

**UPPER ST. CLAIR BOARD OF SCHOOL DIRECTORS
REGULAR BOARD MEETING**

**WEDNESDAY, JUNE 20, 2018 - 8:00 A.M.
CENTRAL OFFICE BOARD ROOM**

Notice having been advertised and posted and members duly notified, the regular meeting of the Board of School Directors was held on June 20, 2018 in the Central Office Board Room.

School Board Members in attendance:

Mrs. Amy L. Billerbeck, President
Mrs. Barbara L. Bolas, Vice President
Mrs. Jennifer L. Bowen
Mr. Phillip J. Elias
Dr. Daphna Gans
Mr. Patrick A. Hewitt
Mr. Louis P. Mafrice, Jr.
Mrs. Angela B. Petersen
Mr. Dante R. Plutko, Jr.

School personnel in attendance:

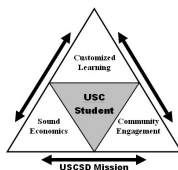
Dr. Patrick O'Toole, Superintendent of Schools
Dr. Sharon Suritsky, Assistant/Deputy Superintendent
Dr. John Rozzo, Assistant Superintendent
Mr. Scott P. Burchill, Director of Business & Finance
Dr. Judith Bulazo, Director of Curriculum & Professional Development
Mr. Raymond Berrott, Director of Technology
Mrs. Amy Pfender, Director of Student Support Services
Mr. Brad Wilson, Supervisor of Customized & On-Line Learning
Mrs. Mary Ann Stabile, Stenographer
Mr. Robert Prorok, Solicitor

CALL TO ORDER/PLEDGE OF ALLEGIANCE (Billerbeck)

Mrs. Billerbeck called the meeting to order at approximately 8:00 a.m.

READING OF THE MISSION

Mrs. Bowen read the following School District Mission Statement:



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.

SHARED BELIEF STATEMENT #6 FROM STRATEGIC PLAN

Mr. Hewitt read the following Shared Belief Statement #6 from the Strategic Plan:

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.

RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)

There were no residents' comments at this time.

APPROVAL OF AGENDA (Billerbeck)

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

INTRODUCTION OF BRETT BERNARDO, ARAMARK DIRECTOR OF FACILITIES (O'Toole/Burchill)

Dr. O'Toole introduced Brett Bernardo, Aramark Director of Facilities. He explained that Mr. Bernardo was hired to fill the vacant position previously held by Mr. Joe Wightkin. Dr. O'Toole also thanked Mr. Burchill for managing the facilities during the transition.

Mr. Bernardo thanked Dr. O'Toole for the introduction and shared information regarding his background. He stated that he looked forward to working with the school district in his role as Director of Facilities.

Mrs. Billerbeck welcomed Mr. Bernardo and stated that the school district looks forward to working with him.

UPDATE ON BOND FINANCING (O'Toole/Burchill/Bova)

Mr. Mike Bova of Boenning & Scattergood provided an update regarding the bond financing for the capital projects. He stated that the school district received a AA stable rating from S&P and that the bonds were sold on June 12. Mr. Bova explained the type of premium bonds that were sold, their yield, the six-year call on the bond issue and the wrap around bond financing.

Mr. Bova responded to comments and questions of board members.

Board members thanked Mr. Bova for his work on another successful bond issue for the school district.

APPROVAL OF MINUTES

MOTION: By Bolas: I move that the Board approve the minutes of the May 21, 2018 Board meeting. Seconded by Petersen, and carried on unanimous voice vote. (Mr. Mafrice abstained)

MOTION: By Bolas: I move that the Board approve the minutes of the May 31, 2018 Board meeting. Seconded by Petersen, and carried on unanimous voice vote.

MOTION: By Bolas: I move that the Board approve the minutes of the June 4, 2018 Board meeting. Seconded by Petersen, and carried on unanimous voice vote.

SUPERINTENDENT'S REPORT (O'Toole)

APPROVAL OF COMMENDATIONS & RECOGNITIONS - ATTACHED

Dr. Suritsky read the Commendations & Recognitions.

MOTION: By Petersen: I move that the Board approve the Commendations & Recognitions AS ATTACHED. Seconded by Mafrice, and carried on unanimous voice vote.

APPROVAL OF SUBDIVISION PLAN TO ADDRESS WESTMINSTER PARKING LOT MATTER

MOTION: By Elias: I move that the Board approve the Subdivision Plan, No Warranty Deed, and Legal Description of Area to be Convey with the Westminster Presbyterian Church in order to address a parking lot matter AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING. Seconded by Petersen, and carried on unanimous roll call vote.

