hygiene, Cleaning, and Disinfection" Signage as provided by the CDC is posted throughout the school buildings. Each building has posted signs (on how to stop spread of COVID, such as properly washing hands, promoting everyday protective measures and properly wearing a face covering, physical distancing) at school entrances/exits, in restrooms, as part of regular announcements, on the district website, and school social media. District communicates to families the elements of local Health & Safety Plan including ways that families can practice safe hygiene in the home Schools include reminders on daily announcements.	under "Hand Hygiene, Cleaning, and Disinfection" Signage as provided by the CDC is posted throughout the school buildings. Each building has posted signs (on how to stop spread of COVID, such as properly washing hands, promoting everyday protective measures and properly wearing a face covering, physical distancing) at school entrances/exits, in restrooms, as part of regular announcements, on the district website, and school social media. District communicates to families the elements of local Health & Safety Plan including ways that families can practice safe hygiene in the home Schools include reminders on daily announcements.	Holly Fisher, School Nursing Department Chair School nurses Building custodians Tina Vojtko, Communications Specialist	appropriate signage to hang Collaborate with students & staff about video creation around protective & mitigation measures Collaborate with Tina Vojtko on communication	
* Identifying and restricting non-essential	District follows most updated DOH & PDE Guidance under "Adult/Staff Interaction"	District follows most updated DOH & PDE Guidance under "Adult/Staff Interaction"	Building Administrators	District Needs: Identify who is considered	Y

visitors and volunteers	Schools restrict any outside visitors, including volunteers, to the maximum extent possible. Parents/Guardians picking up students are permitted entry to complete sign-out procedures but time inside buildings is strictly limited. All safety protocols, including physical distancing and the use of face coverings, included in this plan are to be followed by any person entering the building. Emergent and sensitive meetings are considered on a case by case basis for in-person meetings, and all other safety protocols included in this plan must be followed in these meetings. Any meeting that involves non-essential visitors/volunteers is to be held remotely including but not limited to parent meetings, PTA/PTO/PTSO meetings, guest speakers, etc. In-person activities/celebrations, such as birthday book readings, parent-student lunch visits, etc. are suspended for the duration of this plan.	Schools restrict any outside visitors, including volunteers, to the maximum extent possible. Administrators may approve volunteers with proper clearances for attendance at school-sponsored activities and events. Parents/Guardians picking up students are permitted entry to complete sign-out procedures but time inside buildings is strictly limited. All safety protocols, including physical distancing and the use of face coverings, included in this plan are to be followed by any person entering the building. Emergent and sensitive meetings are considered on a case by case basis for in-person meetings, and all other safety protocols included in this plan must be followed in these meetings. Any meeting that involves non-essential visitors/volunteers is to be held remotely including but not limited to parent meetings, PTA/PTO/PTSO meetings, guest speakers, etc.	Building Secretaries	non-essential visitor(s) and volunteer(s) Establish protocol & communication for consistent identification(s) & restriction(s) to stakeholders Potential technology platforms to allow these meetings to be held virtually	
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	Non-school district activities sponsored by volunteers and/or outside organizations (including parent group - sponsored activities) are suspended for the duration of this plan. Most large in-person events, celebrations, and other activities are suspended for the duration of this plan. Modified events may be approved by administration in consultation with members of the health/safety team. Spectators at any district event are limited to current Allegheny County / PA Department of Health recommendations. Spectators at athletic events follow guidelines for sanctioned WPIAL/PIAA events.	In-person activities/celebrations, such as birthday book readings, parent-student lunch visits, etc. are suspended for the duration of this plan. Non-school district activities sponsored by volunteers and/or outside organizations (including parent group - sponsored activities) are suspended for the duration of this plan. Most large in-person events, celebrations, and other activities are suspended for the duration of this plan. Modified events may be approved by administration in consultation with members of the health/safety team. Spectators at any district event are limited to current Allegheny County / PA Department of Health recommendations. Spectators at athletic events follow guidelines for sanctioned WPIAL/PIAA events.			
* Handling sporting activities for recess and physical education classes consistent with	PE: Students sanitize / wash hands before and after PE class. Limit equipment sharing	PE: Students sanitize / wash hands before and after PE class. Limit equipment sharing	Building Administrators Building Custodians	Building Needs: Create locker room protocol / schedule Create outside / recess / playground schedule	Y

the CDC Considerations for Youth Sports	Create a locker room usage schedule and consider suspending the requirement to change for PE where developmentally appropriate and where other safety and hygiene strategies can be implemented. High-touch surfaces in locker rooms are cleaned by staff members after each use. Cohort students and limit the size of group using playground/gym at one time Manage student use of space in the gym / outdoor recreation areas to limit proximity. Use outdoor space whenever possible, as available PE classes should include low-risk physical activities. Student athletes participating in indoor sports must be masked, unless it would be unsafe for them to do so. Students who are engaged in high-intensity activities, like running, wrestling or swimming, may be permitted to temporarily remove their mask if it causes difficulty breathing, creates or exacerbates a medical	Create a locker room usage schedule and consider suspending the requirement to change for PE where developmentally appropriate and where other safety and hygiene strategies can be implemented. High-touch surfaces in locker rooms are cleaned by staff members after each use. Cohort students and limit the size of group using playground/gym at one time Manage student use of space in the gym / outdoor recreation areas to limit proximity. Use outdoor space whenever possible, as available PE classes should include low-risk physical activities Student athletes participating in indoor sports must be masked, unless it would be unsafe for them to do so. Students who are engaged in high-intensity activities, like running, wrestling or swimming, may be permitted to temporarily remove their mask if it causes difficulty breathing, creates or exacerbates a medical or	Physical Education Department Chairs	Partner with facilities on schedule for disinfection Assessment of outside space & inside gyms in need of hand sanitizer, as well as protocol for monitoring/refilling Identify appropriate/low risk playground games Review feasibility of using indoor games/protocol for safe handling of materials Confer with Facilities/Operations Team for protocols	
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	or respiratory condition, or creates a safety concern. This also applies to students who are engaging in such high-intensity activities during PE classes. Recess: Scheduled use of playground structures - only 1 class allowed on playground structure at a time to allow for appropriate student spacing Have students and staff wash their hands or use hand sanitizer, before and after being on playgrounds. Reinforce physical distancing of at least 6 feet during playground play to the extent feasible. Seasonal access to hand washing/sanitizing stations on the playground. When recess cannot be held outdoors, students may engage in low-risk indoor recreation or use individual/non-shared toys and games.	respiratory condition, or creates a safety concern. This also applies to students who are engaging in such high-intensity activities during PE classes. Recess: Scheduled use of playground structures - only 1 class allowed on playground structure at a time to allow for appropriate student spacing Have students and staff wash their hands or use hand sanitizer, before and after being on playgrounds. Reinforce physical distancing of at least 6 feet during playground play to the extent feasible. Seasonal access to hand washing/sanitizing stations on the playground. When recess cannot be held outdoors, students may engage in low-risk indoor recreation or use individual/non-shared toys and games.			
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Limiting the sharing of materials among students	District follows most updated DOH & PDE Guidance under "Cleaning & Disinfection"	District follows most updated DOH & PDE Guidance under "Cleaning & Disinfection"	Building Administrators	District Needs: Finance additional textbook(s), equipment purchases Building Needs: Assess building specific needs for a schedule and/or facilities to best support student storing materials & personal belongings Collaborate with students & staff about video creation around protective & mitigation measures specific to sharing of materials/equipment Purchase of hooks for lower level use (backpacks and coats) Building Admin Question: What personal items CAN students bring in? Potential materials purchase for one-to-one materials (hard copy or on-line) use by students.	Y
	Specifically, students purchase and carry their own materials while not utilizing lockers.	Specifically, students purchase and carry their own materials while not utilizing lockers.	Building Custodians		
	The district provides individual copies of textbooks/novels to the maximum extent feasible and/or use digital resources.	The district provides individual copies of textbooks/novels to the maximum extent feasible and/or use digital resources.	Curriculum Leaders		
	If students use lockers, only 1 student is assigned per locker In Kindergarten, individual hooks for coats/backpacks are used.	If students use lockers, only 1 student is assigned per locker In Kindergarten, individual hooks for coats/backpacks are used.			
	To the extent possible, materials are not shared. Schools have used/unused bins for communal supplies (For example, pens in office to sign in/out) to allow for cleaning between uses. The person responsible for the materials / area is responsible for cleaning.	To the extent possible, materials are not shared. Schools have used/unused bins for communal supplies (For example, pens in office to sign in/out) to allow for cleaning between uses. The person responsible for the materials / area is responsible for cleaning.			
	Large equipment that must be shared in areas such as labs, FACS, and STEAM are cleaned between uses and/or students and staff sanitize or wash hands before and after use. The person responsible for the equipment is responsible for cleaning.	Large equipment that must be shared in areas such as labs, FACS, and STEAM are cleaned between uses and/or students and staff sanitize or wash hands before and after use. The person responsible for the equipment is responsible for cleaning.			

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Staggering the use of communal spaces and hallways	District follows most updated guidelines from DOH and CDC Schools provide traffic walking patterns with visual markings including enter/exit signs as one way directional reminders in the hallways and other common gathering areas. Schools use staggered release between instruction and at arrival and dismissal to the extent possible with the aim of minimizing contact between groups of students. At the high school, students with free mods are directed to a particular location. Staff common areas have signage, such as distance markers on floors, to encourage physical distancing. Schools identify multiple rooms for teachers to eat in and evaluate schedules to allow for limited staff members needing these rooms at a given time.	District follows most updated guidelines from DOH and CDC Schools provide traffic walking patterns with visual markings including enter/exit signs as one way directional reminders in the hallways and other common gathering areas. Schools use staggered release between instruction and at arrival and dismissal to the extent possible with the aim of minimizing contact between groups of students. At the high school, students with free mods are directed to a particular location. Staff common areas have signage, such as distance markers on floors, to encourage physical distancing. Schools identify multiple rooms for teachers to eat in and evaluate schedules to allow for limited staff members needing these rooms at a given time.	Building Administrators Building Custodians	District Needs: Determine drop-off and pick-up schedule, staggering of students entering and exiting of buildings Building Needs: Determine one-way traffic flow in hallways with appropriate signage Determine one way entrance/exit in buildings with appropriate signage Assessment of communal areas / consider feasibility of creating outdoor communal areas. Assessment of capacity to have students in hallways while maintaining 6' distance. Enhanced signage in the restrooms	Y

	Lockers are to be assigned by a cohort where lockers cannot be eliminated. When feasible, keep students in the classroom and rotate teachers instead.	Lockers are to be assigned by a cohort where lockers cannot be eliminated. When feasible, keep students in the classroom and rotate teachers instead.			
Adjusting transportation schedules and practices to create social distance between students	District follows most updated guidelines from DOH and PDE under "Busing & Transportation" to the maximum extent feasible. The use of bus passes (to ride a bus other than the bus assigned) is suspended for the duration of this plan, with the exception of building-administrator approved emergency situations. Students (except kindergarten students) load from back to front and unload front to back. Students wear masks and sit one student per seat in every other seat. If needed, students fill in empty seats between students. As a last resort, students sit two per seat. Siblings, or students living in the same household ride together. Drivers and attendants wear a face covering or mask when transporting students.	District follows most updated guidelines from DOH and PDE under "Busing & Transportation" to the maximum extent feasible. The use of bus passes (to ride a bus other than the bus assigned) is suspended for the duration of this plan, with the exception of building-administrator approved emergency situations. Students (except kindergarten students) load from back to front and unload front to back. Students wear masks and sit one student per seat in every other seat. If needed, students fill in empty seats between students. As a last resort, students sit two per seat. Siblings, or students living in the same household ride together. Drivers and attendants wear a face covering or mask when transporting students.	Building Administrators Building Custodians John Mansfield, Director of Transportation	Building Needs: Determine one-way traffic flow in hallways with appropriate signage Determine one way entrance/exit in buildings with appropriate signage Assessment of communal areas / consider feasibility of creating outdoor communal areas. Assessment of capacity to have students in hallways while maintaining 6' distance. District Needs: Develop bus drop-off and pick-up in	Y

				alignment with school day schedules.	
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	District follows the most updated DOH & PDE Guidance under "Desks/Seating", "Alternative Spaces", "Hallways", and "Gatherings/Field Trips". Strategies include: Schools utilize spaces where distance between individuals can be maximized to the extent feasible. Classroom desks to face in the same direction. If desks or workstations cannot be moved, have students spaced apart and sit on only one side of tables. Schools use cohorts whenever possible: develop schedules so student/staff grouping are as static as possible by having the same group of students stay in the same classroom with the same staff based on age and development level. (Note: students requiring special services move to those locations as needs require.) Teachers and staff keep accurate seating charts with attendance notes needed for possible contact tracing.	District follows the most updated DOH & PDE Guidance under "Desks/Seating", "Alternative Spaces", "Hallways", and "Gatherings/Field Trips". Strategies include: Schools utilize spaces where distance between individuals can be maximized to the extent feasible. Classroom desks to face in the same direction. If desks or workstations cannot be moved, have students spaced apart and sit on only one side of tables. Schools use cohorts whenever possible: develop schedules so student/staff grouping are as static as possible by having the same group of students stay in the same classroom with the same staff based on age and development level. (Note: students requiring special services move to those locations as needs require.) Teachers and staff keep accurate seating charts with attendance notes needed for possible contact tracing.	Building Administrators Building Custodians	Building Needs: Assessment of capacity of additional spaces at 6' distance. Assess the feasibility of reallocating individual desks to classrooms with multi-student tables. Assess staff work areas to identify spaces that require additional protective measures. Identify feasibility of repurposing spaces to create additional classrooms. (These steps to be taken by facilities staff, administration, with consultation with school nurse.) District Needs: Protocol for vetting individual requests not identified through assessment process	Y

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	The District works with our provider, EDS/K-PLUS, to coordinate procedure and policy	The District works with our provider, EDS/K-PLUS, to coordinate procedure and policy	Building Administrators EDS coordinator	Determination to allow Preschool Program to take place at High School this year Collaboration with EDS to ensure they follow our safety plan while using our buildings. Determine which spaces EDS can use as they will need to be expanded to allow for 6 feet distance for their population.	
Other social distancing and safety practices	Due to forced air used when singing and playing wind instruments, choral and instrumental courses may be held in alternate locations in accordance with locally-developed protocols to ensure the safety of participants and staff. District-sponsored teams and groups are not permitted to travel to any competition / event in an identified "hot spot".	Due to forced air used when singing and playing wind instruments, choral and instrumental courses may be held in alternate locations in accordance with locally-developed protocols to ensure the safety of participants and staff. District-sponsored teams and groups are not permitted to travel to any competition / event in an identified "hot spot".		Identify spaces where furniture can be removed to eliminate "congregating" areas. For Facilities/Operations team: What is our storage capacity for removed furniture/items?	

	Health offices have designated “clean” areas to be used for injuries and daily health services. There is a “sick” area for all students to report to for any illness complaint. Health offices are also designated at least 2 isolation areas to be used in the event of a suspected COVID-19 case. Non-school district requests for use of district indoor facilities are denied for the duration of this plan. Non-school district requests for use of outdoor district facilities are considered on a case-by-case basis and may not include any non-community residents. Prior to facility usage, a health and safety plan that meets the standards set forth in this plan must be submitted and approved by the Director of Operations.	Health offices have designated “clean” areas to be used for injuries and daily health services. There is a “sick” area for all students to report to for any illness complaint. Health offices are also designated at least 2 isolation areas to be used in the event of a suspected COVID-19 case. Non-school district requests for use of district indoor facilities are denied for the duration of this plan. Non-school district requests for use of outdoor district facilities are considered on a case-by-case basis and may not include any non-community residents. Prior to facility usage, a health and safety plan that meets the standards set forth in this plan must be submitted and approved by the Director of Operations.			
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Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions: The Upper St. Clair School District requires students and staff to complete a screening process daily before coming to the school buildings. Staff members complete a google form daily to be submitted before coming to work. Parents review a symptom/exposure risk screening with their child before they send/bring them to school in the morning. Parents were asked to complete a one-time acknowledgement to provide assurance to the district that this screening is taking place daily. If a parent is unable to complete this screening at home prior to school or if the student/staff member is medically fragile an additional screening may take place at school by the school nurse.

If any screening question is answered “yes”, the student/staff member is excluded from school/work until cleared by a medical provider and/or “Returning to Pre-K-12 School” guidelines are met. Students/staff who become ill at school or who do not meet symptom/exposure screening requirements while in the school buildings are isolated immediately via the health office and sent home as soon as possible. The student/staff member is not permitted to return to school until cleared by a physician and/or “Returning to Pre-K-12 School” guidelines are met. A student or staff member who is quarantined following close contact with a case may not

return to school until cleared to do so by ACHD/DOH guidelines. These students are incorporated in the remote school model fluidly until they are able to return to the school building. These mitigation efforts are continually reviewed and revised to follow CDC/PDE/DOH/ACHD recommendations.

When a building is notified of a positive COVID-19 case, the school nurse immediately notifies the Allegheny County Health Department (ACHD) and administration. Using guidance from ACHD, the school nurse collaborates with administration to determine next steps necessary to prevent the spread of illness. The district communicates with families and the community as directed by the county health officials while protecting the privacy and confidentiality of the individual who was confirmed positive.

