



UPPER ST CLAIR SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

Mrs. Barbara L. Bolas, President • Mr. Patrick A. Hewitt, Vice President • Mrs. Amy L. Billerbeck
Mrs. Jennifer L. Bowen • Mr. Phillip J. Elias • 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, November 23, 2020 @ 7:00pm
Executive Session @6:00pm (Litigation and 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 November 23, 2020 in the District Administration Board Room.

School Board Members in Attendance:

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

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 Facilities and Operations (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, Assistant Director of Student Support Services (virtual)

Mr. Bradley Wilson, Director of Strategic Initiatives (virtual)
Mrs. Jocelyn Kramer, Solicitor (in-person)
Mrs. Sarah MacDonald, Board Stenographer (virtual)
Karsen Damon – Student Board Representative (virtual)
R.J. Shontz – Student Board Representative (virtual)
Ms. Amy Lewis, CPA – Maher Duessel, Partner (virtual)

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

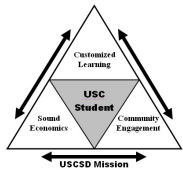
Mrs. Bolas called the meeting to order at approximately 7:16pm.

Meeting Procedures (Kramer, Solicitor)

Mrs. Kramer reviewed the meeting procedures, including the location of meeting viewing spaces for the public and the process for residents to make a public comment. She asked that the public remain masked and physically distanced at all times.

Reading of the Mission:

Mr. Elias 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 #11 from Strategic Plan:

Mr. Mafrice read the following Shared Belief Statement #11 from the Strategic Plan:

We Believe that:

Children achieve their maximum potential through hard work and dedication in an environment when expectations are high, when they understand the purpose of learning, and when they are engaged in the process.

Approval of Agenda

(Bolas, School Board President)

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

Mrs. Kramer noted that the Agenda holds one correction. The correction, which is due to late guidelines, is an additional Agenda item under the District Update.

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, November 23, 2020 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, November 23, 2020 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.

At this time there was 1 Resident Comment.

Mrs. MacDonald also summarized 59 comments, which were submitted online via the District's Google Form.

Report from Student Board Representatives

Karsen Damon & R.J. Shontz

(Rozzo, Superintendent of Schools)

Karsen and R.J. gave student updates.

Karsen reported on the arts, including Chanteclairs and the Madrigal Dinner. Karsen also noted that she is currently a fully-remote student and has been very impressed with the teachers' ability to keep everyone involved and their ability to provide help whenever needed.

R.J. reported on National Letter of Intent Day, Winter Sports Teams, and being back in school 4 days a week. He noted that the first day of the 4-day schedule felt just like a normal first day of school, with the school filled with excitement and all of the students and staff following the rules.

Mrs. Bolas thanked the students and wished them a Happy Thanksgiving.

Presentation Regarding Annual Audit for Year Ending June 30, 2020

(Burchill, Director of Business & Finance / Amy Lewis, Maher Duessel)

ATTACHED

Mr. Burchill introduced Ms. Amy Lewis, CPA, a partner with Maher Duessel, advising she would give the Audit Presentation. He thanked the team at Maher Duessel for working with the District during all of the logistical challenges of COVID-19.

Ms. Amy Lewis gave the Audit Presentation for year ending June 30, 2020.

Mrs. Bolas thanked the District staff for working so well with Maher Duessel.

Approval of Minutes

(Bolas, School Board President)

October 26, 2020 - **ATTACHED**

November 9, 2020 - **ATTACHED**

MOTION: By Hewitt: I move that the Board approve the Meeting Minutes of the October 26, 2020 and November 9, 2020 Board Meetings, as attached. Seconded by Petersen and carried by unanimous voice vote.

Superintendent's Report

(Rozzo, Superintendent of Schools)

a. District Update

(Rozzo, Superintendent of Schools)

Dr. Rozzo thanked Mr. Burchill, Ms. Berquist, and the Finance Office for working with Maher Duessel, especially during this unique year. He also noted that Monday marked the first day in Phase II. He explained that the move to Phase II was a huge adjustment and it was great to hear the Student Board Representative's perspective and feedback. He advised that he has also received similar feedback from students in the schools, as well as in emails from teachers and parents. Dr. Rozzo advised that it is the District's top priority to keep all students safe and to ensure all of their needs are being met. Dr. Rozzo reported that he regularly attends Superintendent Zoom Meetings with local Superintendents, where County health updates are also discussed. He advised that cases in the County are up considerably, however low transmission levels continue to be seen in schools, attributing a big part of this to the layered mitigation efforts. He reported that the District continues to consult with the Allegheny County Health Department, and that the District will never go against their recommendation to pivot to hybrid or remote learning. He noted that the updated Agenda item below, the Attestation, is in relation to the threshold limits for schools. He explained that the District is still digesting and looking at the Attestation and plans to send communication to families next week. Dr. Rozzo thanked the District's incredible staff and families for the lengths they go, to help educate students and keep them safe.

b. Approval of Attestation Ensuring Implementation of Mitigation Efforts

(Rozzo, Superintendent of Schools / Kramer, Solicitor)

ATTACHED

Mrs. Kramer reviewed the Attestation, noting the information was received today as a result of an order from the Secretary of the Department of Health. She reported that the Attestation requires any schools that want to continue in-person instruction, in a community that has substantial community spread, to implement the outlined items. Items include complying with the masking order and following the new recommendation to close schools when there has been identification of a number of positive cases in the school setting. She advised the District is still working on gaining clarity regarding some aspects of the Attestation.

MOTION: By Schnore: I move that the Board authorize its officers and the Superintendent to complete and submit the Attestation Ensuring Implementation of Mitigation Efforts for continuation of in-person instruction. Seconded by Hewitt and carried by unanimous voice vote.

c. Approval of Salary Adjustments and Compensation for Non-Represented Employees Consistent with Compensation Plans and Employment Agreements

(Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed the Approval of Salary Adjustments, noting that this approval includes 30 employees who are non-represented.

MOTION: By Bowen: I move that the Board approve the total annual salary adjustments and compensation for all non-represented employees consistent with applicable compensation plans and employment agreement(s). Seconded by Schnore and carried by unanimous voice vote.

d. MOU with USCEA for 3 Long Term Substitute Teachers at the Elementary Level

(Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed the MOU with the USCEA for 3 Long Term Substitutes at the Elementary level. He noted the MOU will continue to help support appropriate levels of staffing, for the remainder of the school year, as the District navigates the Pandemic. He advised the MOU does not require a permanent commitment or hires.

MOTION: By Billerbeck: I move that the Board approve the MOU with the USCEA for 3 Long Term Substitutes at the Elementary Level, subject to final approval by the Superintendent and Solicitor. Seconded by Bowen and carried by unanimous voice vote.

e. Approval of Commendations & Recognitions

(Suritsky, Assistant/Deputy Superintendent)

ATTACHED

Dr. Suritsky read the Commendation and Recognitions. Mrs. Bolas congratulated all of the students on the list.

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

f. MOU with SSF for Step Placement

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

Mr. Carson reviewed the MOU with the SSF for Step Placement. He advised the MOU is regarding a step adjustment, from Step 1 to Step 5, for a maintenance technician.

MOTION: By Elias: I move that the Board approve the MOU with SSF, subject to final approval by the Superintendent and Solicitor. Seconded by Gans and carried by unanimous voice vote.

g. Approval of Personnel Listings

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

ATTACHED

Mr. Carson reviewed the Personnel Listings. He noted page 2 includes proposed wage increases for substitute positions. He advised that the District performed an analysis with surrounding Districts in regards to substitute rates, and the proposed wage increases will keep the District competitive.

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

h. Approval to Accept the Safe Schools Initiative Targeted Grant in the amount of \$17,307.70

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

ATTACHED

Mr. Carson reviewed the Safe Schools Initiative Targeted Grant. The grant will fund securing the District's buildings through re-keying exterior door locks for all of the District's 6 schools. Mr. Carson thanked Dr. Suritsky, Chief Bryson and Dr. Angelo for all of their efforts in obtaining the grant.

MOTION: By Petersen: I move that the Board accept the Safe Schools Initiative Targeted Grant in the amount of \$17,307.70.
Seconded by Mafrice and carried by unanimous voice vote.

i. First Reading of PSBA Revisions and New Policies: 700s

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

ATTACHED

Mrs. Kramer thanked Mr. Carson and his team for reviewing the 700 policies, noting this First Reading is a continuation of the Board work to update its Policy Manual. She noted that this is a First Reading and if there are any questions or concerns, she will address them at the Second Reading during the December meeting.

- 701 - Facilities Planning
- 702 - Gifts, Grants, Donations
- 702.1 - Crowdfunding
- 703 - Sanitary Management
- 704 - Maintenance
- 705 - Facilities and Workplace Safety
- 705 AR -1 - Safety
- 706 - Property Records
- 706.1 - Sale or Disposal of Surplus Property, Equipment, Supplies and Textbooks
- 707 - Use of School Facilities
- 707 AR -1 - Use of School Facilities - Daily Fee Schedule by Category
- 707 AR -2 - Use of School Facilities - Rates
- 708 - Lending of Equipment and Books
- 709 - Building Security
- 709.1 - School Building and Grounds Security Monitoring
- 710 - Use of Facilities by Staff
- 716 - Integrated Pest Management
- 717 - Cellular Telephones
- 718 - Services Animals in Schools

Mr. Mafrice asked a question regarding the policies and training. Mr. Carson advised about training that takes place within the District.

j. Approval to Declare Items as Surplus

(Berrott, Director of Technology)

ATTACHED

Mr. Berrott reviewed the items to Declare as Surplus.

MOTION: By Hewitt: I move that the Board declare a list of equipment surplus and Authorize the administration to sell, exchange, dispose, or donate the items in accordance with the provisions to Policy #3006 - Sale or Disposal of Surplus Property, Equipment, Supplies and Textbooks. Seconded by Petersen and carried by unanimous voice vote.

Consent Agenda

(Rozzo, Superintendent of Schools)

Dr. Rozzo noted that two additional items were added to the Consent Agenda. The added items include revisions to the Athletic Health and Safety Plan and revisions to the School Health and Safety Plan. Mr. Carson and Mrs. Madia reviewed the revisions to the plans.

Dr. Gans asked if Administrators could share how the District communicates with teachers and staff to ensure that everyone is consistent in following all of the guidelines and changes. Mr. Carson and Mrs. Madia explained the steps the Districts takes to keep all appropriate parties updated on changing guidelines. Dr. Gans also asked if the Booster and parent organizations, who have activities outside of the school day, also receive training to ensure they are following guidelines and protocols. Mrs. Pfender advised about the steps the District takes to keep those groups updated.

Mrs. Bolas asked if any Board member would like to have an item removed from the Consent Agenda to be individually voted upon. There were no requests to remove any items.

MOTION: By Schnore: 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 Hewitt and carried by unanimous voice vote.

- a. **Approval to Solicit Bids for Transportation Vehicles**
(Carson, Sr. Director of Operations & Administrative Services)
ATTACHED

Approve soliciting bids for transportation vehicles.

- b. **Approval of Revisions to Athletics Health and Safety Plan (Winter Sports)**
(Carson, Sr. Director of Operations & Administrative Services)
ATTACHED

Approve the Revised Athletics Health and Safety Plan (Winter Sports)

- c. **Approval of Revisions to School Health and Safety Plan**
(Madia, Assistant Director of Student Support Services)
ATTACHED

Approve the Revised School Health and Safety Plan

- d. **Approval to Recognize Booster Organizations and Club Sports contingent upon Compliance with Board Policies and Health and Safety Protocols.**
(Rozzo, Superintendent of Schools / Burchill, Director of Business & Finance)
ATTACHED

Approve the Booster Organizations and Club Sports, contingent upon compliance with Board policies and Health and Safety protocols.

- e. **Approval of the following Student Support Services Contracts**
(Doggrell, Assistant Director of Student Support Services)
ATTACHED

- i. Children's Institute Day School: Service Agreement for if services provided by Children's Day School are rendered, the fees and expenses for services are outlined.
- ii. Watson Institute Education Center South: Tuition for one Student Placement at \$50,498 Prorated to Start Date of October 22, 2020.

- f. **Approval of Memorandum of Understanding to Renew Telephone Interpretation Services with Transperfect, effective February 10, 2021 - February 10, 2022 at an annual fee of \$120.00, payment of actual usage costs at a rate not to exceed \$0.90 per minute for all languages, and video translation services, including ASL at a rate of \$3.25 per minute.**

(Madia, Assistant Director of Student Support Services)

ATTACHED

Approve the MOU to Renew Telephone Interpretation Services with Transperfect.

- g. **Approval of 2020-2021 Committee and Board Meeting Dates**

(Rozzo, Superintendent of Schools)

ATTACHED

Approve the 2020-2021 Committee and Board Meeting Dates

- h. **Approval of Treasurer's Report - 11.9.20
Including Supplemental Report - 11.23.20**

(Burchill, Director of Business & Finance)

ATTACHED

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

Fund 10 (General Fund) -\$1,760,706.18

Fund 31 (Capital Reserve Fund) - \$0

Fund 36 (Construction Fund) - \$7,848.75

Fund 50 (School Lunch Fund) -\$122,654.76

- i. **Approval of Joint Purchasing Resolution/Agreement with Allegheny Intermediate Unit (AIU) for 2021-2022 School Year**

(Burchill, Director of Business & Finance)

ATTACHED

Approve the Joint Purchasing Resolution / Agreement with Allegheny Intermediate Unit (AIU) for 2021-2022 School Year.

Business & Finance

(Burchill, Director of Business & Finance)

a. Approval to Accept Annual Audit for Year Ending June 30, 2020

Financial Statements Single Audit Management Letter
Communications with Those Charged with Governance

MOTION: By Bowen: I move that the Board accept the Annual Audit for the year ended June 30, 2020 prepared by Maher Duessel. Seconded by Schnore and carried by unanimous voice vote.

Administrative Freeze and Vacation Days

(Bolas, School Board President)

MOTION: By Billerbeck: Move to formally accept the voluntary pay freeze taken by administrators for the 2020-2021 budget year and approve a one-time option for administrators to sell-back up to five (5) additional unused vacation days at their per diem rate of pay prior to June 30, 2021. The additional vacation sell-back option is intended to recognize the extraordinary work relating to the pandemic, limited availability for using vacation time, and further, in appreciation of the voluntary freeze. Seconded by Bowen and carried by unanimous voice vote.

Resident's Comments - (Regarding Any item)

Link to Online Form

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There were no Resident's Comments at this time.

Committee Reports

(Bolas, School Board President)

There were no Committee Reports at this time.

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

a. PTC Open Mic - December 1, 2020

Dr. Rozzo announced that the PTC Open Mic will be held on December 1, 2020.

Announcement Regarding Executive Session
(Bolas, School Board President)

a. Mrs. Bolas announced that Executive Session was held at 6:00pm for Litigation and Personnel.

Adjournment
(Bolas, School Board President)

It was moved and seconded that the Meeting be adjourned at approximately 8:27pm.

Mrs. Bolas wished everyone a wonderful Thanksgiving.

Barbara L. Bolas, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Sarah MacDonald
School Board Stenographer



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Upper St. Clair School District

PRESENTATION OF THE RESULTS OF THE 2019-2020 AUDIT

November 23, 2020



Required Audit Communications

Required Audit Communications

- ❑ Our responsibilities under U.S. generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance are to perform procedures to provide a reasonable basis for our opinion.
- ❑ Our audit does not relieve you or management of your responsibilities to ensure the financial statements are fairly presented.
 - While we do assist in drafting the financial statements and the Data Collection Form, the information is reviewed and approved by management to demonstrate their approval of the content.

Required Audit Communications (cont.)

- ❑ GASB Statement No. 95 provided deferral of the effective dates of certain accounting standards.
- ❑ No accounting policies were adopted or changed in 2020.

Required Audit Communications (cont.)

- ☐ The financial statement disclosures are neutral, consistent, and clear.
- ☐ No difficulties in performing and completing the audit.
- ☐ No material audit adjustments were proposed.
- ☐ No findings were communicated in the Single Audit.
- ☐ No disagreements with management, no consultations with other accountants, and no issues discussed prior to retention as auditors.

Required Audit Communications (cont.)