APPROVAL OF DUAL ENROLLMENT/HIGH SCHOOL ACADEMIES AGREEMENT WITH COMMUNITY COLLEGE OF BEAVER COUNTY

MOTION: By Gans: I move that the Board approve the Dual Enrollment/High School Academies Agreement with Community College of Beaver County AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING. Seconded by Bolas, and carried on unanimous roll call vote.

APPROVAL OF ADMINISTRATIVE ELECTION AND AGREEMENT FOR DIRECTOR OF HUMAN RESOURCES

MOTION: By Plutko: I move that the Board approve the following Personnel Listing and the Agreement with the Director of Human Resources, subject to final approval by the Superintendent and Solicitor, AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING. Seconded by Bolas, and carried on unanimous roll call vote.

Election - Administrative Staff

Ray Hunter Carson, Jr. - Director of Human Resources effective 8-1-18

APPROVAL OF CAPITAL RESERVE BUDGET FOR 2018-19 (O'Toole/Burchill)

MOTION: Bowen: The administration recommends and I move that the 2018-19 Capital Reserve Budget in the amount of \$286,097 be approved AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING contingent upon certain 2018-19 Capital Expenditures that may be bid and approved at later dates. Seconded by Mafrice, and carried on unanimous roll call vote.

ADOPTION OF 2018-19 GENERAL FUND BUDGET (O'Toole/Burchill) - ATTACHED

Dr. O'Toole reviewed highlights of the 2018-19 General Fund Budget. He thanked the board members and Mr. Burchill along with his staff members for their efforts in reviewing and preparing the budget over the past several months.

MOTION: By Hewitt: I move that the Board approve the following resolution adopting the budget for levying of school tax for the 2018-19 school year. Seconded by Bolas, and carried on unanimous roll call vote.

RESOLVED, that the budget of the School District of the Township of Upper St. Clair, Allegheny County, Pennsylvania, in the amount of \$83,620,353, after due public notice, be and the same hereby, is finally adopted as the annual budget of the School District of the Township of Upper St. Clair, Allegheny County, Pennsylvania, for the fiscal year beginning the first day of July 2018.

BE IT FURTHER RESOLVED, that the Board of School Directors of the School District of The Township of Upper St. Clair, Allegheny County, Pennsylvania hereby authorizes the appropriation of expenditure of funds as itemized in said budget during the fiscal year beginning the first day of July 2018. The necessary revenue for the same period for the fiscal year beginning July 1, 2018 shall be provided by a Real Estate Transfer Tax adopted May 29, 1953, as amended and supplemented by resolution of June 8, 1987; an Earned Income Tax adopted May 1954; a Mercantile Tax adopted in May 1968; and a School Tax on Real Estate, which is hereby levied and assessed at the rate of 25.8603 mills on the dollar on the total amount of the assessed valuation of all property taxable for school purposes in the School District of the Township of Upper St. Clair, Allegheny County, Pennsylvania, or at the rate of \$2.5860 on each \$100 of assessed valuation of taxable property. Of said millage, 3.9186 mills are levied for general purpose and 21.9417 mills are levied pursuant to the authority vested in Section 672 of the Public School Code of 1949, as amended, to pay, in part, the minimum salaries and increments of the teaching and supervisory staff and to pay interest and principal on indebtedness incurred pursuant to the "Local Government Debt Act," as amended.

BE IT FURTHER RESOLVED, that all taxpayers required to pay the tax on real estate imposed by the School District, pursuant to the foregoing resolution within two months after the date of tax notice, shall be entitled to a discount of two percent (2%) on the amount of such taxes; and all taxpayers who shall fail to make payment of any such taxes charged against them for four months after the date of the tax notice, shall be charged a penalty in the amount of ten percent (10%) of such taxes which will be added to the taxes by the tax collector and collected by him or her with interest according to applicable law thereafter on these such and all other delinquent real estate taxes at a rate of ten percent (10%) per annum, or in the alternative, if taxpayers elect to pay such taxes in installments, payments shall be in accordance with the Resolution Providing an Option to Taxpayers for Installment Payment of Real Estate Taxes Pursuant to the Taxpayer Relief Act (Act 1 of 2006) as modified in June 2011 by Act 25 of 2011, and adopted by the District Board of School Directors on June 25, 2012.

