



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, 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)

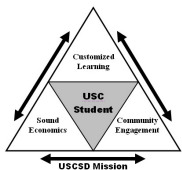
Mrs. Bolas called the meeting to order at approximately 7:09pm.

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



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Mrs. Angela B. Petersen • Mrs. Jennifer A. Schnore •
Dr. John T. Rozzo, Superintendent • Mrs. Jocelyn P. Kramer, Solicitor

SCHOOL BOARD MEETING MINUTES

Tuesday, September 29, 2020 @ 7:00pm

Executive Session @ 6:00pm (Personnel, Legal Matters and Safety & Security)

Executive Session immediately following the Board Meeting (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 September 29, 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 (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)

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 for the Board Meeting, including giving directions for resident's public comments and detailing mask requirements.

Reading of the Mission:

Mr. Hewitt 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 #7 from Strategic Plan:

Mr. Elias read the following Shared Belief Statement #7:

We Believe that:

A School District, Staff, Students, Parents, and Community benefit from an attitude of continuous progress and consistent practices of exploration, forward thinking, and openness to change.

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 Tuesday, September 29, 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.

During this time, three residents gave public comments.

Approval of Agenda

(Bolas, School Board President)

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

Report from Student Board Representatives

Karsen Damon & R.J. Shontz

(Rozzo, Superintendent of Schools)

Karsen and R.J. both gave student updates to the Board.

Karsen thanked everyone and gave updates on the Art's programs, including choir and band. She noted that choir and band practice has been held outside and it has been wonderful to be able to practice outside. She also gave updates on Chanteclairs, Madrigal Dinner, Thespian Club, Freshman Rush, Homecoming and Senior Breakfast.

R.J. updated the Board on Athletics, including Soccer, Golf, Tennis, Field Hockey, Cross Country and Volleyball. He also reported on USCSD.tv, the Semi-Finalists for National Merit Scholarship, AP Scholars and the Natural Helpers Survey. He thanked the Board for the opportunity to give updates during the Meeting.

The Board thanked R.J. and Karsen; Mrs. Bowen asked questions regarding the Natural Helpers Survey and Mrs. Schnore noted that all of the students who have been helping to distribute meals are doing an amazing job and working hard.

Approval of Minutes

(Bolas, School Board President)

MOTION: By Schnore: I move that the Board approve the Meeting Minutes of the August 17, 2020 and September 14, 2020 Board Meetings, subject to final approval by the Superintendent and Solicitor. Seconded by Mafrice and carried by unanimous voice vote.

Superintendent's Report

(Rozzo, Superintendent of Schools)

a. District Update

(Rozzo, Superintendent of Schools)

- **Remote to Hybrid and Hybrid to Remote Enrollment Update**
Dr. Rozzo gave an update on the Remote to Hybrid and Hybrid to Remote Enrollment numbers. The total Elementary School students who have moved from Remote to Hybrid are 43 students and the Total Elementary students who have moved from Hybrid to Remote are 3 students; The total Middle School students who have moved from Remote to Hybrid are 29 students and the total Middle School students who have moved from Hybrid to Remote are 7 students; The total High School students who have moved from Remote to Hybrid are 20 students and the total High School students who have moved from Hybrid to Remote are 44 students. Mrs. Pfender explained that the reason the High School numbers look differently than the Elementary and Middle School numbers is due to a number of factors.
- **Streams Principal Update**
Dr. Rozzo gave an update regarding the Streams Principal transition, noting that Dr. Claire Miler's last day will be on September 30th. He also reported that before the Board Meeting a parade was held for Dr. Miller and that it was a wonderful retirement send-off for someone who has spent so many dedicated years in Education. Dr. Rozzo advised that beginning on October 1st, Dr. Bulazo will step in as the Administrative lead for Streams, with additional support from Dr. Sharon Suritsky, Mrs. Cassandra Doggrell and Mr. Mark Miller. He also reported that the Streams Principal interviews are underway, and he hopes to make a recommendation at the October Board Meeting for a new Principal, however he will only make a recommendation if the right candidate is found.
- **Reconvening of Reopening Teams**
Dr. Rozzo reported that he will be making a recommendation to the Board, at the October 12th meeting, to increase in-person learning days. He noted that the Reopening Teams are beginning to meet again and a survey will be sent to families soon. He advised that they are still working towards a final recommendation. Dr. Rozzo explained that the District is committed to in-person learning and doing so safely and responsibly, while still giving families the choice of remote or in-person learning.

Mrs. Kramer gave an update on the gathering size limits and how they have changed since the last Board Meeting.

Mrs. Bolas thanked everyone for their hard work and research.

b. Approval of School Board to Cast Votes for PSBA Office Elections

(Bolas, School Board President)

Mrs. Bolas noted that the PSBA Office Elections are very important elections and she reviewed the selections chosen for the current election.

MOTION: By Billerbeck: I move that the Board approve the casting of votes for the following individuals for the PSBA Office Elections:

- President Elect
David Hein
- Vice President
Sabrina Backer
- Treasurer
Michael Gossert
- Western at Large
Marsha Pleta
- Trustee for Insurance Trust
Michael Faccinetto
Marianne Neel

Seconded by Schnore and carried by unanimous voice vote.

c. Approval of Personnel Listings

(Carson, Senior Director of Operations & Administrative Services)

Mr. Carson reviewed the Personnel Listings.

MOTION: By Gans: I move that the Board approve the Personnel Listings, as attached, pending receipt of all paperwork and required clearances. Seconded by Billerbeck and carried by unanimous voice vote.

d. Approval of Labor Agreements

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

1. Approval of Memorandum of Understanding with Bus Drivers, ESPA

MOTION: By Bowen: I move that the Board approve a Memorandum of Understanding with the Education Support Professional Association (ESPA) (drivers). Seconded by Gans and carried by unanimous voice vote

2. Approval of Settlement of Unit Clarification Petition - Special Service Federation, AFTPA, AFT

MOTION: By Petersen: I move that the Board approve the resolution and settlement of the Unit Clarification Petition filed on behalf of the Special Service Federation, Case Number PERA-R-84-347-W, on terms and conditions recommended by the Superintendent and Solicitor. Seconded by Bowen and carried by unanimous voice vote.

e. Approval of Commendations & Recognitions

(Suritsky, Assistant Superintendent/Deputy Superintendent)

Dr. Suritsky read the Commendations and Recognitions

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

Administrator's Report

(Rozzo, Superintendent of Schools)

a. First Reading of PSBA Revisions and New Policies: 100s, 200s, 300s (Kramer, Solicitor and Pfender, Assistant to the Superintendent)

Mrs. Kramer and Mrs. Pfender reported on PSBA Policies 100s, 200s, and 300s that are listed below for a First Reading.

Mr. Mafrice asked where the general public can find the policies; it was advised, that once approved, all policies are placed on the District website.

- i. 103 - Discrimination/Title IX Sexual Harassment Affecting Students
- ii. 103- Attachment 1
- iii. 103 - Attachment 2
- iv. 103 - Attachment 3
- v. 104 - Discrimination/Title IX Sexual Harassment Affecting Staff
- vi. 104 - Attachment 1
- vii. 104 - Attachment 2
- viii. 203 - Immunizations & Communicable Diseases
- ix. 203 - AR-1 - Immunization Requirements
- x. 203 - AR-2 - Communicable Diseases/Attendance
- xi. 209 - Health Examinations/Screenings
- xii. 247 - Hazing
- xiii. 247 - Attachment 1
- xiv. 247 - AR-1

- xv. 247 - AR-2
- xvi. 249 - Bullying-Cyberbullying
- xvii. 249 - Attachment 1
- xviii. 249 - AR-1
- xix. 249 - AR-2
- xx. 252 - Dating Violence
- xxi. 252 - Attachment 1
- xxii. 314 - Physical Examination
- xxiii. 317.1 - Educator Misconduct
- xxiv. 318 - Attendance & Tardiness
- xxv. 331 - Job Related Expenses
- xxvi. 331 - AR - Job Related Expenses
- xxvii. 332 - Working Periods
- xxviii. 332 - AR - Working Periods
- xxix. 334 - Sick Leave
- xxx. 340 - Responsibility for Student Welfare

Consent Agenda

(Rozzo, Superintendent of Schools)

MOTION: By Elias: 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 Petersen and carried by unanimous voice vote.

a. Approval of the following Contracted Transportation Agreements:

(Carson, Senior Director of Operations and Administrative Services)

Approve the following Contracted Transportation Agreements:

- Agreement with Mlaker Transportation for contracted transportation services for a term of August 19, 2020 - June 30, 2021, to be billed monthly, per diem, per bus at \$349/each day operated and the attendant cost of \$152/per day.
- Agreement with First Student, Inc for contracted transportation services for a term of September 8, 2020 - June 30, 2021, to be billed monthly, per diem, per bus at \$257.76/each operated and the attendant cost of \$0.00/per day.

- Agreement with Mlaker Transportation, Inc. for contracted transportation services for a term of August 31, 2020 - June 30, 2021, to be billed monthly, per diem, per bus at \$195.00/each day operated and the attendant cost of \$90.00/per day.
- Agreement with Mlaker Transportation, Inc. for contracted transportation services for a term of September 8, 2020 - June 30, 2021, to be billed monthly, per diem, per bus at \$195.00/each day operated and the attendant cost of \$0.00/per day.

b. Approval of the below listed Student Support Service Agreements/Contracts

(Doggrell, Director of Student Support Services/Madia, Assistant Director of Student Support Services)

Approve the following Student Support Services Agreements/Contracts:

- Global Wordsmiths Language Services Agreement for Language Interpretation Services and Language Translation Services.
- 2020-2021 Waterfront Learning Services Contract for Allegheny County Schools for certain flexible virtual education program opportunities for students enrolled in the District.
- The Watson Institute Education Center South: Tuition for one student placement at \$50,498 (full year).
- Pittsburgh Pioneer Program: Tuition for one student placement at \$39,600 (full year).
- Southwood Psychiatric Hospital: If services rendered, five hours per week of educational homebound instruction at a daily rate of \$90.00 additional cost for necessary related services.
- Hope Learning Center: Psychological assessments and evaluations at \$600.00 per evaluation and gifted evaluations at \$450.00 per evaluation. Additional services provided at \$75.00 per hour.
- Wesley Spectrum Services: Creative arts programming provided once a week at \$125.00 per hour.

- c. Approval of Treasurer's Report: 9.14.20**
Including Supplemental Report: 9.29.20
(Burchill, Director of Business & Finance)

Approve the Treasurer's Report for 2020-2021, including approved total Bill List and Check File Listing as following:

Fund 10 (General Fund) - \$3,070,431.00
Fund 31 (Capital Reserve Fund) - \$206,000.18
Fund 36 (Construction Fund) - \$166,466.48
Fund 50 (School Lunch Fund) - \$20,567.83

- d. Approval of Treasurer's Report from 2019-2020: 9.29.20**
(Burchill, Director of Business & Finance)

Approve the Treasurer's Report from 2019-2020, including approved total of Bill List and Check File Listing as follows:

Fund 10 (General Fund) - \$157,846.91
Fund 31 (Capital Reserve) - \$0.00
Fund 36 (Construction) - \$21,124.08
Fund 50 (School Lunch Fund) - \$697,292.17

Committee Reports

(Bolas, School Board President)

Mrs. Bolas gave an update on PSBA's annual conference, which will be held virtually this year.

Dr. Gans gave a report from the PSBA Legislative Committee and asked Mrs. Kramer to expand on the pending legislation, mandate waiver, Senate Bill 1286. Mrs. Kramer reported on why the Bill was introduced and what it covers; she also advised that there is more information regarding the Bill on the PSBA website.

Mrs. Bowen gave an update on the Youth Steering Committee, noting that the first meeting was held in September. She advised that the next meeting will be held in October and will be virtual.

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) or by phone in advance of the meeting. You can submit a comment via phone by contacting the Board Stenographer at 412-833-1600 x2218 by Tuesday, September 29, 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.