- ❑ Significant Estimates:
 - OPEB Liability
 - PSERS Net Pension Liability and Net OPEB Liability
 - Earned Income Tax Receivable

PENSION & OPEB LIABILITIES

PSERS Net Pension Liability

- \$126,173,000
- Decrease of \$896,000 from 2019

PSERS Net OPEB Liability

- \$5,736,000
- Increase of \$217,000 from 2019

OPEB Liability

- \$12,944,000
- Increase of \$1,063,000 from 2019



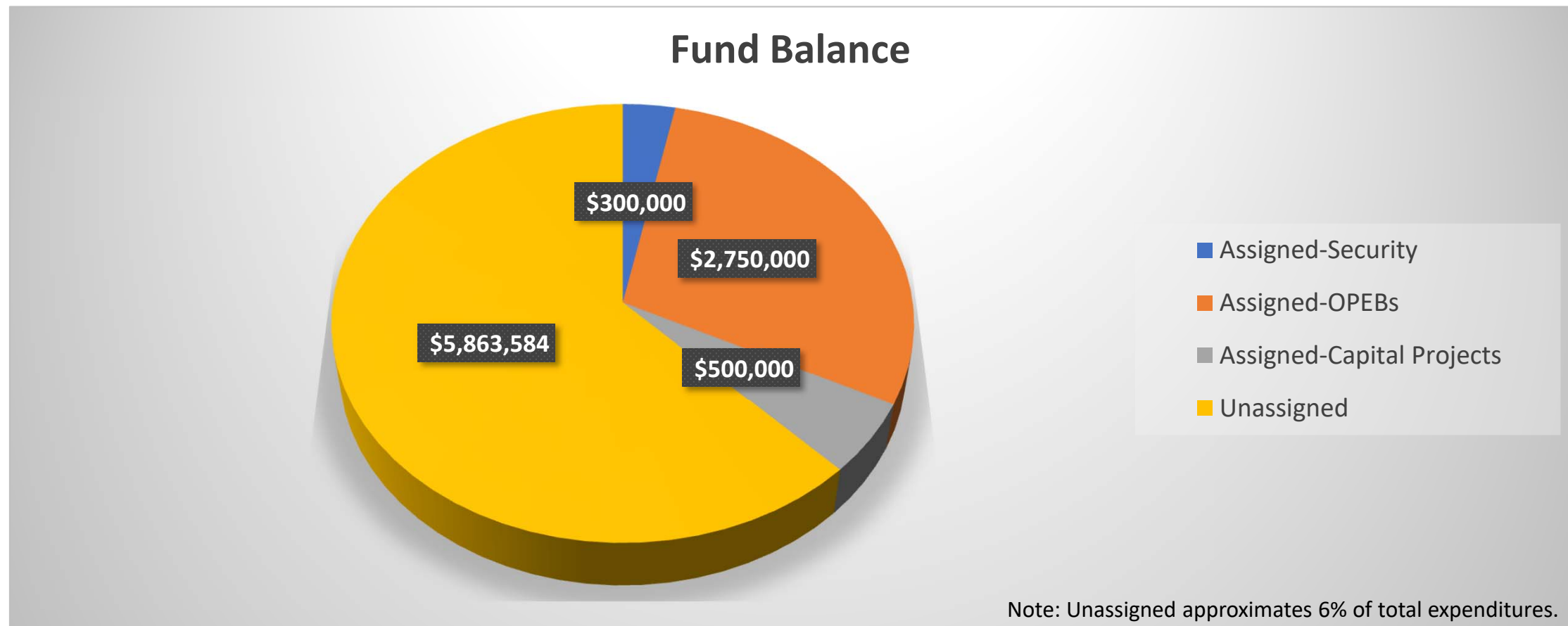
Financial Highlights

FISCAL YEAR 2020

Fiscal Year 2020

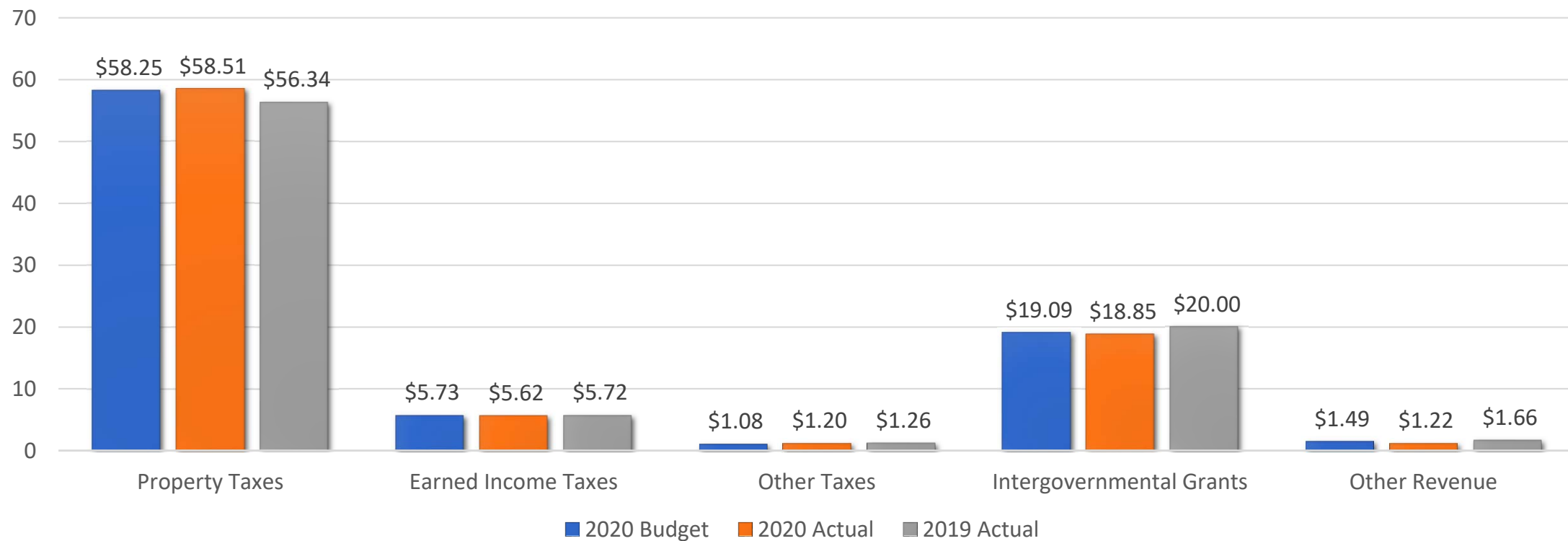
- ❑ Contains approximately 9 months of pre-COVID activity
- ❑ Property taxes were levied at 26.3775 mills
- ❑ Refunded Series 2013B Bonds with Series 2020 Bonds
- ❑ Construction activity at High School/Stadium
(approximately \$7 million paid out of Construction Fund)

Fund Balance (General Fund)



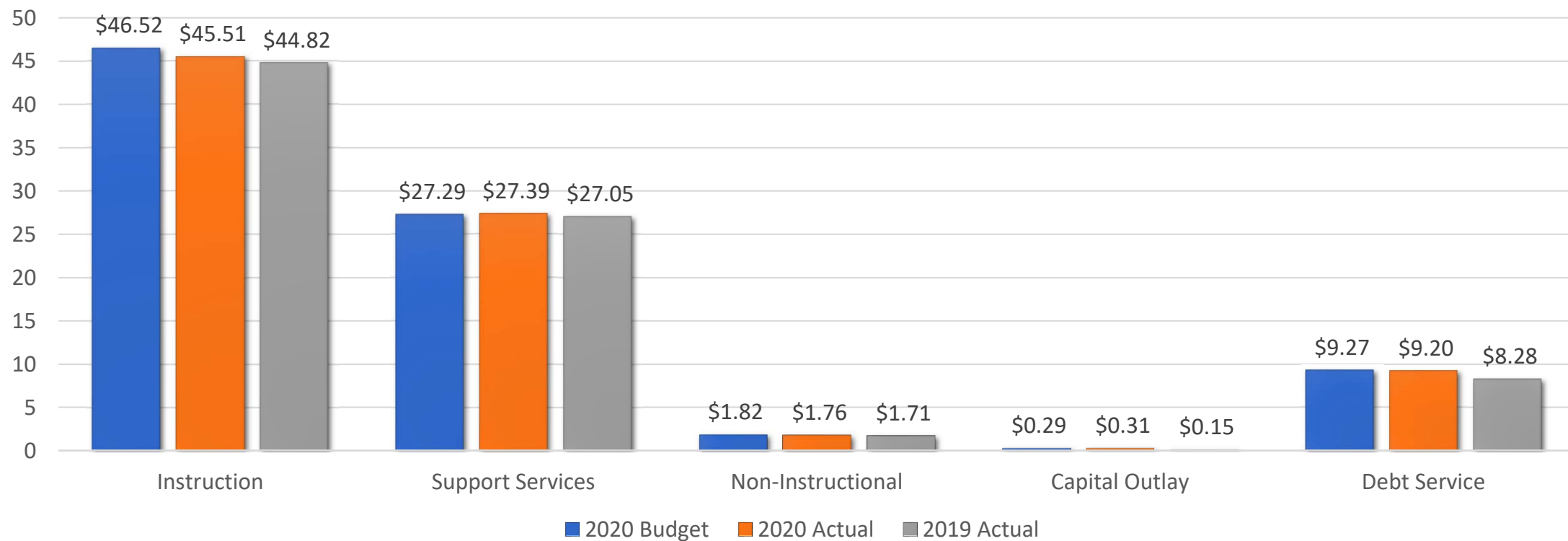
General Fund Revenues

Dollars Expressed in Millions



General Fund Expenditures

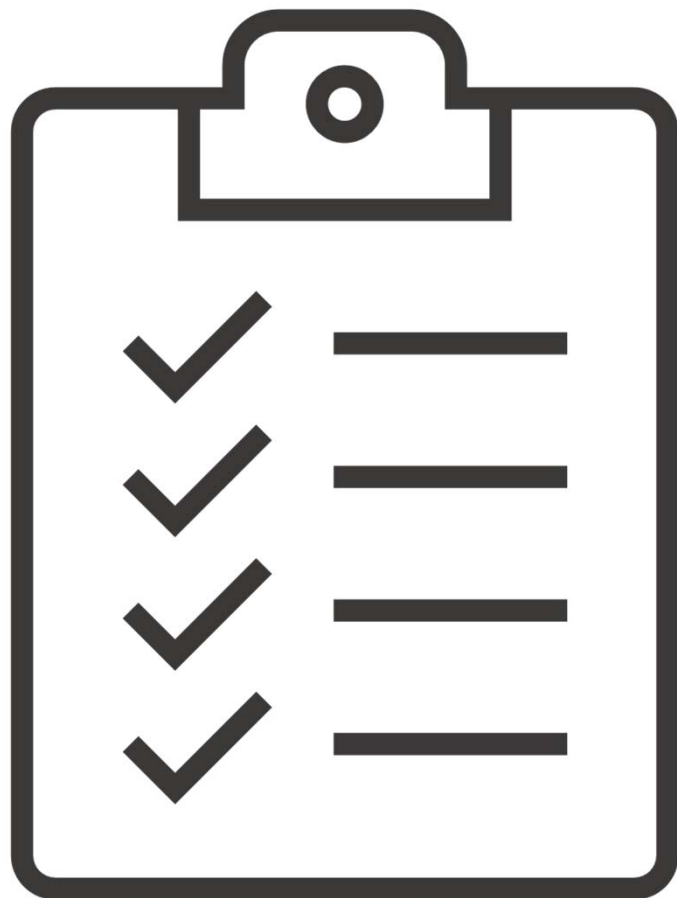
Dollars Expressed in Millions



Annual Debt Service Requirements

Fiscal Year	Principal	Interest	Total
2021	\$3,575,000	\$4,584,881	\$8,159,881
2022	3,895,000	4,516,024	8,411,024
2023	4,175,000	4,377,687	8,552,687
2024	4,525,000	4,250,906	8,775,906
2025	4,640,000	4,120,877	8,760,877
Thereafter	114,205,000	43,732,850	157,937,850
Total	\$135,015,000	\$65,583,225	\$200,598,225

Note: Final maturity year is 2045.



Future Considerations

Considerations/Changes for Next Year



Uncertainties surrounding
COVID-19 impact



Internal control changes as a
result of COVID-19 response



Cybersecurity risks



Pending accounting standards

- Fiduciary funds (Fiscal Year 2021)
- Leases (Fiscal Year 2022)



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UPPER ST CLAIR SCHOOL DISTRICT

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Mrs. Jennifer L. Bowen • Mr. Phillip J. Elias • 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, October 26, 2020 @ 7:00pm

Executive Session @ 6:00pm (Personnel, Safety & Security, Litigation and Student Matters)
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 October 26, 2020 in the District Administration Board Room.

School Board Members in Attendance:

Mrs. Barbara Bolas - President (in-person)
Mr. Patrick Hewitt - Vice President (via telephone for a portion of the meeting)
Mrs. Amy Billerbeck (virtual)
Mrs. Jennifer L. Bowen (in-person)
Mr. Phillip J. Elias (in-person)
Dr. Daphna Gans (virtual)
Mr. Louis P. Mafrice Jr. (in-person)
Mrs. Angela Petersen (in-person)
Mrs. Jennifer Schnore (virtual)

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 (virtual)
Dr. Lou Angelo - Director of Facilities and Operations (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 - Assistant Director of Student Support Services (virtual)

Mr. Bradley Wilson - Director of Strategic Initiatives (virtual)
Mrs. Jocelyn Kramer- Solicitor (in-person)
Mrs. Sarah MacDonald, Board Stenographer (virtual)
Mrs. Holly Fisher - Nurse Curriculum Leader (virtual)
Karsen Damon - Student Board Representative (virtual)
R.J. Shontz - Student Board Representative (virtual)

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

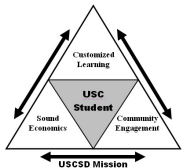
Mrs. Bolas called the meeting to order at approximately 7:09pm.

Meeting Procedures (Kramer, Solicitor)

Mrs. Kramer reviewed the meeting and public comment procedures.

Reading of the Mission:

Mr. Elias 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 #9 from Strategic Plan:

Mr. Mafrice read the following Shared Belief Statement #9 from the Strategic Plan:

We Believe that:

Children are our community's most valuable asset, and each child has intrinsic worth.

The meeting was paused while a sound issue was fixed.

Approval of Agenda (Bolas, School Board President)

MOTION: By Bowen: I move that the Board approve the Agenda, as presented.
Seconded by Mafrice 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, October 26, 2020 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, October 26, 2020 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.

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

Mrs. MacDonald 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 R.J. gave updates regarding student activities at the school. Karsen reported on Band, Shop@USC Facemasks, Chanteclairs, Academic Resource Time, Testing and more.

R.J. reported on Golf, Football, Soccer, Tennis, Field Hockey, Cross Country, Volleyball and Homecoming Week.

Mrs. Petersen noted that she heard Homecoming was very special, even given the current constraints. She congratulated everyone involved.

Approval of Minutes

(Bolas, School Board President)

September 29, 2020

October 12, 2020

MOTION: By Petersen: I move that the Board approve the Meeting Minutes of the September 29, 2020 and October 12, 2020 Board Meetings, as attached. Seconded by Bowen and carried by unanimous voice vote.

Superintendent's Report
(Rozzo, Superintendent of Schools)

a. Presentation of Instructional Model
(Rozzo, Superintendent of Schools)

Dr. Rozzo and the Administrative team presented the Instructional Model recommendation. Dr. Rozzo thanked everyone involved in creating the recommendation. He noted that three additional slides were added to the presentation and that those slides are specific to Upper St Clair data, advising he thought the additional slides would provide helpful information. Dr. Rozzo reported that the District's goal has remained the same – safe schools for students and staff, choice for families, high quality education (in-school or remote) with the opportunity to transition seamlessly and an emphasis on social-emotional well-being. The District's recommendation includes the following: Implement phased approach to move toward 5-day in-person option. Phase I: 2-day hybrid in-person learning option ending on November 13th. Phase II: 4-day (M,T,R,F) expanded hybrid in-person learning options beginning on November 16th (maintain Wednesday as a full-remote learning day). Phase III: 5-day in-person learning option beginning on January 19th. The full remote option will be retained through the end of the school year. The details of Phase II are being finalized based on the commitment numbers, and implementing changes for Phases II and III are contingent upon changing, present conditions. Several board members asked questions about the proposed plan. Mrs. Bolas thanked everyone involved.