School nurses and administrators have been trained on the requirements for monitoring student and staff health. This was completed in the weeks before school starts virtually with collaboration from ACDH and our school physician.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	For Students: Using the symptom/exposure screening tool, parents/guardians are asked to complete a daily health check on students prior to leaving the house for school. School staff are available to assist with symptom/exposure screening upon arrival to school (due to varying home circumstances) when needed. Medically fragile and high-risk students have a symptom screening completed at school in addition to home screening.	For Students: Using the symptom/exposure screening tool, parents/guardians are asked to complete a daily health check on students prior to leaving the house for school. School staff are available to assist with symptom/exposure screening upon arrival to school (due to varying home circumstances) when needed. Medically fragile and high-risk students have a symptom screening completed at school in addition to home screening.	Holly Fisher, Nursing Department Chair School Nurses Tina Vojtko, Communications Specialist Building Administrators Technology Department Building Secretaries	Identify and train staff to facilitate with backup symptom screening needs (school police officer, administrator, secretary, paraprofessional, etc.). District Needs for Students: Creation of the following items for families: - acknowledgement from parents that this will be completed.	Y

Students who are unable to attend school due to not passing symptom/exposure screening, are provided options for participating in school remotely until return to school. District attendance policy reflects flexibility for absences due to symptom screening "yes" answers. For Staff: Staff members, including contracted services & substitutes, complete a symptom/exposure screening and record an assurance via Google Form each morning prior to entering the building. Staff members who do not pass the symptom/exposure screening do not report to work. For Visitors: Invited guests (limited to those who are needed in person) have temperature taken at front desk & need to answer "no" to symptom/exposure screening questions to be permitted entry. Guests are defined as visitors that must enter the school who are in	Students who are unable to attend school due to not passing symptom/exposure screening, are provided options for participating in school remotely until return to school. District attendance policy reflects flexibility for absences due to symptom screening "yes" answers. For Staff: Staff members, including contracted services & substitutes, complete a symptom/exposure screening and record an assurance via Google Form each morning prior to entering the building. Staff members who do not pass the symptom/exposure screening do not report to work. For Visitors: Invited guests (limited to those who are needed in person) have temperature taken at front desk & need to answer "no" to symptom/exposure screening questions to be permitted entry. Guests are defined as visitors that must enter the school who are in	- E-blast first day of school to remind parents of symptom screening questions. - Form linked on website for families. Create a protocol for parents to notify school about failed symptom screening. Create protocol for ease of transition to remote learning access. District Needs for Staff: Specific procedures developed for staff of what to do if "yes" answers any of the symptom screening questions. (Ex: Entering into Aesop) District Needs for Visitors/Substitutes: Google Form needs to be developed for substitute staff
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	close contact with staff or in the building for more than 15 minutes. Temporary guests are defined as those who are visiting the building for quick exchanges for student educational needs or signing students in/out of school. Other: District representative for athletics and activities developed a protocol that adheres to most updated PDE guidance for non-district employed coaches/sponsors of district approved events.	close contact with staff or in the building for more than 15 minutes. Temporary guests are defined as those who are visiting the building for quick exchanges for student educational needs or signing students in/out of school. Other: District representative for athletics and activities developed a protocol that adheres to most updated PDE guidance for non-district employed coaches/sponsors of district approved events.			
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	District follows most updated PDE guidance under "Symptom Monitoring". Every school building has an identified isolation area with proper cleaning protocol established. Students/Staff sent home from the school nurse due symptom screening results / symptom presentation at school must stay home until asymptomatic and/or cleared by a physician to return to school per DOH/PDE guidelines and verified by school nurse (student) or HR personnel (staff).	District follows most updated PDE guidance under "Symptom Monitoring". Every school building has an identified isolation area with proper cleaning protocol established. Students/Staff sent home from the school nurse due symptom screening results / symptom presentation at school must stay home until asymptomatic and/or cleared by a physician to return to school per DOH/PDE guidelines and verified by school nurse (student) or HR personnel (staff).	Holly Fisher, Department Chair Building Certified School Nurse Building Administrator Building Custodian Tina Vojtko, Communications Specialist Allegheny County Health Department	District Need: Protocol created and communicated to staff and families of steps to be taken if a positive case of COVID is identified in the building Building Needs: Identification of appropriate isolation areas for the health office to utilize Identification of other areas health office to	Y

	A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by ACHD/DOH. The District will follow current DOH orders regarding required testing and/or quarantine after travel for all students and staff.	A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by ACHD/DOH. The District will follow current DOH orders regarding required testing and/or quarantine after travel for all students and staff.		utilize for non illness needs Work with custodial staff to maintain proper cleaning. Identifying areas where the student/staff quickly exit the building from the health office. <i>Consider incorporating most updated PDE guidance of "Return to School" guidelines.</i>	
* Returning isolated or quarantined staff, students, or visitors to school	For Students: District follows most updated DOH/PDE guidance for "Returning to Pre-K to 12 School". Parents contact the building Health Office to coordinate the return of students with symptoms that are not suspected to be COVID-related prior to returning to confirm that the student meets "symptom free" criteria. District follows the most updated PDE guidance of "Release from Isolation" criteria for probable or positive COVID cases. For Staff:	For Students: District follows most updated DOH/PDE guidance for "Returning to Pre-K to 12 School". Parents contact the building Health Office to coordinate the return of students with symptoms that are not suspected to be COVID-related prior to returning to confirm that the student meets "symptom free" criteria. District follows the most updated PDE guidance of "Release from Isolation" criteria for probable or positive COVID cases. For Staff:	Holly Fisher, Department Chair Building Certified School Nurse Allegheny County Health Department	Nurses to adopt most updated PDE guidance regarding discontinuing Isolation for COVID	Y

	District follows the most updated PDE guidance for "Returning to Pre-K to 12 School". Staff with symptoms that are not suspected to be COVID-related contact HR prior to returning to confirm that the staff member meets "symptom free" criteria. District follows the most updated PDE guidance of "Release from Isolation" criteria for probable or positive COVID cases. This is also coordinated through HR in consultation with applicable health departments and/or medical providers.	District follows the most updated PDE guidance for "Returning to Pre-K to 12 School". Staff with symptoms that are not suspected to be COVID-related contact HR prior to returning to confirm that the staff member meets "symptom free" criteria. District follows the most updated PDE guidance of "Release from Isolation" criteria for probable or positive COVID cases. This is also coordinated through HR in consultation with applicable health departments and/or medical providers.			
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	District utilizes E-alerts, district-wide emails, School District website and/or social media accounts, automated phone chains, and/or building specific emails.	District utilizes E-alerts, district-wide emails, School District website and/or social media accounts, automated phone chains, and/or building specific emails.	Holly Fisher, Department Chair Building Certified School Nurse Building Administrator Tina Vojtko, Communications Specialist Allegheny County Health Department	Prior to school starting, families need to be notified of specific steps the district will take if someone tests positive per most updated PDE guidance.	Y

Other monitoring and screening practices	District creates a check and balance check list for areas such as cleaning, health office, building administrators to ensure that all components of the plan are properly implemented daily and to monitor overall district status/needs.	District creates a check and balance check list for areas such as cleaning, health office, building administrators to ensure that all components of the plan are properly implemented daily and to monitor overall district status/needs.	Lauren Madia, Assistant Director of Student Support Services Ray Carson, Pandemic Coordinator Lou Angelo, Director of Operations and Facilities		
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Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions: The Upper St. Clair School District follows the PA Universal Face Covering Order in all district buildings and facilities, and at all district-sponsored events. Students/Staff unable to wear a face covering due to medical exemption are required to provide a written statement from their physician. Students who are medically exempt from wearing a face covering have revisions made to include this in their IEP/504 documents. Individuals who work closely with a student who may not be able to wear a face covering and/or socially distance are offered additional PPE for added protection.

Staff members and students who are at higher risk for severe illness are offered additional PPE if warranted. Students who are medically fragile who are not able to attend school in physical buildings are permitted to participate virtually. Staff members who are unable to work in physical buildings are directed to Human Resources who review their options.

Students are provided face covering breaks in accordance with PA Public Health Guidelines.

The Upper St. Clair School District provides a detailed training for substitutes in all areas. Substitutes are required to participate in all training before being permitted to serve as a substitute in the buildings. Substitutes are also required to complete the daily employee symptom/exposure screener before entering the buildings.

Upper St. Clair schools utilizes its staff members to provide instruction and related services to all students, whether learning in person or learning at home. All children are taught by USC teachers using the USC curriculum. Whether learning in person or learning at home, students have access to the full USC experience.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	For Students: District follows most updated PDE guidance regarding students at higher risk. Building staff conduct symptom screening at school daily for medically fragile and high risk students in addition to home screening. For Staff: District follows most updated PDE guidance regarding "Staff with	For Students: District follows most updated PDE guidance regarding students at higher risk. Building staff conduct symptom screening at school daily for medically fragile and high risk students in addition to home screening. For Staff: District follows most updated PDE guidance regarding "Staff with	Building Administrators Building Nurses 504/Spec Ed Case managers	District Needs: Process for identifying those who require these additional screenings at school. Check with our attorney if additional/appropriate PPE needs provided for these students if needed.	Y

	Chronic Conditions." The District's HR department engages with these staff members to identify reasonable accommodations that can be provided. District provides additional PPE for these staff members.	Chronic Conditions." The District's HR department engages with these staff members to identify reasonable accommodations that can be provided. District provides additional PPE for these staff members.		Additional/appropriate PPE provided for these staff members if needed.	
* Use of face coverings (masks or face coverings) by all staff	District follows the most updated guidance provided by the Governor of Pennsylvania and PDE. Specifically: Students and staff members are required to wear masks/face coverings at all times on school buses, inside school buildings, and outdoors, unless one of the following situations exists. Staff may remove masks/face coverings in the following situations: -Eating or drinking during breaks and lunch periods at least 6 feet apart -When wearing a mask or face covering creates an unsafe condition in which to operate equipment or execute a task.	District follows the most updated guidance provided by the Governor of Pennsylvania and PDE. Specifically: Students and staff members are required to wear masks/face coverings at all times on school buses, inside school buildings, and outdoors, unless one of the following situations exists. Staff may remove masks/face coverings in the following situations: -Eating or drinking during breaks and lunch periods at least 6 feet apart -When wearing a mask or face covering creates an unsafe condition in which to operate equipment or execute a task.	Building Administrators	District Needs: Obtain supplies needed to support staff. Consider clear face coverings especially for teachers with students with audio/visual learning needs.	Y

* Use of face coverings (masks or face coverings) by older students (as appropriate)	District follows the most updated guidance provided by the Governor of Pennsylvania and the DOH & PDE. Students and staff members are required to wear masks/face coverings at all times on school buses, inside school buildings, and outdoors, unless one of the following situations exists. Students are permitted to remove masks/face coverings for breaks in the following situations: -Eating or drinking at least 6 feet apart -At least 6 feet apart for mask breaks lasting no longer than 10 minutes -When wearing a mask or face covering creates an unsafe condition in which to operate equipment or execute a task. Additional guidance is provided to staff.	District follows the most updated guidance provided by the Governor of Pennsylvania and the DOH & PDE. Students and staff members are required to wear masks/face coverings at all times on school buses, inside school buildings, and outdoors, unless one of the following situations exists. Students are permitted to remove masks/face coverings for breaks in the following situations: -Eating or drinking at least 6 feet apart -At least 6 feet apart for mask breaks lasting no longer than 10 minutes -When wearing a mask or face covering creates an unsafe condition in which to operate equipment or execute a task. Additional guidance is provided to staff.	Building Administrators	District Needs: Communication to parents that back up masks should be readily available to students. Building Needs: Identification of where masks can be placed when not in use	Y
Unique safety protocols for students with complex needs or other vulnerable individuals	For Students: District engages with families of these students to modify/adjust their individual 504 Plan/IEP documents. For Staff:	For Students: District engages with families of these students to modify/adjust their individual 504 Plan/IEP documents. For Staff:	Diane Rodi Tina Votjko Building Nurses	District Needs: Staff need to be alerted and provided reminders of what benefits are available to them due to COVID.	Y

	District provides additional PPE for staff members working closely with students with complex needs. The District's HR department engages with staff members to identify reasonable accommodations that can be provided.	District provides additional PPE for staff members working closely with students with complex needs. The District's HR department engages with staff members to identify reasonable accommodations that can be provided.	504/Spec Ed Case managers		
Strategic deployment of staff	Upper St. Clair schools utilizes its staff members to provide instruction and related services to all students, whether learning in person or learning at home. All children are taught by USC teachers using the USC curriculum. Whether learning in person or learning at home, students have access to the full USC experience.	Upper St. Clair schools utilizes its staff members to provide instruction and related services to all students, whether learning in person or learning at home. All children are taught by USC teachers using the USC curriculum. Whether learning in person or learning at home, students have access to the full USC experience.	Building administrators HR personnel	Training materials for substitutes	Y (for substitutes)

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.

- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, sanitizing, disinfecting, and ventilation practices	Custodial Staff and classroom staff	Lou Angelo	Virtual and/or small group	Examples of products and videos of techniques of disinfecting	August 2020	August 2020
Social Distancing - (Classroom, Staff Areas, Hallways, Food Centers, communal areas, limiting number of people)	All Staff	Lauren Madia	Virtual	Photos of classrooms/cafeterias/hallways	August 2020	August 2020
Hygiene practices (hand hygiene, restrooms, fountains, limiting shared materials, lab equipment, chorus, band)	All Staff	Holly Fisher	Virtual	Photos and examples, results from research to support decisions regarding music and band	August 2020	August 2020
Identifying and restricting non-essential visitors and volunteers	All Staff	Lauren Madia	Virtual	Examples of what is allowed and what is not. If a different sign in program will be used, photos and videos of that would be needed as well.	August 2020	August 2020
Transportation procedure - including bus and drop offs	All staff	Lou Angelo	Virtual	Photos and examples of school processes for staggering drop offs and pickups, photos of bus usage	August 2020	August 2020

Symptom screening and isolation/quarantine (start and end processes)	All Staff	Holly Fisher	Virtual	Symptom screener, protocol for isolation or quarantine	August 2020	Ongoing
Masks and protecting those at high risk for illness	All Staff	Lauren Madia	Virtual	Face Covering Order Q&A, examples of additional PPE, examples of changes in IEP/504s, check and balance check list.	August 2020	August 2020
Communication for families	Administrators, teachers, paraprofessionals	Lauren Madia	Virtual	Examples of when what is communicated	August 2020	August 2020
Nutrition Center changes	Nutrition Center Staff	Ashley Lindhurst	Virtual	Scanning systems direction, examples and photos of new changes	August 2020	August 2020
Substitute Education	All substitute Areas	Judi Stemmler	Virtual	Substitute requirements, health plan education	Ongoing	Ongoing
FERPA/HIPAA Requirements	All Staff	Lauren Madia	Virtual	Training materials based on FERPA / HIPAA laws	August 2020	August 2020

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
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School Reopening Updates	Parents / Students / Community	John Rozzo, Superintendent of Schools	Electronic messages, Video from School Board meeting	August 2020	Ongoing
Resources for Families on COVID-19 and Ongoing Updates	Parents / Students / Community	Tina Vojtko, Communications Specialist	District website	Ongoing	Ongoing
Student Schedules	Parents / Students	Building principals	Electronic messages	August 2020; ongoing as needed	Ongoing
Transportation	Parents / Students	Jon Mansfield, Director of Transportation Lou Angelo, Director of Operations and Facilities	Parent/student portal, electronic messages, district website	August 2020; ongoing as needed	Ongoing
Food Services	Parents / Students	Ashley Lindhurst, Food Services Director	District website, individual communication	Ongoing	Ongoing
Symptom monitoring and isolation/quarantine	Parents / Students	Holly Fisher, Department Chair School Nurses	Electronic messages, district website, individual communication	Ongoing	Ongoing
Masks and other mitigation strategies (limit sharing items, Gym/music departments, additional PPE, those at risk for severe illness)	Parents / Students	Lauren Madia, Assistant Director of Student Support Services	Electronic messages, District website / FAQs	Ongoing	Ongoing

Health and Safety Plan Summary: Upper St. Clair School District

Anticipated Launch Date: For Staff: 8/24/2020; For Students: 9/3/2020; Updates to take effect 4/6/2021

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

****Note:** As the district prepares to reopen, students and families are expected to comply with all health and safety requirements set forth in the District's Health and Safety Plan(s). Failure to comply may result in student discipline consistent with the degree of violation. A copy of the District's Plan and the applicable health and safety requirements are available on the District's website at www.uscsd.k12.pa.us. In the event a provision of the Health and Safety Plan conflicts with any duly adopted Board Policy, the Plan provisions will apply so long as the Plan is in place.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	The district changed custodial shifts to support the health plan and education schedule that allow for more frequent cleaning of high-touch surfaces throughout the school day. Facilities staff utilize quick drying disinfectant. The district has replaced current hand sanitizers and soap dispensers with touchless equipment and increasing the number of mobile hand sanitizer stations. Hand sanitizers are installed at building entrances, conference rooms, nutrition centers, and large group areas. Adhesive coverings are placed on every other urinal, select water fountains, and hand dryers. The district's facilities team has worked with our service technicians to increase ventilation to buildings and will continue using high grade air filters. The

	district has procured ample supplies of cleaning solutions, supplies, and equipment through its vendors. The transportation schedules allow for cleaning between each run. The nutrition centers adopted enhanced cleaning schedules. All staff have been trained on the cleaning/ventilation protocols and procedures applicable to their responsibilities.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	Upper St. Clair School District (District) implements physical distancing measures whenever feasible to limit exposure between individuals. The District arranges classrooms to have up to 6 feet of distance between students. Desks/students are arranged to face the same direction whenever possible. In classroom spaces that have tables, students are distanced to the maximum extent possible. All learning spaces have desk shields for each student, although the shields are not required to be used during standardized testing. The District utilizes physical barriers in work spaces and areas used by staff, students, and others where physical distancing is not feasible.
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	To limit the number of individuals who come into contact with one another throughout the day, cohorts are used and teachers move to classrooms rather than having students move, where this is feasible. Students who receive special services travel to those classrooms/offices as their needs require. Where cohorts do not exist and/or when travel to other
* Handling sporting activities consistent with the <u>CDC Considerations for Youth Sports</u> for recess and physical education classes	