CAPITAL PROJECTS UPDATE (O'Toole)

Dr. O'Toole reported that the first owner/architect meeting was held recently. He stated that the Boyce facility is scheduled to be completed by November. Dr. O'Toole commented regarding the improvements to the facilities, the excitement of moving the administrative offices next year to the high school campus, and the school district enhancements that will be made which will be attractions to new families.

Mrs. Petersen and Mrs. Bowen provided a report from the meeting. Mrs. Petersen commented regarding the positive working relationship among all parties. She noted that they do not anticipate any disruption to the schedule for home athletic events in the stadium. Mrs. Bowen explained that they received a detailed update regarding potential change orders and that a formal construction schedule is being developed. She thanked Dave McLean of McLean Architects for the wonderful job that he and his firm are doing on the project.

Dr. O'Toole added that contingency plans are being made for some of the summer programs to move from the high school stadium to the field at Fort Couch Middle School.

APPROVAL OF CONSENT AGENDA

MOTION: By Mafrice: The Committee recommends and I move that the Board approve the following Consent Agenda items, subject to final approval by the Superintendent and Solicitor, AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING. Seconded by Petersen, and carried on unanimous roll call vote.

a. APPROVAL OF PERSONNEL LISTINGS (O'Toole) - ATTACHED

Approve the Personnel Listings, pending receipt of all paperwork and required clearances, AS ATTACHED.

b. APPROVAL OF ATHLETIC TRAINER CONTRACT (O'Toole)

Approve the contract with NovaCare Rehabilitation to provide athletic training services for the 2018-19 school year with two one-year extension options.

c. APPROVAL OF 2018-19 CURRICULUM RECOMMENDATIONS (Suritsky/Rozzo/Bulazo) - ATTACHED

Approve the 2018-19 Curriculum Recommendations.

d. APPROVAL OF CONTRACTS FOR SPECIAL EDUCATION SERVICES FOR STUDENTS (Pfender)

Approve the following contracts for special education services for students:

- OCCUPATIONAL THERAPY AND PHYSICAL THERAPY SERVICES WITH STEEL CITY THERAPY, LLC FOR 2018-19
- SPEECH AND LANGUAGE THERAPY SERVICES WITH CROSSROADS SPEECH AND HEARING FOR 2018-19
- CREATIVE ARTS PROGRAMMING FOR TWO STUDENTS WITH WESLEY SPECTRUM SERVICES FOR 2018-19
- ADDENDUM TO SITE-BASED ACADEMIC AGREEMENT WITH WESLEY SPECTRUM FOR TWO STUDENTS FOR REMAINDER OF 2017-18
- ADDENDUM TO SITE-BASED ACADEMIC AGREEMENT FOR EXTENDED SCHOOL YEAR FOR FOUR STUDENTS FOR 2017-18

e. APPROVAL TO DECLARE ITEMS SURPLUS (Berrott/Burchill)

Declare a listing of technology equipment and school buses surplus and authorize the administration to sell, exchange, dispose, or donate the items in accordance with the provisions of Policy #3006 - Sale or Disposal of Surplus Property, Equipment, Supplies, and Textbooks.

f. APPROVAL OF CONTRACT FOR MAP ASSESSMENT (Bulazo)

Approve the Custom Master Subscription Agreement with Northwest Evaluation Association to administer the Measures of Academic Progress - Growth: Reading and Language Arts Assessment to students in grades three through eight in the 2018-19 school year.

g. APPROVAL OF TREASURER'S REPORT (Burchill)

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

Fund 10 (General Fund) - \$1,000,207.84
Fund 36 (Construction Fund) - \$515,319.10
Fund 50 - (School Lunch Fund) - \$83,752.10

h. APPROVAL OF HOMESTEAD & FARMSTEAD EXCLUSION RESOLUTION (Burchill)

Approve the Homestead and Farmstead Exclusion Resolution for the 2018-19 school year.

**i. APPROVAL OF EXPENSES BETWEEN JUNE 21 THROUGH AUGUST 12
TO BE RATIFIED AT AUGUST 13 BOARD MEETING (Burchill)**

Authorize the normal, customary and regular payments of salaries, benefits, and other expenses between June 21, 2018 through August 12, 2018 to be considered for approval/ratification at the August 13, 2018 Board meeting.

j. APPROVAL OF ELECTION OF TREASURER (Burchill)

Re-elect Rebecca Berquist as Treasurer of the School District effective July 1, 2018 through June 30, 2019 at the rate of \$3,500 annually, provided that before entering upon the duties of such office for said term, she shall furnish, at the expense of the School District, a bond in favor of the School District in the amount of \$100,000 conditioned upon the faithful performance of her duties as School Treasurer, in substantially the same form that was furnished to the School District in the 2017-18 school year.