Dr. Rozzo noted that there was one resident public comment, which was submitted via the District's online Google Form.

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

Dr. Rozzo reported that the PTC Open Mic will be held on October 28th at 7:00pm and that more details will be communicated once they are finalized.

Announcement Regarding Executive Session
(Bolas, School Board President)

Mrs. Bolas announced that Executive Session was held on Tuesday, September 29th at 6:00pm for Personnel, Legal Matters and Safety & Security and immediately following the September 29th Board Meeting for personnel.

Mr. Mafrice commented regarding the Streams parade, noting it was a great show of support for Dr. Miller and it was great to be able to say goodbye to her at the parade.

Mr. Berrott reported on USCSD.tv, thanking everyone for their hard work.

Adjournment

The meeting was adjourned at approximately 8:18pm.

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, October 12, 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 October 12, 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 (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. Holly Fisher, Nurse Curriculum Leader (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)

Call to Order

(Bolas, School Board President)

Mrs. Bolas called the meeting to order at approximately 10:34pm.

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, October 12, 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 updates to the 2020-2021 School Calendar** - Revisions were made to the end dates of the nine week marking periods and some progress reporting and report card dates.
(Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed the updates to the 2020-2021 school calendar.

MOTION: By Hewitt: I move that the Board approve the updates to the 2020-2021 Calendar, as attached. Seconded by Petersen and carried by unanimous voice vote.

b. Approval of Rental Service Agreement with R.M.C. Rental Enterprises, Inc. for Monthly Rental of 40 x 40 Tent on the High School Campus, at a Cost of \$3,504.00 per Month.

(Carson, Senior Director of Operations & Administrative Services)

Mr. Carson reviewed the Rental Service Agreement with R.M.C. Rental Enterprises, Inc.

Mrs. Petersen and Mr. Mafrice asked questions regarding the Agreement. Mrs. Pfender followed up with additional information pertaining to the Agreement and use of the tent for music classes.

MOTION: By Elias: I move that the Board approve the Rental Services Agreement with R.M.C. Rental Enterprises, Inc. for a monthly rental of a 40 x 40 Tent on the High School campus, to allow students to participate in music courses, at a cost of \$3,504.00 per month, contingent upon documentation acceptable to the Superintendent and Solicitor. Seconded by Hewitt and carried by unanimous voice vote.

c. Second Reading and Adoption of PSBA Revisions and Policies: 100s, 200s, and 300s
(Kramer, Solicitor / Pfender, Assistant to the Superintendent)

Mrs. Kramer provided an overview of the policies and advised that the First Reading of policies was done at the September 29, 2020 Board Meeting.

MOTION: By Schnore: I move that the Board approve the second reading and adoption of PSBA Revisions and Policies and the deletion of policies that are being replaced, as presented. Seconded by Elias and carried by unanimous voice vote.

- 103 - Discrimination/Title IX Sexual Harassment Affecting Students
- 103- Attachment 1
- 103 - Attachment 2
- 103 - Attachment 3
- 104 - Discrimination/Title IX Sexual Harassment Affecting Staff
- 104 - Attachment 1
- 104 - Attachment 2
- 203 - Immunizations & Communicable Diseases
- 203 - AR-1 - Immunization Requirements
- 203 - AR-2 - Communicable Diseases/Attendance
- 209 - Health Examinations/Screenings
- 247 - Hazing
- 247 - Attachment 1
- 247 - AR-1
- 247 - AR-2

- 249 - Bullying-Cyberbullying
- 249 - Attachment 1
- 249 - AR-1
- 249 - AR-2
- 252 - Dating Violence
- 252 - Attachment 1
- 314 - Physical Examination
- 317.1 - Educator Misconduct
- 318 - Attendance & Tardiness
- 331 - Job Related Expenses
- 331 - AR - Job Related Expenses
- 332 - Working Periods
- 332 - AR - Working Periods
- 334 - Sick Leave
- 340 - Responsibility for Student Welfare

Business & Finance

(Burchill, Director of Business & Finance)

- a. **Approval of the Quote and Master Services Agreement with PowerSchool to upgrade the Cognos Financial and HR Software for a term of 12 months, at a cost of \$5,880.00.**

(Burchill, Director of Business & Finance)

Mr. Burchill reviewed the Quote and Master Services Agreement with PowerSchool.

MOTION: By Billerbeck: I move that the Board approve the Quote and Master Services Agreement with PowerSchool to upgrade the Cognos Financial and HR Software for a term of 12 months at a cost of \$5,880.00, contingent upon documentation acceptable to Superintendent and Solicitor. Seconded by Schnore and carried by unanimous voice vote.

Adjournment

The meeting was adjourned at approximately 10:43pm.

Barbara L. Bolas, President
BOARD OF SCHOOL DIRECTORS

Submitted by: Sarah MacDonald
School Board Stenographer

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Delivering the USC Experience
In-Person AND at Home

Recommendations for USCSD Instructional Delivery Model *2020/2021*



Agenda

- I. Goals for Educational Planning**
- II. Recommendation for a Phased Approach**
 - Current Plans for Moving to Phase II in Nov. and Phase III in Jan.
- III. Updates Regarding Key Factors in Our Decision-Making**
 - Mental Health, Local COVID-19 Data, Parent Commitment Data
- IV. Updates From Reopening Teams**
 - Updated Mitigation Efforts and Considerations for Instruction
- V. Timeline & Next Steps**

Our Goals

Primary Goal

To deliver a USCSD quality educational experience to all USC families, in-school and at home, in a way that minimizes exposure and disruption to the greatest extent possible.

Key Components

- Safe schools for students and staff
- Choice for families
- High-quality education (in-school or remote) with opportunity to transition seamlessly
- Emphasis on social-emotional well-being

We are committed to a full-return as soon as conditions permit, and we will continue to provide the option to remain fully remote.

*****We will monitor and adjust on a weekly basis.*****

Delivering the USC Experience
In-Person AND at Home

Phased Approach:

Recommendations for the Remainder of 20/21



Our Recommendation

Implement phase approach to move toward 5-day in-person option

1. Phase I: 2-day hybrid in-person learning option ends on Nov. 13
2. Phase II: 4-day (M,T,R,F) expanded hybrid in-person learning option begins on Nov. 16
 - a. Maintain Wednesday as a full remote learning day
3. Phase III: 5-day in-person learning option begins on Jan. 19

Key Points:

- Retaining full remote learning option through end of the school year
- Finalizing details of Phase II plan based upon commitment #s
- Implementing all changes for Phases II and III contingent upon changing, present conditions

In-Person Learning Schedules by Phase

Schedules by Phase In ALL phases, remote option will be made available!					
	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Phase I (2-day schedule) SOY-Nov. 13	In School	In School	Remote	Remote	Remote
Phase II (4-day schedule) Nov. 16-Jan. 15	In School	In School	Remote	In School	In School
Phase III (5-day schedule) Jan. 19 - EOY	In School	In School	In School	In School	In School

What Will be Different in Phases II & III?

Key Differences

- There will be a reduction in physical distancing for students to less than six feet in most instructional spaces, excluding cafeterias and other areas where students may be eating.
 - We will maintain the greatest distance possible depending on class size and composition...estimated range 4-6 feet (Average classroom is between 4- 4 1/2 feet in desk spacing measured from center to center).
 - Staff desks must always remain at a minimum of 6 feet distance from student desks.
- Mitigation continues to be layered.
 - No mask breaks will occur during classes.
 - Mask breaks will be provided with 6 feet of physical distance.
 - Opportunities for mask breaks will exist throughout the school day, but not in classrooms.
- Buses will have more students.
 - Masking and cleaning will remain in place.
- The Allegheny County Health Department (ACHD) is unlikely to require the quarantining of entire classrooms.
- **We are asking for a 9-week commitment (if selecting remote).**
 - **If selecting remote, you may not be able to move to in-person during Phase II (2nd nine-weeks).**
 - **If selecting in-person, you can move to remote at any time.**

Why four days and not five?

Safety of Students and Staff

- Providing 20% less contact
- Monitoring the virus on an on-going basis for an additional 9-weeks
- Updating of safety plan

Educational Considerations

- Allowing for development and implementation of a full-remote and a full-return teaching model
- Adjusting staff and student schedules
- Minimizing disruption for students and teachers during marking periods
- Retaining capability to transfer to remote temporarily if quarantine need arises

Operational Needs

- Updating transportation routes
- Considering all staffing implications
- Collaborating with labor groups
- Preparing facilities (furniture, food services)

Why is hybrid no longer an option in Phase II?

Consistency

- Three options would require significant re-sectioning (teacher changes and student schedule changes).
- Synthesis of data from the October survey shows that ~50% of all elementary students would change classroom teachers under a three-option model.

Staffing

- A third option would require significant increases in staffing. (Resulting in cost increases during a time where there is a significant shortage of qualified candidates.)
- Three options at the HS level would lead to the need for hybrid-only sections along with larger sections to maintain near status quo for staffing.

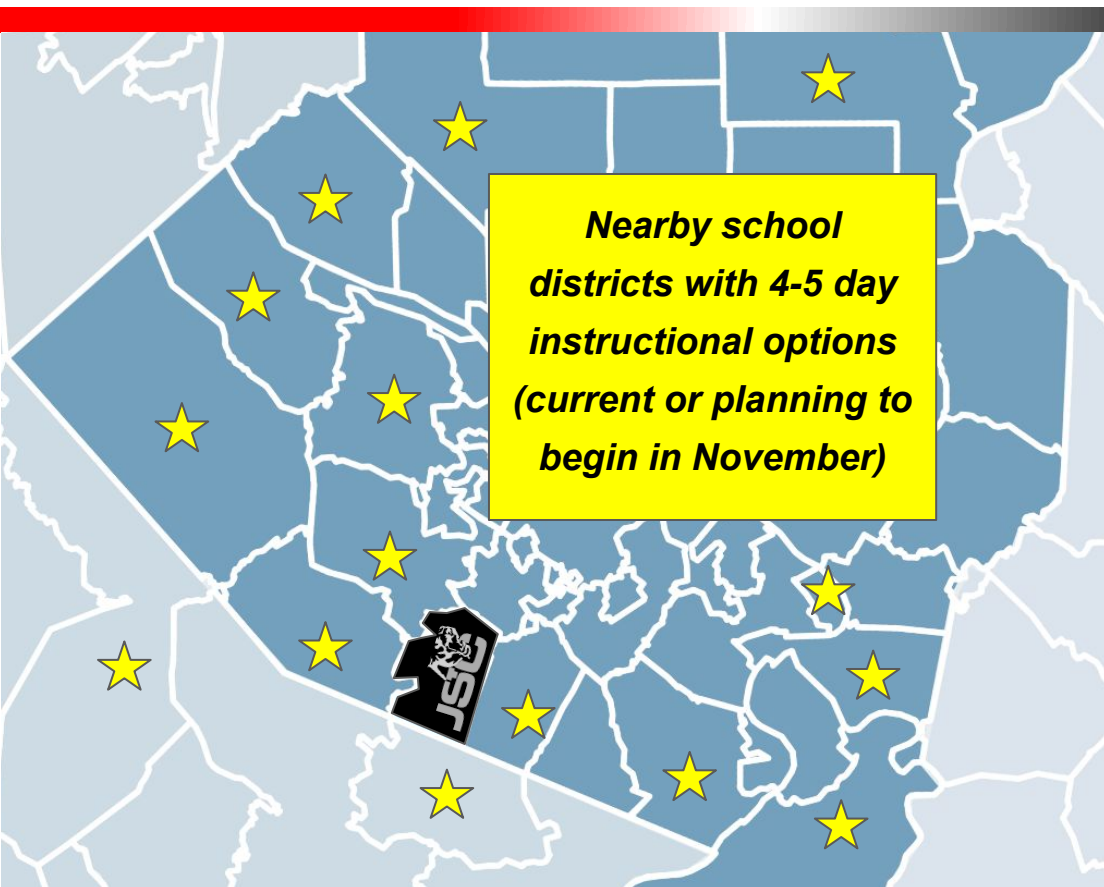
Complexity for Potential Contact Tracing

- Complicated scheduling could slow down the County's contact tracing process and result in avoidable closure.