Limiting the sharing of materials among students Staggering the use of communal spaces and hallways Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars Other social distancing and safety practices	classrooms is needed, strategies such as staggered release and hallway traffic management are used. This occurs to a wider extent at the high school level, but all levels experience some need to transition students to more than one classroom for certain subjects (e.g., specials like Art, STEAM, etc. that have unique materials and/or equipment that cannot be transported to classrooms.) The use of communal spaces are scheduled to stagger use. Outdoor spaces are used primarily for physical activity and recreation, but some outdoor spaces may be used for instructional purposes as feasible. PE and Recess include low-risk activities that allow for physical activity while maintaining appropriate distancing. Individual courses are adapted as needed to meet the health / safety planning requirements. Visitors and volunteers are significantly restricted to those who are invited for emergency and sensitive meetings only and for limited periods of time to complete required sign-out procedures. Administrators may approve volunteers with proper clearances to attend school-sponsored events and activities. Most large in-person events, celebrations, and other activities are suspended for the duration of this plan. Modified events may be approved by administration in consultation with members of the health/safety team.
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	The district partners with Extended Day Services on coordinated safety/health policies and procedures and any necessary changes to operations. Transportation loading procedures will be adjusted to minimize students' proximity to one another.
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Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	The Upper St. Clair School District requires students and staff to complete a screening process daily before coming to the school buildings. Staff members complete a google form daily to be submitted before coming to work. Parents review a symptom/exposure risk screening with their child before they send/bring them to school in the morning. Parents have been asked to complete a one-time acknowledgement to provide assurance to the district that this screening is taking place daily. If a parent is unable to complete this screening at home prior to school or if the student/staff member is medically fragile an additional screening may take place at school by the school nurse or other trained staff member. If any screening question is answered "yes", the student/staff member is excluded from school/work until cleared by a medical provider and/or "Returning to Pre-K-12 School" guidelines are met. Students/staff who become ill at school or who do not meet symptom/exposure screening requirements

	while in the school buildings are isolated immediately via the health office and sent home as soon as possible. The student/staff member is not permitted to return to school until cleared by a physician and/or “Returning to Pre-K-12 School” guidelines are met. A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by ACHD/DOH. These students are incorporated in the virtual school model fluidly until they are able to return to the school building. These mitigation efforts are continually reviewed and revised to follow CDC/PDE/DOH/ACHD recommendations. When a building is notified of a positive COVID-19 case, the school nurse immediately notifies the Allegheny County Health Department (ACHD) and administration. Using guidance from ACHD, the school nurse collaborates with administration to determine next steps necessary to prevent the spread of illness. The district communicates with families and the community when contact tracing efforts include time when an infectious individual was in a district building/facility or participating in a school-sponsored activity. The communication protects the privacy and confidentiality of the individual who was confirmed positive. School nurses and administrators are trained on the requirements for monitoring student and staff health. This was completed in the weeks before school starts virtually with collaboration from ACDH and our school physician.
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Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
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* Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face coverings) by all staff * Use of face coverings (masks or face coverings) by older students (as appropriate) Unique safety protocols for students with complex needs or other vulnerable individuals Strategic deployment of staff	The Upper St. Clair School District follows the PA Face Covering Order in all district buildings. Students/Staff unable to wear a mask/face covering due to medical exemption are required to provide a written statement from their physician. Students who are medically exempt from wearing a mask/face covering have had revisions made to include this in their IEP/504 documents. Individuals who work closely with a student who may not be able to wear a mask/face covering and/or socially distance are offered additional PPE for added protection. Students are provided mask/face covering breaks in accordance with PA Public Health Guidelines. Staff members and students who are at higher risk for severe illness are offered additional PPE if warranted. Students who are medically fragile who are not able to attend school in physical buildings are permitted to participate virtually. Staff members who are unable to work in physical buildings are directed to Human Resources who review their options. The district provides detailed training for substitutes in all areas. Substitutes are required to participate in all training before being permitted to serve as a substitute in the buildings. Substitutes are also required to complete the daily employee symptom/exposure screener before entering the buildings. Upper St. Clair schools utilizes its staff members to provide instruction and related services to all students, whether learning in person or learning at home. All children are taught by USC
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	teachers using the USC curriculum. Whether learning in person or learning at home, students have access to the full USC experience.
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Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Upper St. Clair SD reviewed and approved the Phased School Reopening Health and Safety Plan on : (INSERT DATE: MONTH, DAY, YEAR).

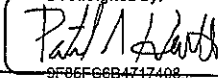
The plan was approved by a vote of: Eight to zero

☒ Yes

☐ No

Affirmed on: (INSERT DATE: MONTH, DAY, YEAR) April 27, 2021

By: DocuSigned by:



9F86F66B4747408...
(Signature* of Board President)

Patrick A. Hewitt

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.



Memo

To: Dr. John Rozzo, USC Board Members
From: Mrs. Amy Pfender
Date: April 27, 2021
RE: Contract with Herren Talks

On May 6, 2021 the Upper St. Clair High School will host a motivational speaker, Chris Herren. The cost of the contract is \$6500 dollars plus travel expenses. The high school will accept a donation from the PTSO and other private donors for \$4500.00 and travel costs. The high school will cover the remaining \$2000.00 in speaker costs.

Approval of contracts/agreements will be contingent upon documentation acceptable to the Superintendent and Solicitor.

Personnel List**April 27, 2021****Board Meeting****ELECTION**

Staff Name	Location	New Assignment	New Assignment Status	Effective Date
Anthony, Anastasia	Substitute	ESY Teacher Aide	Substitute	06-14-21 through 07-30-21
Beechy, Megan	Ft. Couch	Spring Performance Sponsor	ECA	04-12-21 through 06-04-21
Childers, Taylor	Substitute	Substitute Certified Teacher/ Counselor	Substitute	04-26-21
Davia, Michael	Boyce	ESY Program 2020 - Special Education Teacher	Summer	06-14-21 through 08-13-21
Ferrari-Engel, Rachel	High School/ Boyce	Theater Head Technician	ECA	School Year (Pro-Rate 04-19-21 through 06-10-21)
Freedman, Dana	Boyce	ESY Program 2020 - Special Education Teacher	Summer	06-14-21 through 08-13-21
Guterrez, Marianna	Boyce	Annual Weekly Substitute	Substitute	05-03-21 through 06-09-21
Guterrez, Marianna	Boyce	ESY Program 2020 - Special Education Teacher	Summer	06-14-21 through 08-13-21
Henderson, Matthew	Boyce	Spring Production Technical Director	ECA	04-12-21 through 06-04-21
Iagnemma, Olivia	Baker	Annual Weekly Substitute	Substitute	05-10-21 through 06-09-21
Krause, Anthony **	Boyce/Bus Garage	1.0 Custodian	FT	04-07-21
Kyle, Erin	Boyce	Spring Performance Sponsor	ECA	04-12-21 through 06-04-21
Liu, Ying	Substitute	Substitute Nurse	Substitute	04-23-21
Luckenbach, Denise	Boyce	ESY Program 2020 - Special Education Teacher	Summer	06-14-21 through 08-13-21
Luxbacher, Eliza	Boyce	Spring Performance Sponsor	ECA	04-12-21 through 06-04-21
Mikolaj, Christy	Boyce	ESY Program 2020 - Special Education Teacher	Summer	06-14-21 through 08-13-21
Paronish, Stacie	Boyce	Spring Production Sponsor	ECA	04-12-21 through 06-04-21
Pink, Morgan	Eisenhower	Annual Weekly Substitute	Substitute	04-26-21 through 06-09-21
Polfus, Jill	Ft. Couch	Spring Performance Sponsor	ECA	04-12-21 through 06-04-21
Poniatowski, Katie	Boyce	ESY Program 2020 - Special Education Teacher	Summer	06-14-21 through 08-13-21

Quinn, Sandra	Substitute	ESY Teacher Aide	Substitute	06-14-21 through 07-30-21
Shuback, Jennifer	Substitute	ESY Teacher Aide	Substitute	06-14-21 through 07-30-21
Steinhaus, Paige	Ft. Couch	Spring Performance Sponsor	ECA	04-12-21 through 06-04-21
Strang, Amy	Baker	AWS Substitute Teacher	Substitute	04-26-21 through 06-09-21
Walsh, Tammy	Substitute	ESY Teacher Aide	Substitute	06-14-21 through 07-30-21
Weinheimer, Amanda	Substitute	ESY Teacher Aide	Substitute	06-14-21 through 07-30-21

** Interim Approval by Dr. John Rozzo, Superintendent on 04-08-21

CHANGE OF STATUS

Staff Name	Location	Current Assignment	Current Assignment Status	New Assignment	New Assignment Status	Effective Date
Bodamer, Kellie	Eisenhower	1.0 Elementary Teacher	FT	Leave of Absence	Leave	8-18-21 through 11-8-21
Davidovich, Virginia	Bus Garage	Leave of Absence	Leave	Bus Driver	PT	Return to Work 4-6-21
Grogan, Sarah**	Baker	AWS Teacher	Substitute	Per Diem Substitute (for J. Young) as of 04-16-21	Per Diem Substitute	04-16-21 through 06-09-21
Kappert, Kathleen	Eisenhower	1.0 Teacher Aide	FT	Leave of Absence	Leave	Return to Work 4-6-21
Kluckman, Lauren	Boyce	1.0 German Teacher	FT	Leave of Absence	Leave	Return to Work 12-1-21
Krakoff, Lori	Boyce	1.0 Teacher Aide	FT	Leave of Absence	Leave	Beginning 5-27-21
Kulik, James	Baker	1.0 Custodian	FT	Leave of Absence	Leave	Beginning 3-18-21
Melvin, Terry	Streams	1.0 Custodian	FT	Leave of Absence	Leave	Beginning 4-16-21
Mostowy, Dawn	High School	1.0 Biology Teacher	FT	Leave of Absence	Leave	Return to Work 3-29-21
Oakes, Helen	Streams	1.0 Custodian	FT	Leave of Absence	Leave	Beginning 3-31-21
Peluso, Teresa	Eisenhower	1.0 Teacher Aide	FT	Leave of Absence	Leave	Beginning 4-12-21
Phillips, Donna**	Boyce	Per Diem Substitute (for S. Fleckenstein) as of 03-01-21	Substitute	1.0 Gifted/Math Teacher (LTS for S. Fleckenstein)	LTS	03-01-21
Scott, Mark	Baker	Temporary Head Custodian	Temporary	1.0 Head Custodian	FT	04-12-21
Serbicki, Brenda**	Baker	AWS Teacher	Substitute	Per Diem Substitute (for M. Zora) as of 04-06-21	Per Diem Substitute	Beginning 4-6-21
Short, Rosanne	Eisenhower	1.0 Teacher Aide	FT	Leave of Absence	Leave	Return to Work 4-12-21

Valentine, Erika	High School	1.0 Art Teacher	FT	Leave of Absence	Leave	Beginning 04-19-21
Vierling, Lauren	Bus Garage	Bus Driver	PT	Leave of Absence	Leave	Return to Work 04-6-21
White Frederick	District-Wide	1.0 District Driver/Delivery	FT	Leave of Absence	Leave	Beginning 04-6-21
Wolfe, Robert	Bus Garage	Bus Driver	PT	Leave of Absence	Leave	Beginning 03-26-21
Young, Jessica	Baker	1.0 Elementary Teacher	FT	Leave of Absence	Leave	Beginning 04-16-21
Zora, Mary	Baker	1.0 Resource Teacher	FT	Leave of Absence	Leave	Beginning 04-6-21

** Interim Approval by Dr. John Rozzo, Superintendent on 04-08-21

RETIREMENT

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Davidovich, Virginia	Bus Garage	Bus Driver	PT	Last Day Bus Driver Responsibility 2020-21 school year
Helbling, Sandra	Streams	1.0 Teacher Aide	FT	Last day Teacher Aide responsibility 2020-21 school year
Ruffalo, Andrew	Baker	1.0 Head Custodian	FT	TBD

RESIGNATION

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Berrott, Kristy**	Baker	Curriculum Leader - Grades 3 and 4 ELA	PT	06-10-20
Dyer, Emily	Streams	1.0 Special Ed Teacher	FT	LDTR for the 2020-21 school year

** Interim Approval by Dr. John Rozzo, Superintendent on 04-08-21

INFORMATION ONLY

Cusick, Carolyn: (Ft. Couch - 1.0 Business Ed Teacher) - Leave of Absence end date change from "TBD" to "through LDTR"

David, Samuel: (1.0 Custodian) - Location change from Ft. Couch to High School, effective 04-06-21

Fortson, Carolyn: (Streams - 1.0 Teacher) - Leave of Absence date change from "02-08-21 through 04-30-21" to "02-08-21 through 05-6-21"

Newman, Corinne: (High School - 1.0 Chemistry Teacher) - Leave of Absence start date change from "03-22-21" to "03-16-21" through LDTR

Pascarella, Kelly: (Boyce - 1.0 Teacher) - Leave of Absence end date change from "TBD" to "through 01-17-22"

Polinski, Amy: (Ft. Couch) - 1.0 Business Ed Teacher (LTS for C. Cusick) end date change from "TBD" to "LDTR"

Yuest, Melissa(Boyce - 1.0 Special Ed Teacher) - Return To Work 03-08-21

Memo



To: Mr. Ray Carson
From: Dr. Lou Angelo
Date: April 6, 2021
RE: **Boyce Field Upgrade**

I am requesting approval to replace the turf at Boyce stadium and install perimeter fencing during the **late spring of 2021**. The turf at Boyce field was installed in 2011 and had a life expectancy of 8 - 10 years dependent upon the degree of use. Since its original installation, the artificial field has been used seven days a week by the school district and community recreation athletic programs for at least nine months per year.

The field was designed with an open layout, enabling access to the grounds twenty-four hours a day, seven days a week. The field is used for physical education classes, student activities, and athletic events such as field hockey, football, lacrosse, and soccer. The field is also available for general community use, offering a walking track constructed of crushed brick.

Because of the degree of use and life expectancy, we are experiencing the natural breakdown of the artificial materials. Below are the safety-related issues we will rectify with a replacement field and perimeter fencing.

- The planarity of the field base has been lost, creating “waves” across the playing surface and necessitating regrading.
- Over time and because of the extensive use, the rubber infill has been disbursed, causing the field to become hard in several areas.
- The crushed brick used as the surface of the walking track has made its way into the playing surface and become intermixed with the rubber infill. It also creates a condition where play along sidelines may result in athletes sliding or running onto the brick surface.
- The artificial grass fibers have deteriorated and can no longer maintain the rubber infill. The infill is an ambient rubber and is now easily displaced by water from heavy rains, depleting the ability of the surface to absorb impact.

- In high traffic areas, the fibers have worn and depleted the rubber infill to the degree it is unrepairable for any sustainable time period.
- Some fiber stitching has failed, causing the turf to disconnect from the surface and expose the hard underlayer.
- Limiting access and securing the field is not possible during school hours, activities, games, and practices.

To address the concerns, I recommend we use the FieldTurf Classic HD turf system as the replacement material for several reasons.

- The FieldTurf Classic HD turf is the same system we installed in the high school stadium. It has proven to be a safe and durable product, and with proper care, it continues to look brand new.
- The FieldTurf company is a member of the Keystone Purchasing Network and has provided us with great customer service and training on an as needed basis. They are located along Boyce Road, so they are very responsive to our needs.
- The FieldTurf Classic HD turf has a life expectancy of twelve (12) to fifteen (15) years, and it comes with a ten (10) year warranty.
- The system is a slit-film fiber, which is known as the safest, most durable product. It contains the strongest and softest fibers that will wear well while maximizing the protection of our students.
- The strength of the system allows it to be used by physical education classes as well as all sports (field hockey, football, lacrosse, and soccer).
- The turf material is *cleat-friendly*, providing the maximum replication of a natural grass field. The design improves safety by reducing the likelihood of ankle and knee injuries.
- This is the same system used by 98% of WPIAL fields installed by FieldTurf as well as professional and NCAA athletic teams.

I am also recommending we install a perimeter fence with swipe card access. The renovated field will continue to serve the needs of the school district and community for athletics and recreation. Similar to the high school stadium, and in accordance with our safety and security assessment recommendations, the perimeter fence will be used to maintain security during the school day, activities, events, games, and practices. Outside of these times, the community will be welcome to use the facility for general recreation.

If approved, the scope of work will be as follows:

- Replace the existing turf with FieldTurf Classic HD turf system, which is the same turf product as the high school stadium.
- Remove the existing crushed brick walking track.

- Install the proper stone base where the existing walking track is and extend the turf to that location, creating a full-sized soccer field. The expansion will create the ability utilize the field for varsity soccer practices.
- Install a midfield logo, endzone graphics, and markings for field hockey, football, men's and women's lacrosse, and soccer.
- Install new fencing with swipe badge access to secure the field and preserve the facility.

The total estimated cost to the district is \$731,000.00. Financing for the project has been included in the budget for the 2021-2022 fiscal year.

Construction and Turf	\$638,371.48
Perimeter Fencing	\$83,611.00
Performance and Payment Bonds	\$9,017.52
Total Cost to District	\$731,000.00

If approved, construction could begin in late May and will likely last between six (6) and seven (7) weeks.

Attached:

- Upper St. Clair School District-KPN Proposal-4.8.21.pdf
- USC - BOYCE - Schedule - 2.24.21.pdf
- Boyce Field Project Presentation

PRICING PROPOSAL



UPPER ST. CLAIR SCHOOL DISTRICT

April 9, 2021

Mr. Rozzo,

FieldTurf USA, Inc. is pleased to present the following proposal. FieldTurf pricing is based on the The Keystone Purchasing Network (KPN) contract. KPN provides predetermined preferential pricing through approved vendors. Since the products have already been bid at the national level, individual schools do not have to duplicate the bidding process per KPN Contract # 201801-01.