**k. ADOPTION OF POLICY #3033 - FEDERAL FISCAL COMPLIANCE AND UNIFORM
GRANT GUIDANCE (UGG) FEDERAL PROCUREMENT REQUIREMENTS (Burchill)
- ATTACHED**

Adopt Policy #3033 - Federal Fiscal Compliance and Uniform Grant Guidance (UGG) Federal Procurement Requirements.

COMMITTEE REPORTS

Dr. Gans commented regarding Senate Education Bill 1095, which would allow students to demonstrate readiness for graduation through methods other than the Keystone Exams. She noted that the Pennsylvania School Boards Association encourages sending letters to their Senator endorsing the Bill. Dr. Gans commented regarding safety and security needs assessments for school districts and advocated for state funding to be associated to help school districts in meeting required mandates. She reminded board members that PSBA has a survey to complete regarding legislative priorities to help build the foundation for public education in the future.

Mrs. Billerbeck reported that she spoke at a USC senior citizens luncheon recently to provide an update on the school district regarding security measures, the budget and upcoming capital projects. She stated that the group is anxious to meet with Dr. Rozzo and Dr. Suritsky in the fall and that she hoped that the school district could continue to meet with the USC senior citizens group on a regular basis.

ANNOUNCEMENT REGARDING EXECUTIVE SESSIONS

Mrs. Billerbeck announced that executive sessions were held on the following dates:

May 21, 2018 – Personnel Matters
June 4, 2018 – Personnel Matters

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

REPORT FROM HIGH SCHOOL BACCALAUREATE AND COMMENCEMENT - JUNE 7

Dr. O'Toole thanked the school board members and administrators for attending Baccalaureate and Commencement on June 7. He commented how rewarding it is to see the students on their graduation day.

AUGUST BOARD MEETING SCHEDULE

Dr. O'Toole announced the school board meeting schedule for August as follows:

August 6, 2018 – Committee Meeting @ 8:00 a.m.
August 13, 2018 – Regular Meeting @ 7:00 p.m.

THANK YOU FOR MEETING PREPARATIONS

Dr. O'Toole thanked the technology staff and custodian Chuck Taylor who prepare the meeting room with the microphones and technology equipment for each of the school board meetings. He also thanked Mrs. Stabile for preparing the electronic agenda and communications for the meetings. Mrs. Billerbeck offered her thanks to the individuals as well.

2019 SUMMER STUDY ABROAD PROGRAM IN CHINA (Rozzo/Suritsky)

Dr. Suritsky shared information regarding the opportunity for students to travel and study abroad in China during the summer of 2019.

RECOGNITION OF DR. PATRICK T. O'TOOLE, SUPERINTENDENT OF SCHOOLS FROM 2007 THROUGH 2018 (Billerbeck)

Mrs. Billerbeck recognized Dr. O'Toole who is retiring after 11 years as Superintendent of Schools from 2007 through 2018. During Dr. O'Toole's tenure with USC, he led two strategic plans; the expansion of STEAM opportunities through the district's 1:1 initiative and the creation of the Innovation Hubs at the middle and high schools; the enhancement of the Professional Learning Communities model in all six USC schools; the renovation of Boyce and Fort Couch middle schools; and the current capital project effort.

Mrs. Billerbeck cited leadership development as one of Dr. O'Toole's most impactful initiatives during his time at Upper St. Clair. She explained that soon after Dr. O'Toole's arrival in 2007, he implemented the Total Leaders program bringing in nationally known education innovator, Charles Schwahn, to work with the district's administration. The program quickly expanded to include teaching and support staff as well as sparked innovative leadership programming for students at nearly all grade levels.

Mrs. Billerbeck stated that Dr. O'Toole's focus on leadership has been impactful throughout the organization and the Board would like to honor his legacy directly related to leadership. She explained that there is a space in the new central administrative offices that will be designated as the Dr. Patrick T. O'Toole Leadership Library, located on the building's second floor, that will feature a collection of leadership development books and resources.

On behalf of the Board, Mrs. Billerbeck offered congratulations and best wishes to Dr. O'Toole in his retirement. She added that funds would be solicited as contributions toward establishing the library in his honor.