Goal: Return to a 5-day in-person option

- It is essential to ensure Phase II effectively leads into Phase III.

Are we an outlier?



Nearby school districts with 4-5 day instructional options (current or planning to begin in November)

District	4/5 Day In-Person Option Notes
Bethel Park	Phasing 4-day return for K-12 by 11/23
Chartiers Valley	Phased in 4-day return 10/5-10/19
Montour	K-8: 5-day in-person option since start 9-12: 5-day in-person since 10/19
Moon	K-12: 4-days in-person since 10/4
North Allegheny	Planning for full-time return for K-8 in November (K-5: Nov. 4, 6-8: Nov. 16)
Peters Twp.	K-12: 5-day in-person option since start
South Fayette	Phasing in 4-day option between 11/10-12/1
West Allegheny	K-12: 5-day in person option since start
West Jefferson Hills	Phasing in 5-day in-person throughout November (K-2 returned previously)

Delivering the USC Experience
In-Person AND at Home

Decision Making Criteria:

Recommendations for the Remainder of 20/21



Key Factors in October for Phased Update

1. We need to balance mental health & academic needs with the impact of the pandemic.
2. Local data supports lower case counts in schools.
3. The PA Department of Health and ACHD have updated some processes.
4. Parent survey data consistently supports increasing in-person learning.

Mental Health Considerations

- Relationship between overall health and academic achievement
- Increased connectedness to peers and caring adults
- Access to preventative and responsive programming and services for all areas of student health



Key Factor #1

We need to balance mental health & academic needs with the impact of the pandemic.

Allegheny County Data



COVID-19+ Cases in Allegheny County Students and Staff		
	September 2020	October 2020 (to 10/21)
# of Staff & Student Cases	128	92
# by Instructional Model		
• Full online	59	24
• Hybrid	50	54
• Full in-person	19	14

No increase
versus prior
month (MTD)

Sep &/Oct:
Full-online
was higher
than full
in-person,
supporting that
outside
contact was
the greatest
driver of
transmissions

Key Factor #2

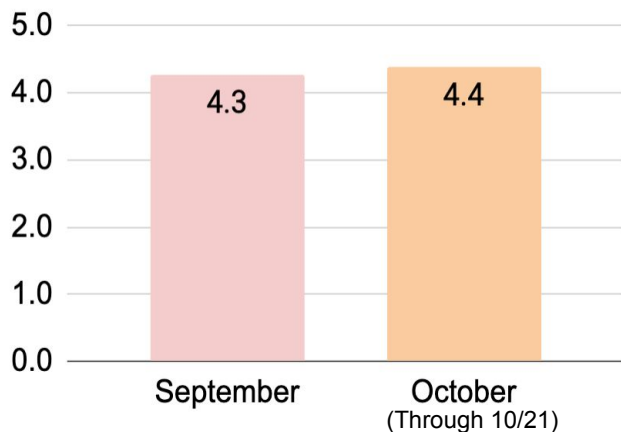
Local data supports lower case counts in schools.

Allegheny County COVID+ Data

Key Points

- Low school transmission (Social gatherings is top cause for spread)
- Minimal difference in #s of COVID+ staff and students across instructional models
- Some closures due to challenges with contact tracing by the County

of COVID+ Cases/Day

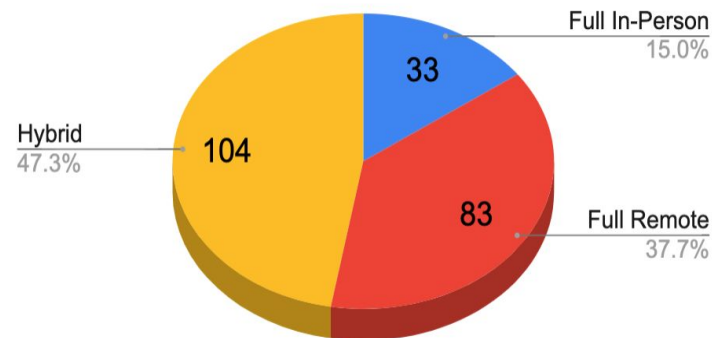


QUICK STATS

~146,000 Students
in Allegheny County

220 COVID+
Staff and student cases from
beginning of 20/21
school-year to Oct. 21, 2020

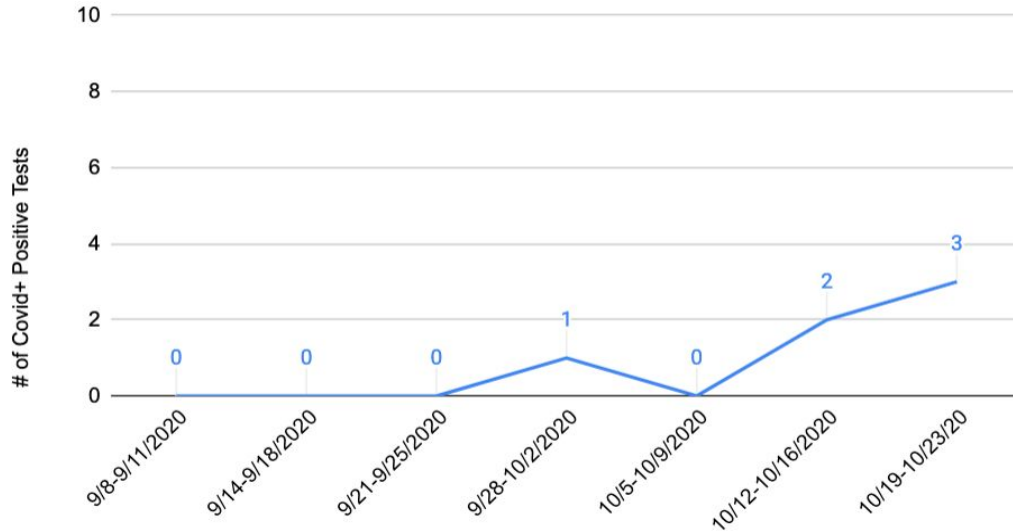
of Staff and Student COVID+ Cases by
Instructional Model (Sept. & Oct. 2020)



New COVID-19+ Cases in USCSO

Sept. 8, 2020 - Oct. 23, 2020

Covid+ Tests by Week



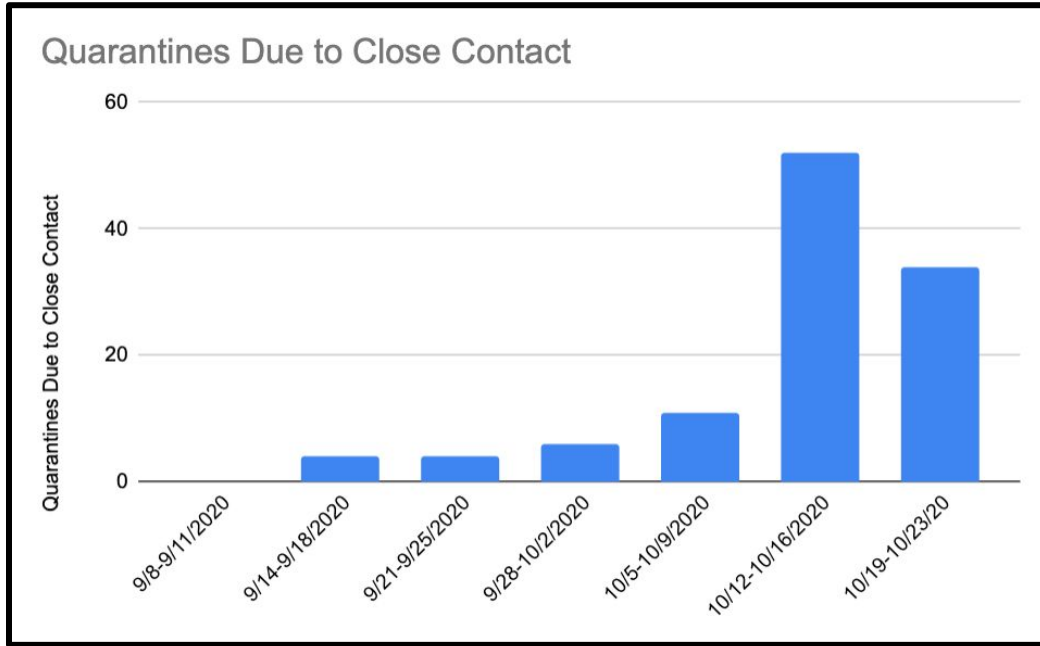
ACHD determined all transmission occurred outside of schools.

Key Factor #2

Local data supports lower case counts in schools.

COVID-19 Quarantines in USCSd

Sept. 8, 2020 - Oct. 23, 2020



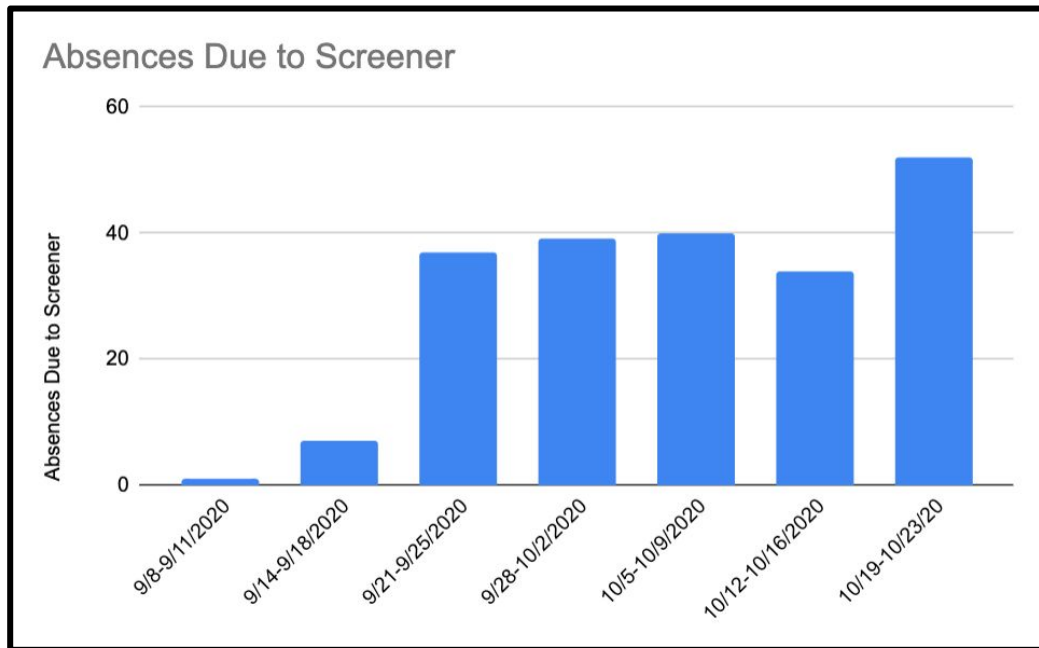
ACHD determined zero individuals have been quarantined as a result of in-school COVID+ close contacts.

Key Factor #2

Local data supports lower case counts in schools.

Absence Due to Health Screening in USCSd

Sept. 8, 2020 - Oct. 9, 2020



Individuals are following the health screening guidelines.

Key Factor #2

Local data supports lower case counts in schools.

Impact of CDC Clarification

Update from CDC 10/21/20:

“...15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation.”

Response from ACHD 10/22/20:

“[CDC update]...is a clarification, and we have interpreted it as consecutive, and will continue to do this based upon experiences to date.”

****ACHD Rationale:** Due to narrowness of rationale for update

USC Interpretation:

We are anticipating no change to close contact quarantining procedures.