Click on the following KPN hyperlink for contract due diligence documentation:

[KPN Contract # 201801-01.](#)

BASE BID

FIELD NAME	Boyce Middle School Synthetic Turf
TURF SYSTEM	Classic HD 2.25"
SQUARE FOOTAGE	94,584 SF
FIELD MARKINGS	Football, Soccer, Lacrosse
TOTAL PRICE	\$731,000.00

BREAKOUT

Site Work & Turf	\$638,371.48
Perimeter Fencing	\$83,611.00
Performance & Payment Bonds	\$9,017.52

PRICING PROPOSAL

PRICE INCLUDES:

- a) Mobilization & Layout
- b) Stone Construction Entrance
- c) Demo Existing Walking Track
- d) Removal/Disposal of Existing Synthetic Turf & Infill
- e) Demo Existing Concrete Curb
- f) Install New Concrete Curb/Nailer
- g) Install 5" #57 Base Stone
- h) Install 1" Finish Stone
- i) Laser Grade Existing Stone Base
- j) Install Perimeter Fencing
- k) Installation of the artificial in-filled grass surface upon a suitable base.
- l) (1) set of Inlaid Football Markings
- m) (1) set of inlaid Soccer Markings
- n) (1) set of Inlaid Boy's Lacrosse Markings
- o) (1) set of Inlaid Girl's Lacrosse Markings
- p) (1) Set of Inlaid Field Hockey Markings
- q) (1) Center Logo "U"
- r) (20) End Zone Letters "UPPER ST. CLAIR" "PANTHERS"
- s) A 10 year warranty (the first 8 years will be 3rd party pre-paid insured and the last 2 years as a manufacturer warranty)

PRICE DOES NOT INCLUDE:

- a) The base upon which the FieldTurf artificial turf surface will be placed. FieldTurf shall not be responsible for the stability, the porosity, nor the approval of the base upon which the FieldTurf surface will be installed, the drainage system, nor any construction or modification of existing installations around the fields.
- b) FieldTurf is not altering or improving the existing drainage system under the existing artificial turf limits. No removal, milling, ponding, flooding or repairs within the existing base and drainage system are included and shall remain the responsibility of the owner.
- c) Any costs associated with necessary charges relating to the delineation of the field.
- d) Unless otherwise specified, the price does not include any G-max testing.
- e) The supply of or adjustment to existing manholes, clean-outs or grates and supply of the manhole covers.

PRICING PROPOSAL



- f) Any alteration or deviation from specifications involving extra costs, which alteration or deviation will be provided only upon executed change orders, and will become an extra charge over and above the offered price.
- g) Site security.
- h) Repair or resurfacing existing asphalt parking lot if damaged by truck traffic.
- i) Site restoration, sodding, landscaping or grow-in.
- j) Permit fees, Inspection fees.
- k) A vehicle to tow FieldTurf maintenance equipment.
- l) All applicable taxes, prevailing wages, union labor and other labor law levies.
- m) Anything not explicitly noted in the inclusions.

The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction.

Please feel free to reach out to any member of our project team with questions about our offer:

Michael Glorioso

Project Manager

(443) 569-2372

Michael.Glorioso@FieldTurf.com

Patrick Zeni

Regional Sales Manager

(724) 825-3765

Patrick.Zeni@FieldTurf.com

Thank you again for your interest in FieldTurf, we look forward to working with you.

Per:

Marie-Christine Raymond, Director of Operations
FieldTurf USA, Inc. / Tarkett Sports Canada, Inc.



PRICING PROPOSAL



CONDITIONS

Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present bid proposal, the following shall apply:

- a) This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and *force majeure*.
- b) FieldTurf's preferred payment terms are as follows: Progressive Payments
- c) Accounts overdue beyond 30 days of invoice date will be charged at an interest rate of 10% per annum.
- d) FieldTurf requires a minimum of 21 days after receiving a fully executed contract or purchase order and final approvals on shop drawings to manufacture, coordinate delivery and schedule arrival of installation crew. Under typical field size and scenario, FieldTurf further requires a minimum of 28 days per field to install the Product subject to weather and *force majeure*
- e) FieldTurf requires a suitable staging area. Staging area must be square footage of field x 0.12, have a minimum access of 15 feet wide by 15 feet high, and, no more than 100 ft from the site. A 25 foot wide by 25 foot long hard or paved clean surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of infill material. Access to any field will include suitable bridging over curbs from the staging area to permit suitable access to the field by low clearance vehicles. Staging area surface shall be suitable for passage with motor vehicles used to transport materials to the site and/or staging area. FieldTurf shall not be liable for any damages to the staging area or its surface unless such damages are caused by FieldTurf's intentional misconduct or negligence.
- f) This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.
- g) Upon substantial completion of FieldTurf's obligations, the Customer shall sign FieldTurf's Certificate of Completion in the form currently in force; to accomplish this purpose, the Customer will ensure that an authorized representative is present at the walk-through to determine substantial completion and acceptance of the field, which may include a list of punch list items.
- h) FieldTurf shall not be a party to any penalty clauses and/or liquidated damages provisions.
- i) FieldTurf shall be entitled to recover all costs and expenses, including attorney fees, associated with collection procedures in the event that FieldTurf pursues collection of payment of any past due invoice.
- j) All colors are to be chosen from FieldTurf's standard colors.

THE TARKETT SPORTS FAMILY - LEADERS IN SPORTS SURFACING

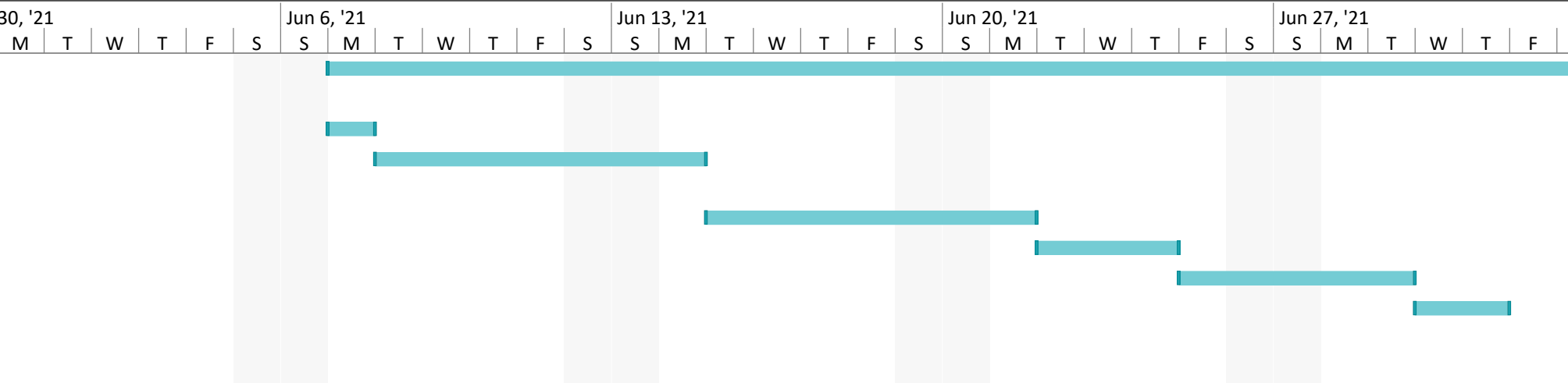


FIELDTURF PROPOSED CONSTRUCTION SCHEDULE UPPER ST CLAIR SCHOOL DIST BOYCE MIDDLE SCHOOL

ID	Task Name	Duration	Start	Finish	May 16, '21							May 23, '21							May 30, '21
					S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	USC - Boyce Middle School - Synthetic Turf	40 days	Mon 6/7/21	Fri 7/30/21															
2																			
3	Mob/Construction Entrance	1 day	Mon 6/7/21	Mon 6/7/21															
4	Demo Existing Perimeter Curb & Excavate for Added Turf Area	5 days	Tue 6/8/21	Mon 6/14/21															
5	Set Fence Post & Install New Concrete Curb	5 days	Tue 6/15/21	Mon 6/21/21															
6	Remove & Dispose of Existing Synthetic Turf	3 days	Tue 6/22/21	Thu 6/24/21															
7	Install Stone @ Added Turf Area	3 days	Fri 6/25/21	Tue 6/29/21															
8	Laser Grade Stone Base	2 days	Wed 6/30/21	Thu 7/1/21															
9	Install New Synthetic Turf Field	18 days	Mon 7/5/21	Wed 7/28/21															
10	Install Fence Fabric, Rails & Gates	4 days	Thu 7/29/21	Tue 8/3/21															

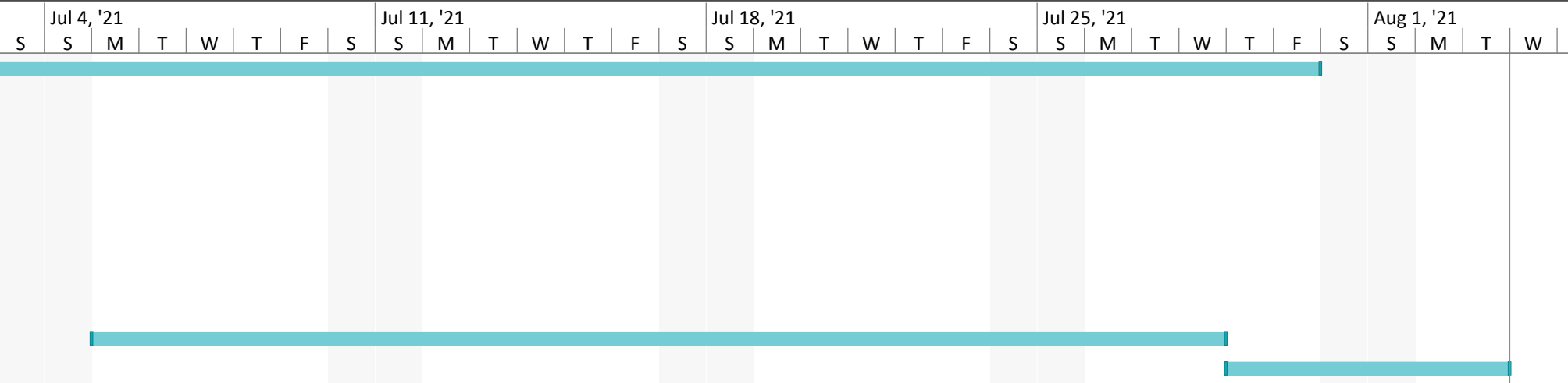
Project: UPPER ST CLAIR - BOYCE M Date: 5/17/21	Task		Inactive Task		Start-only	
	Split		Inactive Milestone		Finish-only	
	Milestone		Inactive Summary		Deadline	
	Summary		Manual Task		Progress	
	Project Summary		Duration-only		Manual Progress	
	External Tasks		Manual Summary Rollup			
	External Milestone		Manual Summary			

FIELDTURF PROPOSED CONSTRUCTION SCHEDULE UPPER ST CLAIR SCHOOL DIST BOYCE MIDDLE SCHOOL



Project: UPPER ST CLAIR - BOYCE M Date: 5/17/21	Task		Inactive Task		Start-only	
	Split		Inactive Milestone		Finish-only	
	Milestone		Inactive Summary		Deadline	
	Summary		Manual Task		Progress	
	Project Summary		Duration-only		Manual Progress	
	External Tasks		Manual Summary Rollup			
	External Milestone		Manual Summary			

FIELDTURF PROPOSED CONSTRUCTION SCHEDULE UPPER ST CLAIR SCHOOL DIST BOYCE MIDDLE SCHOOL



Project: UPPER ST CLAIR - BOYCE M Date: 5/17/21	Task		Inactive Task		Start-only	
	Split		Inactive Milestone		Finish-only	
	Milestone		Inactive Summary		Deadline	
	Summary		Manual Task		Progress	
	Project Summary		Duration-only		Manual Progress	
	External Tasks		Manual Summary Rollup			
	External Milestone		Manual Summary			



AIA Document G701 - 2017

Change Order

PROJECT: (Name and address) Paving Replacement, Site Signage and Electrical Improvements for Upper St. Clair School District	CONTRACT INFORMATION: Contract For: General Construction Date: February 24, 2021	CHANGE ORDER INFORMATION: Change Order Number: 1 Date: April 19, 2021
OWNER: (Name and address) Upper St. Clair School District 1820 McLaughlin Run Road Upper St. Clair, PA 15241	ARCHITECT: (Name and address) McLean Architects 809 Bingham Street Pittsburgh, PA 15203	CONTRACTOR: (Name and address) A. Folino Construction 109 Dark Hollow Road Oakmont, PA 15139

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

This is a credit change order in the amount of \$ (5,000) to deduct Alternate # 6 from the contract. We recommend approval.

The original Contract Sum was	\$ 1,630,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,630,000.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 5,000.00
The new Contract Sum including this Change Order will be	\$ 1,625,000.00

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

McLean Architects ARCHITECT (Firm name)	A. Folino Construction CONTRACTOR (Firm name)	Upper St. Clair School District OWNER (Firm name)
 SIGNATURE	 SIGNATURE	 SIGNATURE
David J. McLean PRINTED NAME AND TITLE	Dino Folino, Vice President PRINTED NAME AND TITLE	Scott Burchill PRINTED NAME AND TITLE
4-19-21 DATE	April 19, 2021 DATE	 DATE

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

Police Department of the Township of Upper St. Clair
(Law Enforcement Authority)

and

Upper St. Clair School District
(School Entity)

2021

(Date)

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter "Memorandum"):

The Police Department of the Township of Upper St. Clair

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

Upper St. Clair School District / Upper St. Clair School Police

- B. This Memorandum establishes procedures to be followed when certain incidents - described in Section II below - occur on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity, including incidents outside the school setting that constitute a true threat to the School Entity or cause a substantial disruption to the learning environment. This Memorandum does not cover incidents that are outside of those school settings and create no threat or substantial disruption to the learning environment.

C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the "Safe Schools Act," as amended, 24 P.S. §§ 13-1301-A-13-1313-A.
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.
3. Information from Student Records
 - a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:
 - (1) Criminal History Record Information Act, 18 Pa. C.S. § 9101 et seq.
 - (2) The prohibition against disclosures, specified in section IV(C)(5) of this Memorandum.
 - b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:
 - (1) Comply with the Family Educational Rights and Privacy Act (hereinafter "FERPA"), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 et seq., and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.
 - (2) Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.
 - (3) Complete reports as required by section 1303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.
 - c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and

significant threat to the health or safety of a student or other individuals so that it can demonstrate - to parents, students and the Family Policy Compliance Office¹ - what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.
6. To the extent that addressing the incidents described in Section II B are within the scope of authority of the commissioned police officers of the School District, the

¹ Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

School District's police officers will retain primary law enforcement jurisdiction unless the School District asks for assistance from the Township police.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:

- a. The following offenses under 18 Pa. C.S (relating to crimes and offenses):

- (1) Section 908 (relating to prohibited offensive weapons).

- (a) The term "offensive weapon" is defined by section 908 of the Crimes Code as "any bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose." See 18 Pa. C.S. § 908(c) (relating to definitions).

- (b) Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a curio or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it or taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.

- (2) Section 912 (relating to possession of weapon on school property).

- (a) The term "weapon" is defined by section 912 of the Crimes Code to include, but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

(b) Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.

- (3) Chapter 25 (relating to criminal homicide).
 - (4) Section 2702 (relating to aggravated assault).
 - (5) Section 2709.1 (relating to stalking).
 - (6) Section 2901 (relating to kidnapping).
 - (7) Section 2902 (relating to unlawful restraint).
 - (8) Section 3121 (relating to rape).
 - (9) Section 3122.1 (relating to statutory sexual assault).
 - (10) Section 3123 (relating to involuntary deviate sexual intercourse).
 - (11) Section 3124.1 (relating to sexual assault).
 - (12) Section 3124.2 (relating to institutional sexual assault).
 - (13) Section 3125 (relating to aggravated indecent assault).
 - (14) Section 3126 (relating to indecent assault).
 - (15) Section 3301 (relating to arson and related offenses).
 - (16) Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - (17) Section 3502 (relating to burglary).
 - (18) Section 3503(a) and (b)(1)(v) (relating to criminal trespass).
 - (19) Section 3701 (relating to robbery).
 - (20) Section 3702 (relating to robbery of motor vehicle).
 - (21) Section 5501 (relating to riot).
 - (22) Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in "The Controlled Substance, Drug, Device and Cosmetic Act," as amended, 35 P.S. §§ 780-101-780-144, popularly known as

the "Drug Act." For purposes of this Memorandum, the terms "controlled substance", "designer drug" and "drug paraphernalia" shall be defined as they are in section 102 of the Drug Act. See 35 P.S. § 780-102 (relating to definitions).

- c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
 - d. An offense for which registration is required under 42 Pa. C.S. § 9795.1 (relating to registration).
2. In responding to students who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based programs, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa. C.S (relating to crimes and offenses):
 - (1) Section 2701 (relating to simple assault).
 - (2) Section 2705 (relating to recklessly endangering another person).
 - (3) Section 2706 (relating to terroristic threats).
 - (4) Section 2709 (relating to harassment).
 - (5) Section 3127 (relating to indecent exposure).
 - (6) Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
 - (7) Section 3503(b)(1)(i), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - (8) Chapter 39 (relating to theft and related offenses).
 - (9) Section 5502 (relating to failure of disorderly persons to disperse upon official order).
 - (10) Section 5503 (relating to disorderly conduct).
 - (11) Section 6305 (relating to sale of tobacco).

(12) Section 6306.1 (relating to use of tobacco in schools prohibited).

(13) Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).

b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).

2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.
3. When appropriate, the Law Enforcement Agency and the School Entity may agree to permit the School Entity's school police investigate and file charges in lieu of the Law Enforcement Agency. Should the Law Enforcement Agency decline to investigate and/or file charges, the School Entity's school police shall not be prohibited from conducting its own investigation and/or filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and

may include the School Entity's recommendation that police intervention may not be required and advisement that the School Entity will act to address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students-general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.

3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.
5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.