Mr. Hewitt joined the meeting via telephone.

Dr. Gans asked that a roll call vote be held for the two motions associated with the Instructional Model recommendation. Mrs. Bolas confirmed that a roll call vote would be held.

i. Approval of revisions to the School Health and Safety Plan
(Madia, Assistant Director of Student Support Services)

Mrs. Madia reviewed the revisions to the School Health and Safety Plan.

Mrs. Bowen, Dr. Gans, Mrs. Schnore, Mr. Mafrice and Mrs. Billerbeck gave statements regarding the recommendation and rationale for their intended vote.

Mrs. Bolas thanked Dr. Rozzo and the Administrative team for all of their hard work, noting they have worked for many hours, including Saturdays and Sundays, to do what is best for students. She noted that the Board and District's intentions are always to do what is best for the students.

MOTION: By Elias: I move that the Board approve the revisions to the School Health and Safety Plan. Seconded by Petersen and carried on roll call vote with eight yes and one no.

ii. Approval of a Revised PDE Emergency Instructional Time Template - Increasing in-person instruction to 4 days per week (Pfender, Assistant to the Superintendent)

Mrs. Bowen noted that she was voting in favor of the motion, as she previously stated she would continue to support the Board.

Dr. Rozzo thanked everyone, stating that the District will continue to monitor the situation very closely and will be willing to pivot if needed. He noted that the District is putting students at the forefront of every decision.

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

b. Approval of Updates to the 2020-2021 School Calendar- Revisions were made to the Classroom Management Day & Parent/Teacher Conference Day in November. (Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed the updates to the 2020-2021 School Calendar, which include switching the Classroom Management and Parent/Teacher Conference days on November 3rd and 4th.

MOTION: By Schnore: I move that the Board approve the Calendar updates, as attached. Seconded by Gans and carried by unanimous voice vote.

c. Approval of Commendations & Recognitions (Suritsky, Assistant Superintendent/Deputy Superintendent)

Dr. Suritsky read the Commendations. & Recognitions.

Mrs. Bolas congratulated everyone on the list.

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

d. Approval of Appointment of Special Counsel
(Kramer, Solicitor)

Mrs. Kramer reviewed the Appointment of Special Counsel.

MOTION: By Mafrice: I move that the Board approve the Law Offices of Jessica Quinn-Horgan as Special Counsel on terms and conditions recommended by the Solicitor. Seconded by Billerbeck and carried by unanimous voice vote.

Consent Agenda
(Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed the Consent Agenda. He noted that a particular matter to highlight was the Personnel Listing, which included a recommendation for a new Stream's Principal. He advised that the District is recommending Mrs. Lindsay Klousnitzer as the candidate for the Stream's Principal Position. He reported that Mrs. Klousnitzer currently works for the Brentwood School District as the Director of Curriculum and Instruction and the Federal Programs Coordinator. He noted that if approved, Mrs. Klousnitzer would join the District and begin transitioning with Dr. Bulazo, effective November 1, 2020, officially taking over from Dr. Bulazo on November 23, 2020.

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 Mafrice and carried by unanimous voice vote.

a. Approval of Personnel Listings
(Carson, Senior Director of Operations & Administrative Services)

Approve the Personnel Listings, as attached.

b. Approval of Agreement with Goodwill of Southwestern PA (Transition WORKS!): Program Services for two students at \$15,564 per student (full year)
(Doggrell, Director of Student Support Services)

Approve the Agreement with Goodwill of Southwestern PA (Transition WORKS!): Program Services for two students at \$15,564 per student (full year).

- c. **Approval of Treasurer's Report - 10.12.20**
Including Supplemental Report - 10.26.20
(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) - 4,093,568.96
Fund 31 (Capital Reserve Fund) - \$21,846.53
Fund 36 (Construction Fund) - \$23,844.91
Fund 50 (School Lunch Fund) - \$13,178.15

- d. **Review of 2019-2020 Preliminary Financial Statements**
(Burchill, Director of Business & Finance)

Approve the 2019-2020 Preliminary Financial Statements.

- e. **Approval to Re-Bid Paving Replacement, Site Signage and Electrical Improvements at the High School**
(Burchill, Director of Business & Finance)

Approve the Re-Bid Paving Replacement, Site Signage and Electrical Improvements at the High School.

Business & Finance

(Burchill, Director of Business & Finance)

- a. **Approval to Declare Items as Surplus**
(Burchill, Director of Business & Finance)

Mr. Burchill reviewed the items to be declared surplus, including High School Social Studies Books, a Digital Printer and three Fort Couch Baldwin Pianos.

MOTION: By Petersen: I move that the Board Declare the attached list of equipment surplus and Authorize the administration to sell, exchange, dispose, or donate the items in accordance with the provisions to Policy #3006 - Sale or Disposal of Surplus Property, Equipment, Supplies and Textbooks. Seconded by Bowen and carried by unanimous voice vote.

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, October 26, 2020 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, October 26, 2020 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.

There were no Resident's Comments as this time.

Committee Reports

(Bolas, School Board President)

There were no Committee Reports at this time.

Matters of Information - Superintendent & Administration

(Rozzo, Superintendent of Schools)

a. Alumni Excellence Award - Dr. Sharon Suritsky

Dr. Rozzo reviewed the Alumni Excellence Award, from Penn State University, which was awarded to Dr. Sharon Suritsky. Dr. Rozzo congratulated Dr. Suritsky and noted she is very deserving of the award and that it is the highest honor that can be given from the Penn State College of Education.

Dr. Suritsky thanked everyone, stating she appreciates the recognition and nomination.

Mrs. Bolas and Mrs. Petersen congratulated Dr. Suritsky.

Announcement Regarding Executive Session

(Bolas, School Board President)

Mrs. Bolas announced that Executive Sessions were held on October 12, 2020 following the Committee Meeting for Personnel and Litigation and at 6:00pm on October 26, 2020 for Personnel, Safety and Security, Litigation and Student Matters.

Adjournment

(Bolas, School Board President)

The meeting was adjourned at approximately 9:31pm.

Barbara L. Bolas, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Sarah MacDonald
School Board Stenographer



UPPER ST CLAIR SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

Mrs. Barbara L. Bolas, President • Mr. Patrick A. Hewitt, Vice President • Mrs. Amy L. Billerbeck
Mrs. Jennifer L. Bowen • Mr. Phillip J. Elias • 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, November 9, 2020 @ 7:00pm
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 November 9, 2020 in the District Administration Board Room.

School Board Members in Attendance:

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

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 (virtual)
Dr. Lou Angelo, Director of Facilities and Operations (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, Assistant Director of Student Support Services (virtual)
Mr. Bradley Wilson, Director of Strategic Initiatives (virtual)

Mrs. Jocelyn Kramer, Solicitor (in-person)
Mrs. Sarah MacDonald, Board Stenographer (virtual)
Karsen Damon – Student Board Representative (virtual)
R.J. Shontz – Student Board Representative (virtual)
Mr. Jim Summerville – PSBA Representative (virtual)

Call to Order

(Bolas, School Board President)

Mrs. Bolas called the meeting to order at approximately 7:24pm.

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) 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, November 9, 2020 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.

There were no Resident's Comments at this time.

Approval of Agenda

(Bolas, School Board President)

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

Superintendent's Report

a. Approval of MOU with USCEA (Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed the MOU with the USCEA. He advised the MOU was regarding a retiring teacher and approval is needed in order to be in compliance with the Collective Bargaining Agreement.

MOTION: By Hewitt: I move that the Board approve a retirement MOU with the USCEA, subject to final approval by the Superintendent and Solicitor. Seconded by Petersen and carried by unanimous voice vote.

b. Approval of Relocation of Administrative Offices

(Rozzo, Superintendent of Schools)

Dr. Rozzo advised that this this address change is in relation to a clerical update with PDE to officially change the District address, with the Department of Education, from the previous address of 1820 McLaughlin Run Road to the new address of 1775 McLaughlin Run Road.

MOTION: By Gans: I move that the Board authorize the relocation of the Administrative Offices from 1820 McLaughlin Run Road Pittsburgh, PA 15241 to 1775 McLaughlin Run Road Pittsburgh, PA 15241 and authorize the School District to submit all required changes in the PDE EdNA (Education Names and Addresses application). Seconded by Hewitt and carried by unanimous voice vote.

c. Approval of Personnel Listings

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

Mr. Carson reviewed the Personnel Listing. Dr. Rozzo noted that this Personnel Listing also includes a retirement for Mr. Glenn Wayland, a long-standing music teacher with the District. Dr. Rozzo thanked Mr. Wayland for his many dedicated years of service.

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

d. Approval to the Renew Alabase Contract for Alumni Software for a term of December 5, 2020 - December 4, 2023, at a cost of \$5,500 annually

(Carson, Sr. Director of Operations & Administrative Services / Suritsky, Deputy/Assistant Superintendent)

Mr. Carson reviewed the request to renew the Alabase contract. Alabase houses the District's alumni software, which allows the District to track and communicate with alumni, as well as being a hub for reunions. The renewed software will also have increased functionality, including a giving page to help with future fundraising.

MOTION: By Bowen: I move that the Board approve the renewal of the Alabase Contract for Alumni Software for a term of December 5, 2020 - December 4, 2021, at a cost of \$5,500 annually, contingent upon documentation acceptable to the Superintendent and Solicitor. Seconded by Schnore and carried by unanimous voice vote.

e. Approval of Expenses for the production and streaming of the fall play - *A Christmas Carol*

(Pfender, Assistant to the Superintendent)

Mrs. Pfender reviewed the Approval of Expenses for the Production and Streaming of the Fall Play – *A Christmas Carol*. She advised that the approval of estimated costs, not to exceed \$1,000, will be for the playwright, streaming platform and agreements.

MOTION: By Billerbeck: I move that the Board authorize the Superintendent or designee to enter into agreements and pay expenses, including licensing fees, for the production of the fall play at an estimated cost of \$649.00 and any additional costs not to exceed a total of \$1,000.00. Seconded by Bowen and carried by unanimous voice vote.

f. Approval of Financing for Technology Investment Apple Lease Schedule #20 with Apple Financial Services at an annual percentage rate of 0.49% and a yearly cost not to exceed \$121,000 for a five-year term

(Berrott, Director of Technology)

Mr. Berrott reviewed the financing for technology investment Apple Lease Schedule #20. He advised that the approval will be for 400 staff laptops, with deferred payment until July 2021, at an interest rate of 0.49%.

Mr. Mafrice asked when the new laptops will be available. Mr. Berrott advised they will be in, in December and he confirmed payment is deferred until July 2021.

MOTION: By Elias: I move that the Board approve Lease Schedule #20 with Apple Financial Services at an annual percentage rate of 0.49%, and a yearly cost not to exceed \$121,000 for a five-year term, contingent upon documentation acceptable to the Superintendent and Solicitor. Seconded by Billerbeck and carried by unanimous voice vote.

Business & Finance

(Burchill, Director of Business & Finance)

a. Aramark Contract Reconciliation

(Burchill, Director of Business & Finance)

Mr. Burchill reviewed the Aramark Contract Reconciliation, which is to resolve final contract payments.

MOTION: By Mafrice: I move that the Board approve an Agreement with Aramark to resolve final contract payments, subject to final approval of Superintendent and Solicitor. Seconded by Elias and carried by unanimous voice vote.

Adjournment

(Bolas, School Board President)

The meeting was adjourned at approximately 7:36pm.

Barbara L. Bolas, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Sarah MacDonald
School Board Stenographer



pennsylvania
DEPARTMENT OF HEALTH



pennsylvania
DEPARTMENT OF EDUCATION

Attestation Ensuring Implementation of Mitigation Efforts

Whereas, the commonwealth is experiencing its highest daily case counts since the beginning of the 2019 novel coronavirus (COVID-19) pandemic, resulting in increased hospitalizations, nearly 10,000 deaths, and heightened risk to the most vulnerable Pennsylvanians;

Whereas, the Wolf Administration has identified new mitigation efforts, including an attestation process for public school entities that elect to continue in-person instruction for students in counties designated as exhibiting “Substantial” transmission of COVID-19 for two or more consecutive weeks based on a disease incidence rate of 100 or more cases per 100,000 residents and/or a polymerase chain reaction (PCR) percent positivity rate of 10 percent or greater;

Whereas, as of November 23, 2020, 59 of Pennsylvania’s 67 counties met one or both of these standards;

Whereas, Pennsylvania [recommends that school entities in counties with Substantial disease transmission transition to remote-only instructional models](#);

Whereas, as of November 20, 2020, many public school entities have exercised their local discretion to continue in-person instruction for all or some students;

Whereas, the resurgence of COVID-19 across the nation, region, and commonwealth requires more consistent and intensive implementation of disease mitigation efforts;

Whereas, these mitigation efforts include an attestation process for any public school entity (a “public school entity” is defined as a school district, intermediate unit, charter school, cyber charter school, or a career and technical education center) that elects to continue in-person instruction as of November 30, 2020 while the county in which it is located is under a Substantial disease transmission designation for at least two consecutive weeks; and

Whereas, this attestation process supplements and does not supplant existing public health guidance issued by the Pennsylvania Department of Health and the Pennsylvania Department of Education;

AND NOW, THEREFORE, the president/chair of the school entity’s governing board and chief school administrator, in accordance with the Order of the Secretary of Health dated November 24, 2020, entitled [Order of the Secretary of the Pennsylvania Department of Health Directing Public School Entities in Counties with Substantial Community Transmission to Attest to Health and Safety Protocols](#), attest to one of the following (SELECT ONE OPTION):

☐ All or some of the students within the public school entity are currently receiving in-person instruction and:

1. We have read the [Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings](#), effective November 18, 2020, including necessary exceptions and [associated guidance](#), and affirm the public school entity is complying and will continue to comply with and enforce the Updated Order of the Secretary of the Pennsylvania

Department of Health Requiring Universal Face Coverings, including necessary exceptions and associated guidance; and

2. We have read and agree to follow [the Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#), when cases of COVID-19 occur within the public school entity.

OR

- ☐ The public school entity has transitioned to a fully remote learning model and will continue to use a fully remote learning model until the county (or counties) in which the public school entity is located is no longer experiencing Substantial disease transmission for two consecutive weeks.

*** A public school entity in a county with Substantial level of disease transmission that is currently providing a fully remote learning model and that elects to transfer to in-person instruction must resubmit this attestation prior to providing in-person instruction.

(Name of Public School Entity) affirms that it has attached this signed Attestation to its Local Health and Safety Plan (the "Plan") in order to reflect provisions above, and that, by doing so, this attestation becomes part of the Plan and has been or will be fully implemented by November 30, 2020, or three business days after the county in which the public school entity is located has been designated as exhibiting Substantial disease transmission for the first time, should the public school entity in a county with Substantial level of disease transmission for two or more consecutive weeks elect to offer or continue offering in-person instruction for all or some students; and

Further, the Local Health and Safety Plan, inclusive of this attestation, has been posted on the public school entity's publicly accessible website and filed with the Pennsylvania Department of Education by email submission at RA-EDCONTINUITYOFED@pa.gov.

Signed:

(Signature of Governing Board President/Chair)

(Signature of Chief School Administrator)

☐ President, Governing Board

☐ Chair, Governing Board

Chief School Administrator

(Printed Name of Governing Board President/Chair)

(Printed Name of Chief School Administrator)

Date Signed:

Date Signed:

COMMENDATIONS & RECOGNITIONS

November 2020

HIGH SCHOOL

Upper St. Clair High School's Speech & Debate team was recently named one of the Top 100 programs in the National Speech & Debate Association for the 2019-20 school year. Upper St. Clair ranked 50th out of more than 3,000 schools nationwide.

"Due to the incredibly high number of students involved in your speech and debate program and the degrees they have earned through competition, your school was named one of the top programs in the nation," J. Scott Wunn, NSDA executive director, said. "This is the most prestigious membership award the association can bestow upon a school."