October Phase II Commitment Data

99.4%

Responses Completed

3984 Completed

4012 Possible

99.11%

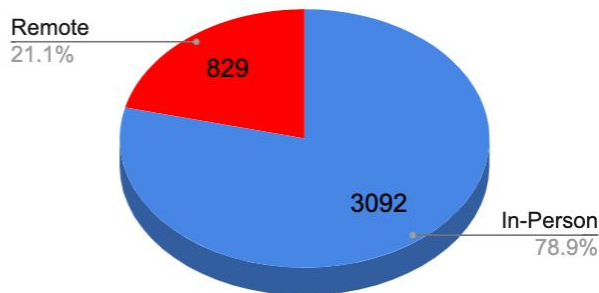
Phase I Remote Response Rate

99.42%

Phase I Hybrid Response Rate

Phase II Commitment	#s
In-Person	3143
Remote	841

Phase II Commitments



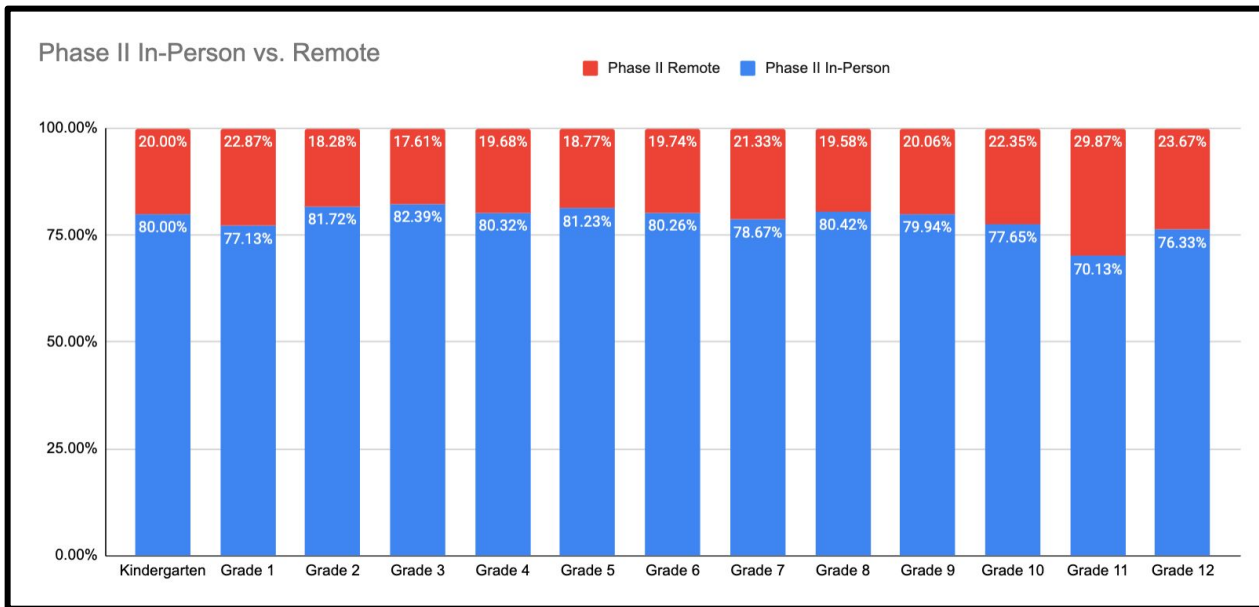
**Current Actual Phase I
October Enrollment:**

- Hybrid (2 day): 75.5%
- Full Remote: 24.5%

Key Factor #4

Parent survey data consistently supports increasing in-person learning.

October Phase II Commitment Data



Key Details:

***50 more students
K-12 opted for 4-day
in-person than 2-day
in-person (net
change K-12)***

Key Factor #4

Parent survey data consistently supports increasing in-person learning.

Delivering the USC Experience
In-Person AND at Home

Phase II & III: *Health & Safety Updates*



On-Going Mitigation Strategies

- Requiring daily health checks for staff and students
- Requiring quarantine after travel to high-risk areas
- Requiring “Return to School” process for any exposed/symptomatic individuals
- Collaborating with ACHD
- Using desk dividers
- Focusing on hand hygiene
- Ensuring high-frequency cleaning
- Emphasizing strategic movement of students in buildings
- Maintaining at least 6 feet of distancing for students while eating
- Planning carefully for any events/activities

Updating Mitigation Strategies

- **Eliminating mask breaks** within classrooms (will be conducted periodically in an alternate setting)
- Encouraging consistent **seating charts by cohort** when changing classrooms
- Articulating clear **communication plan**
- **Spacing students as far apart as possible**, but will likely be seated < 6 feet apart in classrooms and on buses
- Reinforcing staff mitigation efforts on an ongoing basis to **prevent staff-to-staff transmission** (most identified spread in schools is occurring in staff eating/common areas, per ACHD)

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Phase II & III: *Facilities Updates*





Social Distancing - Cafeteria
will remain at 6 feet in all eating areas

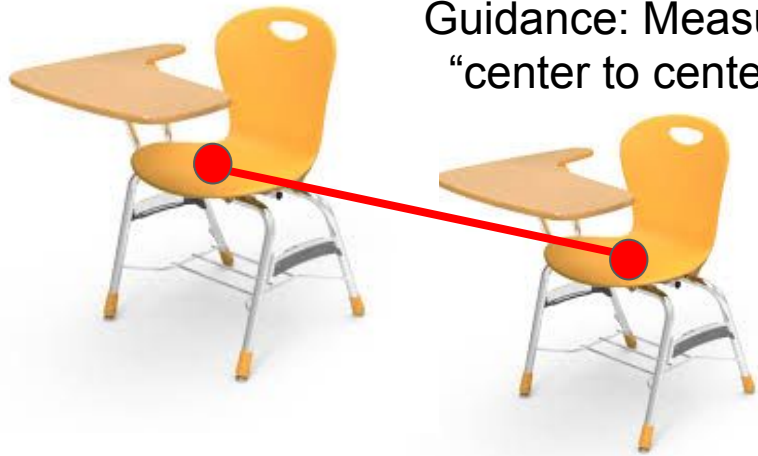


Tri-fold desk dividers



Plexiglass sneeze guards

Guidance: Measure
"center to center"



Classroom at 6 feet (13 desks)



Classroom at 4 feet (24 desks)

Additional Phase II Mitigation Strategies: Facilities

- Providing auxiliary custodial support during second shift
- Reinforcing and utilizing CDC signage and other messages
- Running exhaust fans continuously to pull air out of the buildings
- Purchasing additional furniture to ensure maximum spacing



American Society of Heating,
Refrigerating and Air-Conditioning
Engineers



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Phase II & III: *Instructional Updates*



Phase II Updates to In-Person & Remote Offerings

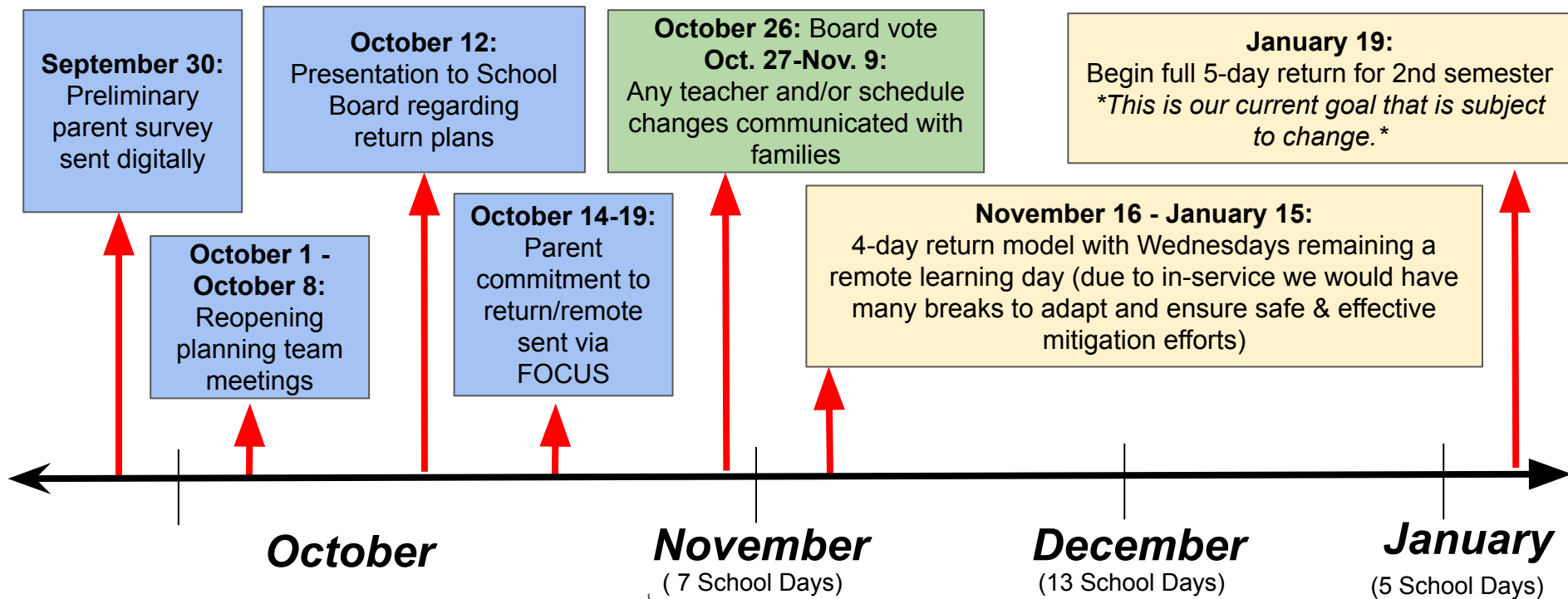
- Increase hybrid in-person learning option to 4-days while continuing:
 - Full remote learning practices (will include robust synchronous and asynchronous instruction)
 - Similar in-person instructional approaches and schedules to 2-day model
 - Remote Wednesday schedule for in-person and remote learners
- Modifications being considered:
 - Adjusting schedules to ensure adherence to mitigation strategies regarding lunch & hallway traffic
 - Continuing development of parent resources to support monitoring of student learning
 - Minimizing section changes

Delivering the USC Experience
In-Person AND at Home

Phase II and III: *Timeline for Implementation*



Timeline for Change/Implementation



All dates are dependent upon present conditions.

25 school days to evaluate Phase II prior to Jan. 11 Board Meeting

Communication Channels

Please forward any questions regarding our reopening plans to:

Tina Vojtko, *Communications Specialist*

tvojtko@uscsd.k12.pa.us



Key Takeaways

1. We are committed to providing a robust fully remote learning option.
2. Plans must balance all needs of students (physical health, social-emotional well-being, academic).
3. Ongoing collaboration with medical professionals has been a key to developing and updating phased plans.
4. All plans are subject to change based upon conditions at time of implementation. .