The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

The School Entity will inform the Law Enforcement Authority of its practice of using non-violent crisis prevention techniques to whenever applicable to resolve incidents with students. The use of restraints is considered a measure of last resort when the student is acting in a manner to be a clear and present danger to her/himself, to other students, or to employees. Restraint is only to be used after other less restrictive measures, including de-escalation techniques, have been utilized. In the event, that restraints are used for a student with an IEP, the School Entity's procedure for parent notification and IEP review will be followed.

The School Entity will assign a School Entity representative to work with Law Enforcement Authority representatives whenever an incident involves a student with a disability and assist the Law Enforcement Authority to comply with the School Entity's policies regarding students with disabilities, including, but not limited to the School Entity's non-discrimination, discipline of students with disabilities and behavior support policies. Subsequent to a referral to law enforcement, for students with disabilities who have positive behavior support plans, an updated functional behavior assessment and positive behavior support plan shall be required.

E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:

1. Whether the incident is in-progress or has concluded.
2. Nature of the incident.
3. Exact location of the incident.
4. Number of persons involved in the incident.
5. Names and ages of the individuals involved.
6. Weapons, if any, involved in the incident.
7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
8. Injuries involved.
9. Whether EMS or the Fire Department have been notified.
10. Identity of the school contact person.
11. Identity of the witnesses to the incident, if any.
12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
13. Other such information as is known to the school entity and believed to be relevant to the incident.

F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:

1. Blueprints or floor plans of the school buildings.
2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
3. Location(s) of predetermined or prospective command posts.
4. Current teacher/employee roster.
5. Current student roster.
6. Most recent school yearbook.

7. School fire-alarm shutoff location and procedures.
8. School sprinkler system shutoff location and procedures.
9. Gas/utility line layouts and shutoff valve locations.
10. Cable/satellite television shutoff location and procedures.
11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency

III. Law Enforcement Authority Response

A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:

1. For incidents in progress:
 - a. Meet with contact person and locate scene of incident.
 - b. Stabilize incident.
 - c. Provide/arrange for emergency medical treatment, if necessary.
 - d. Control the scene of the incident.
 - (1) Secure any physical evidence at the scene.
 - (2) Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.
 - g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
2. Incidents not in progress:
 - a. Meet with contact person.
 - b. Recover any physical evidence.
 - c. Conduct investigation.
 - d. Exchange information.
 - e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
3. Incidents initially reported to the Law Enforcement Authority
If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:

- a. The student has been placed under arrest.
 - b. The student is being placed under investigative detention.
 - c. The student is being taken into custody for the protection of the student.
 - d. The student's parent or guardian consents to the release of the student to law enforcement custody.
2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. *In Loco Parentis*

1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.
2. School authorities' ability to stand in loco parentis over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.

B. Notification of Parent or Guardian

1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.

C. Scope of School Entity's Involvement

1. General Principles: Once the Law Enforcement Authority assumes primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.
2. Victims
 - a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when

interviewing a victim to ensure the protection of the victim's legal and constitutional rights.

- b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.

3. Witnesses

- a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.
- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
- b. When a parent or guardian is not present, school authorities shall not stand in loco parentis (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

1. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.
2. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.
3. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.
4. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.
5. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur:

An adult representative of the School Entity and a representative of the Law Enforcement Authority who were involved in the initial reporting and resolution of the incident will be contacted by a designee of the Superintendent of the School Entity for discussion regarding the discrepancy in the incident reporting. If a mutual decision regarding the resolution of the discrepancy cannot be reached, the official record that will be used for reporting purposes is the record of the Law Enforcement Authority.

V. General Provisions

- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.

- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter.
- C. If changes in state or federal law require changes to this Memorandum, the parties shall amend this Memorandum.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

John T. Rozzo, Ed.D.,
Superintendent of Schools

Date

Upper St. Clair School District
School Entity

Sean Bryson
Chief of School Police

Date

Upper St. Clair School District
School Police

Jonathan Wharton
Chief of Township Police

Date

Police Department of the
Township of Upper St. Clair
Law Enforcement Authority

Memo

To: Dr. Rozzo, USC Board of Directors
From: Tom Hunsberger
cc: Amy Pfender, Tim Wagner
Date: April 27, 2021
Re: Upper St Clair High School Spring Musical

I request approval for the following contracts as part of the Upper St. Clair High School 2021 Spring Musical:

Independent Contractors

1. Angela Baughman-Sound Design -\$175.00 for a work session up to 5 hours; beyond 5 hours \$35.00 an hour; total contract not to exceed a total of \$1500.00
2. Jim Overly-Pianist-\$1000.00
3. Abby Gross-Saxophonist-\$500.00

Broadway on Demand

Fee of \$349.00 for all streaming technology, web coding, video player, and management system to create the ShowShare streaming platform and service. A service fee of \$3.95 will be applied per ticket at expense of the ticket buyer.

Approval of contracts will be contingent upon documentation acceptable to the Superintendent and Solicitor.

Memo



To: Dr. Rozzo, USCSD Board Members

From: Ray Carson

Date: April 23, 2021

RE: Human Resource/Business Office/IT Consulting Services

The primary system used (shared) by the Business Office and Human Resources is eFinance Plus. The system houses all HR employee data/records and is used as the exclusive system for recruiting (TalentEd) as well as employee on-boarding and electronic files. The HR modules interface with finance to execute budgeting, payroll, accounts receivable/payable, and financial reporting.

Currently the District is 2 versions behind with eFinance Plus, which is inhibiting our ability to perform some key business process/reporting effectively. Inefficiencies occur as work-arounds are necessary to support the lack of system capabilities. To remediate the problem an immediate upgrade to the current version of eFinance is required. After negotiations, eFinance is performing the upgrade for the District free of charge in an effort to retain our business. Given the timing and complexity of the project, we are requesting contracting an external expert to perform the following scope of work:

- Act as the main contact for the eFinance Plus upgrade with the vendor
- Compare large organizations' usage of HR/Financial software vs school district usage
- Review processes and data interfaces in Human Resources and the Business Office
- Facilitate discussions with both departments to document the current state of system usage with eFinancePlus
- Investigate the features and capabilities of eFinancePlus to improve efficiencies
- Recommend workflows to streamline our processes
- Analyze our current system and compare to Tyler Technologies (potential system replacement)
- Assist with formulating a long-term plan with eFinancePlus or a potential system replacement

The associated fees for the project will be discounted at \$52.50/ hour (regular engagement rate is \$75/hour). Page 2 of this memo is background information regarding Henry Lee, from CRHLEE Consulting LLC

I recommend the District enter into a consulting agreement with CRHLEE Consulting LLC at an hourly rate of \$52.50 per hour, not to exceed \$4,000, contingent upon documentation acceptable to the Superintendent and Solicitor.

CRHLEE Consulting LLC, Henry Lee

Experienced consultant and strategic advisor with strong project and process management skills that deliver results for start up through larger corporate clients. Unique perspective (sole proprietor LLC, Big 4 consulting firms, small/intermediate/large scale clients) focused on implementing real world results that deliver sustainable business value.

Principal Consultant, CRHLEE Consulting LLC (2015 – current)

- Managed projects for clients including new claims tracking systems, IT workflow and enterprise Finance/HR implementations and new product launches
- Created process improvements in business analytics processes and management dashboards
- Provided strategic planning and executive coaching for CFO/COO to improve business efficiency
- Conducted team building workshops and coaching sessions to enhance team building and individual performance

Director, Process Excellence, Highmark, Inc (2011-2015)

- Managed project management consultants in effective process governance and project execution
- Oversight for IT functional team
- Chief of staff to Chief Human resources officer, providing coordination and oversight for communications, change management and implementations for strategic plans

Manager, Deloitte Consulting (2006-2011)

- Led project management teams for integration of systems (learning, applicant tracking, enterprise Finance/HR) and process improvements for multiple clients
- Designed and implemented change strategy and operating models for multiple healthcare systems
- Led functional HR teams for merger integrations

Education/Other work experience:

New York University: MBA

Director, Program Management, Prudential Financial, Manager, Performance Measurement, GAB
RobinsBenefits Analyst, Willis Towers Watson

Memo



To: Mr. Ray Carson

From: Dr. Lou Angelo

Date: March 29, 2021

RE: Daikin Agreement Renewal

I am requesting approval to renew the agreement with Daikin Applied for the service of two Magnitude Magnetic Bearing Centrifugal Chiller Units during the **2021-2022 school year**. The agreement permits Daikin to provide ongoing routine maintenance, repair, emergency service, training, and inspections for the chiller units at Boyce and Ft. Couch middle schools at a cost of \$39,000.00 for the year.

Since 2017, the Upper St. Clair School District has been operating under the agreement with Daikin Applied. Approval of my recommendation will mark the fifth year under the agreement and the third year receiving the services at a cost of \$39,0000.00. If approved, the agreement will commence June 1, 2021 and terminate on May 30, 2022.



Memo

To: Dr. John Rozzo, USC Board Members
From: Mrs. Amy Pfender
Date: April 12, 2021
RE: Contract with Bob Steineck & Association, Inc.

Bob Steineck & Association Inc. is providing services as part of the musical production *Smokey Joe's Cafe*. Services, per the contract, include technical expertise and labor in lighting design and equipment rental. Total contract approval is for up to \$1500.00 for equipment and \$500-\$700 in labor costs.

Approval of contracts/agreements will be contingent upon documentation acceptable to the Superintendent and Solicitor.



**PSBA POLICY MAINTENANCE PROGRAM
PARTICIPATION AGREEMENT**

This Agreement sets forth the terms and conditions of participation by the school entity named below (YOU) in the Policy Maintenance Program and if selected in the Administrative Regulations Program (“the programs”) of the Pennsylvania School Boards Association (PSBA). YOUR agreement to these terms and conditions is required in order for YOU to continue participating in one or both of these programs.

School Entity (YOU): Upper St. Clair School District

Effective date: July 1, 2021

This Agreement is effective for the July 1, 2021 – June 30, 2022 program year and shall remain in effect for subsequent program years until such time as YOU elect to discontinue YOUR participation in the Policy Maintenance Program or YOUR participation is otherwise terminated as provided for in this Agreement. YOUR election to continue participating in the Policy Maintenance Program and if selected, the Administrative Regulations Program, is indicated annually when YOU select them from among optional programs and services listed on the PSBA membership dues invoice and pay the associated fees specified on the invoice. Such fees are non-refundable except as may be expressly provided for in this Agreement.

1. Program Description and Components

Summary

The PSBA Policy Maintenance Program and Administrative Regulations Program are offered as tiered policy and administrative regulations management available to PSBA member school entities that choose to participate at a desired level of service. Among other features, PSBA provides participants with access to policy guides and administrative regulation templates, distributes updates thereto and related instructions and newsletters, provides assistance to participants in customizing, supplementing and further tailoring their local policies and processing administrative regulations as well as in maintaining their local policy and administrative regulations manuals. A web-based platform allows participants to access designated policy guides and administrative regulation templates, to review, edit and circulate drafts of the participant’s own content in a restricted access back-end view, and to publish to the general public final versions of their officially adopted content currently in effect via a link to a public access view of only that selected content.

Policy Guides

At the core of the Policy Maintenance Program are the policy guides, which include hundreds of templates setting forth recommended policy language developed by PSBA to assure that the governmental responsibilities of school entities can be fulfilled in a manner that reflects recommended practices and complies with legal standards and limitations. Assembled together, the policy guides form a comprehensive policy manual addressing all common aspects of school entity operations and responsibilities for which local policies are recommended, and they exist in multiple versions specific to the three standard types of Pennsylvania public school entities (school district, intermediate unit and career and technical school). Built into many policy guides are optional provisions and alternatives among which participants may choose as a means of tailoring policies to local needs and preferences. Further local customization by participants is encouraged and supported by PSBA.

Policy guides are updated and revised as deemed appropriate by PSBA to reflect changes in legal mandates and other parameters due to new legislation, regulations, court decisions or non-regulatory guidance pronouncements of state and federal agencies. Policy guides contain footnotes indicating the sources of law necessitating various provisions, with hyperlinks to those sources of law when available online.

Participants in the Policy Maintenance Program receive all new and newly-updated policy guides that are published by PSBA in the course of a program year and upon request will be provided with up to ten (10) additional policy guides per program year. The governing board of a school entity that has separately engaged PSBA for a comprehensive policy development service will have before it for adoption a complete set of the most current policy guides customized for that particular school entity. An entity that has separately engaged PSBA for a comprehensive policy review service, based on the need to bring an existing but substantially outdated local policy manual up to date, will be provided all necessary policy guides customized for that particular school entity. The policy development and policy review services are separate fee-based services that are not included in the Policy Maintenance Program or Administrative Regulations Program.

Policy News Network

Policy News Network (PNN) is an electronic newsletter published several times annually to all participants in the Policy Maintenance Program. Its function is to alert participants when new policy guides are available or existing policy guides have been updated and to deliver the new or updated guides, with explanations of why PSBA considers each update or new policy guide to be necessary or recommended, and what steps participants should take in order to incorporate the changes into their local policy manual. In addition to the new or updated policy guides and related explanations, PNN issues frequently contain additional information about related developments that may have an impact on a school entity's policy-related decisions and implementing actions. Participants may receive approximately four issues of PNN per year each including multiple new or updated policies, but the PNN is published on an as-needed basis only and there is no guaranteed minimum number of annual PNN issues.

Administrative Regulations Templates

Entities that participate in the Policy Maintenance Program may choose also to participate in the Administrative Regulations Program, which provides them access to administrative regulation templates having a function similar to that of policy guides, but which are typically approved by school entity administration to provide more detailed guidance that operationalizes and directs the implementation by staff of functions and responsibilities established in corresponding board policies. Participation in the Policy Maintenance Program is required in order to participate in the Administrative Regulations Program.

Like policy guides, administrative regulations templates are updated and revised as deemed appropriate by PSBA to reflect changes in legal mandates and other parameters due to new legislation, regulations, court decisions or non-regulatory guidance pronouncements of state and federal agencies.

Participants in the Administrative Regulations Program receive all new and newly-updated templates that are published by PSBA in the course of a program year, and upon request will be provided with up to twenty-five (25) additional templates per year. Participants have the option of purchasing a complete set of templates when they begin participating for an additional one-time fee, as an alternative to gradually building a manual of administrative regulations with what is included annually in the Administrative Regulations Program.

Policy News Network+ (PNN+)

Participants in the Administrative Regulations Program receive an enhanced version of the PNN electronic newsletter titled “Policy News Network+” or “PNN+”, which contains all information published in and with the PNN, plus additional information about new administrative regulations templates and updates to existing templates, which like the policy guides are published and made available to participants via periodic PNN+ issues.

Web-Based Policy Management System

Most components of the Policy Maintenance Program and Administrative Regulations Program are available to participants only through an internet-based, password-protected platform that provides a system enabling participating entities to efficiently manage, process, maintain and publish their local policies and (if also participating) administrative regulations. Participating entities may designate up to three (3) individuals as “authenticated users” who will be provided user names and passwords (“access credentials”) enabling them to log into the secure back-end system elements dedicated exclusively to their school entity.

Access to the web-based system is the exclusive means of receiving the PNN and associated policy guides, or the PNN+ and associated administrative regulations templates if also participating in the Administrative Regulations Program. When additional guides and templates are requested pursuant to the annual supplementary allocation, they are provided via this platform. The system provides features for internally managing the local customization and eventual drafting of local policies and administrative regulations, as well as for making the entity’s finally adopted policies and administrative regulations available to the general public on a publicly accessible system layer that can be reached via a link on the entity’s regular public

website. Participants also are able to use the system to draft, manage and publish locally developed policies and administrative regulations that do not originate with a PSBA policy guide or administrative regulations template.

The online platform for the web-based policy system is the “BoardDocs Policy Management” application, a proprietary product of the Diligent Corporation (“Diligent”), which is made available to participants pursuant to a contract between Diligent and PSBA. The platform includes a feature allowing participants to search for and view sample policies that have been finally adopted and made public by other school entities elsewhere in Pennsylvania or outside the state that use the BoardDocs web-based platform to manage their local policies.

Participating entities pay no fee in addition to applicable program participation fees for use of the BoardDocs Policy Management application. However, access to these features on BoardDocs does not include the BoardDocs paperless meeting application unless the school entity has separately subscribed to that service, for which PSBA is the reseller for designated school entities in Pennsylvania. When participants also subscribe to the BoardDocs paperless meeting service, the paperless meeting features and the policy maintenance features both are accessed through the same online interface. The issuance of access credentials to participants that also subscribe to a BoardDocs paperless meeting service is governed by the BoardDocs End User Agreement applicable to that service and is not subject to the three (3) authenticated user limit mentioned above.

Policy and Administrative Regulation Support

As part of the Policy Maintenance Program, PSBA’s Policy Services team provides quality control and administrative support for use of the web-based system and other elements of policy management needs. When PSBA is notified that a participant intends to adopt a policy not originating with a PSBA policy guide, PSBA non-lawyer policy coordinators review the content for clarity and organization and to ensure consistent formatting. PSBA does not provide legal review by attorneys of locally-developed policies or substantive changes made to PSBA policy guides, other than assistance adding links to relevant legal authorities where appropriate, but if potential problems are noted, policy coordinators will notify the participant and encourage consultation with the entity’s local solicitor. Once draft policies are finally adopted, regardless of origin, PSBA coordinators remind participants to ensure that they are properly moved from the draft policy area to the active policy area of the system where the public may have access, and that prior policies no longer in effect are properly moved to the retired policy area for historical purposes. Support for administrative regulations is limited to assistance with formatting and use of the web-based system. Online training resources, periodic web-based policy system training webinars and, upon request, individual web-based training sessions are provided for participants at no additional fee. In order to provide quality control, assistance, training and other support, selected PSBA employees have continuing online access to each participating entity’s secure back-end policy management area.