BOYCE MIDDLE SCHOOL

Two Boyce Middle School fifth graders were recently recognized for their work in the fourth annual Mahatma Gandhi Creative Writing and Art Contest. The event was conducted as part of the 2020 Mahatma Gandhi Birthday Celebration at Carnegie Mellon University.

Suhavi Singh, who placed in the top five, was recognized with the book, "[Ghandi's Search for the Perfect Diet: Eating with the World in Mind](#)." Iris Wang, whose artwork earned Honorable Mention, received a backpack for her efforts.

The contest, open to middle school students ages 10-14, asked young writers and artists to reflect on a time when they served their community in efforts to build peace and what actions they might take in the future that mirror Gandhi's commitment to serving communities, building peace, and action.

Personnel Listing
Board Meeting
November 23, 2020

ELECTION

Staff Name	Location	New Assignment	New Assignment Status	Effective Date
Beaver, Joe	Substitute	Substitute Certified Teacher	Substitute	11-20-20
Klobusnik, Maura	Substitute	Substitute Certified Teacher	Substitute	11-24-20
LaPradd, Emily	Ft. Couch	AWS Teacher	Substitute	11-23-20 through 06-09-2021
Swartz, Jacob	District wide	1.0 Maintenance Technician	FT	11-30-20

CHANGE OF STATUS

Staff Name	Location	Current Assignment	Current Assignment Status	New Assignment	New Assignment Status	Effective Date
Fortson, Carolyn	Streams	1.0 Elementary Teacher	FT	Leave	Leave	Beginning 01-25-21
Kluckman, Lauren	Boyce	1.0 German Teacher	FT	Leave	Leave	Beginning 01-06-21
Little, Margaret	High School	1.0 Teacher Aide	FT	Leave	Leave	Beginning 11-24-20
Neely, Alexandra	Ft. Couch	1.0 Special Ed Teacher	FT	Leave	Leave	Beginning 1-11-21
Polinski, Amy	Ft. Couch	Substitute Certified Teacher	Substitute	AWS Teacher	Substitute	11-30-20 through 06-09-2021
Shoemaker, Sarah	.6 BO / .4 FC	1.0 Music Teacher	FT	Leave	Leave	11-2-20 through LDTR

RESIGNATION

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Tomaino, Emily	Ft. Couch	1.0 Teacher Aide	FT	11-13-20

OTHER

Staff Number	Current Assignment Status	New Assignment	New Assignment Status	Effective Date
EE#1500	PT	FFCRA/SSL/C	Leave	10-26-20 through 11-2-20
EE#3496	FT	FFCRA/SSL/C	Leave	9-21-20
EE#3833	FT	FFCRA/SSL/C	Leave	10-12-20 through 10-23-20

EE#4477	FT	FFCRA/SSL/C	Leave	10-19-20
EE#4591	PT	FFCRA/SSL/C	Leave	10-7-20 through 10-9-20
EE#3833	FT	Approve Initiation of disciplinary process per discipline file resolution for employee 2020-2		

PROPOSED WAGE RATE INCREASES

POSITION	CURRENT RATE	PROPOSED NEW RATE
District Technology Support	N/A	\$25.00 per hour (new P/T position)
Student Technology Helpers	\$7.25 per hour	\$12.00 per hour
Substitute Bus Drivers	\$16.90 per hour	\$22.50 per hour
Substitute Custodians	\$12.00 per hour	\$14.00 per hour
Substitute Nurses	\$100 per day	\$150 per day
Substitute Teacher Aides/ Bus Attendants	\$10.00 per hour	\$15.00 per hour

INFORMATION ONLY

Anastasia, Anthony (1.0 Teacher Aide) - Location change from Eisenhower to Ft. Couch, effective 11-30-20

Magill, Kathryn (Central Office) - 1.0 Psychologist - Return from LOA 10-30-20

Randall, Christina (High School) 1.0 LTS Science Teacher (for T. Vacco) - LTS extended through LDTR

Vacco, Tracy (High School) 1.0 Science Teacher - Leave extended through LDTR

Memo



To: Mr. Ray Carson
From: Dr. Lou Angelo
Date: November 18, 2020
RE: Safe Schools Grant Acceptance

I request approval to accept the Safe Schools Initiative Targeted Grant awarded to our district for a total of \$17,307.70.

During the 2018 - 2019 school year, the district completed a comprehensive security assessment, which recommended the evaluation of exterior doors and building access as an important area of focus. Specifically, all exterior doors were recommended to be re-keyed to address the vulnerabilities that exist from lost keys during the past 20 years and an ineffective system for managing key ownership under Aramark's supervision. The grant will pay the costs to re-key 73 exterior door locks for six school buildings. It will also pay to install an electronic door access control system at the Boyce Field House.

By accepting the grant, the district will achieve the following goals.

- Provide a safer environment for students, staff and visitors by providing exterior door access control.
- Provide a safer environment for students, staff and visitors by limiting key access to exterior doors.
- Create an access control system at the district's newly constructed Field House, which is used by community members and district employees.

I recommend the district accept the Safe Schools Initiative Targeted Grant awarded to our district for a total of \$17,307.70.

Book	Policy Manual
Section	700 Property
Title	Facilities Planning
Code	701 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. 24 P.S. 1351 2. 24 P.S. 701 3. Pol. 103 4. Pol. 103.1 5. Pol. 104 24 P.S. 501 24 P.S. 502 24 P.S. 503 24 P.S. 504 24 P.S. 701.1 24 P.S. 702 24 P.S. 703 24 P.S. 703.1 24 P.S. 704 24 P.S. 706 24 P.S. 731 24 P.S. 731.1 24 P.S. 733 24 P.S. 736-741

24 P.S. 1601-C et seq

22 PA Code 21.1 et seq

22 PA Code 349.1 et seq

25 PA Code 171.1 et seq

Pol. 100

Pol. 122

Pol. 123

Authority

The Board shall engage in short-term and long-term facilities planning in order to meet the ongoing needs of the district's educational programs and operations. Involvement of the Board, staff, community, businesses and parents/guardians is an important part of this process.

The Board shall continuously or annually conduct a census of all children from birth to eighteen (18) years living in the district. The Board shall employ as many enumerators or attendance officers as necessary.[\[1\]](#)

Delegation of Responsibility

In order to inform the Board of the district's future needs, the Superintendent or designee shall:

1. Prepare a written description of existing physical facilities.
2. Annually report to the Board on enrollment projections.
3. Report to the Board on the enrollment by grades during the school year.
4. Estimate each spring the number of students who will be enrolled in the district's schools in September of the year for which the estimate is made.

5. Prepare student population projections and compare the actual population figures to the previously projected figures to detect early any changes in population trends.

Guidelines

Information gathered in the census shall include for each child the name and address of the parents/guardians; name and location of the school in which the child could be or is enrolled or belongs; name and address of any employer of a child under eighteen (18); child's name, date of birth, age, sex, nationality, and address; and other information the Board may legally request to assist in the efficient and equitable operation of the district.[\[1\]](#)

When planning to enlarge or modify its facilities, the Board shall consider not only the number of students whose educational needs must be met, but also the physical requirements of the programs it deems best suited to meet those needs.[\[2\]](#)

Each school building and site shall provide suitable accommodations to carry out the educational program, including provision for the handicapped/disabled, pursuant to law and regulations.[\[3\]](#)[\[4\]](#)[\[5\]](#)

Book	Policy Manual
Section	700 Property
Title	Gifts, Grants, Donations
Code	702 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. 24 P.S. 216 2. 24 P.S. 703 3. Pol. 706

Purpose

The Board recognizes that individuals, businesses and community organizations may wish to contribute supplies and equipment to enhance or extend the programs in the schools.

Authority

The Board has the authority to accept gifts and donations made to the school district or to any district school.[\[1\]](#)

The Board reserves the right to refuse to accept any gift that does not contribute to achievement of district goals or when such ownership would adversely affect the district.[\[1\]](#)

Any gift accepted by the Board or its designee shall become district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other district properties.[\[1\]](#)[\[2\]](#)

The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the district's educational program.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.

All gifts shall be recorded in the appropriate inventory listing and property records.[\[1\]](#)[3]

The Superintendent shall publicly report to the Board all gifts to the district accepted on behalf of the Board.

Delegation of Responsibility

The Superintendent or designee shall:

1. Have the authority to accept gifts, grants, and donations on behalf of the Board.
2. Provide potential donors with applicable administrative regulations.
3. Encourage individuals and organizations considering a donation to consult with the Superintendent before appropriating funds.
4. Acknowledge the receipt and value of any gift accepted by the school district.

Book	Policy Manual
Section	700 Property
Title	Crowdfunding
Code	702.1 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. Pol. 229 2. Pol. 702 3. Pol. 122 4. Pol. 123 5. Pol. 150 6. Pol. 113.4 7. Pol. 216 8. Pol. 324 9. 20 U.S.C. 1232g 10. 22 PA Code 15.9 11. 34 CFR 99.3 12. 7 CFR 210.11 13. Pol. 246 14. Pol. 103.1 15. Pol. 113 24 P.S. 216 24 P.S. 1603-C 34 CFR Part 99 7 CFR Part 210

Purpose

The Board recognizes that crowdfunding has become an increasingly popular method by which school districts can procure funding for specific projects and/or programs.

Authority

The Board permits district employees and eligible organizations to maximize opportunities to obtain resources for the benefit of students and the district; however, unregulated use of crowdfunding on behalf of the district can expose the district, the employee, and an organization to significant potential legal liability. The Board adopts this policy to effectively mitigate risks and establish parameters for the use of crowdfunding on behalf of the district. Organizations not granted formal recognition by the Board as an eligible organization shall not engage in crowdfunding on behalf of the district.

Definitions

Crowdfunding shall mean a mechanism by which an individual or organization solicits and accepts donations from the general public, via specially-designed websites, to fund a specific purpose or cause.

Crowdfunding shall not include requests for donations the district makes using its own website or social media platforms.

Eligible organizations shall mean booster groups, parent organizations, and school-sponsored student organizations that have been formally recognized by the Board and may be granted permission to utilize crowdfunding upon proper application and subsequent approval.[\[1\]](#)

A **crowdfunding campaign** shall mean an approved crowdfunding request that has been set up and is actively soliciting and accepting donations.

A **crowdfunding request** shall mean the form and related information submitted by an individual who, or eligible organization that, seeks permission to engage in a crowdfunding campaign.

A **crowdfunding site**, for the purposes of this policy, shall mean one that has been approved by the Board or designated administrator.

Individual, for purposes of this policy, shall mean a district employee.

Resources include donated funds, items purchased with donated funds, and, when the crowdfunding site directly provides the items, the items themselves.

Delegation of Responsibility

The Board shall approve crowdfunding sites for use by individuals and eligible organizations based on the criteria outlined in this policy.

The Superintendent or designee shall maintain a list of approved crowdfunding sites and update the list as needed.

It shall be the responsibility of the Superintendent or designee to approve all crowdfunding requests totaling \$2500 or less. When the crowdfunding request is more than \$2500, Board approval shall be required.

If the crowdfunding request is approved, the requester shall be responsible for:

1. Preparing all materials and information related to the crowdfunding campaign.
2. Keeping district administrators apprised of the status of the campaign.
3. Following all applicable laws, Board policies, and administrative regulations, including the requirements, policies and/or regulations established by the crowdfunding site.

Guidelines

The district reserves the right to withhold approval of any crowdfunding request or terminate a pre-approval for a crowdfunding campaign for any reason.

The district reserves the right to refuse to accept funds that have been raised through a crowdfunding campaign if it discovers that the campaign violated this policy or any of the crowdfunding site's requirements, policies and/or regulations.

All resources obtained through crowdfunding campaigns are the property of the district.[2]

While preference shall be given for the resources to be used and maintained by the individual or eligible organization who originally obtained them through crowdfunding, the district reserves the right to transfer such resources to another classroom, program and/or individual, as necessary.[3][4][5]

Approval of Crowdfunding Sites

When evaluating crowdfunding sites to be approved for use by individuals or eligible organizations, the Board shall consider the following:

1. The crowdfunding site shall be operated by a legitimate corporation or limited liability company with no history of fraud, unlawful activity, financial mismanagement, or other misconduct.
2. Crowdfunding sites that provide requested items in lieu of direct funds shall be given preference.
3. The crowdfunding site shall require that all resources secured by an individual or eligible organization on behalf of the district go directly to the school or district program listed in the crowdfunding request, not the individual who, or the eligible organization that, submitted the crowdfunding request.
4. Sites designed for crowdfunding by schools and/or educators shall be given preference, as long as they otherwise meet the requirements of this section.

All crowdfunding campaigns shall utilize one (1) of the approved crowdfunding sites.

Approval of the Crowdfunding Request

Individuals who, and eligible organizations that, wish to use crowdfunding to obtain resources for classroom or school purposes shall submit a written request to the Superintendent or designee for approval at least 30 days before the desired start of the crowdfunding campaign.

The crowdfunding request shall include:

1. The name and job title of the individual requester or, if the applicant is an eligible organization, the names of two (2) members of the eligible organization, and their position within the eligible organization, who shall be responsible for overseeing the crowdfunding campaign.
2. The crowdfunding site to be used.

3. The requested item(s) and/or the amount of funds targeted to be raised in order to purchase the item(s).
4. The school, classroom, program, and/or activity to be benefitted.
5. The exact language, as well as any graphics, that will be included in the post on the crowdfunding site.
6. The projected start and end dates of the post on the crowdfunding site.
7. A list and description of any social media platforms and/or accounts that will be used to promote the crowdfunding campaign, including the identification of the individuals/organizations to whom such accounts belong.
8. A description of any other methods/channels that will be used to promote/market the crowdfunding campaign.

The individual(s) reviewing the crowdfunding request shall ensure that:[\[1\]](#)[\[2\]](#)

1. The crowdfunding request does not conflict with other district fundraising efforts.
2. The district does not already have the requested resources.
3. The district can adequately utilize, support, store, and maintain the resources, if received.
4. The crowdfunding campaign is compliant with all applicable federal and state laws and regulations, and Board policies and administrative regulations.
5. The district, staff and/or students are not portrayed in a negative light.

6. The crowdfunding request is compatible with the district's educational program, mission, vision, shared values, curriculum, and district initiatives.

Use of Crowdfunding

To ensure the successful use of crowdfunding for district purposes, the district may provide the following:

1. District expectations, Board policies and administrative regulations for the protection of private information.[6][\[7\]](#)[\[8\]](#)
2. Recommended external messaging or logo/branding guidelines that align with district standards.
3. A maximum dollar amount permitted to be raised by crowdfunding.
4. A listing of items that may and may not be obtained through crowdfunding.

Where crowdfunding resources are in the form of funds, such funds shall be sent to the district's Business Manager, who shall ensure the appropriate accounting and holding of such funds until they are used for their stated purpose.

Where crowdfunding resources are in the form of the requested items, all items must be delivered directly to the principal of the building in which they will be used.

For every crowdfunding campaign, individuals and eligible organizations shall be required to report the following to the individual approving crowdfunding requests: how the resources were used in the school, classroom, program, and/or activity to be benefitted and how the students and the district benefitted.

All crowdfunding campaigns involving classroom materials, projects or resources must be consistent with district-approved curriculum.

The Business Manager shall be promptly notified of any unused funds.

The building principal shall maintain control and discretion over unused items or items that can be used after the conclusion of the project for which the items were sought.

Prohibitions

Crowdfunding campaigns may not:

1. Include pictures or personally identifying information of district students in the crowdfunding post, or on the posting individual's home or biography page on the crowdfunding site, without proper consent.[\[6\]](#)[\[7\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)
2. Be used for the personal gain of any individual.
3. Request food items that do not meet the Smart Snacks standards of the USDA regulations for school nutrition.[\[12\]](#)[\[13\]](#)
4. Contain language that suggests, infers or states that:
 - a. The resources sought are required for, or otherwise integral to, a student's special education program, necessary for a student to achieve his/her Individualized Education Program (IEP) goals, or essential to ensure participation of a student or students with disabilities in school or any program offered by the district.[\[14\]](#)[\[15\]](#)
 - b. The school does not have enough resources.

Individuals may not keep resources for personal use.

Individuals who are not employees of the district or authorized as part of an eligible organization may not engage in crowdfunding on behalf of the district.