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
Jon 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 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 Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must wear face coverings when on the sidelines, in the dugout, etc. and anytime 6 feet of social distancing is not possible Recess: Scheduled use of playground structures - only 1 class allowed on playground structure at a time	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 Athletes are not required to wear face coverings while actively engaged in workouts and competition that prevent the wearing of face coverings, but must wear face coverings when on the sidelines, in the dugout, etc. and anytime 6 feet of social distancing is not possible Recess: Scheduled use of playground structures - only 1 class allowed on playground structure at a time		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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	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.	to allow for appropriate student spacing Have students and staff wash their hands or use hand sanitizer, before and after being on playgrounds. Reinforce physical distancing of at least 6 feet during playground play to the extent feasible. Seasonal access to hand washing/sanitizing stations on the playground. When recess cannot be held outdoors, students may engage in low-risk indoor recreation or use individual/non-shared toys and games.			
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Limiting the sharing of materials among students	District follows most updated DOH & PDE Guidance under "Cleaning & Disinfection"	District follows most updated DOH & PDE Guidance under "Cleaning & Disinfection"	Building Administrators 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
	Specifically, students purchase and carry their own materials while not utilizing lockers.	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.	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.	If students use lockers, only 1 student is assigned per locker In Kindergarten, individual hooks for coats/backpacks are used.			
	To the extent possible, materials are not shared. Schools have used/unused bins for communal supplies (For example, pens in office to sign in/out) to allow for cleaning between uses. The person responsible for the materials / area is responsible for cleaning.	To the extent possible, materials not shared. Schools have used/unused bins for communal supplies (For example, pens in office to sign in/out) to allow for cleaning between uses. The person responsible for the materials / area is responsible for cleaning.			
	Large equipment that must be shared in areas such as labs, FACS, and STEAM are cleaned between uses and/or students and staff sanitize or wash hands before and after use. The person responsible for the equipment is responsible for cleaning.	Large equipment that must be shared in areas such as labs, FACS, and STEAM are cleaned between uses and/or students and staff sanitize or wash hands before and after use. The person responsible for the equipment is responsible for cleaning.			

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?	

	Families moving/returning to the school district from identified “hot spot” areas are not be permitted to begin school in the buildings until their 14 day quarantine period is completed. These students are encouraged to begin the remote option for that time. Health offices have designated “clean” areas to be used for injuries and daily health services. There is a “sick” area for all students to report to for any illness complaint. Health offices are also designated at least 2 isolation areas to be used in the event of a suspected COVID-19 case. Non-school district requests for use of district indoor facilities are denied for the duration of this plan. Non-school district requests for use of outdoor district facilities are considered on a case-by-case basis and may not include any non-community residents. Prior to facility usage, a health and safety plan that meets the standards set forth in this plan must be submitted and approved by the Director of Operations.	Families moving/returning to the school district from identified “hot spot” areas are not be permitted to begin school in the buildings until their 14 day quarantine period is completed. These students are encouraged to begin the remote option for that time. Health offices have designated “clean” areas to be used for injuries and daily health services. There is a “sick” area for all students to report to for any illness complaint. Health offices are also designated at least 2 isolation areas to be used in the event of a suspected COVID-19 case. Non-school district requests for use of district indoor facilities are denied for the duration of this plan. Non-school district requests for use of outdoor district facilities are considered on a case-by-case basis and may not include any non-community residents. Prior to facility usage, a health and safety plan that meets the standards set forth in this plan must be submitted and approved by the			
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		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 be permitted to return to school until cleared by a physician and/or “Returning to Pre-K-12 School” guidelines are met. A student or staff member who is quarantined following close contact with a case may not return to school until cleared to do so by ACHD/DOH guidelines. These students are incorporated in the remote school model fluidly until they are able to return to the school building. These mitigation efforts are continually reviewed and revised to follow CDC/PDE/DOH/ACHD recommendations.

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

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

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	For Students: Using the symptom/exposure screening tool, parents/guardians are asked to complete a daily health check on students prior to leaving the house for school. School staff are available to assist with symptom/exposure screening	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	Holly Fisher, Nursing Department Chair School Nurses Tina Vojtko, Communications Specialist	Identify and train staff to facilitate with backup symptom screening needs (school police officer, administrator, secretary, paraprofessional, etc.).	Y

	upon arrival to school (due to varying home circumstances) when needed. Medically fragile and high-risk students have a symptom screening completed at school in addition to home screening. Students who are unable to attend school due to not passing symptom/exposure screening, are provided options for participating in school remotely until return to school. District attendance policy reflects flexibility for absences due to symptom screening "yes" answers. For Staff: Staff members, including contracted services & substitutes, complete a symptom/exposure screening and record an assurance via Google Form each morning prior to entering the building. Staff members who do not pass the symptom/exposure screening do not report to work. For Visitors:	upon arrival to school (due to varying home circumstances) when needed. Medically fragile and high-risk students have a symptom screening completed at school in addition to home screening. Students who are unable to attend school due to not passing symptom/exposure screening, are provided options for participating in school remotely until return to school. District attendance policy reflects flexibility for absences due to symptom screening "yes" answers. For Staff: Staff members, including contracted services & substitutes, complete a symptom/exposure screening and record an assurance via Google Form each morning prior to entering the building. Staff members who do not pass the symptom/exposure screening do not report to work. For Visitors:	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: Specific procedures developed for staff of what to do if "yes" answers any of the symptom screening questions. (Ex: Entering into Aesop)	
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	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.	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.		District Needs for Visitors/Substitutes: Google Form needs to be developed for substitute staff	
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	District follows most updated PDE guidance under "Symptom Monitoring". Every school building has an identified isolation area with proper cleaning protocol established. Students/Staff sent home from the school nurse due symptom	District follows most updated PDE guidance under "Symptom Monitoring". Every school building has an identified isolation area with proper cleaning protocol established. Students/Staff sent home from the school nurse due symptom	Holly Fisher, Department Chair Building Certified School Nurse Building Administrator	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

	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. Quarantine of students, faculty, or staff are required after international travel or travel within certain states with widespread community transmission of COVID-19 otherwise known as a "hot spot" per DOH designation.	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. Quarantine of students, faculty, or staff are required after international travel or travel within certain states with widespread community transmission of COVID-19 otherwise known as a "hot spot" per DOH designation.	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 staff, students, or visitors to school	For Students: District follows most updated DOH/PDE guidance for "Returning to Pre-K to 12 School". Parents contact the building Health Office to coordinate the return of students with symptoms that are not suspected to be COVID-related prior to returning to	For Students: District follows most updated DOH/PDE guidance for "Returning to Pre-K to 12 School". Parents contact the building Health Office to coordinate the return of students with symptoms that are not suspected to be COVID-related prior to returning to	Holly Fisher, Department Chair Building Certified School Nurse Allegheny County Health Department	Nurses to adopt most updated PDE guidance regarding discontinuing Isolation for COVID	Y

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

			Building Administrator Tina Vojtko, Communications Specialist Allegheny County Health Department	updated PDE guidance.	
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. 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	For Students: District follows most updated PDE guidance regarding students at higher risk. Building staff conduct symptom screening at school daily for	Building Administrators Building Nurses 504/Spec Ed Case managers	District Needs: Process for identifying those who require these additional screenings at school.	Y

	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.	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.		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.	
* 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 buses, inside school buildings, and outdoors when physical distancing is not feasible. Staff may remove masks/face coverings in the following situations: -Eating or drinking during breaks and lunch periods at least 6 feet apart	District follows the most updated guidance provided by the Governor of Pennsylvania and PDE. Specifically: Students and staff members are required to wear masks/face coverings at all times on school buses, inside school buildings, and outdoors when physical distancing is not feasible. Staff may remove masks/face coverings in the following situations: -Eating or drinking during breaks and lunch periods at least 6 feet apart	Building Administrators	District Needs: Obtain supplies needed to support staff. Consider clear face masks especially for teachers with students with audio/visual learning needs.	Y

	-When wearing a mask or face covering creates an unsafe condition in which to operate equipment or execute a task.	-When wearing a mask or face covering creates an unsafe condition in which to operate equipment or execute a task.			
* 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 when physical distancing is not feasible. Students are permitted to remove masks/face coverings for breaks in the following situations: -Eating or drinking at least 6 feet apart -At least 6 feet apart for mask breaks lasting no longer than 10 minutes -When wearing a mask or face covering creates an unsafe condition in which to operate equipment or execute a task. Additional guidance is be provided to staff.	District follows the most updated guidance provided by the Governor of Pennsylvania and the DOH & PDE. Students and staff members are required to wear masks/face coverings at all times on school buses, inside school buildings, and outdoors when physical distancing is not feasible. Students are permitted to remove masks/face coverings for breaks in the following situations: -Eating or drinking at least 6 feet apart -At least 6 feet apart for mask breaks lasting no longer than 10 minutes -When wearing a mask or face covering creates an unsafe condition in which to operate equipment or execute a task. Additional guidance is be provided to staff.	Building Administrators	District Needs: Communication to parents that back up masks should be readily available to students. Building Needs: Identification of where masks can be placed when not in use	Y

Unique safety protocols for students with complex needs or other vulnerable individuals	For Students: District engages with families of these students to modify/adjust their individual 504 Plan/IEP documents. For Staff: 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 teachers using the USC curriculum. Whether learning in person or learning at home, students have access to the full USC experience.	Upper St. Clair schools utilizes its staff members to provide instruction and related services to all students, whether learning in person or learning at home. All children are taught by USC teachers using the USC curriculum. Whether learning in person or learning at home, students have access to the full USC experience.	Building administrators HR personnel	Training materials for substitutes	Y (for substitutes)

Health and Safety Plan Professional Development

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

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

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

				in program will be used, photos and videos of that would be needed as well.		
Transportation procedure - including bus and drop offs	All staff	Lou Angelo	Virtual	Photos and examples of school processes for staggering drop offs and pickups, photos of bus usage	August 2020	August 2020
Symptom screening and isolation/quarantine (start and end processes)	All Staff	Holly Fisher	Virtual	Symptom screener, protocol for isolation or quarantine	August 2020	Ongoing
Masks and protecting those at high risk for illness	All Staff	Lauren Madia	Virtual	Face Covering Order Q&A, examples of additional PPE, examples of changes in IEP/504s, check and balance check list.	August 2020	August 2020
Communication for families	Administrators, teachers, paraprofessionals	Lauren Madia	Virtual	Examples of when what is communicated	August 2020	August 2020
Nutrition Center changes	Nutrition Center Staff	Ashley Lindhurst	Virtual	Scanning systems direction, examples and photos of new changes	August 2020	August 2020
Substitute Education	All substitute Areas	Judi Stemmler	Virtual	Substitute requirements, health plan education	Ongoing	Ongoing
FERPA/HIPAA Requirements	All Staff	Lauren Madia	Virtual	Training materials based on FERPA / HIPAA laws	August 2020	August 2020

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
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 Lou Angelo, Director of Operations and Facilities	Parent/student portal, electronic messages, district website	August 2020; ongoing as needed	Ongoing
Food Services	Parents / Students	Ashley Lindhurst, Food Services Director	District website, individual communication	Ongoing	Ongoing
Symptom monitoring and isolation/quarantine	Parents / Students	Holly Fisher, Department Chair School Nurses	Electronic messages, district website, individual communication	Ongoing	Ongoing
Masks and other mitigation strategies (limit sharing items,	Parents / Students	Lauren Madia, Assistant Director of	Electronic messages, District website / FAQs	Ongoing	Ongoing

Gym/music departments, additional PPE, those at risk for severe illness)		Student Support Services			
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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 * 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 * Handling sporting activities consistent with the <u>CDC Considerations for Youth Sports</u> for recess and physical education classes	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. 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

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 space 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 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 be required to complete the daily employee symptom/exposure screener before entering the buildings. Upper St. Clair schools utilizes its staff members to provide instruction and related services to all students, whether learning in person or learning at home. All children are taught by USC
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	teachers using the USC curriculum. Whether learning in person or learning at home, students have access to the full USC experience.
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Health and Safety Plan Governing Body Affirmation Statement

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

The plan was approved by a vote of:

_____ **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.

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 space 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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	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.

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Emergency Instructional Time Template

Section 520.1

As [communicated to chief school administrators on July 6, 2020](#), Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. The Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE's July 6 guidance. Such LEAs must provide PDE with the following information:

1. LEA's Proposed Calendar and Schedule(s) for SY 2020-21
 - a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum 180 days
September 3, 2020	June 9, 2020	180 days

- b. A sample weekly academic schedule as approved by the LEA's governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.) Example schedules are provided in Appendix A.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Phase I (2-day schedule) SOY-Nov. 13	In School	In School	Remote	Remote	Remote
Phase II (4-day schedule) Nov. 16-Jan. 15	In School	In School	Remote	In School	In School



School Level	Hours of Operation Daily (M-F)	Total Instructional Hours	Instruction Model
Elementary	7:55-2:40	6 hours 45 minutes	Fully Remote with Synchronous/Asynchronous
Middle	8:35-3:15	6 hours 40 minutes	Fully Remote with Synchronous/Asynchronous
High	7:30-2:20	6 hours 50 minutes	Fully Remote with Synchronous/Asynchronous

**In both models (in-person and fully remote), Wednesdays are full remote days with synchronous and asynchronous instruction being provided. Students will be provided with an instructional schedule to adhere to in order to have access to teacher led instruction and check-ins.