Dr. O'Toole thanked the Board for establishing the leadership library in his honor and commented that he would have recommendations for inclusions in the library. He shared his dedication to his academic achievement in grades 1-12 noting that he had perfect attendance and also that he has never missed a school board meeting, attending 230 in total during his tenure with USC. Dr. O'Toole stated that it is time to look ahead to Dr. Rozzo's leadership as the next superintendent and the new and exciting adventures ahead. He added that USC is a special place with a community that values learning and educators.

Mrs. Bolas thanked Dr. O'Toole for the leadership that he brought to Upper St. Clair and his involvement at the local, state and national levels, as well as the wonderful legacy that he has left with all of us.

APPROVAL OF DR. PATRICK T. O'TOOLE LEADERSHIP LIBRARY - Enclosure

MOTION: By Bolas: I move that the Board establish the Dr. Patrick T. O'Toole Leadership Library at the new Central Administrative Offices to include a special collection dedicated to Dr. O'Toole in recognition of his commitment to leadership development as Superintendent of Schools from 2007-2018. Seconded by Petersen, and carried on unanimous roll call vote.

Contributions toward establishing the Dr. Patrick T. O'Toole Leadership Library can be made payable to Upper St. Clair School District and mailed to Upper St. Clair School District, 1820 McLaughlin Run Road, Upper St. Clair, PA 15241 to the attention of Mary Ann Stabile.

ADJOURNMENT

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 9:14 a.m.

Amy L. Billerbeck, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Mary Ann L. Stabile
School Board Stenographer

COMMENDATIONS AND RECOGNITIONS

JUNE, 2018

Staff

An Upper St. Clair High School English teacher was recently recognized by the Duquesne University School of Education. Elizabeth Cecelia was honored with the Alumni Leading Teacher Program Excellence Award.

The award is given to an alumnus whose performance demonstrates excellence in one of the three themes of the Leading Teacher Program: leadership, diversity and technology.

Ms. Cecelia was honored with a plaque and will be featured in the Duquesne University School of Education's magazine.

High School

Upper St. Clair High School senior Jonah Auslander was recently awarded a National Security Language Initiative for Youth scholarship. Jonah will participate in the summer NSLI-Y program, administered by American Cultural Exchange Service, in Moscow, Russia.

Jonah, along with 14 other American high school students from across the United States, will spend six weeks in Moscow studying the Russian language intensively while living with a Russian host family and participating in local cultural activities.

Upper St. Clair High School junior Paarth Shankar placed ninth at the National Catholic Forensic League Grand National Tournament held May 26-27, 2018, in Washington, D.C. Paarth, a national semifinalist, competed in the Extemporaneous Speaking event.

In addition to Paarth, three other Upper St. Clair High School students finished among the top 50 in their respective events. The team of seniors Wyatt Keating and Shebl Rosati placed 37th in Duo Interpretation of Literature and sophomore Shanthi Krishnaswamy placed 44th in Original Oratory.

Two members of the Upper St. Clair High School class of 2018 have earned college-sponsored Merit Scholarship awards through the National Merit Scholarship Corporation and their respective universities.

Michael R. Hrehocik earned a National Merit Rochester Institute of Technology Scholarship. He plans to pursue a degree in game design and development.

Spencer Miller, who will study mathematics, earned a National Merit University of Chicago Scholarship.

Middle/High School

Two Upper St. Clair teams placed among the top 10 in their divisions at the Odyssey of the Mind World Finals, held May 23-26, 2018, at Iowa State University.

In their fourth trip to the OM World Finals, Upper St. Clair High School students earned third place for their performance and seventh place overall. Their team, which competed in division three (high school) includes ninth graders Victoria Cuba, Brianna Lin, Joseph Markovitz, Max Murtough, Sammie Seewald, Constantine Tripodes and Eric Wang.

A team of Boyce Middle School students earned a ninth place finish in division one (elementary). The team is comprised of fifth graders Jake Casares, Anastasia Gzikowski, Esha Lathia, Owen Mucho, Ben Murtough and Ben Seewald, and fourth grader Peter Markovitz. This marked the team's first time competing in the OM World Finals.

Both teams advanced to the World Finals by placing among the top two at both the regional and state tournaments in the spring.