Book	Policy Manual
Section	700 Property
Title	Sanitary Management
Code	703 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. 24 P.S. 701 25 PA Code 171.1 et seq

Purpose

The Board recognizes that safeguarding the health and physical well-being of district students and staff depends upon the cleanliness and proper sanitary conditions of the school buildings and grounds.

Authority

The Board directs that a program of sanitary management shall be maintained in all district buildings and facilities and explained periodically to staff members.[\[1\]](#)

The Board directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry, and any local agency that has jurisdiction.

Delegation of Responsibility

All district facilities shall be inspected regularly for cleanliness and proper sanitation by the Superintendent or designee.

The Superintendent or designee shall develop and supervise a program for the cleanliness and sanitary management of school buildings and facilities, school grounds

and school equipment pursuant to law, State Board regulations and requirements of the local and state Boards of Health and the Department of Labor & Industry.

Cleanliness of each school building shall be the responsibility of the head custodian.

Teachers shall be responsible for the condition of their classrooms.

Principals shall inspect facilities at least once per month, and report to the Superintendent or designee any conditions that may threaten the comfort, health or safety of occupants.

Book	Policy Manual
Section	700 Property
Title	Maintenance
Code	704 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. 24 P.S. 701 2. 24 P.S. 742 3. 24 P.S. 772 25 PA Code 171.1 et seq

Purpose

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.

Authority

The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop and supervise a maintenance program which shall include:

1. Regular program of maintenance, repair and improvement of buildings and facilities.
2. Equipment replacement program.
3. Long-range plans for building modernization and conditioning.

The Superintendent or designee shall develop a maintenance check list applicable to all district buildings.

Each building principal, in conjunction with the building maintenance employee, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Superintendent or designee as to the findings of that inspection.

The Superintendent shall report annually to the Board regarding the current maintenance and improvement program and projected maintenance needs that include cost analysis.

Book	Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety
Code	705
Status	First Reading: November 23, 2020 From PSBA
Legal	1. Pol. 103.1 2. Pol. 113 3. Pol. 113.1 4. Pol. 218 5. Pol. 317 6. Pol. 907 7. Pol. 805 8. 24 P.S. 223 9. 34 PA Code 129.1001 et seq 10. 72 P.S. 1722-J 11. 77 P.S. 1038.2 24 P.S. 510 24 P.S. 1517 24 P.S. 1518

Purpose

The Board recognizes that district facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.

Authority

The Board directs the district to provide facilities and equipment for the safe conduct of the educational programs and operations of the schools, **in accordance with guidance issued by state and local officials, and the Board-approved health and safety plan.**

The Board requires that all students, staff and visitors adhere to state and local health and safety orders, Board policy, administrative regulations and Board-approved plans requiring face coverings or other protective devices where needed for safety purposes. **Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Board policy, or denial of entry to district buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.**[1][2][3][4][5][6]

Delegation of Responsibility

The Superintendent or designee shall **periodically** review and evaluate district **health and safety rules and health and safety plans, as necessary.**[7]

Administrators shall ensure that all staff and students are informed of **health and safety rules** at the beginning of the school year **and whenever conditions and requirements change. Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.**[7]

Guidelines

Certified Workplace Safety Committee

A workplace safety committee shall be established to promote the district's goals concerning safe schools.[8][9][10][11]

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.
3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of workplace safety committee training.

Replaces Policy 5314 - Workplace Safety adopted June 20, 2011

705-AR-1. SAFETY

The district will provide reasonable safety protections **and protective equipment for students and staff**, adequate maintenance and repair of facilities, accident reports and **supervision** that seek to reduce the potential of injury **and promote the health and safety of** students, employees, visitors, others present on school property and those present at school-sponsored activities and events.

The district administration will develop and implement **health and safety** rules and regulations that will promote **health and** safety in school buildings and facilities and on school property.

District staff will post appropriate signage to provide notification and promote compliance with health and safety rules.

The School Safety and Security Coordinator will have overall responsibility for the district's safety and security efforts. **The School Safety and Security Coordinator** will ensure that appropriate employees are kept informed of current state and local requirements relative to fire prevention, civil defense, sanitation, public health and occupational safety.

The Pandemic Coordinator will have overall responsibility for implementation of the Board-approved health and safety plan, in coordination with the School Safety and Security Coordinator and the district's emergency preparedness plan.

Each building principal will be responsible for the supervision of safety measures **and compliance with health and safety rules** in **their** school. Building safety training must include the required safety, fire and bus evacuation drills, and ensuring that all building employees are instructed in the location and use of emergency exits, fire extinguishers and shutoff valves, when applicable. In addition, teachers of laboratory sciences and custodians will receive training in laboratory safety.

All employees will practice good **health and** safety habits and be aware of conditions that may make the environment unsafe. Staff are required to **address health and safety concerns and** report any unsafe condition to

the building principal or immediate supervisor, using the Hazardous/Unsafe Condition Reporting Form.

Safety practices are an integral part of the curriculum and may include instruction in the dangers and prevention of fire; accident prevention; traffic, bicycle, pedestrian and driver safety; **hygiene and prevention of infectious disease**; and emergency procedures. Students are expected to share in the responsibility of practicing good **health and** safety habits and reporting unsafe conditions to teachers, **staff** or building principals.

Any accident or injury to a student, employee or visitor on school property must be reported to the building principal or any employee's immediate supervisor. The building principal or supervisor will follow through to ensure the individual has received treatment.

The designated administrator(s) will make periodic inspections regarding the safety-related conditions of all district buildings, facilities, property and equipment, complete the required inspection report form and submit it to the School Safety and Security Coordinator.

The School Safety and Security Coordinator will distribute and direct that all required federal, state and local **health and** safety regulations required to be posted in district buildings are properly displayed.

The School Safety and Security Coordinator will maintain appropriate safety records for all district buildings, facilities and properties.

Book	Policy Manual
Section	700 Property
Title	Property Records
Code	706 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. Pol. 708 2. Pol. 710 24 P.S. 510

Purpose

The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control.

Authority

The Board directs that a complete inventory, by physical count, of all district-owned equipment and property records of all district buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal.

Delegation of Responsibility

It shall be the responsibility of the Business Manager to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.

Guidelines

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board.

Records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.[1][2]

Equipment shall be identified with a permanent tag that provides appropriate school district identification.

Book	Policy Manual
Section	700 Property
Title	Sale or Disposal of Surplus Property, Equipment, Supplies and Textbooks
Code	706.1
Status	First Reading: November 23, 2020 From PSBA
Legal	1. 24 P.S. 707 2. 24 P.S. 708 3. 24 P.S. 709 4. Pol. 800

Purpose

The Board recognizes that unneeded, unusable, and/or obsolete property can consume valuable storage space. This policy is intended to efficiently dispose of such property, thus avoiding future unnecessary handling and storage.

Authority

When it has been determined that any real or personal property or equipment is obsolete or unneeded surplus, the Board authorizes that such property or equipment may be sold, exchanged, disposed, or donated in accordance with the following provisions:

1. The property or equipment is no longer required for its originally intended purpose.
2. The property or equipment is considered out-of-date, obsolete, or in unusable condition.
3. The property or equipment is in quantities exceeding any possibility of effective use by the district.

Delegation of Responsibility

Determination as to whether any of the stated criteria apply to property possessed by the district shall be made by the Superintendent and/or designee, who may delegate this responsibility, provided that all requirements of this policy are met.

The Superintendent and/or designee shall be responsible for identifying all school equipment and/or property owned by the school district, which is unusable, obsolete, or in quantities exceeding the possibility of effective use, has been replaced, or is otherwise no longer of value to the school district. As necessary, the Superintendent or designee may call upon other staff to develop criteria to aid in this identification.

School equipment owned by the school district, which is unusable, obsolete, surplus, has been replaced, or is otherwise no longer of value to the district will be listed and presented to the Superintendent.

Guidelines

Disposal Methods

Items of some value may be disposed of in the following ways:

1. Public sale or auction.
2. Salvage scrap sold to local dealers.
3. Negotiated sale (normally used when disposing of items of substantial value or unique qualities).
4. Request for Proposal method for items of substantial value or unique qualities.
5. Pre-priced sale (large quantities of obsolete or surplus furniture and equipment may be sold by this method).
6. Trade-in on new equipment.
7. Donated to charitable organizations, non-profits and/or other public schools.
8. Discarded or recycled in accordance with all applicable laws.
9. Use of electronic auction sites, including, but not limited to, Municibid, Ebay, and Public Surplus.

Disposal may include dismantling for parts, recycling, donation, or resale to authorized vendors. Equipment being replaced may be traded in on new equipment as part of the purchase procedure.

Items that have no sale value or disposal exceeds the net worth may be donated to charitable organizations, non-profits, or other public schools or otherwise discarded.

Real Estate

The disposal of all real estate shall require approval of the Board and is regulated by sections 707, 708, 709 of the Pennsylvania School Code, as well as all other laws or regulations governing the sale of land or buildings.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Recordkeeping

The Board Secretary shall be responsible for maintaining records of all obsolete and surplus property disposed of during each fiscal year. This summary shall include quantity, description of property, method of disposition, and value received. Such records shall be maintained for a minimum of three (3) years.[\[4\]](#)

Replaces Policy 3006 - Sale or Disposal of Surplus Property, Equipment, Supplies and Textbooks adopted June 20, 2017, which replaced Policy 3006 - Sale of Surplus Furniture, Equipment and Other Tangible Personal Property

Book: Policy Manual

Section: 700 - Property

Title: Use of School Facilities

Code: 707

Status: First Reading November 23, 2020
Proposed New Revisions

Legal

- 1. 24 P.S. 775
- 2. 24 P.S. 510.2
- 3. 24 P.S. 511
- 4. 18 Pa. C.S.A. 6306.1
- 5. 20 U.S.C. 7972
- 6. 20 U.S.C. 7973
- 7. Pol. 904
- 8. 10 P.S. 328.101 et seq
- 9. 61 PA Code 901.701
- 24 P.S. 779
- 20 U.S.C. 7905
- 20 U.S.C. 7971 et seq
- 61 PA Code 901.1

Purpose

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program or needs of the schools or District. **This policy establishes conditions, restrictions and procedures for the use of school facilities for nonschool-sponsored purposes.**

Authority

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

Category 1

School groups or school organizations with membership from the USCSD student body under the direction of a member of the USCSD staff, who receives compensation or serves as a volunteer of a Board approved group or activity and Upper St. Clair High School club sports recognized by the District.

Category 2

PTA, PTSO, or booster groups.

Category 3

Non-profit community organizations or groups with purposes and objectives related to education and recreation with membership from USCSD student body or Township residents of school age (USCAA or other Upper St. Clair athletic governing bodies).

Category 4

Upper St. Clair Township nonprofit community organizations or groups, that are public school-related, youth or public service oriented (e.g., Community Foundation, Community Band South, Boy Scouts, Girl Scouts, service clubs, civic groups, Fire Company, Town Hall South, USCSD Alumni groups, and League of Women Voters). These community organizations must have an 85% Upper St. Clair township resident membership.

Category 5

Other nonprofit community organizations with a minimum 50% USC resident membership that do not qualify for Category 4 (e.g., church

or church-affiliated, social groups, fraternal organizations, political organizations, resident private groups, and other USC Township non-structured social or recreational groups).

Category 6

For-profit groups, non-resident private groups, non-community groups and/or non-profit organizations whose membership and/or audiences consist of less than fifty percent (50%) of persons residing in the Township of Upper St. Clair.

Nothing in this policy shall prohibit the Board from entering into partnership agreements or memoranda of understanding with organizations that include the use of facilities on terms and conditions set forth in the applicable agreement or MOU, which shall be approved by the Board.

Delegation of Responsibility

The Superintendent shall ensure that this policy is posted on the District's publicly accessible website. [2]

The Superintendent shall establish a schedule of fees for the use of school facilities by approved groups.[1] The Superintendent will review the schedule with the Board on an annual basis and determine if adjustments are necessary. The schedule of fees shall be set forth in an administrative regulation to this Policy.

The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent and/or Designee(s) or for other lawful reasons.

Guidelines

Application Process

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written or online request using the designated application to request access to the District's online facility program. Once the form is completed, the organization and individuals will be entered into the online system to request access to the facility program. The online application will not accept requests without all required areas completed.

Following approval of the application, the individual or group must submit the following:

1. Payment of the specified rental fee, prior to use, if applicable.
2. Evidence of organizational liability insurance to limits required by District guidelines. Proof of insurance is required on application form for online access.
3. Certificate of Insurance with the minimum limits for property damage and personal liability shall be a minimum \$1,000,000 for all outside groups with the exception of those exempt by the District[JK1] .
4. All permits must be submitted 45 days prior to the date of requested use.
5. All permits must be completed by the party using the designated space.

The Superintendent or designee has the authority to approve or deny a request for use of any facility, as well as, categorize all requests for use of facilities.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity. The District reserves the right to reject or modify applications at any time.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a District program if damaged or operated by an unqualified operator.
4. Access to school facilities that would prevent or encumber District personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity. The District reserves the right to reject or modify applications at any time.
5. Access to portions of school facilities used for academic purposes that is not supervised by a school employee (i.e., Category 1 or Category 2 groups may be permitted to reserve these areas for school related events).
6. Conflicts with the mission or has the potential to damage the reputation of the school district.
7. Competing activities/events that create an unmanageable hardship on District resources and facilities.
8. If the permit surpasses 11:00 p.m.

Limitations

When individuals and community groups receive electronic approval to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved electronic request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. All activities must terminate and all individuals and community group members must exit the school premises by the time specified on the approved application.
4. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the School District and comply with all applicable zoning/sign restrictions.
5. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the District at a specified hourly rate.
6. Use of selected facilities (e.g., pool, stadium, gymnasiums) are subject to facility specific School District procedures, rules, and regulations.
7. The individual or organization requesting use of the school facility shall indemnify and hold the School District harmless for any injury or loss incurred by any guest of the individual/organization using the facility.

8. All users shall be responsible for any extra custodial, security, maintenance, and/or food service equipment operator fees as deemed necessary by District Administration.
9. All activities will have appropriate adult supervision.
10. Security requirements will be at the discretion of the District. In the event security personnel are not available from the District, only the Upper St. Clair police department may be used to cover events.
11. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act is the responsibility of the group or organization.[\[3\]](#) [\[4\]](#)

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities: [\[5\]](#)

1. Possession, use or distribution of ~~illegal drugs and/or alcoholic beverages~~ **controlled substances prohibited by state or federal law.**
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any District property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or local, state or federal laws and regulations.

5. ~~Use of tobacco/nicotine and nicotine delivery products or vaping devices. This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adults using the school facilities.~~ **and vaping products, including the product marketed as Juul and other e-cigarettes, as defined in the law.**

Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted, as long as the product is not inhaled.

6. **Medical marijuana products as prohibited by federal law.**

Use of Facilities by Staff

District facilities and equipment shall be available for staff use only if one or more of the following apply:

1. A valid use of facilities permit has been issued pursuant to this Policy and corresponding administrative regulations.
2. The Staff member has received prior written permission from the Superintendent, Director of Facilities, or Building Principal or one of their designees.
3. Use of the facilities/equipment is part of a District/School curricular or extra-curricular activity or District/School sponsored event.
4. Use of the facility or equipment is set specifically permitted by an applicable collective bargaining agreement or employment agreement.

Violations

The District reserves the right to remove from District premises and deny future requests from any individual, organization or community group who fails to comply with the terms and conditions of this policy and established procedures.^[5]

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use District property, unless otherwise decided by the Board.

A District staff member who violates this policy will be subject to employee discipline, up to and including termination.

Replaces Policy 7003 – Use of School Facilities adopted November 25, 2019

^[JK1]Make sure that we have a legitimate non-discriminatory reason for granting exemption.

Daily Facility Fee Schedule by Category

- Fees for long-term facility use will be negotiated upon request by the organization. Rental fees may be discounted by no more than twenty-five percent (25%) for long-term rentals. The costs for life guard, food service, custodial and security coverage required by USCSD are not eligible for a discounted rate.
- Long-term use is considered to be five (5) consecutive days or for a twelve (12) month term in excess of thirty (30) days. All negotiations will be the responsibility of the Superintendent or designee.
- Organizations are encouraged to utilize the school district food service department for catering all events. All food preparation must be managed by food service employees to comply with federal, state and local code requirements.
- Classrooms assigned to USC staff are only available for facility use by Category 1 & 2 groups.
- All fees listed in Policy No. 707 AR-1 take effect immediately for new groups and organizations. Current permit holders will maintain the same rate until June 30, 2020. All facility use permits will use the new rates starting July 1, 2020.