2. If the proposed schedule includes remote learning (*i.e.*, learning outside the school building), describe how the LEA will ensure access to remote learning opportunities for all students.

In grades K-12, students will access instructional materials through the district approved learning management system Canvas. In Canvas, will be a variety of instructional materials that include, but are not limited to, district approved curricular sites, access to materials to print at home, and teacher developed videos for asynchronous learning. All students in grades K-12 will be provided access to a district approved and funded technology device (Chromebooks or iPads. In the event a student forgets a device at school, he/she may be able to rely on home availability to technology and/or will be given additional time (up to five days) to complete expected work for the day with appropriate instructional supports provided by the school. In the event that students have an unexpected lack of availability to technology or internet access, materials will be provided on the next instructional day and students will be provided small group or individualized support to complete work within a five day period. In the fall, homeroom teachers will survey families to identify potential technology limitations in order for the district to preemptively problem solve and meet the individual technology access needs of students.

3. The Chief School Administrator and Board President affirm the following:

- ☒ The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- ☒ The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.
- ☒ The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)
- ☒ The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- ☒ Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- ☒ The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- ☒ The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- ☒ Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency: Upper St. Clair School District

Signature of Chief School Administrator

Date

Signature of Governing Body President

Date

Date Approved at Board Meeting: October 26, 2020

Please submit this signed form to RA-EDContinuityofED@pa.gov along with the following attachments: the proposed weekly schedule and a copy of the board minutes at which such schedule was approved.

Any questions can be submitted to RA-EDContinuityofED@pa.gov.

Appendix A: Sample Weekly Schedules

Below are two examples of weekly schedules and the format in which they may be submitted to PDE. Any difference in plans by school or grade level should also be noted.

50% Return - Hybrid Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Group A: In-School/ In-Person	Group A: In-School/ In-Person	Groups A & B - Remote Learning	Group A: Remote Learning	Group A: Remote Learning
Group B: Remote Learning	Group B: Remote Learning	Groups A & B - Remote Learning	Group B: In-School/ In-Person	Group B: In-School/ In-Person

Note: Wednesdays are remote learning with teachers allowed to teach from home or school.

50% Return – Split Schedule

Session	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Group A: In-School	Group A: In-School	Groups A & B: Remote Learning (or Alternating by Week)	Group B: In-School	Group B: In-School
	Group B: Remote Learning	Group B: Remote Learning		Group A: Remote Learning	Group A: Remote Learning
PM	Group B: In-School	Group B: In-School	Groups A & B: Remote Learning (or Alternating by Week)	Group A: In-School	Group A: In-School
	Group A: Remote Learning	Group A: Remote Learning		Group B: Remote Learning	Group B: Remote Learning

Note: Wednesdays are remote learning with teachers allowed to teach from home or school.

Upper St. Clair School District

2020-2021 Adopted School Calendar (Revised: 10.26.20)

July 2020							July 3	Closed, Independence Day	August 2020							Aug. 24	Teacher Inservice #1 (Staff Opening Day)		
S	M	T	W	T	F	S			S	M	T	W	T	F	S		1	Aug. 25	Teacher Inservice #2 (Act 80)
																		Aug. 26	Teacher Inservice #3 (Act 80)
																		Aug. 27	Teacher Inservice #4 (Flex)
5	6	7	8	9	10	11			9	10	11	12	13	14	15			Aug. 28	Teacher Inservice (Floating 6 hour Day)
12	13	14	15	16	17	18			16	17	18	19	20	21	22			Aug. 31	Teacher Inservice #5 (Act 80)
19	20	21	22	23	24	25			23	24	25	26	27	28	29				
26	27	28	29	30	31				30	31								Students = 0 Days Teachers = 5 Days (+1 floating 6 hr day)	
September 2020							Sept. 1	Teacher Inservice #6	October 2020							Oct. 5	First Marking Period Progress Reports		
S	M	T	W	T	F	S	Sept. 2	Teacher Inservice #7 (Classroom Mang. #1)	S	M	T	W	T	F	S	Oct. 21	Half Day/Early Dismissal for students (Act 80)		
							Sept. 3-4	Student Welcome Back / Transition Days - REMOTE									Teacher Professional Development		
							Sept. 7	No School, Labor Day	4	5	6	7	8	9	10		Dismissal Times: HS -10:55am, MS - 11:55am, EL - 11:30am		
6	7	8	9	10	11	12	Sept. 8	First Student In-Person Day	11	12	13	14	15	16	17				
13	14	15	16	17	18	19			18	19	20	21	22	23	24				
20	21	22	23	24	25	26			25	26	27	28	29	30	31				
27	28	29	30				Students = 19 Days Teachers = 21 Days									Students = 22 Days Teachers = 22 Days			
November 2020							Nov. 2	First Marking Period Ends	December 2020							Dec. 9	Second Marking Period Progress Reports		
S	M	T	W	T	F	S	Nov. 3	Teacher Inservice #8 (Classroom Mang. #2)	S	M	T	W	T	F	S	Dec. 24-31	No School, Winter Recess		
1	2	3	4	5	6	7	Nov. 4	Teacher Inservice #9 (Act. 80)											
8	9	10	11	12	13	14	Nov. 11	Teacher Inservice #10 (Act 80)	6	7	8	9	10	11	12				
15	16	17	18	19	20	21		Inservice #8 & #10 Parent/Teacher Conferences	13	14	15	16	17	18	19				
22	23	24	25	26	27	28	Nov. 20	First Marking Period Report Cards	20	21	22	23	24	25	26				
29	30						Nov. 26-27	No School, Thanksgiving Recess	27	28	29	30	31			Students = 17 Days Teachers = 17 Days			
							Students = 16 Days Teachers = 19 Days									Students = 17 Days Teachers = 17 Days			
January 2021							Jan. 1	No School, Winter Recess	February 2021							Feb. 1	Second Marking Period Report Cards		
S	M	T	W	T	F	S	Jan. 15	Second Marking Period Ends	S	M	T	W	T	F	S	Feb. 24	Third Marking Period Progress Reports		
							Jan. 18	Teacher Inservice #11 (Classroom Mang. #3)											
									1	2	3	4	5	6					
3	4	5	6	7	8	9			7	8	9	10	11	12	13				
10	11	12	13	14	15	16			14	15	16	17	18	19	20				
17	18	19	20	21	22	23			21	22	23	24	25	26	27				
24	25	26	27	28	29	30			28										
31							Students = 19 Days Teachers = 20 Days									Students = 20 Days Teachers = 20 Days			
March 2021							March 5	Half Day/Early Dismissal for Students (Act 80)	April 2021							April 1-5	No School, Spring Recess		
S	M	T	W	T	F	S		Teacher's Professional Development	S	M	T	W	T	F	S	April 13	Third Marking Period Report Cards		
								Dismissal Times: HS -10:55am, MS - 11:55am, EL - 11:30am								April 19-23	PSSA Test - Eng Lang Arts (Grades 3-8)		
							March 29	Third Marking Period Ends	4	5	6	7	8	9	10	April 26-30	PSSA Test - Math, Science & Make-up (Grades 3-8)		
7	8	9	10	11	12	13	March 30	Teacher Inservice #12 (Classroom Mang. #4)	11	12	13	14	15	16	17				
14	15	16	17	18	19	20	March 31	No School, Spring Recess	18	19	20	21	22	23	24				
21	22	23	24	25	26	27			25	26	27	28	29	30					
28	29	30	31				Students = 21 Days Teachers = 22 Days									Students = 19 Days Teachers = 19 Days			
May 2021							May 3-7	PSSA Test - Optional Addtl Math, Science & Makeup (Grades 3-8)	June 2021							June 3	High School Commencement		
S	M	T	W	T	F	S	May 11	Fourth Period Progress Reports	S	M	T	W	T	F	S	June 9	Fourth Marking Period Ends		
							May 13	Elem. Early Dismissal at 12:45pm								June 9	Last Day of School for Students		
							May 20	Fort Couch Early Dismissal at 1:15pm	6	7	8	9	10	11	12	June 10	Teacher Inservice #13 (Classroom Mang. #5)		
2	3	4	5	6	7	8	May 27	Boyce Early Dismissal at 1:15pm	13	14	15	16	17	18	19	June 23	Student Report Cards:		
9	10	11	12	13	14	15	May 31	No School, Memorial Day	20	21	22	23	24	25	26				
16	17	18	19	20	21	22			27	28	29	30				Students = 7 Days Teachers = 8 Days			
23	24	25	26	27	28	29										TOTAL Students = 180 Days Teachers = 193 Days			
30	31						Students = 20 Days Teachers = 20 Days												

 = Teacher Inservice/No School for students
 = Half Day / Early Dismissal for Students
 = No School
 = First & Last Day of School/Student Grade Reporting/Student Testing/Commencement

 = Remote Learning

Upper St Clair School District

2020-2021 Adopted School Calendar (Revised 10.26.20)

July 2020

3 Closed, Independence Day

August 2020

12 New Teacher Orientation
 13-14 New Teacher Induction
 24 Teacher Inservice #1 (Staff Opening Day)**
 25 Teacher Inservice #2 (Act 80)**
 26 Teacher Inservice #3 (Act 80)**
 27 Teacher Inservice #4 (Flex)**
 28 Teacher Inservice (Floating 6 hour Day)**
 31 Teacher Inservice #5 (Act 80)**

September 2020

1 Teacher Inservice #6
 2 Teacher Inservice #7 (Classroom Mang. #1)
 3-4 Student Welcome Back / Transition Days - REMOTE
 7 No School, (District Closed), Labor Day
 8 First Student In-Person Day

October 2020

5 First Marking Period Progress Reports
 21 Half Day / Early Dismissal for Students – Act 80*
 (Teachers' Professional Development)

November 2020

2 First Marking Period Ends
 3 Teacher Inservice #8 (Classroom Mang. #2)**
 4 Teacher Inservice #9 (Parent / Teacher Conferences / Inservice) – Act 80**
 11 Teacher Inservice #10 (Parent / Teacher Conferences / Inservice) – Act 80**
 20 First Marking Period Report Cards
 26-27 No School, (District Closed), Thanksgiving Recess

December 2020

9 Second Marking Period Progress Reports
 24-31 No School, (District Closed), Winter Recess

January 2021

1 No School, (District Closed), Winter Recess
 15 Second Marking Period Ends
 18 Teacher Inservice #11 (Classroom Mang. #3)**

February 2021

1 Second Marking Period Report Cards
 24 Third Marking Period Progress Reports

March 2021

5 Half Day / Early Dismissal for Students – Act 80*
 (Teacher's Professional Development)
 30 Teacher Inservice #12 (Classroom Mang. #4)**
 29 Third Marking Period Ends
 31 No School, (District Closed), Spring Recess

April 2021

1-5 No School, (District Closed), Spring Recess
 13 Third Marking Period Report Cards
 19-23 PSSA Tests – English Language Arts (Grades 3-8)
 26-30 PSSA Tests – Math, Science & Make-ups (Grades 3-8)

May 2021

3-7 PSSA Tests – Optional Additional Math, Science & Make-ups (Grades 3-8)
 11 Fourth Period Progress Reports
 13 Elementary Schools S.T.A.R Night
 (Early Dismissal @ 12:45)
 20 Fort Couch Celebration of Learning
 (Early Dismissal @ 1:15pm)
 27 Boyce Celebration of Learning
 (Early Dismissal @ 1:15pm)
 31 No School, (District Closed), Memorial Day

June 2021

3 High School Commencement
 9 Fourth Marking Period Ends
 9 Last Day of School for Students
 10 Teacher Inservice #13 (Classroom Mang. #5)
 21 Kenneywood Day
 23 Report Cards Available:
 High School & Middle School– USC Parent Portal
 Elementary School - Mailed

Key

*Early Dismissal Times:

High School @ 10:55am
 Middle School @ 11:55am
 Elementary School @ 11:30am

** No School for students on
 Teacher Inservice Days

In accordance with Basic Education Circular 24 P.S. §15-1502, Days Schools not to be kept open, the following days are official School District Holidays: Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day and Independent Day.