Middle School

Sixth grader Libby Eannarino and eighth grader Daniel Wang were crowned Grand Champions at the regional 24 Challenge competition on May 8, 2018, at the Allegheny Intermediate Unit. Libby finished first in the grade 6 division and Daniel took first place in the seven/eight division.

More than 80 students in grades four through eight from Allegheny County competed at the AIU's regional competition. In addition to Libby and Daniel, seven other Upper St. Clair middle school students competed at the regional competition – all of whom advanced to the semifinals.

- **Grade 5:** Shawn Khurana and Joshua Anand
- **Grade 6:** Shubham Patel and Dhruv Saggi
- **Grade 7:** Keshav Narasimhan, Qadir Khan and Ipsita Singh

In addition to the regional 24 Challenge competition, several Upper St. Clair students successfully competed in the local South Hills Tournament on April 30, 2018, at West Jefferson Hills School District.

At the sixth grade level, Libby Eannarino, Shubham Patel and Dhruv Saggi finished first, second and third, respectively. In the fifth grade division, Joshua Anand came in fourth. And, in the seven/eight division, Fort Couch students Keshav Narasimhan, Daniel Wang and Qadir Khan swept first, second and third, respectively.

A team of Fort Couch Middle School students took top honors in the recent Fluid Power Challenge – earning first overall and best teamwork in the engineering competition, which was held at the Community College of Allegheny County – North Campus in McCandless Township. Several Fort Couch students worked on the project with the following representing Upper St. Clair's two submissions at the competition: Phillip Markovitz, Evan Sarkett, Matt Earley, Collin Eccher, Ritvik Shah, Evan Tefft, Isha Sinha and Adam Zheng.

The National Fluid Power Association Fluid Power Challenge is a competition that encourages middle school students to solve an engineering problem using fluid power.

On Challenge Day, each team submits its design and then must build the machine and prepare for the timed competition. Prizes are awarded for the best portfolio, teamwork, design and overall winner.

A team of seventh graders from Fort Couch Middle School earned first place honors at the statewide 2018 STEM Design Challenge on May 18, 2018, at Harrisburg University. Team members include Matthew Earley, Phillip Markovitz, Quinton Miller, Evan Sarkett and John Scherer.

The Fort Couch team developed and built a robotic arm that could help around the house by doing dishes, cooking, and many other things while being powered by a piezoelectric floor throughout the house.

Boyce Middle School sixth grader Luke Bishop recently achieved a perfect score of 25 in the international Mathematical Olympiads for Elementary and Middle School program.

Within Luke's division, there were 79,280 participants with only 196 of whom achieved a perfect score. His accomplishment was recognized with the George Lenchner Award, a special medallion named for the organization's founder.

In addition, five Boyce students earned the Gold Pin for scoring among the top two percent with a score of 23 or 24. Gold Pin awardees include fifth graders Jamie Barrett, Sam Berger and Esha Lathia; and sixth graders Alex Sun and Arjun Suresh.

Silver Pins were earned by 11 students who scored among the top 10 percent. Earning Silver Pin awardees include Reese Copenhaver, Ryan LaRocco, Tyler McClintock-Comeaux, Leona Chen, Mahir Parmar, Eitan Schwartz, Yuhong Shi, Grace Myers, Brian McFerran, Arya Patel and Shiven Verma.

Overall, Boyce Middle School's team won the school's sixth consecutive plaque for placing in the top 10 percent.

Boyce Middle School's accelerated math team was named to the National Math Olympiad Honor Roll for placing among the top 10 percent of all competing teams. This marks the sixth consecutive year for this honor.

FINAL GENERAL FUND BUDGET

Fiscal Year 2018-2019

General Fund Budget Approval**Date of Adoption of the General Fund Budget:**

President of the Board - Original Signature Required

Date

Secretary of the Board - Original Signature Required

Date

Chief School Administrator - Original Signature Required

Date

Scott Burchill

(412)833-1600

Extn :2054

Contact Person

Telephone

Extension

sburchill@uscscd.k12.pa.us

Email Address

**CERTIFICATION OF ESTIMATED ENDING FUND BALANCE
FROM 2018-2019 GENERAL FUND BUDGET**

24 PS 6-688

(10/2010)

SCHOOL DISTRICT : Upper Saint Clair SD	COUNTY : Allegheny	AUN : 103029203
---	-----------------------	--------------------

No school district shall approve an increase in real property taxes unless it has adopted a budget that includes an estimated, ending unreserved undesignated fund balance (unassigned) less than or equal to the specified percentage of its total budgeted expenditures:

Total Budgeted Expenditures	Fund Balance % Limit (less than or equal to)
Less Than or Equal to \$11,999,999	12.0%
Between \$12,000,000 and \$12,999,999	11.5%
Between \$13,000,000 and \$13,999,999	11.0%
Between \$14,000,000 and \$14,999,999	10.5%
Between \$15,000,000 and \$15,999,999	10.0%
Between \$16,000,000 and \$16,999,999	9.5%
Between \$17,000,000 and \$17,999,999	9.0%
Between \$18,000,000 and \$18,999,999	8.5%
Greater Than or Equal to \$19,000,000	8.0%

Did you raise property taxes in SY 2018-2019 (compared to 2017-2018)?

Yes ☒
No ☐

If yes, see information below, taken from the 2018-2019 General Fund Budget.

Total Budgeted Expenditures	\$83620354
Ending Unassigned Fund Balance	\$3317118
Ending Unassigned Fund Balance as a percentage (%) of Total Budgeted Expenditures	4.0%

The Estimated Ending Unassigned Fund Balance is within the allowable limits.

Yes ☒
No ☐

I hereby certify that the above information is accurate and complete.

SIGNATURE OF SUPERINTENDENT	DATE
-----------------------------	------

DUE DATE: AUGUST 15, 2018

CERTIFICATION OF USE OF PDE-2028 FOR PUBLIC INSPECTION OF 2018-2019 PROPOSED BUDGET

24 PS 6-687(a)(1)

(03/2006)

School District Name : Upper Saint Clair SD	County : Allegheny	AUN Number : 103029203
---	------------------------------	----------------------------------

Section 687(a)(1) of the School Code requires the president of the board of school directors of each school district to certify to the Department of Education that the proposed budget was prepared, presented and will be made available for public inspection using the uniform form prepared and furnished by the Department of Education.

I hereby certify that the above information is accurate and complete.

SIGNATURE OF SCHOOL BOARD VICE PRESIDENT 	DATE 
---	---

DUE DATE: IMMEDIATELY FOLLOWING
ADOPTION OF PROPOSED
FINAL GENERAL FUND BUDGET

<u>Val Number</u>	<u>Description</u>	<u>Justification</u>
1010	Budget Approval Date is required before submission on Contact Screen and cannot be a future date.	
8060	Ending Fund Balance Entry and Budgetary Reserve: If 5900 Budgetary Reserve is not equal to 0, a justification must be entered below.	Utilizing budgetary reserve is a sound management practice to provide for operating contingencies.
8080	Ending Fund Balance Entry and Budgetary Reserve: If 0850 Estimated Ending Unassigned Fund Balance is not equal to 0, a justification must be entered below.	Unassigned fund balance serves as a level of protection against unforeseen expenditures and circumstances that would negatively impact the education of the children enrolled in the Upper St. Clair School District.

ITEM	AMOUNTS	
Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year		
0810 Nonspendable Fund Balance	1,453,075	
0820 Restricted Fund Balance		
0830 Committed Fund Balance		
0840 Assigned Fund Balance		
0850 Unassigned Fund Balance	3,324,177	
Total Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year		<u>\$3,324,177</u>
Estimated Revenues And Other Financing Sources		
6000 Revenue from Local Sources	64,650,464	
7000 Revenue from State Sources	17,510,804	
8000 Revenue from Federal Sources	1,452,027	
9000 Other Financing Sources		
Total Estimated Revenues And Other Financing Sources		<u>\$83,613,295</u>
Total Estimated Fund Balance, Revenues, and Other Financing Sources Available for Appropriation		<u>\$86,937,472</u>