Policy No.707-AR-2
UPPER ST. CLAIR SCHOOL DISTRICT
ADMINISTRATIVE REGULATION

HIGH SCHOOL	CATEGORY 1 *	CATEGORY 2 *	CATEGORY 3 *	CATEGORY 4 *	CATEGORY 5 *	CATEGORY 6 *
Theater	N/C	N/C	N/C	N/C	\$350	\$450 (min 4 hours)
LGI	N/C	N/C	N/C	N/C	\$75	\$100
Gymnasium, (Main)	N/C	N/C	N/C	N/A	N/A	N/A
Gymnasium, (Auxiliary)	N/C	N/C	N/C	N/C	\$150	\$250
Cafeteria	N/C	N/C	N/C	N/C	\$150	\$250
Kitchen	N/A	N/A	N/A	N/A	N/A	N/A
Double Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Athletic Fields (Cook School & Front HS Fields)	N/C	N/C	N/C	N/C	\$75	\$100
Stadium	N/C	N/C	N/C	N/A	N/A	N/A
Competition Pool or Diving	N/C	N/C	N/C	N/A	N/A	N/A

- ☐ Additional costs for life guard, food service, custodial and security coverage required by USCSD will be the responsibility of the requesting group or organization. The hourly rates for this coverage will be adjusted annually to cover the payroll costs for each group.
- ☐ The Theater includes lights, sound system, rest rooms and dressing area. Technicians and stage crew will be billed separately and the District will decide the number of technicians and stage crew for each event.
- ☐ All rates listed above are hourly.

Policy No.707-AR-2
UPPER ST. CLAIR SCHOOL DISTRICT
ADMINISTRATIVE REGULATION

MIDDLE SCHOOL	CATEGORY 1 *	CATEGORY 2 *	CATEGORY 3 *	CATEGORY 4 *	CATEGORY 5 *	CATEGORY 6 *
Theater (Boyce)	N/C	N/C	NC	N/C	\$300	\$350(min 4 hours)
Gymnasium (N/A on weekends for Categories 4, 5 & 6)	N/C	N/C	N/C	N/C	\$150	\$250
LGI	N/C	N/C	N/C	N/C	\$75	\$100
Cafeteria	N/C	N/C	N/C	N/C	\$150	\$250
Kitchen	N/C	N/C	N/A	N/A	N/A	N/A
Double Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Turf Field	N/C	N/C	N/C	N/C	\$150	\$200
Boyce Softball Field	N/C	N/C	N/C	N/A	N/A	N/A
Ft. Couch Field	N/C	N/C	N/C	N/A	N/A	N/A

- ☐ Additional costs for life guard, food service, custodial and security coverage required by USCSD will be the responsibility of the requesting group or organization. The hourly rates for this coverage will be adjusted annually to cover the payroll costs for each group.
- ☐ The Theater includes lights, sound system, rest rooms and dressing area. Technicians and stage crew will be billed separately and the District will decide the number of technicians and stage crew for each event.
- ☐ All rates listed above are hourly.

Policy No.707-AR-2
UPPER ST. CLAIR SCHOOL DISTRICT
ADMINISTRATIVE REGULATION

ELEMENTARY SCHOOLS	CATEGORY 1 *	CATEGORY 2 *	CATEGORY 3 *	CATEGORY 4 *	CATEGORY 5 *	CATEGORY 6 *
Gymnasium or Multipurpose Room	N/C	N/C	N/C	N/C	N/A	N/A
LGI	N/C	N/C	N/C	N/C	N/A	N/A
Cafeteria	N/C	N/C	N/C	N/C	\$150	\$250
Kitchen	N/C	N/C	N/A	N/A	N/A	N/A
Double Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Classroom	N/C	N/C	N/A	N/A	N/A	N/A
Eisenhower Pavilion	N/C	N/C	N/C	N/C	\$25	N/A
Baker Baseball Field	N/C	N/C	N/C	N/A	N/A	N/A
Athletic Field	N/C	N/C	N/C	N/A	N/A	N/A

- ☐ Additional costs for life guard, food service, custodial and security coverage required by USCSD will be the responsibility of the requesting group or organization. The hourly rates for this coverage will be adjusted annually to cover the payroll costs for each group.

- ☐ All rates listed above are hourly.

Book	Policy Manual
Section	700 Property
Title	Lending of Equipment and Books
Code	708 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. 24 P.S. 801 2. Pol. 707 3. 24 P.S. 804

Purpose

The Board directs that district-owned equipment normally shall not be loaned for nonschool use off school property, or for personal use on-site during nonschool hours (sports equipment, copiers, etc...). If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the building principal.

Guidelines

The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its proper usage and safe return.

When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the district and shall pay the stated cost of services.

Removal of school equipment from school property for personal use by staff or students is prohibited.

School books may be used by students during vacations when permission is granted by the building principal.[\[3\]](#)

Book	Policy Manual
Section	700 Property
Title	Building Security
Code	709 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. Pol. 805 2. Pol. 805.2 3. Pol. 907 24 P.S. 510 Pol. 705

Purpose

The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.

Delegation of Responsibility

Building security shall be coordinated by the School Safety and Security Coordinator, with the cooperation of district administrators, building principals and district staff.[1][2]

The Superintendent or designee shall develop administrative regulations designating who may be authorized to access district building(s), the designated level of access and who may have after-hours access to district facilities.

Guidelines

After the start of the school day, access to school buildings shall be limited to one (1) entrance that is monitored and capable of controlling visitor entry. All other entrances shall be locked, and designated school staff shall follow established Board policy and

procedures for entry of school visitors and other authorized individuals into school buildings.[3]

Book	Policy Manual
Section	700 Property
Title	School Building and Grounds Security Monitoring
Code	709.1
Status	First Reading: November 23, 2020 From PSBA
Legal	1. Pol. 709 2. Pol. 805 3. Pol. 810.2 4. Pol. 218 5. Pol. 317 6. Pol. 800 7. Pol. 216

Purpose

The Board recognizes the need to enforce standards of conduct for the safety of students, staff and visitors. The use of a video recording is intended to assist the administration in the safe and orderly operation of the district, including observing conduct; preventing and addressing violations of federal, state, or local laws, Board policies or school rules; maintaining physical security and safety; and reviewing and releasing video recordings when necessary or required for disciplinary, civil and/or criminal matters.[1][2]

Delegation of Responsibility

The Superintendent or designee shall be responsible for the oversight of the video system and video media. The video system and media shall remain in the possession of the Superintendent or designee provided that administrators may be authorized in writing by the Superintendent or designee to extract, review and/or maintain the video media. The Superintendent or designee shall oversee the implementation of this policy and any necessary procedures for the videotaping of district schools and property.

Guidelines

The Superintendent or designee shall have the authority to determine the district's video monitoring needs.

Video recorders may be placed in and around any and all district property. All students, staff and visitors are subject to being videotaped on district property, including inside and around district schools, at any time. The district does not record audio except as specifically designated on district school buses and vehicles. Notification to students, parents/guardians and staff will be made through district communications or visible notice in/on all buildings or property equipped with video monitoring.[3]

The Superintendent or designee may review the video media as necessary, including periodic reviews, and in response to allegations of improper conduct. If an incident is reported, the video may be reviewed and extracted if necessary and useful. If an incident is captured on video and extracted prior to being overwritten, the tape may be preserved by district officials for internal purposes and may be disclosed to law enforcement for conduct that may be criminal. If no such incidences are reported and the video is not requested or extracted, the video media will typically be recycled and overwritten within forty-five (45) days.

The video media is intended for the safe and orderly operation of the district. Video media is not intended for general viewing by a student, employee, parent/guardian, or the public and shall not be made available for general viewing purposes; nor is the video media intended to relieve district personnel of their responsibilities for submitting disciplinary reports and/or written statements.

Staff and students are prohibited from tampering, or otherwise interfering with, video media, camera equipment, and/or any records related to school monitoring and/or the implementation of this policy. Violators will be subject to disciplinary action, up to and including termination.[4][5]

Review and Release

Video media may be viewed only with the proper written authorization of the Superintendent or designee. All requests must be made through the Superintendent or designee. In no event shall video media be reviewed or released in any manner without

explicit authorization of the Superintendent or designee, unless otherwise required by law.

The district shall comply with applicable laws, regulations and Board policies relating to the maintenance, disclosure and destruction of records. Video recordings may be reviewed and used in the context of student, employee, contractor or visitor misconduct.[6]

Video recordings may be considered part of a student's education record if the recording relates directly to a student, has been extracted and is being centrally maintained by the district for educational or disciplinary purposes. Such recordings shall be maintained in accordance with laws, regulations and Board policies governing access, review and disclosure of student records.[7]

In the event of use, or proposed use, of a video media in connection with a student disciplinary proceeding, confidentiality considerations shall be enforced. Only those relevant portions of the video media shall be subject to review and/or admitted into evidence, and any such review/use shall comply with the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations and any other applicable law. The district shall not be required to modify or alter a video recording in order to facilitate a request for disclosure.

The video media may be subject to review and release to law enforcement personnel, if duly requested in writing by police, other members of law enforcement, or other individuals, or permitted by law or pursuant to a subpoena. If applicable, the notice requirements for the release of an education record pursuant to a subpoena shall be followed.

Replaces Policy 3029 - School Building and Grounds Security Monitoring adopted October 23, 2017 and revised February 25, 2019

Book	Policy Manual
Section	700 Property
Title	Use of Facilities by Staff
Code	710 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. Pol. 707 2. Pol. 708 24 P.S. 510

Authority

The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.

Guidelines

District facilities and equipment shall be available for staff use only if such use is in accordance with provisions of an applicable collective bargaining agreement. Staff must obtain a permit prior to conducting any activity in accordance with the Facilities Usage Policy.

Book	Policy Manual
Section	700 Property
Title	Integrated Pest Management
Code	716 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. 22 PA Code 4.12 2. Pol. 102 3. 24 P.S. 772.1 4. 3 P.S. 111.21 et seq 5. 7 PA Code 128.1 et seq 6. 24 P.S. 772.2 7 U.S.C. 136 et seq

Purpose

The district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.[\[1\]](#)[\[2\]](#)

Definitions

Integrated Pest Management (IPM) is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks. [\[3\]](#)

Authority

The Board establishes that the district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs. [\[4\]](#)[\[5\]](#)

The Board shall adopt an Integrated Pest Management Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture. [\[3\]](#)[\[5\]](#)

The Board shall designate an employee to serve as IPM Coordinator for the district.

Delegation of Responsibility

The IPM Coordinator shall be responsible to implement the Integrated Pest Management Plan and to coordinate communications between the district and the approved contractor.

The IPM Coordinator shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds. [\[6\]](#)

The IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office. [\[6\]](#)

Appropriate personnel involved in making decisions relative to pest management shall participate in update training.

Guidelines

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An Integrated Pest Management Plan shall include the education of staff, students and the public about IPM policies and procedures.

When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including: [\[6\]](#)

1. Posting a pest control sign in an appropriate area.
2. Providing the pest control information sheet to all individuals working in the school building.
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification. [\[6\]](#)

Book	Policy Manual
Section	700 Property
Title	Cellular Telephones
Code	717 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. Pol. 624 2. Pol. 317 26 U.S.C. 1 et seq

Purpose

The Board recognizes that the use of cellular telephones by district employees may be appropriate and necessary to provide for the effective and efficient operation of the district. In addition, the use of cellular telephones can help to ensure the safety and security of district property, staff, students and others while on district property or engaged in district-sponsored activities.

Authority

The Board authorizes the purchase and employee use of cellular telephones.

Cellular telephones provided to employees by the district shall be used for authorized district business purposes.[1]

Guidelines

Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.[2]

The District reserves the right to seek reimbursement for expenses that are attributed to personal use of district-provided cellular telephones.

Delegation of Responsibility

The Board authorizes the Superintendent or designee to purchase employee cellular telephones and regulate the use of employee cellular telephones.

The Superintendent or designee shall determine which employees receive district-provided cellular telephones for business purposes.

The Superintendent or designee may develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.

The Superintendent or designee may develop administrative regulations for staff use of privately owned cellular telephones for authorized district business.

Book	Policy Manual
Section	700 Property
Title	Service Animals in Schools
Code	718 - NEW
Status	First Reading: November 23, 2020 From PSBA
Legal	1. 28 CFR 35.104 2. 28 CFR 35.136 3. 43 P.S. 953 4. 29 U.S.C. 794 5. 42 U.S.C. 12101 et seq 6. 28 CFR 35.130 7. Pol. 103.1 8. Pol. 113 9. 3 P.S. 455.1 et seq 10. Pol. 904 11. Pol. 104 12. Pol. 906 28 CFR Part 35 29 CFR Part 1630 Pol. 103 Pol. 707

Purpose

The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.

Definition

Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability.[\[1\]](#)

Miniature horses may be utilized as **service animals** if:[\[2\]](#)

1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.
2. The facility can accommodate the type, size and weight of the miniature horse.
3. The presence of the miniature horse does not compromise the safe operation of the facility.

The work or tasks performed by a **service animal** shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.[\[1\]](#)

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.[\[1\]](#)

Authority

The Board shall permit individuals with disabilities to use service animals in district buildings; on district property; and on vehicles that are owned, leased or controlled by

the school district, in accordance with this policy and applicable state and federal laws and regulations.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Guidelines

Admission of Service Animals to Schools

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. A student or employee seeking to bring a service animal to school must comply with the requirements as set forth in this policy and any administrative regulations governing this issue.

Parents/Guardians of students with disabilities may submit a request to the building principal for their student to bring a service animal to school. The building principal shall forward the request to the appropriate Section 504 or IEP team. The team shall gather the necessary information and evaluate the request to bring a service animal to school. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.[\[7\]](#)[\[8\]](#)

Before a service animal shall be allowed in a district building, or on district property or vehicles, the district shall request the following documentation from the owner or handler of the animal:[\[6\]](#)

1. Verification of the need for a service animal.[\[2\]](#)
2. Description of the function(s) the service animal is trained to perform in relation to the individual's disability.[\[2\]](#)
3. Proof of current vaccinations and immunizations of the service animal.[\[9\]](#)

Admission of Service Animals to Public Events

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.[\[2\]](#)[\[3\]](#)[\[10\]](#)

School administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability. [\[2\]](#)

The district shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged. [\[2\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop and disseminate administrative regulations to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles.

The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an individual in district buildings or on district property or vehicles are informed of the Board policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.

The owner or handler of a service animal shall be solely responsible for:

1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal. [\[2\]](#)
2. Control of the animal at all times through the use of a harness, leash, tether or by other effective means.
3. Damages to district buildings, property and vehicles caused by the animal.
4. Injuries to students, employees, volunteers and visitors caused by the animal.
5. Annual submission of documentation of vaccinations and immunizations.

The building principal shall receive and forward to the Superintendent or designee each completed request by an individual with a disability to be accompanied by a service animal. The Superintendent or designee shall respond to the request.

District administrators may exclude a service animal from district buildings, property and vehicles under the following circumstances:

1. Presence of the animal poses a direct threat to the health and safety of others.
2. Owner or handler is unable to control the animal.
3. Animal is not housebroken.
4. Presence of the animal would require a fundamental alteration to the program.

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.[7][[11](#)][12]



Customizing Learning,
Nurturing Potential...
Delivering Excellence

Memo

To: Dr. Rozzo, USCSD Board Members

From: Raymond Berrott 

Date: November 19, 2020

RE: **Surplus/Obsolete Equipment**

We would like to declare the following equipment surplus/obsolete:

Item	Quantity
computers	402
peripherals	1
monitors	1
network electronics	5
printers	2
projectors	4
tablets	6
video devices	2
audio devices	8
	431

I recommend the Board declare this equipment surplus and that the administration be authorized to sell, exchange, dispose, or donate in accordance with the provisions in Board Policy #3006, Sale or Disposal of Surplus Property, Equipment, Supplies and Textbooks.