Students - 180 Total Days
Teachers – 193 Total Days

Please note: Starting Wednesday, September 9th until further notice, all Wednesdays will be Remote Learning Days in the Hybrid Model

COMMENDATIONS & RECOGNITIONS

October 2020

HIGH SCHOOL

Twenty-five Upper St. Clair High School seniors were recently recognized as Commended Students in the 2021 National Merit Scholarship Program.

Benjamin P. Bacdayan
Atharva A. Barve
Gabriella J. Brubach
Anish Chigurupati
Antara O. Cleetus
Zhenru Fang
Taylor A. Finkelstein
Daniela S. Gibbons
Reshma Gudla
Eileen Guo
Alexander M. Happ
Bryce Keating
Benjamin C. Lang
Andrew S. Levy
Brianna M. Lin
Lucas W. Manalo
Rohan Mishra
Jack R. Myers
Madeline L. Nolen
Alyssa M. Robert
Ryan M. Sarkett
Shilp L. Shah
Grace A. Suter
Justin H. Yu
and Henry M. Zou.

These students scored in the top three percent of the more than 1.5 million students who completed the 2019 Preliminary SAT, the National Merit Scholarship Qualifying Test last October.

Personnel List
Board Meeting
October 26, 2020

ELECTION

Staff Name	Location	New Assignment	New Assignment Status	Effective Date
Capers, Wayne	High School	Assistant Coach: Boys Basketball	ECA	11-20-20 through 02-12-21
Caplan, Shanna	Substitute	ETC Substitute Teacher	Substitute	10-27-20
Clegg, Natalie	Substitute	ETC Substitute Teacher	Substitute	10-19-20
Cushey, Sara Eileen	High School	Nutrition Center General Worker	PT	10-26-20
Ellis, Rachel	Substitute	ETC Substitute Teacher	Substitute	11-02-20
Florkowski, Tina	Substitute	ETC Substitute Teacher	Substitute	10-19-20
Gensler, Tanner	High School	Assistant Coach: Boys Basketball	Volunteer	11-20-20 through 02-12-21
Hindman, Cheryl	Ft. Couch	AWS Teacher	Substitute	10-19-20 through 06-09-21
Jones, Holly	Substitute	ETC Substitute Teacher	Substitute	11-02-20
Kelly, Nicole	Fort Couch	Assistant Coach - Girls Volleyball	ECA	8-31-20 through 10-25-21
Klein, Sam	Fort Couch	Coach: Boys Basketball	ECA	10-26-20 through 12-18-20
Klousnitzer, Lindsay	Streams	1.0 Principal	FT	11-02-20
Krieger, Kaitlyn	High School	AWS Teacher	Substitute	10-19-20 through 06-09-21
KucEROVY, Claire	Baker	1.0 Librarian (Per Diem Substitute for Y. Gipson)	Substitute	10-26-20
Luxbacher, Eliza	Ft. Couch	Student Council Sponsor	ECA	2020-2021 School Year
Mack, Aimee	Substitute	Substitute Teacher Aide	Substitute	10-27-20
Pantelis, Chris	High School	Assistant Coach: Boys Basketball	Volunteer	11-20-20 through 02-12-21
Phillips, Donna	Ft. Couch	AWS Teacher	Substitute	10-28-20
Seman, Angela	Substitute	Substitute Certified Teacher	Substitute	10-30-20
Torquato, Stephen	High School	Clairvoyant Co-Sponsor	ECA	2020-2021 School Year
Yates, Aliceson	Substitute	ETC Substitute Teacher	Substitute	10-27-20

CHANGE OF STATUS

Staff Name	Location	Current Assignment	Current Assignment Status	New Assignment	New Assignment Status	Effective Date
Barinas, Helena	High School	Leave	Leave	1.0 Teacher Aide	FT	Return to Work 11-4-20
Chavez, Mikaela	Bus Garage	Bus Attendant	PT	Leave	Leave	Beginning 10-6-20
Collins, Louise	Baker	Nutrition Center General Worker (High School)	PT	Nutrition Center Head Cook	FT	09-08-20
DeCroo, Jennifer	Eisenhower	Leave	Leave	1.0 Teacher (Special Ed)	FT	Return to Work 11-2-20
Giannuzzi, Lisa	Ft. Couch	1.0 Science Teacher	FT	Leave	Leave	Beginning 10-16-20
Gray, Michael	High School	ECA	ECA	Volunteer	Volunteer	03-03-20
Kluckman, Lauren	Boyce	1.0 German Teacher	FT	Leave	Leave	Beginning 01-06-21
Knox, Bethany	Ft. Couch	1.0 Teacher Aide	FT	Leave	Leave	Beginning 10-19-20

Krakoff, Lori	Boyce	1.0 Teacher Aide	FT	Leave	Leave	Beginning 10-15-20
Lemon, Erin	Ft. Couch	1.0 French Teacher	FT	Leave	Leave	2nd semester - beginning 01-25-21
Marmion, Kim	High School	1.0 Custodian	FT	Leave	Leave	Beginning 10-22-20
O'Leary, Kelsey	Streams	Per Diem Sub (for J. Decroo - Eisenhower)	Substitute	AWS Teacher	Substitute	11-09-20
Olsen, Morgan	Boyce	1.0 Elementary Teacher	FT	Leave	Leave	Beginning 10-12-20
Palm, Danny	High School	Assistant Coach: Wrestling	Volunteer	Assistant Coach: Wrestling	ECA	11-20-20 through 02-19-21
Serio, Pete	Boyce	Leave	Leave	1.0 Teacher	FT	Return to Work10-29-20

REAPPOINTMENT

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Ali, Rich	Ft. Couch	Coach: Boys Basketball	ECA	10-26-20 through 12-18-20
Bowers, Andrew	Ft. Couch	Coach: Boys Basketball	ECA	10-26-20 through 12-18-20
Cosgrove, Matt	High School	Assistant Coach: Winter Track	ECA	11-20-20 through 02-19-21
Dabruzzo, Joseph	High School	Assistant Coach: Boys Basketball	ECA	11-20-20 through 02-12-21
Densmore, Mike	High School	Assistant Coach: Swimming	ECA	11-20-20 through 02-19-21
Dietrich, Thomas	High School	Head Coach: Rifle	ECA	11-20-20 through 02-5-21
Falascino, Caren	Ft. Couch	Coach: Girls Basketball	ECA	01-4-21 through 03-08-21
Fontana, John	High School	Assistant Coach: Girls Basketball	ECA	11-20-20 through 02-12-21
Fox, Paul	Ft. Couch	Marching Band - Announcer	ECA	09-11-20 through 10-23-20
Froelich, Keith	High School	Assistant Coach (9th Grade): Boys Basketball	ECA	11-20-20 through 02-12-21
Gaetano, Sam	Ft. Couch	Coach: Boys Basketball	ECA	10-26-20 through 12-18-20
Halliwell, Andrew	High School	Assistant Coach: Swimming	ECA	11-20-20 through 02-19-21
Hardwick, Alex	High School	Assistant Coach: Swimming	ECA	11-20-20 through 02-19-21
McClester, Brandon	High School	Assistant Coach: Boys Basketball	ECA	11-20-20 through 02-12-21
McConnell-Serio, Suzie	High School	Assistant Coach: Girls Basketball	ECA	11-20-20 through 02-12-21
Morrealle, Bryan	High School	Assistant Coach: Girls Basketball	ECA	11-20-20 through 02-12-21
Palombine, Stephen	High School	Assistant Coach: Swimming	ECA	11-20-20 through 02-19-21
Petrick, Doug	High School	Head Coach: Winter Track	ECA	11-20-20 through 02-19-21
Schraven, Dave	High School	Head Coach: Swimming	ECA	11-20-20 through 02-19-21
Totterdale, Ron	High School	Assistant Coach: Wrestling	ECA	11-20-20 through 02-19-21
Wagner, Greg	High School	Assistant Coach: Winter Track	ECA	11-20-20 through 02-19-21
Williams, Gavin	High School	Assistant Coach: Boys Basketball	Volunteer	11-20-20 through 02-12-21
Zemba, Ashley	High School	Assistant Coach: Girls Basketball	Volunteer	11-20-20 through 02-12-21

RESIGNATION

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Couoh, Isabela	Substitute	Student Help	Substitute	08-31-20
Culhane, Johnathan	Substitute	Student Help	Substitute	10-22-20
Despines, Manoli	Substitute	Student Help	Substitute	10-22-20
Fisher-Smith, Derian	High School	Student Help	Substitute	08-10-18
Frollini, Dominick	High School	Assistant Coach: Wrestling	ECA	10-15-20
Graceffo, Joe	High School	Assistant Athletic Director	ECA	06-13-19
Hess, Michael	Substitute	Student Help	Substitute	10-22-20
Hughes, Emily	Ft. Couch	Annual Weekly Substitute (AWS) Teacher	Substitute	10-01-20
Jacobs, Andrew	High School	Annual Weekly Substitute (AWS) Teacher	Substitute	10-20-20
Kapples, Junko	Substitute	Certified Teacher	Substitute	06-13-20
Leonhardt, Jeffrey	Substitute	Certified Teacher	Substitute	10-26-20
Lucchitti, Jonathan	Substitute	Student Help	Substitute	10-22-20
Maddigan, Thomas	Substitute	Student Help	Substitute	10-22-20
McElhinny, Evan	High School	Assistant Coach: Girls Volleyball	ECA	03-17-20
McGlaughlin, Sean	Substitute	Student Help	Substitute	10-22-20
McKeever, Sam	Substitute	Student Help	Substitute	10-22-20
Menerchak, Misty	Substitute	Substitute Nurse	Substitute	10-08-20
Mittermeier, Dominique	Substitute	Student Help	Substitute	08-10-18
Sandala, Jared	Substitute	Student Help	Substitute	10-22-20
Smith, Jessica	Ft. Couch	Annual Weekly Substitute (AWS) Teacher	Substitute	09-30-20
Snyder, Marielle	Substitute	Student Help	Substitute	10-22-20
Tarcson, Isabel	Substitute	Student Help	Substitute	10-22-20
Wismer, Caitlin	Substitute	Substitute Certified Teacher	Substitute	05-30-19

OTHER

Staff Name	Location	New Assignment	New Assignment Status	Effective Date
EE#1581	High School	FFCRA/SSL/C	Leave	10-15-20 through 10-21-20
EE#1707	High School	FFCRA/SSL/C	Leave	09-29-20
EE#3209	High School	FFCRA/SSL/C	Leave	9-15-20 through 9-18-20
EE#3470	High School	FFCRA/SSL/C	Leave	09-21-20
EE#3715	Ft. Couch	FFCRA/SSL/C	Leave	10-2-20 through 10-15-20

INFORMATION ONLY

Carlson, Abigail (Stasenko) : 1.0 Elementary Teacher (Eisenhower) - Start Date Confirmed 10-27-20



Memo

To: Dr. John Rozzo, USC Board Members
From: Ms. Cassandra Doggrell
Date: October 12, 2020
RE: **Special Education and Student Support Services Agreement/Contract**

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

1. Goodwill of Southwestern PA (Transition WORKS!): Program services for two students at \$15,564 per student (full year)
 - a. Program participation supports transition skill development and employment opportunities. Provides students with workforce readiness skills training.
 - i. Return to Transition Services Program Compliance Specialist
 - address listed on agreement letter

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



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Delivering Excellence

Memo

To: Dr. John Rozzo, USC Board Members

From: Scott P. Burchill

SPB

Date: October 12, 2020

RE: FINANCIAL SUMMARY AND PRELIMINARY FINANCIAL STATEMENTS FOR THE PERIOD ENDED SEPTEMBER 30, 2020 (PRELIMINARY AND UNAUDITED)

Financial statements for the General Fund, Capital Reserve Fund and Construction Fund for the period ended September 30, 2020 are enclosed for your review. The first Cafeteria Fund report will be presented in November for the period ending September 30, 2020. The reports reflect the realized revenues and expenses incurred from July 1, 2020 through September 30, 2020. Of note, the General Fund revenue is ahead last year on a percentage basis. Earned income tax and real estate tax are higher on a percentage basis than 2019-20.