2. Copyright Acknowledgment and Permissions

YOU hereby acknowledge that the PSBA policy guides, administrative regulations templates, PNN and PNN+, including but not limited to text, formatting, style, design, numbering system and editorial enhancements (the “PSBA copyrighted materials”) are works of authorship subject to copyright owned by PSBA, and as to which PSBA reserves all rights pertaining and appurtenant to such copyright. YOU agree that you will treat the PSBA copyrighted materials in a manner consistent with such copyright and the permissions provided to YOU in this Agreement. YOU are not permitted to reproduce, distribute, republish, share, circulate, transmit, display, adapt or permit access to the PSBA copyrighted materials except in accordance with the provisions of this agreement.

PSBA grants you the following permissions for the duration of your participation in the Policy Maintenance Program and if applicable in the Administrative Regulations Program:

- (a) YOU may circulate the PSBA copyrighted materials internally to YOUR solicitor and individuals within YOUR organization having a role in YOUR adoption and management of policies and as applicable administrative regulations, including making copies as necessary in the course of those functions, provided that such copies are not circulated, distributed or otherwise provided to persons or organizations outside YOUR organization other than your solicitor or other retained counsel;
- (b) In the course of YOUR adoption process YOU may add YOUR organization’s identifying information and otherwise modify, adapt, customize and tailor the policy guides and as applicable the administrative regulations templates to suit YOUR local needs and preferences;
- (c) When YOUR governing body has finally adopted a policy based upon a policy guide or YOUR superintendent, chief school administrator or governing board has finally approved an administrative regulation based upon an administrative regulation template, YOU may make such finally adopted policies and administrative regulations currently in effect available to the general public on a continuing basis via the web-based policy management system or by other means of YOUR choosing, and copies may be made of them by others;
- (d) When versions of the policy guides or as applicable administrative regulations templates that have been modified by YOU are at the stage of your adoption process where they will be presented to YOUR governing board or committees thereof for consideration, deliberation, adoption or other official action at a public meeting, YOU may make such recommended drafts available to the public as part of meeting agenda-related materials and limited to that purpose, provided that after any policy or administrative regulation is finally adopted and becomes in effect there is no further publication of such drafts except to the extent and in the form that they constitute finally adopted policies or administrative regulations as provided in (c) above;
- (e) Only for so long as YOU maintain your participation in the Policy Maintenance Program or as applicable the Administrative Regulations Program, YOU may use the formatting, style, design, numbering system, editorial enhancements and content originating with a

PSBA policy guide or administrative regulation template in maintaining your policies and administrative regulations, including use of that formatting, style, design, numbering system and editorial enhancements in the development and maintenance of locally developed policies and administrative regulations not otherwise based upon or originating with PSBA policy guides or administrative regulations templates;

- (f) In the event that YOU receive a request for public records pursuant to the Pennsylvania law known as the “Right-to-Know Law” or its successor seeking access to the PSBA copyrighted materials, other than policies or administrative regulations having reached the stage where they constitute recommended drafts or finally adopted documents that may be made public as addressed in (c) and (d) above, and YOU have not denied the request for reasons other than PSBA copyright protection, YOU may grant access to the PSBA copyrighted materials, provided that such access shall be limited to permitting the requester to view the materials in person on YOUR premises, and shall not include the furnishing of any electronic or paper copies of the materials nor electronic display or transmission of the materials except as displayed on a device owned and controlled by YOUR organization under the supervision of an employee of YOUR organization.

3. Notification of Right-to-Know Law Requests

In the event that YOU receive a request for public records pursuant to the Pennsylvania law known as the “Right-to-Know Law” or its successor seeking access to the PSBA copyrighted materials, other than policies or administrative regulations having reached the stage where they constitute recommended drafts or finally adopted documents that may be made public as addressed in (c) and (d) of the second paragraph of Section 2 above, AND such PSBA copyrighted materials become a subject of an appeal by the requester to the Office of Open Records or successor agency, YOU shall promptly notify PSBA of such appeal so as to enable PSBA, at PSBA’s option, to participate in the appeal as an interested third party. Such notice to PSBA is NOT necessary if the request or appeal are limited only to materials that may be made public as provided in (c) and (d) of the second paragraph of Section 2 above.

4. Acceptance of BoardDocs Policy Management Acceptable Use Policy, Service Level Agreement and End User Agreement Required by Diligent Corporation.

YOUR use of the web-based policy management system via Diligent’s BoardDocs Policy Management application is subject to the terms of the BoardDocs End User Agreement for PSBA policy participants, and BoardDocs Acceptable Use Policy, Service Level Agreement, End User Agreement, Privacy Policy and Cookie Policy, each of which is available for review online at:

BoardDocs End User Agreement:

<https://www.psba.org/wp-content/uploads/2019/08/End-User-Agreement.pdf>

Acceptable Use Policy and Service Level Agreement:

<https://go.boarddocs.com/Home.nsf/legal>

Privacy Policy:

<https://boarddocs.com/privacy-policy/>

Cookie Policy:

<https://diligent.com/cookie-policy/>

Terms of Use:

<https://diligent.com/terms-of-use>

By using the web-based policy management system YOU accept the terms and conditions of those documents. If YOU do not wish to accept those terms and conditions, YOU are not permitted to use the system and YOU must promptly notify PSBA of your non-acceptance. Such terms and conditions shall be supplementary to those set forth in an End User Agreement applicable to a BoardDocs paperless meeting service to which YOU subscribe and shall not be construed to supersede conflicting terms and conditions.

5. Protection of Access Credentials and System Security

The number of usernames and passwords (“access credentials”) provided for the use of YOUR organization is limited to three (3), other than by exception provided for in PSBA’s contract with Diligent. This limit does not apply to participants who also subscribe to a BoardDocs paperless meeting service, for which an End User Agreement applicable to that service governs the issuance of access credentials. Designated individuals of YOUR organization to whom access credentials have been given are prohibited from sharing such credentials to other individuals within or outside of YOUR organization. No person other than designated users possessing their own access credentials shall be permitted to have access to or use of any part of the web-based policy management system that requires access credentials to use or view. Requests to terminate access credentials and/or establish new access credentials based on changes in designated users must be made to PSBA.

6. Participant Data Export

Upon YOUR request made to Diligent, Diligent will export YOUR data from the BoardDocs service database in its native format at no charge to YOU. Except as may be otherwise provided in the End User Agreement applicable to a BoardDocs paperless meeting service to which YOU subscribe, if YOU desire Diligent to convert the data into any format other than its native format, Diligent will charge YOU two-hundred and fifty dollars (\$250) per hour for such conversion services, which YOU are solely responsible for paying to Diligent. Requests for data export must be made no later than thirty (30) days after termination of YOUR participation.

7. Payment Terms

Annual fees for participation in the programs shall be in the amounts stated on the annual PSBA dues invoice, and unless participation commences partway through a program year, payment of such fees shall be made in full no later than July 15 of each year or other designated deadline printed on the PSBA dues invoice, the deadline for PSBA annual dues. Participation in the programs is limited to PSBA members in good standing, and PSBA reserves the right to suspend YOUR participation or access to the web-based policy management system in the event payment of fees or membership dues has become delinquent. Applicable annual program fees are due in their entirety on account of participation for any portion of a program year, whether or not YOUR participation is later terminated due to non-payment of fees or PSBA dues or due

to YOUR withdrawal otherwise from PSBA membership. Payment of any fees that may remain due and owing on account of prior participation is required in order to resume participation.

8. Program Modifications or Discontinuation

PSBA reserves the right at its sole discretion to modify the prices, features included or offered, and other terms of participation in the programs applicable to future program years, and to require eligible entities desiring to continue participating for ensuing program years to execute amendments to this Agreement reflecting any such modifications. PSBA further reserves the right at any time to discontinue offering the programs entirely, in which case PSBA will provide YOU a pro-rata refund of fees previously paid for the program year during which the programs are discontinued by PSBA.

9. Termination Rights

YOU may voluntarily terminate your participation in the programs subject to this Agreement at any time by providing written notice to PSBA. If PSBA receives notice that YOU are terminating YOUR participation after the program year has commenced, the applicable fees for the full program year shall remain due and payable in their entirety. Fees previously paid on account of participation in such programs are not refundable in whole or part when YOU choose to terminate your participation.

YOUR participation in the programs shall be terminated without refund in whole or part of fees previously paid if YOUR organization terminates its membership in PSBA, or otherwise fails to pay the annual PSBA dues or additional fees required for participation in the programs.

PSBA may, at its option, terminate YOUR participation in the programs without refund in whole or part in the event YOU violate the terms of this Agreement or those referred to in Section 4 above.

Upon notice of termination by YOU or PSBA, YOU will be provided with official notice that access to the PNN and policy guides or administrative regulations templates will be immediately terminated, and access to the web-based policy system containing YOUR data will be terminated in 30 days. Participants that subscribe to a BoardDocs paperless meeting service will retain access to YOUR data in accordance with the terms of the BoardDocs End User Agreement.

10. Disclaimer of Warranty

The services, features, content and functionality of any component of the programs subject to this Agreement are offered and provided without warranty of any kind, express or implied.

11. Limitation of Liability

Liability of any nature arising out of this agreement other than for infringement of PSBA's copyright or other intellectual property, regardless of cause or theory of liability, shall not exceed the amount of fees paid for participation. In no event will PSBA be liable for any special, consequential, incidental, direct or indirect damages (including without limitation loss of profit) whether or not PSBA has been advised of the possibility of such loss, regardless of cause or theory of liability, whether to YOU or to any third party claiming against YOU or PSBA.

12. Force Majeure

Neither PSBA or YOU shall be liable for any delay or failure to perform any obligations under this Agreement (other than obligations of payment) if such delay or failure arises from any cause(s) beyond the reasonable control of such party, including but not limited to third party labor disputes, third party strikes, other third party labor or industrial disturbances, public health emergency, act of God, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, new or changed regulations or orders of any governmental agency or subdivision thereof.

13. Choice of Law

This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of law provisions) and the decisions of the Pennsylvania courts. The application of ancillary agreements and terms as identified in Section 4 above shall be governed in accordance with the choice of law provisions contained therein.

14. Integration

The terms set forth in this Agreement constitute the entire agreement between the parties. No modifications, alterations, changes, or waiver to such terms shall be valid or binding unless accomplished by a written amendment or supplement signed by properly authorized representatives of both parties.

15. Pronouns and Plurals

Reference in this Agreement to the singular shall be meant to include reference to the plural and vice versa. Reference to the masculine gender shall be meant to include the female and neuter and vice versa.

16. Headings

The headings of any section or paragraph are for reference purposes only and shall not in any way affect the meaning or interpretation thereof.

17. Severability

The provisions of this Agreement are severable. In the event any provision is held by a court to be unenforceable, the validity and enforceability of the remaining provisions shall not be affected. Any court construing this Agreement is expressly granted the authority to revise any invalid or unenforceable provision hereof to the extent reasonably necessary to render such provision effective and enforceable.

18. Provisions Surviving Termination

The following provisions shall survive termination of YOUR participation and continue to be binding upon YOU and PSBA:

- (a) Section 2, first paragraph and subparagraphs (c) and (f) of second paragraph (relating to copyright).

- (b) Section 3 (relating to Right-to-Know Law requests).
- (c) Section 6 (relating to export of YOUR data).
- (d) Section 7 (relating to payment terms).
- (e) Sections 10 through 17 (pertaining to disclaimer of warranty, limitation of liability, force majeure, choice of law, integration, pronouns and plurals, headings and severability).
- (f) This Section 18 (provisions surviving termination).

19. Authority

All persons signing this Agreement on behalf of PSBA and YOU hereby personally covenant and warrant that they are duly authorized to do so with binding effect.

For: Upper St. Clair School District		For: Pennsylvania School Boards Association	
Signature:		Signature:	
Name:	Patrick A. Hewitt	Name:	Christina Griffiths
Title:	Board President	Title:	Chief Operating Officer
Date:		Date:	
Signature:			
Name:	Scott Burchill		
Title:	Board Secretary		
Date:			



Memo

To: Dr. John Rozzo, USC Board Members
From: Ms. Cassandra Doggrell
Date: March 22, 2021
RE: Special Education and Student Support Services Agreements/Contracts

I request approval of the following agreement/contract for the **2020-2021 school year**:

1. ARC Human Services: Provide supported employment job coaching skills at the rate of \$17.75 per 15-minute unit.
 - a. Cost for job coaching skills to be provided to meet the needs of identified students as service is needed
 - b. ATTN: ARC Human Services
111 W. Pike St. PO Box 521
Canonsburg, PA 15317

I request approval of the following agreement/contract for the **2021-2022 school year and 2022-2023 school year**:

2. Crossroads Speech and Hearing: speech and language therapy services at \$56.00 per hour (full year)
 - a. Contract with Crossroads Speech and Hearing to provide speech and language therapy services for students in the district during the school year and during extended school year. There is not a cost increase from the prior school year.
 - b. ATTN: Dianne Baum
Crossroads Speech and Hearing
Summerfield Commons
2539 Washington Road
Bldg. 1000
Suite 1010
Pittsburgh, PA 15241

Approval of contracts/agreements will be contingent upon documentation acceptable to the Superintendent and Solicitor.

(ATTACHMENT A)
NOTICE OF ADOPTION OF APPROVED LEA
POLICIES, PROCEDURES AND USE OF FUNDS
BY SCHOOL DISTRICT

The Upper St. Clair School District hereby gives notice of its adoption of the Allegheny Intermediate Unit's policies and procedures under the federal requirements of 34 CFR PART 300¹. A copy of the policies and procedures are maintained for review in the administrative offices. The IU-adopted policies and procedures are implemented to fulfill the requirements of 22 PA Code Chapter 14 and the regulatory requirements under the Individuals with Disabilities Education Act – Part B. The Subgrantee has in effect policies and procedures whereby the SEA may, through corrective action for failure to comply with Part B of the act, exercise its general supervisory authority to withhold all direct or indirect subsidies for special education and related services provided by the SEA to public agencies with the responsibility to offer a free appropriate public education to eligible children. (20 U.S.C. Section 1412 (11), 34 C.F.R. Section 300.151, and 34 C.F.R. Section 300.608).

--

Signature of Superintendent of the School District *

Date

*By entering your name electronically, you acknowledge your receipt of this document. Your electronic signature will serve as the equivalent of your manual signature. Please click the box to lock this form. ☒

¹Federal requirements including, but not limited to:

- §300.101-§300.123 FAPE Requirements, LRE, Additional Eligibility Requirements
 - §300.145-§300.148 Children with Disabilities in Private Schools Placed or Referred by Public Agencies
 - §300.154 Parental Consent to Access Public Benefits or Insurance
 - §300.200-§300.226 Local Educational Agency Eligibility
 - §300.229 Disciplinary information
 - §300.300-§300.536 Evaluations, Eligibility Determinations, IEP and Educational Placements, Procedural Safeguards, and Discipline Procedures
 - §300.610-§300.624 Confidentiality of Information
- Revised March 2019

IDEA-Part B
Use of Funds Agreement
2021-2022

Sub-grant agreement for Implementation of Individuals with Disabilities Act – Part B, by and between Allegheny Intermediate Unit #3 (hereinafter called “IU”) and _____ (hereinafter called “School District”) enter into for the project period July 1, 2021 through June 30, 2022.

The School District hereby agrees and assures that:

- A. The development and execution of this agreement shall be in accordance with IDEA; program guides issued by USDE; guidelines and directives issued by Pennsylvania Department of Education; the terms of this agreement; and the provisions of the State IDEA Plan applicable to the period of this agreement. This agreement shall be subject to the provisions of all pertinent Federal and Pennsylvania laws, regulations, and standards, as outlined in the IDEA Contract between Allegheny Intermediate Unit #3 and the Pennsylvania Department of Education.
- B. Funds shall be used to support appropriate services to school age children who are eligible for services through these funds.
- C. School District must submit to the Intermediate Unit how IDEA pass through funds will be used. Any changes in use of IDEA pass through funds must be submitted to the Intermediate Unit by March 31, 2022.
- D. School District will maintain complete cost records of all expenditures made in association with this agreement, as well as employee, programmatic, statistical records, and supporting documents, those records to be available for inspection by a representative and/or auditor of the Intermediate Unit or Pennsylvania Department of Education.

The Intermediate Unit agrees to cooperate with the School District in resolving any proposed disallowances the auditors of the School District recommend as a result of audits, or any final audit disallowances imposed by the appropriate authorities. The Intermediate Unit shall not be held liable by the School District for such disallowed costs.

Payments will be contingent upon receipt of funds from the Pennsylvania Department of Education.

Dr. James Palmiero

Assistant Executive Director for
Special Education and Pupil Services

Date

School District Superintendent Signature

Date

SOUTH CENTRAL AREA SPECIAL SCHOOLS COMMITTEE

**THE PATHFINDER SCHOOL
50 DONATI ROAD
BETHEL PARK, PA 15102
Telephone: 412-833-2777 ext. 2337
Fax: 412-833-4060**

March 18, 2021

RESOLUTION 2021 - 1

**THE BOARD OF SCHOOL DIRECTORS OF THE __Upper St. Clair__
SCHOOL DISTRICT, a member of the South Central Area Special Schools Jointure,
hereby adopts the procedure set forth in Section 1704 of the School Code permitting a mail
ballot instead of an annual joint meeting to adopt the budget, and**

**FURTHER, hereby adopts the operation budget for the South Central Area Special
Schools Committee for the school year 2021 - 2022 as set forth in the proposed budget,
totaling \$172,250 as is attested by the individual school board director's signature vote
below.**

**DULY ADOPTED as a Resolution at the regular meeting held on the
__27th__ day of __April__, 2021.**

BALLOT

1. <u>Patrick A. Hewitt</u>	<u>Yes</u>
2. <u>Phillip J. Elias</u>	<u>Yes</u>
3. <u>Amy L. Billerbeck</u>	<u>Yes</u>
4. <u>Jennifer L. Bowen</u>	<u>Yes</u>
5. <u>Daphna Gans</u>	<u>Yes</u>
6. <u>Louis P. Mafrice, Jr.</u>	<u>Yes</u>
7. <u>Angela B. Petersen</u>	<u>Yes</u>
8. <u>Jennifer A. Schnore</u>	<u>Yes</u>
9. _____	

SECRETARY _____

SEAL:



MEMO

To: Dr. John Rozzo, USC Board Members

From: Scott P. Burchill 

Date: March 22, 2021

RE: Approval of Proposal from Professional Services Industries , Inc.