Memo

To: Mr. Ray Carson
From: Dr. Lou Angelo
Date: November 3, 2020
RE: Transportation Vehicle Proposals

I request approval to solicit proposals for the purchase of transportation vehicles for the **2021-2022 school year**.

Because of the financial impact of Covid-19 on the school district, our plans to purchase new vehicles for the current school year were delayed. Prior to this year, we had purchased seven new buses each year for the previous three years. This was part of an intentional plan to update the fleet and avoid replacing half the fleet in a single year. Over half the fleet was replaced about a decade ago. As a result of our purchasing plan, our on-road breakdowns have decreased over 75% since 2017. Currently, our fleet is comprised of one 2009 bus, one 2010 bus, and twelve 2011 buses.

I recommend considering the purchase or lease of five non-lit passenger vans (2 wheelchair accessible) and four 72-passenger busses.

Upper St. Clair School District
Athletic Department
Resocialization of Athletics Procedures

INTRODUCTION

The COVID-19 pandemic has presented all Athletic Department's with countless challenges. The COVID-19 virus is a highly contagious illness that primarily attacks the upper respiratory system. The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control (CDC), among others, has found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized. However, some severe outcomes have been reported in children, and a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, coaches, and their families.

The Upper St. Clair School District will take the necessary precautions and recommendations from the federal, state, and local governments, CDC, Pennsylvania Department of Health (DOH), as well as the National Federation of High Schools (NFHS), and Pennsylvania Interscholastic Athletic Association (PIAA) to safeguard the participants and staff of our athletic programs. The Upper St. Clair School District realizes knowledge regarding COVID-19 is constantly changing, as new information and treatments become available. The recommendations below will be adjusted as needed as new information becomes available in order to decrease the risk of exposure for our staff, students, and spectators.

MANDATES

The following is mandatory for **all phases** for Middle School and High School Athletics during the COVID-19 pandemic:

1. All Student Athletes, Coaches, and Staff will undergo a COVID-19 health screening prior to any practice, event, or team meeting. The purpose of the health screening is to check for signs and symptoms of COVID-19. This location of this health screening will be announced prior to the practice or event.
2. Promote healthy hygiene practices to limit the spread of COVID-19 including:
 - a. Frequent hand washing (20 seconds with warm water and soap)
 - b. 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 or wrestling, may be permitted to

temporarily remove their mask if it causes difficulty breathing, creates or exacerbates a medical or respiratory condition, or creates a safety concern.

- c. Coaching staff and other adult personnel will wear face coverings (masks or face shields) at all times, unless doing so jeopardizes their health or another applicable exception applies.
- d. Use hand sanitizer.
- e. Intensify cleaning, disinfection, and ventilation in all facilities
- f. Encourage social distancing through increased spacing, small groups, and limited mixing between groups, when feasible
- g. Educate Athletes, Coaches, and Staff on health and safety protocols
- h. Require that anyone who is sick to stay home
- i. Follow the plan for a student or employee who gets sick.
- j. Regularly communicate and monitor developments with local authorities, coaches, staff, and families regarding cases, exposures, and updates to policies and procedures
- k. Athletes and Coaches MUST provide their own water bottle for hydration. Water bottles must not be shared. Disposable cups will not be provided.
- l. Personal protective equipment (PPE) will be used as needed and situations warrant, or determined by local/state governments. These items include gloves, face masks, and eye protection.
- m. Identify staff and students who may be at a higher risk of severe illness from COVID-19 due to underlying medical conditions such as:
 - Age 65 or older
 - Lung disease, moderate-severe asthma
 - Serious heart conditions
 - May be immunocompromised
 - Obesity
 - Diabetes
 - Kidney or liver disease

Pre-workout Screening:

- All coaches and student athletes will be screened for signs/symptoms of COVID-19 prior to any workout or event. (See Appendix for COVID-19 Screening Form)
- Screenings will include a temperature check and questioning to each person for COVID-19 symptoms. These responses should be recorded and stored to provide a record.
- Attendance should be recorded for contact tracing reasons.

- If individuals participating in sporting activities show symptoms, have a temperature of 100.4 degrees or higher, or are sick, they must be sent home.
- **Employee Acknowledgement Form** - Please complete the form no more than one (1) hour prior to practice. We will supply a QR code when available.
<https://docs.google.com/forms/d/e/1FAIpQLSdTG-bwKq16WEnv0uFWORQrl4bgpjePbf6-CqwilM-xMqKJCw/viewform>
- For coaches with [USCSD Email Address](#)
- For coaches with [NON-USCSD Email Address](#)
- Clarification on Covid-19 Questions:
Acknowledgement Form for current staff members: Must be completed prior to reporting for regular staff assignment AND prior to practice.
- Classroom scenario: if sitting greater than 6 feet and the student tests positive, then guidance is that full class does NOT need to quarantine. Only those individuals who were in contact with the student less than 6 feet for more than 15 minutes would be considered close contact.
- Contact should you have COVID:
Diane Mariano – 412-833-1600 ext. 2240 dmariano@uscscd.k12.pa.us
Judi Stemmler – 412-833-1600 ext. 2289 jstemmler@uscscd.k12.pa.us
- Any individual with suspected positive COVID-19 symptoms should not be allowed to take part in workouts.
 - Student athletes will need to contact parents/guardians for immediate pick-up
 - Parents should contact their primary care provider or other appropriate health-care professional for guidance.

Limitations on Gatherings:

- Coaches and athletes must maintain appropriate social distancing at all times possible, including in the field of play, locker rooms, sidelines, dugouts, benches, and workout areas. During down time, athletes and coaches should not congregate.
- Gathering limitations as defined by the current State mandate will be enforced for each of the District's sports venues.
- Sports-related practices are limited to student athletes, coaches, and staff only. No spectators are allowed.
- Locker room facilities may be used for changing into/out of uniforms and during breaks in the competition (half-time) while in-season. Shower facilities will remain off-limits.

Facilities Cleaning

- Adequate cleaning schedules should be created and implemented for all athletic facilities and common area to mitigate any communicable disease
- Athletic Facilities should be cleaned prior to arrival and following workouts and team gatherings, with high touch areas cleaned more often
- Weight Room Equipment should be wiped clean after each individual's use
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment surfaces

Physical Activity

- Coaches must review and consider the CDC guidance to modify practices and games to mitigate the risk of spreading the virus. This includes focusing on individual skill building versus competition and limiting contact in close contact sports.
- Personal items should not be shared. This includes clothing, towels, and pinnies.
- If equipment must be shared, all equipment should be properly disinfected often during practice and events, as deemed necessary.
- Hand Sanitizer should be used periodically, as resources allow
- Spotters for maximum weight lifts should be stationed at each end of the bar

Hydration:

- All athletes, coaches, and officials must bring their own water and drinks to team activities.
- Team water coolers for sharing through disposable cups are not allowed.
- Fixed water fountains should not be used.

OTHER GUIDANCE:

Primary Point of Contact

- The Upper St. Clair School District has designated Ray Carson as the District's primary point of contact for all questions related to COVID-19.
- Contact information for Ray Carson is: 412-833-1600

Transportation

- Modifications for team transportation to and from athletic events may be necessary based on current Pennsylvania Department of Education guidelines.
- This may include:
 - Reducing the number of students and coaches on a bus or van
 - Using hand sanitizer upon boarding a bus or van

- Social distancing on a bus
- These potential modifications will be determined by the school district, bus companies, Department of Education, State and Local governments.

Social Distancing during Contests/Events/Activities

- Sidelines/Bench Area
 - Appropriate social distancing will need to be maintained on sidelines or bench area during practices and events, as deemed necessary by the school, PIAA, state and local governments.

Who should be allowed at events?

- Grouping of individuals into tiers from essential to non-essential:
 - Tier 1 (Essential) – Student athletes, coaches, contest officials, event staff, medical staff, security personnel
 - Tier 2 (Preferred) – Media
 - Tier 3 (Non-essential) – Spectators
- Seating areas, including bleachers, must adhere to social distancing requirements of at least 6 feet of spacing for anyone not in the same household and capacity mandates for the venue. To assist with proper social distancing, areas should be clearly marked. Adults should wear face coverings (masks or face shields) at all times.

Overnight/Out of State Events/ Events in COVID-19 Hot Spots

- The Upper St. Clair School District will evaluate each event and follow all local/state government guidelines on a case by case basis.
- Every consideration must be taken as to not expose students to unnecessary or potential high-risk exposure by traveling outside of the region.

Other Important Information

- Activities that increase the risk of exposure to saliva must not be allowed including chewing gum, spitting, licking fingers, and eating sunflower seeds.
- Avoid shaking hands, fist bumps, or high fives before, during or after games and practices. Limit unnecessary physical contact with teammates, other athletes, coaches, officials, and spectators.
- If multiple events are to be held at the same facility, adequate time shall be scheduled between contests to allow for facilities to be cleaned and disinfected, and to minimize interaction between athletes.
- Sports complexes with multiple fields may operate simultaneous games or practices on fields within a complex only if social distancing can be maintained.

- Establish protocols to limit entrance and exit traffic, designating specific entry to and exits from facilities with clear signage.
- Stagger pick up and drop off times and locations for practice and events.
- Ensure that athletes are not congregating while awaiting pick up and to ensure congregation or crowding does not occur on drop off.
- Parents dropping off and picking up athletes should remain outside of athletic facilities. Parents should not enter the facility.
- Concession stands or other food must adhere to Guidance for the Restaurant Industry. If concessions are sold, they will be in single servings.
- When restarting competitions, start by limiting games, scrimmages, and matches to teams in the region first (PIAA District 7 and District 8 only). Can expand beyond regional play if COVID-19 cases continue to stay low.

Positive Cases and Coaches, Staff, or Athletes Showing COVID-19 Symptoms

What are the signs and symptoms of COVID-19?

- Symptoms may appear 2-14 days after exposure to the virus. The symptoms may range from mild to severe. (See CDC Fact Sheet in Appendix)
- Symptoms may include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore Throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

What to do if you are sick?

- If you are sick or think you are infected with the COVID-19 virus, STAY AT HOME.
 - It is essential that you take steps to help prevent the disease from spreading to people in your home or community.
 - If you think you have been exposed to COVID-19 and develop a fever and symptoms, call your healthcare provider for medical advice.

- Notify the school immediately (principal, athletic director, school nurse, athletic trainer, and/or coach)
- It will be determined if others who may have been exposed (students, coaches, staff) need to be notified, isolated, and/or monitored for symptoms
- If a Positive case of COVID-19 is diagnosed, contact tracing will be implemented with the assistance of local health professionals and the CDC and DOH.

What to do if a student or staff become ill with COVID-19 symptoms during practice, event, or during transportation to or from an event?

- Make every effort to isolate the ill individual from others, until the student or staff member can leave the school or event
- If student, parent/guardian will be contacted immediately, and arrangements will be made for the student to be picked up
- The ill individual will be asked to contact their physician or appropriate healthcare professional for direction
- The facility where the sick individual was present will need to be disinfected immediately.

Return of student or staff to athletics following a COVID-19 diagnosis?

- Student or staff must provide written medical clearance from their medical doctor or CRNP in accordance with the ACHD/DOH isolation orders and/or meets “release from isolation criteria.”
- Return to athletics can begin once the individual is determined by a medical doctor or CRNP to be non-contagious, fever free (without fever-reducing medicine), has vast improvement in respiratory symptoms (cough, shortness of breath), and experiences no vomiting or diarrhea. All student-athletes upon return must also complete the Allegheny Health Network return to play protocol before returning to play.
- Return must be confirmed by school nurse for athlete or Human Resources for coach/staff.

Exposure/Potential Exposure for Coaches, Staff, or Athletes

What to do if a coach, staff, or athlete plans to travel or has just returned from a high-risk location (as determined by the state/local health department?)

- Effective 11/20/2020, any travel by an athlete outside the state of Pennsylvania requires notifying the school health office and producing a negative COVID-19 PCR test result prior to resuming school / athletics. Alternatively, if an athlete's family chooses to not have the athlete tested for COVID-19, a 14-day quarantine is required. The school health office will coordinate all return-to-school/activities procedures.
- Effective 11/20/2020, any travel by a coach or staff member outside the state of Pennsylvania requires notification to the supervisor, completion of a staff travel notification form, and a negative COVID-19 PCR test result prior to resuming coaching/staff responsibilities. The Human Resources office will coordinate all return-to-work procedures.

What to do if a coach, staff, or athlete has a household member who is ill or has COVID-19?

- If a coach, staff, or athlete has a household member who is ill, the individual should not come within 6 feet of other participants and should not participate in any group practices unless at least 6 feet of distance can be maintained or a mask can be worn at all times. The individual should be isolated from the household member for at least 10 days prior to resuming participation in group activities that require less than 6 feet of distance or activities that prevent mask wearing.
- If a coach, staff, or athlete has a household member who has tested positive for COVID-19, the individual will not be permitted to participate or attend practices until at least fourteen (14) days have expired from when the household member is released from isolation per ACHD/DOH orders or, if the household member was isolated away from the coach, staff, or athlete, fourteen (14) days from the start of isolation.

EDUCATION:

- Staff, Coaches, Parents, and Athletes will be educated on the following (through posters, flyers, meetings, emails, phone calls):
 - COVID-19 signs and symptoms
 - Proper ways to limit exposure to COVID-19 (hand washing, cough in your elbow, disinfecting touched surfaces, social distancing, etc.)
 - The content of this Return to Sport Guidelines Document
 - Any pertinent COVID-19 information released by DOH, local governments, NFHS, and PIAA.

This plan may be revised as necessary, and the USCSD Athletic Department will comply with and implement all health and safety mandates issued for schools by local, state, or federal agencies, even if they are not directly outlined in this plan.

Adopted 6/22/20

Revised 7/5/20

Revised 11/23/20



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: increased in-person instruction requiring changes to this plan will begin on November 16, 2020)

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	Assistant Director of Student Support 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
Jonn 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
Claire Miller	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. 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.

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 throughout the day, to the	District follows most updated DOH & PDE Guidance under "Adult/Staff Interaction" Specifically, classroom spaces accommodate students with up to 6 feet of separation between students to the maximum extent feasible and staff with 6 feet of	District follows most updated DOH & PDE Guidance under "Adult/Staff Interaction" Specifically, classroom spaces accommodate students with up to 6 feet of separation between students to the maximum extent feasible and staff with 6 feet of	Building administrators Building custodians Lou Angelo, Director of Operations & Facilities	Physical barriers, storage spaces	Y

maximum extent feasible	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. Staff remove non-instructional/unnecessary items from classroom and/or offices (such as plastic plants,	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. Staff remove non-instructional/unnecessary items from classroom and/or offices (such as plastic plants,			
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	chairs from home, etc.) to provide for additional space for adequate distancing.	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. Meal service is adjusted in the following ways: all self-service food areas are moved to behind the line, condiments/utensils are	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. Meal service is adjusted in the following ways: all self-service food areas are moved to behind the line, condiments/utensils are	Building administrators Building custodians Building nutrition center managers Ashley Lindhurst, Food Services Director		

	not self-serve but dispensed from behind the line, touch-less payment at the register, enhanced cleaning and preparation procedures	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 including but not limited to after sneezing and coughing. Current hand sanitizers and soap	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 including but not limited to after sneezing and coughing. Current hand sanitizers and soap	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: Protocol for submitting request for additional hand sanitizer	Y

	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.	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.			
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	District is following the most updated DOH & PDE Guidance under "Hand Hygiene, Cleaning, and Disinfection"	District is following the most updated DOH & PDE Guidance under "Hand Hygiene, Cleaning, and Disinfection"	Building Administrators Holly Fisher, School Nursing Department Chair School nurses	Building Needs: Collaborate with school nurse for school appropriate signage to hang Collaborate with students & staff about	

	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 mask, 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.	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 mask, 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.	Building custodians Tina Vojtko, Communications Specialist	video creation around protective & mitigation measures Collaborate with Tina Vojtko on communication	
* Identifying and restricting non-essential visitors and volunteers	District follows most updated DOH & PDE Guidance under "Adult/Staff Interaction"	District follows most updated DOH & PDE Guidance under "Adult/Staff Interaction"	Building Administrators Building Secretaries	District Needs: Identify who is considered non-essential visitor(s) and volunteer(s)	Y

	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. 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.		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.	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 the CDC Considerations for Youth Sports	PE: Students sanitize / wash hands before and after PE class. Limit equipment sharing Create a locker room usage schedule and consider suspending the requirement to change for PE where developmentally appropriate and	PE: Students sanitize / wash hands before and after PE class. Limit equipment sharing Create a locker room usage schedule and consider suspending the requirement to change for PE where developmentally appropriate and	Building Administrators Building Custodians Physical Education Department Chairs	Building Needs: Create locker room protocol / schedule Create outside / recess / playground schedule Partner with facilities on schedule for disinfection	Y

	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 respiratory condition, or creates a safety concern. This also applies to students who are	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 respiratory condition, or creates a safety concern. This also applies to students who are engaging in such high-intensity activities during PE classes.		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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	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.	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" Specifically, students purchase and carry their own materials while not utilizing lockers. The district provides individual copies of textbooks/novels to the maximum extent feasible and/or use digital resources. 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. 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.	District follows most updated DOH & PDE Guidance under "Cleaning & Disinfection" Specifically, students purchase and carry their own materials while not utilizing lockers. The district provides individual copies of textbooks/novels to the maximum extent feasible and/or use digital resources. 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 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.	Building Administrators Building Custodians Curriculum Leaders	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
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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 shield 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 shield or mask when transporting students.	Building Administrators Building Custodians Jonn 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?	