GENERAL FUND

	2020-21	2020-21 through September 30, 2020		2019-20	2019-20 through September 30, 2019	
<i>(in millions of dollars)</i>	Budgeted	Actual	% of Budget	Budgeted	Actual	% of Budget
Current Real Estate Revenues	\$59.53	\$54.75	92%	\$57.29	\$51.95	91%
EIT	\$5.67	\$0.76	13%	\$5.67	\$0.46	8%
All Other Local Revenues	\$3.53	\$0.95	27%	\$4.17	\$0.82	20%
State Revenues	\$18.33	\$4.00	22%	\$18.10	\$4.26	24%
Federal Revenues	\$0.48	\$0.00	0%	\$0.38	\$0.01	3%
All Other	\$0.00	\$0.01	0%	\$0.03	\$0.00	0%
Total Revenues	\$87.540	\$60.47	69%	\$85.640	\$57.50	67%
Expenditures	\$87.800	\$19.18	22%	\$85.640	\$16.91	20%
Revenues less Expenditures	<i>(\$0.260)</i>	\$41.29		\$0.000	\$40.59	

Balance Sheet	As of September 30, 2020	As of June 30, 2020 <i>(unaudited)</i>
Cash and Marketable Securities	\$52,423,973	\$17,766,352
Total Assets	\$55,678,458	\$22,130,623
Total Liabilities	\$4,916,274	\$12,508,084
Nonspendable Reserves	\$0	\$208,959
Adjustment to Fund Balance	\$41,348,603	\$371,652
Fund Balance	\$9,413,581	\$9,041,928

CAFETERIA FUND

Review of the contract with Aramark for 2019-20

A guarantee of \$75,525 profit was made as part of the contract with Aramark Food Services for the 2019-20 school year. Due to the COVID-19 Pandemic, only 128 school lunch days were held in person. Therefore, an estimated profit had to be calculated to compare with the profit guarantee made by Aramark. Below are some of the highlights made to project income.

1. 183 service days (only had 128 by the time everything shut down)
2. Meal growth consistent with what we had seen from the full months of September through February
 - Assumed a small annual lift in meals that comes from March-May.
 - From September-February, we were up 182 meals on average per day.
3. No catering or special event sales for closed months
 - This lowered revenue per meal by \$0.10 cents per meal on average in April-June from \$3.49 average down to \$3.39
4. Food cost with slight improvement over prior year \$1.12 vs. \$1.13
5. Full client labor per the contract
6. Full Aramark labor

Overall, if the Food Service Department had a “normal” year, based on the above assumptions, there would have been a client surplus of \$95,400. This result is primarily due to the growth of meals and lower food cost. Revenue per meal increase in 2019-20, and based on historical data, would have continued through the spring. The key difference between the projected return and the actual bottom line is the House Bill requiring school districts to continue to pay all employees through the end of the school year.

CAPITAL RESERVE FUND

	Budget 2020-21	2020-21 through September 30, 2020	Budget 2019-20	2019-20 through September 30, 2019
Revenues	\$270,000	\$267,016	\$267,000	\$268,451
Expenditures	\$305,000	\$175,335	\$395,442	\$230,673
Net	(\$35,000)	\$91,681	(\$128,442)	\$37,778

	As of September 30, 2020	As of June 30, 2020 (unaudited)		
Cash and Marketable Securities	\$214,398	\$176,872		
Total Assets	\$214,398	\$176,872		
Total Liabilities	\$21,847	\$25,225		
Total Reserves	\$192,551	\$151,647		

CONSTRUCTION FUND

	Budget 2020-21	2019-20 through September 30, 2020	Budget 2019-20	2018-19 through September 30, 2019
Revenues	N/A	\$3,962	N/A	\$68,775
Expenditures	N/A	\$203,871	N/A	\$1,962,198
<i>Net</i>		<i>(\$199,909)</i>		<i>(\$1,893,423)</i>
		As of September 30, 2020	As of June 30, 2020 <i>(unaudited)</i>	
Cash and Marketable Securities		\$1,781,892	\$2,258,545	
Total Assets		\$1,781,892	\$2,258,545	
Total Liabilities		\$1,122,992	\$1,365,942	
<i>Fund Balance</i>		\$658,900	\$892,603	

BUDGET TRANSFERS

Budget transfers of \$67,640.33 are enclosed for your review and approval.

BILL LIST

The Bill Lists will be presented at the October 26, 2020 board meeting for your review and approval.

Memo

To: Dr. Rozzo, USC Board Members
 From: Scott P. Burchill
 Date: October 26, 2020
RE: SUPPLEMENTAL FINANCIAL REPORT

BILL LIST

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

DESCRIPTION	GENERAL FUND 10	CAPITAL RSV. FND. 31	CONSTRUCTION FND. 36	SCHOOL LUNCH FND. 50
MANUAL CHECKS	\$3,081,938.70	\$0.00	\$0.00	\$13,178.15
BILL LIST	\$1,011,630.26	\$21,846.53	\$23,844.91	\$0.00
TOTAL	\$4,093,568.96	\$21,846.53	\$23,844.91	\$13,178.15

CREDIT CARD BILL

The credit card bill for September purchases:

\$20.00	HS Science	\$378.87	HS World Language
\$24.00	Library	\$391.16	PASS-THRU
\$29.95	Elementary World Language	\$400.99	Nursing
\$31.96	Curriculum Development	\$426.54	High School Principal
\$56.93	Ft. Couch Principal	\$519.99	DYP
\$64.43	Shop @ USC	\$598.56	Technology
\$85.63	HS Math	\$715.86	Operations & Maintenance
\$90.99	Special Education	\$810.10	Board Services
\$120.00	Streams Principal	\$1,024.88	Superintendent
\$125.00	Business Office	\$1,117.30	Marching Band
\$137.42	HS Family Consumer Science	\$2,190.95	HS Industrial Arts
\$152.09	HS Social Studies	\$22,734.29	COVID Cares Grant
\$223.37	Music	\$32,471.26	SEPTEMBER PURCHASES

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

Cc: B. Berquist



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Memo

To: Dr. John Rozzo, USC Board Members

From: Scott P. Burchill *SPB*

Date: October 12, 2020

RE: **PRELIMINARY GENERAL FUND FINANCIAL STATEMENTS AS OF JUNE 30, 2020 (UNAUDITED)**

A preliminary summary of the financial statements for 2019-20 are summarized below for your review. The summary is a broad look at the estimated financial results for last school year. A draft of the audited financial statements will be distributed to the Board for review at the November board meeting.

GENERAL FUND REVENUES

ACCT	FUND 10 TITLE	2019-20 (Unaudited)			COMMENTS
		CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR BALANCE	
R6000	LOCAL REVENUES	\$67,130,450	\$67,153,329	\$22,879	Real Estate and Real Estate transfer exceeded the budget, EIT lower than budget
R7000	STATE REVENUES	\$18,105,651	\$17,949,966	(\$155,685)	Decrease in Social Security State Subsidy due to the COVID 19 Pandemic
R8000	FEDERAL REVENUES	\$381,027	\$348,796	(\$32,231)	Access Funding not posted for 2019-20 year
R9000	OTHER REVENUES	\$25,000	\$2,415	(\$22,585)	
	TOTAL	\$85,642,128	\$85,454,505	(\$187,623)	

Due to GASB requirements, the District is required to record, as part of the audit, the total amount of equipment financed through capital leases and bond refinancing. However, for budget comparability, these revenues and expenditures were removed from this financial comparison. The audit report presented next month for approval by the Board will include the necessary GASB reporting. The District capital leases totaled \$1,263,102 (iPads/computers and buses), and the proceeds from the bond refinancing totaled \$10,143,782 during 2019-20. This total will be included in the final audit.

GENERAL FUND EXPENDITURES

FUND 10	2019-20 Unaudited			
TITLE	CURRENT YEAR BUDGET	CURRENT YEAR EXPENDITURES	CURRENT YEAR BALANCE	COMMENTS
INSTRUCTIONAL	46,570,573.98	45,514,965.63	\$1,055,608	2.27% decrease related to COVID-19 including salaries, benefits, tuition and professional services
SUPPORT SERVICES	27,507,430.38	27,612,524.17	(\$105,094)	Increased cost for repairs and maintenance
STUDENT ACTIVITIES	1,842,329.64	1,776,402.28	\$65,927	Lower expenses related to COVID-19
OTHER FINANCING SERVICES	9,721,794.00	10,178,960.75	(\$457,167)	Write off the negative fund balance for the Cafeteria Fund
TOTAL	\$85,642,128	\$85,082,853	\$559,275	

The net positive outcome for 2019-20 is projected to be \$371,652 in net income and (\$76,658) in inventory, encumbrances and reserves, for a total of \$294,994. With a small increase to our Fund Balance, the District continues to restore this important reserve. As of June 30, 2020, our unassigned fund balance is \$5,863,579, \$2,750,000 has been assigned to the liability for Post-Employment Benefits, \$500,000 for Capital Projects and \$300,000 for Safety & Security.

Below is a summary of the District's Fund Balance.

FUND 10						
FUND BALANCE Year Ended June 30	Revenues, net of Proceeds of Financing and Refinancing	Expenditures, net of Expenses of Financing and Refinancing	Additional Encumbrance, Inventory, Reserves	Net Income/(Loss)	Ending Unassigned Fund Balance	% of Budget
2013	\$63,812,905	\$62,912,145	\$380,561	\$900,760	\$4,316,992	6.9%
2014	\$64,552,257	\$65,677,106	(\$52,379)	(\$1,124,849)	\$3,139,764	4.8%
2015	\$68,269,753	\$69,249,303	\$419,526	(\$979,550)	\$2,579,740	3.7%
2016	\$71,775,802	\$72,334,142	(\$13,143)	(\$558,340)	\$2,008,257	2.8%
2017	\$76,824,616	\$75,546,021	\$40,028	\$1,278,595	\$3,326,881	4.4%
2018	\$81,407,991	\$79,621,387	(\$1,254,675)	\$1,786,604	\$3,858,810	4.8%
2019	\$86,946,437	\$84,471,071	(\$765,592)	\$2,475,367	\$5,568,585	6.6%
2020	\$85,454,505	\$85,082,853	(\$76,658)	\$371,652	\$5,863,579	6.9%

Fund balance is necessary for many reasons including the following:

- To ensure sufficient cash flow for financial requirements
- To guard against economic fluctuation
- To protect against unanticipated/emergency expenditures
- To protect against interruptions in state funding reimbursement
- To maintain investment grade bond ratings

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

Cc: B. Berquist

Memo

To: Dr. Rozzo, USCSD Board Members

From: Scott Burchill

Date: October 26, 2020

RE: Surplus/Obsolete Equipment

Administration requests to declare the following equipment as surplus/obsolete:

- High School Social Studies books (Holt, Rinehart & Wilson; 2000 & 2007)
- Kornit Digital Printer Serial #921-385
- Three Baldwin pianos at Ft. Couch (001464, 001532, 001535)

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.