Administration is recommending the approval of the proposal from Professional Services Industries, Inc. dated March 18, 2021.

Professional Services Industries , Inc. will provide construction materials testing and inspection services for the Paving Replacement Project. The scope of services may include inspection and testing associated with the following:

- Inspection of soil subgrades in building and pavement areas prior to placement of aggregate base course materials
- Field moisture-density testing of aggregate base course materials for building floor slabs and exterior pavement
- Visual inspection during reinforcing steel placement for cast-in-place concrete structures

-
- Field testing and sampling of concrete during cast-in-place concrete construction
 - Field density and temperature testing during bituminous concrete paving operations and compaction.
 - Applicable laboratory testing of soil, aggregate, cement concrete, and bituminous concrete as required by project specifications

Inspection and testing will be performed on a continuous basis as needed to complete the required inspections and tests. Total fees will be determined by the actual amount of technical time expended for this project and the actual quantity of laboratory tests performed. Services completed under this proposal will be billed according to the Schedule of Services and Fees.

Administration recommends approving the proposal from Professional Services Industries, Inc. dated March 18, 2021, pending review and approval by the Superintendent and Solicitor.



Intertek-PSI
850 Poplar Street
Pittsburgh, PA 15220

Tel +1 412.922.4001
Fax +1 412.922.4014
intertek.com/building

March 18, 2021

Mr. Scott Burchill
Upper St. Clair School District Business Manager.
1775 McLaughlin Run Road
Upper St. Clair, PA 15241

Subject: Construction Materials Inspection & Testing
Paving Replacement Project
431 Fort Loudon Road
Mercersburg, PA 17236
PSI Proposal Number: 0812-334781

Dear Mr. Burchill:

Professional Service Industries, Inc., (PSI), is pleased to submit the following proposal for providing construction materials testing and inspection services for the above referenced project. A detailed scope of work has not been provided at this time. However, we anticipate that the scope of services may include inspection and testing associated with the following:

- Inspection of soil subgrades in building and pavement areas prior to placement of aggregate base course materials
- Field moisture-density testing of aggregate base course materials for building floor slabs and exterior pavement
- Visual inspection during reinforcing steel placement for cast-in-place concrete structures
- Field testing and sampling of concrete during cast-in-place concrete construction
- Field density and temperature testing during bituminous concrete paving operations and compaction.
- Applicable laboratory testing of soil, aggregate, cement concrete, and bituminous concrete as required by project specifications

Inspection and testing will be performed on a continuous basis as needed to complete the required inspections and tests.

PSI proposes to provide the described services on a unit-price basis. Total fees will be determined by the actual amount of technical time expended for this project and the actual quantity of laboratory tests performed

PSI services will be provided based on the actual construction activities performed. Scheduling of services will be as directed by your office or authorized field representative. Prior to start of the project, PSI recommends a meeting with you and the construction team to discuss materials specifications, scheduling of PSI's field staff, non-conformance reporting, and the project schedule.

Please note that our services do not include supervision or direction of the actual construction work. Neither the presence of our field representatives nor the observation and testing by our technicians shall imply PSI's responsibility for defects discovered in the construction work. PSI



will provide personnel with proper safety training who will provide services in a safe manner at all times. PSI will attend contractor safety meetings if requested and will perform services in accordance with applicable project safety requirements. As PSI does not have control of the project site conditions, jobsite safety will be the sole responsibility of others.

Under the scope of work previously discussed herein, the words "inspection" and "verify" are used to mean observation of the work and the conducting of tests by PSI to determine substantial compliance with plans, specifications and design concepts. The term "continuous" as stated herein, shall mean the Technician/Inspector is on the site and in the general work area during the activity requiring observation and testing.

Additional services requested but not quoted in this proposal will be performed in accordance with the attached "Schedule of Services and Fees". We also propose that the work be performed pursuant to PSI's General Conditions which are attached herewith and incorporated into this proposal. PSI will proceed with the work and will issue the materials testing and inspection reports upon receipt of a signed copy of this proposal intact or a purchase order referencing this proposal by number and date. When returning this proposal, please complete the attached Project Data Sheet so that your file can be properly established.

PSI appreciates the opportunity to offer its service to you and looks forward to working with you on this project. We will be contacting you to confirm receipt of this proposal and to discuss any questions that you may have.

Very truly yours,
PROFESSIONAL SERVICE INDUSTRIES, INC.



Santino Tarquinio
Project Engineer
Construction Services



Luke D. Lance
Department Manager
Construction Services

Attachments: Schedule of Services and Fees
Remarks
Project Data Sheet
General Conditions

**PSI, INC. • SCHEDULE OF SERVICES AND FEES
CONSTRUCTION QUALITY CONTROL
EFFECTIVE JANUARY 1, 2021**

FIELD INSPECTION AND TESTING SERVICES

Engineering Technician.....	per hour	\$ 35.00
a. Inspection of reinforcement for cast-in-place concrete structures		
b. Inspection and testing during cast-in-place concrete construction		
c. Sample retrieval and transport		
Senior Engineering Technician.....	per hour	\$ 43.00
a. Inspection and testing during placement of structural fill and backfill		
b. Site and shallow foundation subgrade inspection		
c. Inspection during installation of deep foundations.		
d. SFRM thickness testing and sampling for laboratory density determination		
e. Flatness/Levelness Testing of concrete floor slabs		
2 Man Coring Crew.....	per hour	\$ 110.00

FIELD TESTING EQUIPMENT

Nuclear Moisture-Density Gauge	per day	\$ 40.00
NDE Equipment Charge	per day	\$ 35.00
UT/MT Equipment	per day	\$ 100.00
UT Couplant	per pint	\$ 25.00
MT, PT Aerosol Can.....	per can	\$ 30.00
MT Powder	per pound	\$ 30.00
Mileage Charge	per trip	\$ 20.00

LABORATORY TESTING SERVICES

Concrete, Grout, Mortar		
Laboratory compression testing of 4-inch and 6-inch diameter concrete cylinders (ASTM C-39)	Each	\$ 16.00
Laboratory compressive testing of 2-inch by 2-inch mortar specimens (ASTM C-109).....	Each	\$ 16.00
Laboratory compressive testing of 3-inch by 7-inch CMU grout specimens (ASTM C-1019).....	Each	\$ 19.00
Concrete Cure Box	per day	\$ 50.00
Soils		
Aggregate gradation (ASTM C-136, C-117)	Each	\$ 115.00
Grain-size analysis, mechanical & hydrometer (ASTM D-422).....	Each	\$ 95.00
Moisture Density Relationship of soils:		
Standard Proctor (ASTM D-698)	Each	\$ 140.00
Modified Proctor (ASTM D-1557)	Each	\$ 150.00
Atterberg Limits Determination (ASTM D-4318)	Each	\$ 85.00
Maximum/Minimum Index Density of Granular Materials (ASTM D-4253/4254)	Each	\$ 250.00
SFRM Density Determination (ASTM E-605)	Each	\$ 40.00

ADMINISTRATIVE/ENGINEERING SERVICES

Chief/Regional Engineer	per hour	\$ 130.00
Project Engineer	per hour	\$ 120.00
ICC Special Inspector	per hour	\$ 85.00
Clerical Services	per hour	\$ 40.00

PROPOSAL ACCEPTANCE

AGREED TO THIS _____ DAY OF _____, 2021

PRINTED NAME: _____

SIGNATURE: _____

TITLE: _____

FIRM _____

REMARKS

Scheduling or cancellation of field testing and observation services is required before 3:00 PM prior to the date the services are to be performed. After that time, we will make every effort to schedule or cancel, but we cannot guarantee results. Services cancelled without advance notice will be assessed a minimum 4 hour charge. Same day service will be billed at the overtime rate according to availability of personnel.

Technician time will be billed as portal-to-portal time with 4, 6.5, and 8 hour minimums. Technician time in excess of 8 hours per day will be rounded to the nearest whole hour. Overtime rates will be applicable for more than eight (8) hours per day, hours worked before 6:00 AM or after 5:00 PM, Monday through Friday, weekends, and holidays at 1.6 times the appropriate hourly rate. Unit rates presented herein will be in effect for the duration of the project.

Technician rates for services provided during evening/night shifts (if applicable) will be charged at 1.60 times the appropriate hourly rate.

Engineering review, report preparation, and distribution time will be charged at one-half (1/2) hour (at the project manager rate) and clerical time of two-tenth (.2) hour, per technician day and for each laboratory test will be included for report review, data evaluation and contract administration.

A 50% surcharge for Rush laboratory assignments or for testing of concrete cylinders out of sequence will be applied when necessary.

Invoices will be submitted monthly for services provided during the previous month. Payment will be due within thirty (30) days of receipt of invoice.

Concrete cylinders will be charged on a per set basis with all spare cylinders being discarded three (3) months from the date poured unless otherwise specified.

The Client holds PSI harmless for delays in construction caused by unanticipated conditions at the subject project. These delays may require PSI to dispatch an Engineer at the earliest possible time to assess the conditions and provide corrective recommendations.

Please note that PSI reserves the right to withhold all reports until such time as we receive a signed Contract Acceptance Order or other written authorization to proceed with the work as outlined.

A one-time two hour project manager fee will be charged for initial project set-up.

A final inspection charge of a minimum of two hours at the project manager rate applies to all special inspection projects.

ACI 301-10 section 1.6.2.2.d, states that the contractor is responsible for "[providing] space and source of electrical power on the project site for facilities to be used for initial curing of concrete test specimens as required by ASTM C31/C31M, for the sole use of the Owner's quality assurance testing agency."

PSI understands the term "space" to mean "an environmentally controlled and secure space" for initial curing in the field, and the contractor is required to provide electricity and security of the space. Accordingly, this proposal does not include provisions or the associated fee for PSI to provide this service. The initial curing box can be provided at the project site for additional fees which shall include the daily rental cost and associated mobilization cost of the curing box. In the event the curing box is stolen or damaged as the site security is the responsibility of the contractor, PSI shall the invoice the cost of the same at cost plus 15%.

**PROFESSIONAL SERVICE INDUSTRIES, INC.
CONSTRUCTION MATERIALS INSPECTION & TESTING
PROJECT DATA SHEET**

Project Name: _____

Project Location: _____

Client Job No.: _____

Purchase Order No.: _____

Project Manager: _____ Phone No.: _____

Fax No.: _____

Site Contact: _____ Phone No.: _____

Invoicing Address: _____

Attn: _____

Report Distribution:

() Copies To: _____

() Copies To: _____

Address: _____

Address: _____

Email: _____

Email: _____

() Copies To: _____

() Copies To: _____

Address: _____

Address: _____

Email: _____

Email: _____

Additional Info: _____

GENERAL CONDITIONS

1. **PARTIES AND SCOPE OF WORK:** Professional Service Industries Inc. ("PSI") shall include said company or its particular division, subsidiary or affiliate performing the work. "Work" means the specific service to be performed by PSI as set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by PSI. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of PSI's work. PSI shall have no duty or obligation to any third party greater than that set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from PSI, or the reliance on any of PSI's work, shall constitute acceptance of the terms of PSI's proposal and these General Conditions, regardless of the terms of any subsequently issued document.
2. **TESTS AND INSPECTIONS:** Client shall cause all tests and inspections of the site, materials and work performed by PSI or others to be timely and properly performed in accordance with the plans, specifications and contract documents and PSI's recommendations. No claims for loss, damage or injury shall be brought against PSI by Client or any third party unless all tests and inspections have been so performed and unless PSI's recommendations have been followed. Client agrees to indemnify, defend and hold PSI, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or PSI's recommendations are not so followed.
3. **PREVAILING WAGES:** This proposal specifically excludes compliance with any project labor agreement, labor agreement, or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of this proposal, this proposal specifically excludes compliance with any state or federal prevailing wage law or associated requirements, including the Davis Bacon Act. It is agreed that no applicable prevailing wage classification or wage rate has been provided to PSI, and that all wages and cost estimates contained herein are based solely upon standard, non-prevailing wage rates. Should it later be determined by the Owner or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. Client will reimburse, defend, indemnify and hold harmless PSI from and against any liability resulting from a subsequent determination that prevailing wage regulations cover the Project, including all costs, fines and attorney's fees.
4. **SCHEDULING OF WORK:** The services set forth in PSI's proposal and Client's acceptance will be accomplished by PSI personnel at the prices quoted. If PSI is required to delay commencement of the work or if, upon embarking upon its work, PSI is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of PSI, additional charges will be applicable and payable by Client.
5. **ACCESS TO SITE:** Client will arrange and provide such access to the site and work as is necessary for PSI to perform the work. PSI shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.
6. **CLIENT'S DUTY TO NOTIFY ENGINEER:** Client warrants that it has advised PSI of any known or suspected hazardous materials, utility lines and pollutants at any site at which PSI is to do work, and unless PSI has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to defend, indemnify and save PSI harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to PSI's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to PSI by Client.
7. **RESPONSIBILITY:** PSI's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. PSI shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. PSI's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Client agrees that it shall require subrogation to be waived against PSI and for PSI to be added as an Additional Insured on all policies of insurance, including any policies required of Client's contractors or subcontractors, covering any construction or development activities to be performed on the project site. PSI has no right or duty to stop the contractor's work.
8. **SAMPLE DISPOSAL:** Test specimens will be disposed immediately upon completion of the test. All drilling samples will be disposed sixty (60) days after submission of PSI's report.
9. **PAYMENT:** The quantities and fees provided in this proposal are PSI's estimate based on information provided by Client and PSI's experience on similar projects. The actual total amount due to PSI shall be based on the actual final quantities provided by PSI at the unit rates provided herein. Where Client directs or requests additional work beyond the contract price it will be deemed a change order and PSI will be paid according to the fee schedule. Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay PSI's cost of collection of all amounts due and unpaid after thirty (30) days, including court costs and reasonable attorney's fees. PSI shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein PSI waives any rights to a mechanics' lien, or any provision conditioning PSI's right to receive payment for its work upon payment to Client by any third party. These General Conditions are notice, where required, that PSI shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of PSI from any and all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.

GENERAL CONDITIONS

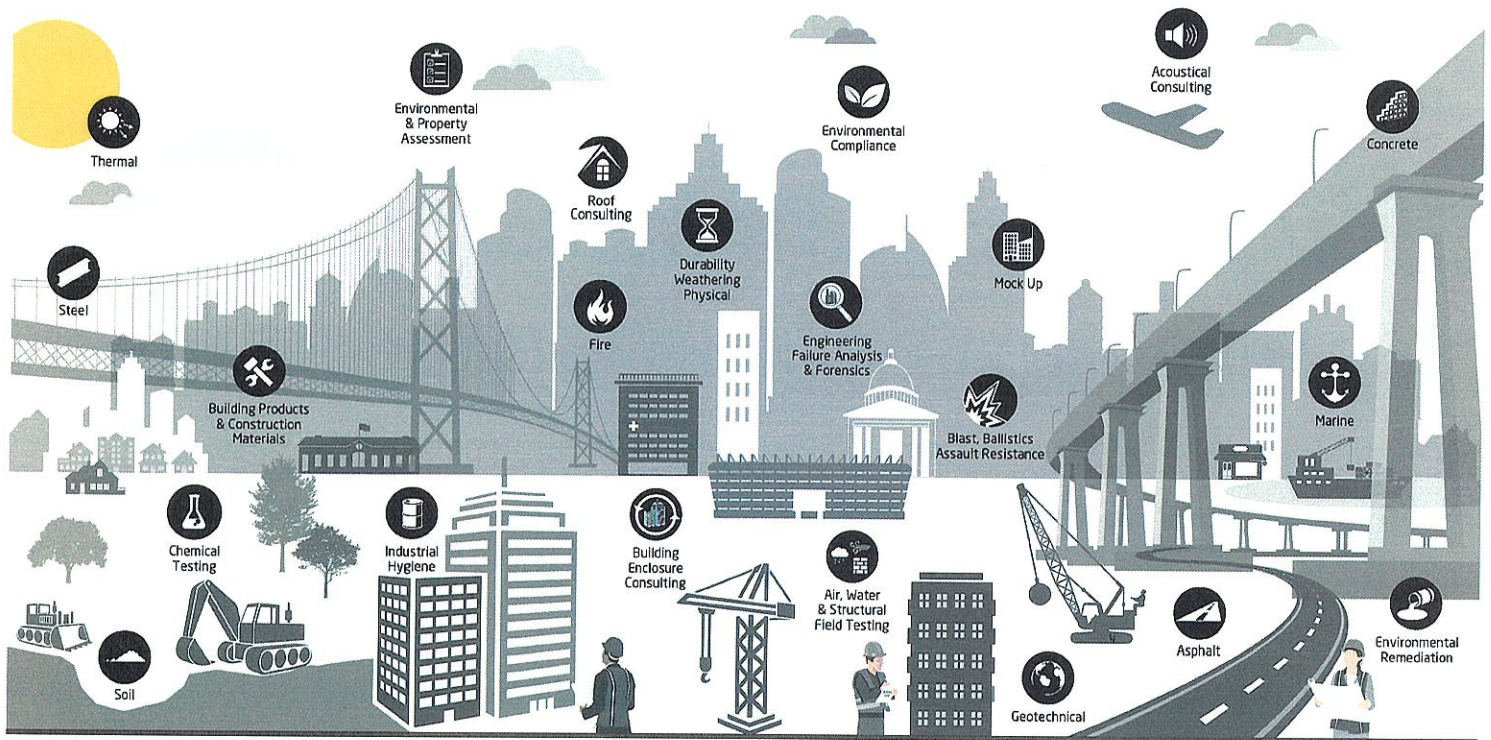
10. **ALLOCATION OF RISK:** CLIENT AGREES THAT PSI'S SERVICES WILL NOT SUBJECT PSI'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LIABILITY, AND THAT NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CLIENT AGREES THAT ITS SOLE AND EXCLUSIVE REMEDY SHALL BE TO DIRECT OR ASSERT ANY CLAIM, DEMAND, OR SUIT ONLY AGAINST PSI.