	Consistent with PA DOH orders as of 11/20/2020, the school district will require students and staff to produce documentation of a negative COVID-19 test following any out of state travel, for any period of time, prior to returning in person to any district building, facility, or activity. Staff are required to provide advance notice of such travel to the district. The school district cannot accept rapid COVID-19 test results. Absent such documentation, a 14-day quarantine after returning to PA is required. 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	Consistent with PA DOH orders as of 11/20/2020, the school district will require students and staff to produce documentation of a negative COVID-19 test following any out of state travel, for any period of time, prior to returning in person to any district building, facility, or activity. Staff are required to provide advance notice of such travel to the district. The school district cannot accept rapid COVID-19 test results. Absent such documentation, a 14-day quarantine after returning to PA is required. 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			
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	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.	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)
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* 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.	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.	Holly Fisher, Nursing Department Chair	Identify and train staff to facilitate with backup symptom screening needs (school police officer, administrator, secretary, paraprofessional, etc.).	Y
	Medically fragile and high-risk students have a symptom screening completed at school in addition to home screening. 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	Medically fragile and high-risk students have a symptom screening completed at school in addition to home screening. 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	School Nurses Tina Vojtko, Communications Specialist Building Administrators Technology Department Building Secretaries	District Needs for Students: Creation of the following items for families: - acknowledgement from parents that this will be completed. - 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:	

	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 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.	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 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.		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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* 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.	District follows most updated PDE guidance under "Symptom Monitoring". Every school building has an identified isolation area with proper cleaning protocol established.	Holly Fisher, Department Chair	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	Y
	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). 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.	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). 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.	Building Certified School Nurse Building Administrator Building Custodian Tina Vojtko, Communications Specialist Allegheny County Health Department	Building Needs: Identification of appropriate isolation areas for the health office to utilize Identification of other areas health office to 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	For Students:	For Students:	Holly Fisher, Department Chair	Nurses to adopt most updated PDE guidance	Y

staff, students, or visitors to school	District follows most updated DOH/PDE guidance for "Returning to Pre-K to 12 School".	District follows most updated DOH/PDE guidance for "Returning to Pre-K to 12 School".	Building Certified School Nurse Allegheny County Health Department	regarding discontinuing Isolation for COVID	
	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.	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.	District follows the most updated PDE guidance of "Release from Isolation" criteria for probable or positive COVID cases.			
	For Staff: District follows the most updated PDE guidance for "Returning to Pre-K to 12 School".	For Staff: 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.	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 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		

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 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.	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 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.	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. Additional/appropriate PPE provided for these staff members if needed.	Y
* Use of face coverings (masks or face shields) 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	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	Building Administrators	District Needs: Obtain supplies needed to support staff. Consider clear face masks especially for teachers with students	Y

	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.	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.		with audio/visual learning needs.	
* Use of face coverings (masks or face shields) 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	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	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

	-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.	-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.			
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: 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.	For Students: District engages with families of these students to modify/adjust their individual 504 Plan/IEP documents. For Staff: 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.	Diane Rodi Tina Votjko Building Nurses 504/Spec Ed Case managers	District Needs: Staff need to be alerted and provided reminders of what benefits are available to them due to COVID.	Y
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	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	Building administrators HR personnel	Training materials for substitutes	Y (for substitutes)

	teachers using the USC curriculum. Whether learning in person or learning at home, students have access to the full USC experience.	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 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,	All Staff	Lauren Madia	Virtual	Photos of classrooms/caferterias/h allways	August 2020	August 2020

communal areas, limiting number of people)						
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	August 2020	August 2020

				and photos of new changes		
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
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	Jonn Mansfield, Director of Transportation	Parent/student portal, electronic messages, district website	August 2020; ongoing as needed	Ongoing

		Lou Angelo, Director of Operations and Facilities			
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 11/16/2020

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. 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 classrooms is needed, strategies such as staggered release
* 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	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. 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.
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	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 shields) by all staff**
- * Use of face coverings (masks or face shields) 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

	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:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board President)*

(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.

Booster Groups

Recognized by School District

Band
Baseball
Basketball Boys
Basketball Girls
Cheerleading
Choral
Crew
Cross Country
Dance
Field Hockey
Football
Hip Hop
Ice Hockey
Lacrosse Boys
Lacrosse Girls
Soccer Boys
Soccer Girls
Softball
Swim/Dive
Track & Field/Indoor Track
Tennis Boys
Tennis Girls
Volleyball Boys
Volleyball Girls
Wrestling

Sports Clubs

Recognized by School

Crew
Fencing
Ice Hockey
Ultimate Frisbee

Memo



To: Dr. John Rozzo, USC Board Members

From: Ms. Cassandra Doggrell

Date: November 9, 2020

RE: **Special Education and Student Support Services Agreements/Contracts**

I request approval of the following agreements/contracts for the **2020-2021 school year**:

1. Watson Institute Education Center South: Tuition for one student placement at \$50,498 prorated to start date of October 22, 2020 (full year)
 - a. Tuition cost for one student attending Watson Institute Education Center South
 - b. Return to Information
2. Children's Institute Day School: Services agreement for if services provided by Children's Institute Day School are rendered the fees and expenses for services are outlined
 - a. Outlined fees and expenses for if services are rendered throughout the school year to support student needs

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



Memo

To: Dr. John Rozzo, Superintendent of Schools
Board of School Directors

From: Ms. Lauren Madia, Assistant Director of Student Support Services

Date: November 9, 2020

RE: Student Support Services Contracts and Agreements

I seek approval of the following:

- To participate in a joint-purchasing agreement with the Allegheny County Intermediate Unit Title III Consortium via memorandum of understanding, which provides the following services related to translation and interpretation for families whose first language is not English and/or who use American Sign Language:
 - A twelve-month commitment beginning February 10, 2021 through February 10, 2022.
 - An annual fee of \$120 (\$10/month) paid to the AIU K-12 ESL Department to cover operating costs, contractual minimums, and fees. (Invoice to follow.)
 - Payment of actual usage costs at a rate not to exceed:
 - \$0.90 per minute for all languages
 - Video translation services including ASL are also available to consortium members at a rate of \$3.25 per minute.
 - Members of the consortium will also have access to written document translation at an additional cost but at a consortium pricing rate. Quotes for this service are free. This would be arranged directly between the school district and TransPerfect Remote Interpreting.

This is a renewal of the existing agreement in place at the same rate.

Proposed 2021 Committee/Board Meeting Dates

January 11 – Committee Meeting - *Fast Track Curriculum Recommendations Presentation*

January 25 – Board Meeting

February 8 – Committee Meeting

February 22 – Board Meeting

March 8 – Committee Meeting

March 22 – Board Meeting

April 12 – Committee Meeting

April 27 -Board Meeting – TUESDAY

May 10 – Committee Meeting

May 24 – Board Meeting

June 7 – Committee Meeting – *Spring Curriculum Recommendations Presentation*

June 28 – Board Meeting – 8am

July – No meetings

August 9 – Committee Meeting – 8am

August 23 – Board Meeting

September 13 – Committee Meeting

September 28 – Board Meeting – TUESDAY

October 11 – Committee Meeting

October 25 – Board Meeting

November 8 – Committee Meeting

November 22 – Board Meeting

December 13 – Reorganization / Board Meeting



Customizing Learning,
Nurturing Potential...
Delivering Excellence

Memo

To: Dr. John Rozzo, USC Board Members

From: Scott P. Burchill *SPB*

Date: November 9, 2020

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 October 31, 2020 are enclosed for your review. Financial statements for the Cafeteria Fund report for the period ending September 30, 2020 are also enclosed for your review. The reports reflect the realized revenues and expenses incurred from July 1, 2020. Of note, the General Fund revenue is ahead last year on a percentage basis. Local tax revenue is slightly higher on a percentage basis than the same period in 2019-20.

GENERAL FUND

	2020-21	2020-21 through October 31, 2020		2019-20	2019-20 through October 31, 2019	
<i>(in millions of dollars)</i>	Budgeted	Actual	% of Budget	Budgeted	Actual	% of Budget
Current Real Estate Revenues	\$59.53	\$56.49	95%	\$57.29	\$53.41	93%
EIT	\$5.67	\$1.00	18%	\$5.67	\$0.73	13%
All Other Local Revenues	\$3.53	\$1.12	32%	\$4.17	\$1.33	32%
State Revenues	\$18.33	\$6.10	33%	\$18.10	\$6.06	33%
Federal Revenues	\$0.48	\$0.29	60%	\$0.38	\$0.00	0%
All Other	\$0.00	\$0.00	0%	\$0.03	\$0.00	0%
Total Revenues	\$87.540	\$65.00	74%	\$85.640	\$61.53	72%
Expenditures	\$87.800	\$26.08	30%	\$85.640	\$25.26	29%
Revenues less Expenditures	<i>(\$0.260)</i>	\$38.92		\$0.000	\$36.27	

Balance Sheet	As of October 31, 2020	As of June 30, 2020 <i>(unaudited)</i>
Cash and Marketable Securities	\$50,597,492	\$17,766,352
Total Assets	\$54,417,828	\$22,130,623
Total Liabilities	\$6,079,130	\$12,508,084
Nonspendable Reserves	\$0	\$208,959
Adjustment to Fund Balance	\$38,925,117	\$371,652
Fund Balance	\$9,413,581	\$9,041,928

CAFETERIA FUND

	Budget 2020-21	2020-21 through September 30, 2020	Budget 2019-20	2019-20 through September 30, 2019
Revenues	\$1,927,393	\$126,451	\$1,776,296	\$185,431
Expenditures	\$1,900,718	\$245,937	\$1,700,771	\$291,558
<i>Net</i>	\$26,675	<i>(\$119,486)</i>	\$75,525	<i>(\$106,127)</i>

	As of September 30, 2020	As of June 30, 2020
Cash and Marketable Securities	\$103,386	\$110,579
Total Assets	\$356,668	\$257,202
Total Liabilities	\$451,927	\$232,975
<i>Unassigned Fund Balance</i>	<i>(\$95,259)</i>	\$24,227

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. Federal reimbursement will make up the majority of revenue for the 2020-21 school year. A-la-carte sales are down approximately 80% compared to the same period last year. The decrease in a-la-carte sales can be attributed to fewer students attending school and the availability of free reimbursable lunches.

CAPITAL RESERVE FUND

	Budget 2020-21	2020-21 through October 31, 2020	Budget 2019-20	2019-20 through October 31, 2019
Revenues	\$270,000	\$267,016	\$267,000	\$269,241
Expenditures	\$305,000	\$175,336	\$395,442	\$243,798
<i>Net</i>	<i>(\$35,000)</i>	\$91,680	<i>(\$128,442)</i>	\$25,443

	As of October 31, 2020	As of June 30, 2020 <i>(unaudited)</i>
Cash and Marketable Securities	\$192,551	\$176,872
Total Assets	\$214,398	\$176,872
Total Liabilities	\$0	\$25,225
<i>Total Reserves</i>	<i>\$192,551</i>	<i>\$151,647</i>

CONSTRUCTION FUND

	Budget 2020-21	2020-21 through October 31,	Budget 2019-20	2019-20 through October 31,
Revenues	N/A	\$4,037	N/A	\$87,301
Expenditures	N/A	\$227,715	N/A	\$2,142,411
<i>Net</i>		<i>(\$223,678)</i>		<i>(\$2,055,110)</i>

	As of October 31, 2020	As of June 30, 2020 <i>(unaudited)</i>
Cash and Marketable Securities	\$1,758,122	\$2,258,545
Total Assets	\$1,758,122	\$2,258,545
Total Liabilities	\$1,122,992	\$1,365,942
<i>Fund Balance</i>	\$635,130	\$892,603

BUDGET TRANSFERS

Budget transfers of \$569,352.00 are enclosed for your review and approval.

BILL LIST

The Bill Lists will be presented at the November 23, 2020 board meeting for your review and approval.

Memo

To: Dr. Rozzo, USC Board Members
 From: Scott P. Burchill
 Date: November 23, 2020
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	\$1,069,965.34			\$13,640.39
BILL LIST	\$690,740.84		\$7,848.75	\$109,014.37
TOTAL	\$1,760,706.18	\$0.00	\$7,848.75	\$122,654.76

CREDIT CARD BILL

The credit card bill for October purchases:

415.53	Pass Thru	16.18	Advancement ABC Grant
875.74	Elementary LA	39.33	Baker Principal
52.30	Elementary Art	127.92	Boyce Principal
29.96	Boyce	955.25	HS Principal
884.57	FACS	110.05	Business Office
59.90	HS World Language	145.00	Ops & Maintenance
85.00	HS Science	23705.66	COVID Cares Grant
27.96	Counseling	-185.00	Security
1114.41	Technology	1886.37	Marching Band
98.99	Library	31.00	Extended Season
41.76	Curriculum Development	31333.70	OCTOBER PURCHASES
48.87	Professional Development		
766.95	Superintendent		

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

Cc: B. Berquist

**A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS
OF THE _____**

**AUTHORIZING THE PARTICIPATION IN AND APPOINTMENT OF REPRESENTATIVES
TO THE ALLEGHENY INTERMEDIATE UNIT JOINT PURCHASING PROGRAM**

WHEREAS, savings in the cost of preparing specifications and advertising for bids for school materials, supplies, equipment and services, as well as bulk price advantages, may be obtained through joint purchasing arrangements entered into by a number of school entities in the same area; and an agreement entitled "Joint Purchasing Agreement," in a form prepared by the Allegheny Intermediate Unit and as presented at this meeting, would afford the _____ (hereinafter "District/School") an opportunity, if a Participant therein, to enjoy these possible joint purchasing benefits, without being required to participate in any bidding thereunder.

THEREFORE, in order to obtain the potential advantages of joint purchasing of school materials, supplies, equipment and services,

BE IT RESOLVED that the Board of School Directors of this District/School hereby approves said Joint Purchasing Agreement and authorizes its participation in the Allegheny Intermediate Unit Joint Purchasing Program; directs that a copy thereof be filed with the minutes of this meeting as part of this Resolution; directs its Secretary to certify to the Executive Director of the Allegheny Intermediate Unit the adoption of this Resolution and the appointment of primary and alternate representatives to the Joint Purchasing Program; and directs its proper officers to execute said Agreement on behalf of this District/School.

CERTIFICATION OF ADOPTION OF RESOLUTION AND OF APPOINTEES

I, the undersigned, _____, Secretary of District/School, certify that the foregoing is a true copy of resolution adopted by said Board at a duly advertised public meeting thereof duly held on _____, that the vote thereon was ____ in favor and ____ members against said resolution, and that a record showing each member's vote thereon is set forth in the minutes.

I further certify that said Board of School Directors designates the following representatives to the Joint Purchasing Program referred to in said Resolution (conditioned upon said Agreement becoming effective):

Primary Representative

Name:

Title:

E-mail:

Alternate Representative

Name:

Title:

E-mail:

IN WITNESS THEREOF, I have hereunto set my hand and the seal of said District/School this _____ day of _____, 2020.

Board Secretary