SHOULD PSI OR ANY OF ITS EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON PSI'S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF PSI, ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO \$25,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO PSI FOR ITS WORK PERFORMED ON THE PROJECT, WHICHEVER AMOUNT IS GREATER. IN THE EVENT CLIENT IS UNWILLING OR UNABLE TO LIMIT PSI'S LIABILITY IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THIS PARAGRAPH, CLIENT MAY, UPON WRITTEN REQUEST OF CLIENT RECEIVED WITHIN FIVE DAYS OF CLIENT'S ACCEPTANCE HEREOF, INCREASE THE LIMIT OF PSI'S LIABILITY TO \$250,000.00 OR THE AMOUNT OF PSI'S FEE PAID TO PSI FOR ITS WORK ON THE PROJECT, WHICHEVER IS THE GREATER, BY AGREEING TO PAY PSI A SUM EQUIVALENT TO AN ADDITIONAL AMOUNT OF 5% OF THE TOTAL FEE TO BE CHARGED FOR PSI'S SERVICES. THIS CHARGE IS NOT TO BE CONSTRUED AS BEING A CHARGE FOR INSURANCE OF ANY TYPE, BUT IS INCREASED CONSIDERATION FOR THE GREATER LIABILITY INVOLVED. IN ANY EVENT, ATTORNEY'S FEES EXPENDED BY PSI IN CONNECTION WITH ANY CLAIM SHALL REDUCE THE AMOUNT AVAILABLE, AND ONLY ONE SUCH AMOUNT WILL APPLY TO ANY PROJECT.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND BREACH OF STATUTORY DUTY) OR OTHERWISE FOR LOSS OF PROFIT (WHETHER DIRECT OR INDIRECT) OR FOR ANY INDIRECT, CONSEQUENTIAL, PUNITIVE, OR SPECIAL LOSS OR DAMAGE, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, REVENUE, BUSINESS, OR ANTICIPATED SAVINGS (EVEN WHEN ADVISED OF THEIR POSSIBILITY).

NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT, OR OTHERWISE, MAY BE BROUGHT AGAINST PSI, ARISING FROM OR RELATED TO PSI'S WORK, MORE THAN TWO YEARS AFTER THE CESSATION OF PSI'S WORK HEREUNDER, REGARDLESS OF THE DATE OF DISCOVERY OF SUCH CLAIM.

11. **INDEMNITY:** Subject to the above limitations, PSI agrees not to defend but to indemnify and hold Client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs to the extent arising out of PSI's negligence as finally determined by a court of law. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against PSI, the Client and the party initiating such action shall pay to PSI the costs and expenses incurred by PSI to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that PSI shall prevail in such suit.
12. **TERMINATION:** This Agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, PSI shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses.
13. **EMPLOYEES/WITNESS FEES:** PSI's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay PSI's legal expenses, administrative costs and fees pursuant to PSI's then current fee schedule for PSI to respond to any subpoena. For a period of one year after the completion of any work performed under this agreement, Client agrees not to solicit, recruit, or hire any PSI employee or person who has been employed by PSI within the previous twelve months. In the event Client desires to hire such an individual, Client agrees that it shall seek the written consent of PSI, and shall pay PSI an amount equal to one-half of the employee's annualized salary, without PSI waiving other remedies it may have.
14. **FIDUCIARY:** PSI is not a financial advisor, does not provide financial advice or analysis of any kind, and nothing in our reports can create a fiduciary relationship between PSI and any other party.
15. **RECORDING:** Photographs or video recordings of the Client's own project may be taken by and used for the Client's own internal purposes. Photographs or video recordings may not be used for marketing or publicity, or distributed to a third party or otherwise published without PSI's prior review and consent in writing. Taking photographs of other Clients' samples, test setups, or facilities, or recording in any manner any test specimen other than the test specimen related to the Client's project is prohibited; and the Client agrees to hold in strict confidence and not use any proprietary information disclosed either advertently or inadvertently. The Client shall defend, hold harmless, and indemnify PSI for any breach of this clause.
16. **CHOICE OF LAW AND EXCLUSIVE VENUE:** All claims or disputes arising or relating to this agreement shall be governed by, construed, and enforced in accordance with the laws of Illinois. The exclusive venue for all actions or proceedings arising in connection with this agreement shall be either the Circuit Court in Cook County, Illinois, or the Federal Court for the Northern District of Illinois.
17. **PROVISIONS SEVERABLE:** The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.
18. **ENTIRE AGREEMENT:** This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.



A Complete Building Solution



As a partner to the building and construction industry, Intertek offers the most comprehensive suite of services throughout the construction life cycle. From project location and design services, to product testing and certification, to building construction, commissioning, and maintenance, through the final decommissioning and transfer of a building, we are there every step of the way.

Having evolved from a traditional testing, inspection, and certification company, we have moved from a task-oriented service provider to an assurance partner helping customers do more than what is simply required and helping achieve what they desire.

Assurance

- Geotechnical engineering
- Pavement design
- Environmental consulting
- Facilities consulting
- Industrial Hygiene
- Permitting assistance
- Information management
- Roof consulting
- Regulatory/code review
- Product requirements
- Compliance submittals
- Envelope consulting
- Fire consulting
- Acoustical consulting
- BECx

Testing

- Construction materials
Soil, Concrete, Asphalt, Masonry, & Steel
- Field roofing and window
- On site mock-up
- Product compliance testing
- Laboratory mock-up
- Specialty field testing
- Acoustical
- Fire
- Structural
- Durability
- Thermal
- Curtain wall
- NDE

Inspection

- Asbestos surveys
- Lead-based paint surveys
- Indoor air quality surveys
- Mold surveys
- Property condition assessment
- Pavement surveys
- Roof surveys
- Manufacturing process
- System assembly
- Product installation
- Envelope assessment
- Building code special inspection
- Construction materials inspection
- Field labeling
- QA & QC

Certification

- Product compliance
- Code reports
- Administration services



TOTAL QUALITY. ASSURED.



The ever increasing challenges of designing, constructing, and maintaining a building can be difficult for any organization to navigate. From compliance to local and national codes, to ensuring an efficient design, to property management, Intertek-PSI's team of architects, engineers, scientists, and technicians understand firsthand the complexities of successfully constructing a commercial building. Our full suite of services give us unique insight into all phases of a project. Regardless of the project size or complexity, Intertek-PSI delivers engineering, consulting, and testing services to support site selection, design, construction, and property management.

As a leader in providing comprehensive solutions to industries around the globe, Intertek-PSI prides itself on bringing the expertise and services necessary for our clients to meet all of their needs across their entire operation. **Our Assurance, Testing, Inspection, and Certification (A.T.I.C.)** suite of services ensures that whatever your needs may be – assurance, testing, inspection, certification, or all of the above, that those needs will be met by Intertek-PSI.



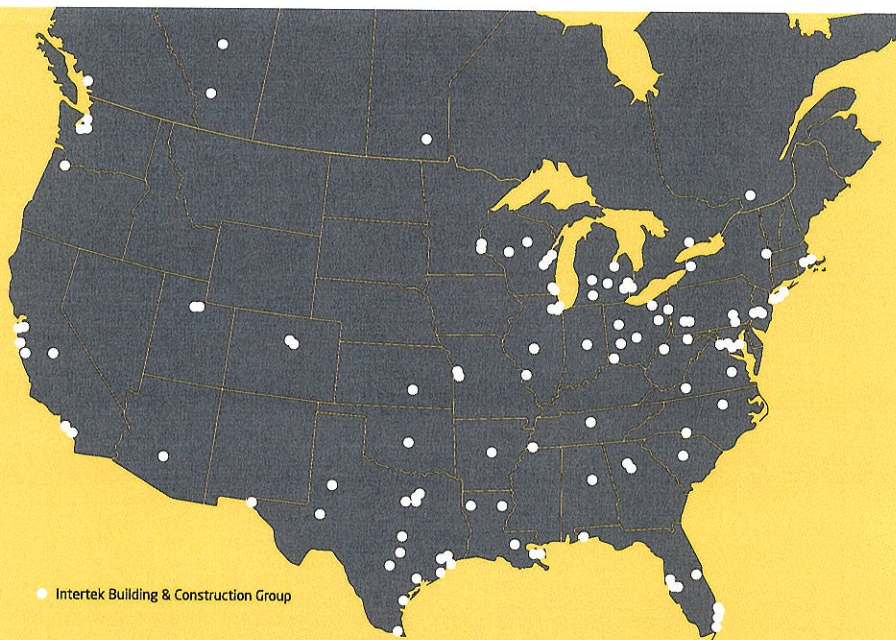
800.WORLD.LAB



icenter@intertek.com



intertek.com/building



Site Selection

A diverse range of services from geotechnical investigations, due diligence, industrial hygiene, and site surveys, for your building environment.



Design Phase

Our expertise offers engineering, consulting, evaluation, and peer review to ensure a well designed project.



Building Product & Construction Materials

The most comprehensive suite of testing and certification services for construction materials and building products.



Construction Project

Vital services throughout the construction process including inspection, testing, monitoring, mock-ups, and consulting.



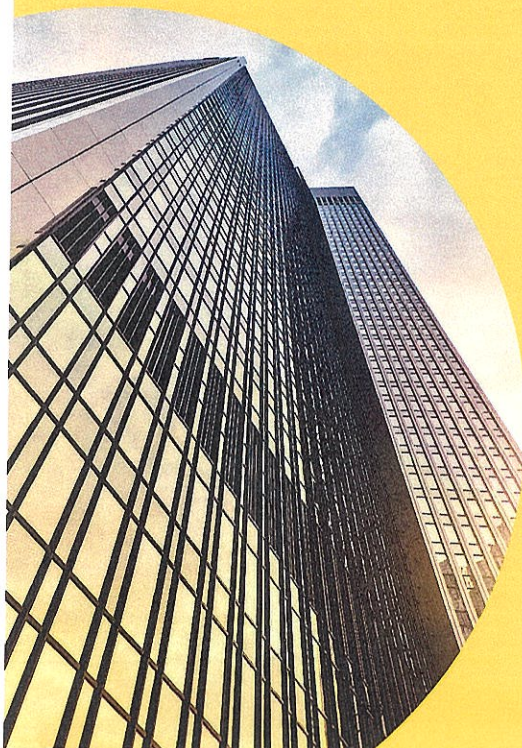
Building Maintenance

Evaluation of a building's condition through inspection and testing, investigation, and remediation plan development.



Decommissioning & Transfer

Services that expedite and ensure compliance of the transfer or decommissioning of property or building.





Customizing Learning,
Nurturing Potential...
Delivering Excellence

Memo

To: Dr. John Rozzo, USC Board Members

From: Scott P. Burchill *SPB*

Date: April 12, 2021

RE: FINANCIAL SUMMARY AND PRELIMINARY FINANCIAL STATEMENTS (PRELIMINARY AND UNAUDITED)

Financial statements for the General Fund, Capital Reserve Fund and Construction Fund for the period ended March 31, 2021 are enclosed for your review. Financial statements for the Cafeteria Fund report for the period ending February 28, 2021 are also enclosed for your review. The reports reflect the realized revenues and expenses incurred from July 1, 2020.

GENERAL FUND

	2020-21	2020-21 through March 31 2021		2019-20	2019-20 through March 31, 2020	
<i>(in millions of dollars)</i>	Budgeted	Actual	% of Budget	Budgeted	Actual	% of Budget
Current Real Estate Revenues	\$59.53	\$59.52	100%	\$57.29	\$57.01	100%
EIT	\$5.67	\$3.49	62%	\$5.67	\$3.17	56%
All Other Local Revenues	\$3.53	\$2.96	84%	\$4.17	\$3.15	76%
State Revenues	\$18.33	\$12.95	71%	\$18.10	\$12.50	69%
Federal Revenues	\$0.48	\$0.47	98%	\$0.38	\$0.16	42%
All Other	\$0.00	\$0.00	0%	\$0.03	\$0.00	0%
Total Revenues	\$87.540	\$79.39	91%	\$85.640	\$75.99	89%
Expenditures	\$87.800	\$59.84	68%	\$85.640	\$56.70	66%
<i>Revenues less Expenditures</i>	<i>(\$0.260)</i>	<i>\$19.55</i>		<i>\$0.000</i>	<i>\$19.29</i>	
Balance Sheet	As of March 31, 2021	As of June 30, 2020 <i>(unaudited)</i>				
Cash and Marketable Securities	\$30,600,447	\$17,766,352				
Total Assets	\$33,854,519	\$22,130,623				
Total Liabilities	\$4,887,705	\$12,508,084				
Nonspendable Reserves	\$0	\$208,959				
Adjustment to Fund Balance	\$19,553,234	\$371,652				
Fund Balance	\$9,413,581	\$9,041,928				

The General Fund revenue is ahead last year, comparing the percent of budgeted revenue received as of March 31st. Local tax revenue is 4.2% ahead of last year through March 31st. Interim real estate tax is approximately \$278k higher than 2019-20. Interest income is less than \$10k year-to-date. Last year at the end of March 2020, interest revenue exceeded \$389k.

CAFETERIA FUND

	Budget 2020-21	2020-21 through February 28, 2021	Budget 2019-20	2019-20 through February 28, 2020
Revenues	\$1,927,393	\$993,633	\$1,776,296	\$1,176,209
Expenditures	\$1,900,718	\$1,107,794	\$1,700,771	\$1,327,292
<i>Net</i>	\$26,675	<i>(\$114,161)</i>	\$75,525	<i>(\$151,083)</i>
		As of February 28, 2021	As of June 30, 2020	
Cash and Marketable Securities		\$37,957	\$110,579	
Total Assets		\$311,033	\$246,919	
Total Liabilities		\$374,943	\$196,669	
<i>Unassigned Fund Balance</i>		<i>(\$63,910)</i>	\$50,250	

The food service department is operating under the Seamless Summer Option provision (SSO-COVID), providing free reimbursable lunches to all students in the District through the end of the school year. As student schedules are adjusted for COVID-19, the cafeteria will adapt the schedule for in-person meals and pick-up meals, providing as many breakfasts and lunches to students as possible. Federal reimbursement will make up the majority of revenue for the 2020-21 school year. Sales continue to lag behind last year for a couple of reasons. First, a-la-carte sales are down approximately 72% compared to the same period last year. The decrease in a-la-carte sales is attributed to fewer students attending school and the availability of free reimbursable lunches. Also, the total meals sold to students has decreased due to fewer in-person student days when compared to 2019-20. However, expenditures are down 17% when compared to the same period for 2020.

CAPITAL RESERVE FUND

	Budget 2020-21	2020-21 through March 31, 2021	Budget 2019-20	2019-20 through March 31, 2020
Revenues	\$270,000	\$267,031	\$267,000	\$270,940
Expenditures	\$305,000	\$189,997	\$395,442	\$402,641
<i>Net</i>	<i>(\$35,000)</i>	\$77,034	<i>(\$128,442)</i>	<i>(\$131,701)</i>
		As of March 31, 2021	As of June 30, 2020 <i>(unaudited)</i>	
Cash and Marketable Securities		\$177,905	\$176,872	
Total Assets		\$177,905	\$176,872	
Total Liabilities		\$0	\$25,225	
<i>Total Reserves</i>		<i>\$177,905</i>	<i>\$151,647</i>	

CONSTRUCTION FUND

	Budget 2020-21	2020-21 through March 31, 2021	Budget 2019-20	2019-20 through March 31, 2020
Revenues	N/A	\$4,213	N/A	\$114,745
Expenditures	N/A	\$406,178	N/A	\$5,740,259
<i>Net</i>		<i>(\$401,965)</i>		<i>(\$5,625,514)</i>
		As of March 31, 2021	As of June 30, 2020 <i>(unaudited)</i>	
Cash and Marketable Securities		\$1,509,559	\$2,258,545	
Total Assets		\$1,509,559	\$2,258,545	
Total Liabilities		\$1,052,715	\$1,365,942	
<i>Fund Balance</i>		\$456,844	\$892,603	

BUDGET TRANSFERS

Budget transfers of \$55,226.40 are enclosed for your review and approval.

Cc: Rebecca Berquist, Treasurer

Memo

To: Dr. Rozzo, USC Board Members
 From: Scott P. Burchill
 Date: April 27, 2021
 RE: SUPPLEMENTAL FINANCIAL REPORT

BILL LIST

The Supplementary Bill Lists are enclosed for your review and approval.

	GENERAL FUND 10	CAPITAL RSV. FND. 31	CONSTRUCTION FND. 36	SCHOOL LUNCH FND. 50
MANUAL CHECKS	\$2,928,196.70			\$3,604.95
BILL LIST	\$725,539.99	\$36,385.95	\$9,010.60	
TOTAL	\$3,653,736.69	\$36,385.95	\$9,010.60	\$3,604.95

CREDIT CARD BILL

The credit card bill for March purchases:

15.00	Pass Thru	1,181.91	Technology
53.97	Elem. Art	56.34	Business Office
30.16	MS Math	922.00	Superintendent
80.00	HS World Lang	92.28	Library
67.92	HS Science	5,207.20	Ops & Maintenance
50.00	HS Social Studies	2,541.00	COVID Cares
3,985.84	HS Music	144.04	Security
285.58	HS FACS	1,007.16	Athletics Ext. Season
1,305.68	Shop @ USC	17,026.08	MARCH PURCHASES

Please do not hesitate to contact me with any questions or comments.

Cc: B. Berquist