LEA : 103029203 Upper Saint Clair SD

	<u>Amount</u>
REVENUE FROM LOCAL SOURCES	
6111 Current Real Estate Taxes	55,105,912
6112 Interim Real Estate Taxes	340,000
6113 Public Utility Realty Taxes	60,000
6150 Current Act 511 Taxes - Proportional Assessments	6,693,552
6400 Delinquencies on Taxes Levied / Assessed by the LEA	575,000
6500 Earnings on Investments	290,000
6700 Revenues from LEA Activities	175,000
6800 Revenues from Intermediary Sources / Pass-Through Funds	606,000
6990 Refunds and Other Miscellaneous Revenue	805,000
REVENUE FROM LOCAL SOURCES	\$64,650,464
REVENUE FROM STATE SOURCES	
7110 Basic Education Funding	4,496,621
7271 Special Education funds for School-Aged Pupils	1,926,364
7311 Pupil Transportation Subsidy	900,000
7320 Rental and Sinking Fund Payments / Building Reimbursement Subsidy	815,361
7330 Health Services (Medical, Dental, Nurse, Act 25)	85,000
7340 State Property Tax Reduction Allocation	1,389,632
7505 Ready to Learn Block Grant	332,045
7810 State Share of Social Security and Medicare Taxes	1,404,289
7820 State Share of Retirement Contributions	6,161,492
REVENUE FROM STATE SOURCES	\$17,510,804
REVENUE FROM FEDERAL SOURCES	
8514 NCLB, Title I - Improving the Academic Achievement of the Disadvantaged	87,300
8515 NCLB, Title II - Preparing, Training and Recruiting High Quality Teachers and Principals	57,000
8516 NCLB, Title III - Language Instruction for Limited English Proficient and Immigrant Students	9,500
8731 ARRA - Build America Bonds	1,052,441
8810 School-Based Access Medicaid Reimbursement Program (SBAP) Reimbursements (Access)	245,786
REVENUE FROM FEDERAL SOURCES	\$1,452,027
TOTAL ESTIMATED REVENUES AND OTHER SOURCES	83,613,295

Act 1 Index (current): 2.8%

Calculation Method:	Rate	
Approx. Tax Revenue from RE Taxes:	\$55,105,912	
Amount of Tax Relief for Homestead Exclusions	<u>\$1,389,632</u>	
Total Approx. Tax Revenue:	\$56,495,544	
Approx. Tax Levy for Tax Rate Calculation:	\$57,908,516	
	Allegheny	Total

2017-18 Data		
a. Assessed Value	\$2,208,083,250	\$2,208,083,250
b. Real Estate Mills	25.1560	
I. 2018-19 Data		
c. 2016 STEB Market Value	\$1,961,599,691	\$1,961,599,691
d. Assessed Value	\$2,239,282,441	\$2,239,282,441
e. Assessed Value of New Constr/ Renov	\$0	\$0
2017-18 Calculations		
f. 2017-18 Tax Levy	\$55,546,542	\$55,546,542
(a * b)		
2018-19 Calculations		
g. Percent of Total Market Value	100.00000%	100.00000%
h. Rebalanced 2017-18 Tax Levy	\$55,546,542	\$55,546,542
(f Total * g)		
i. Base Mills Subject to Index	25.1560	
(h / a * 1000) if no reassessment		
(h / (d-e) * 1000) if reassessment		
Calculation of Tax Rates and Levies Generated		
j. Weighted Avg. Collection Percentage	97.50000%	97.50000%
k. Tax Levy Needed	\$57,908,516	\$57,908,516
(Approx. Tax Levy * g)		
I. 2018-19 Real Estate Tax Rate	25.8603	
(k / d * 1000)		
III. m. Tax Levy Generated by Mills	\$57,908,516	\$57,908,516
(I / 1000 * d)		
n. Tax Levy minus Tax Relief for Homestead Exclusions		\$56,518,884
(m - Amount of Tax Relief for Homestead Exclusions)		
o. Net Tax Revenue Generated By Mills		\$55,105,912
(n * Est. Pct. Collection)		

Act 1 Index (current): 2.8%

Calculation Method:	Rate	
Approx. Tax Revenue from RE Taxes:	\$55,105,912	
Amount of Tax Relief for Homestead Exclusions	<u>\$1,389,632</u>	
Total Approx. Tax Revenue:	\$56,495,544	
Approx. Tax Levy for Tax Rate Calculation:	\$57,908,516	
	Allegheny	Total

Index Maximums		
p. Maximum Mills Based On Index (i * (1 + Index))	25.8603	
q. Mills In Excess of Index (if (l > p), (l - p))	0.0000	
r. Maximum Tax Levy Based On Index (p / 1000 * d)	\$57,908,516	\$57,908,516
IV. s. Millage Rate within Index? (If l > p Then No)	Yes	
t. Tax Levy In Excess of Index (if (m > r), (m - r))	\$0	\$0
u. Tax Revenue In Excess of Index (t * Est. Pct. Collection)	\$0	\$0

Information Related to Property Tax Relief		
V. Assessed Value Exclusion per Homestead	\$8,987.12	
Number of Homestead/Farmstead Properties	5979	5979
Median Assessed Value of Homestead Properties		\$234,600

Act 1 Index (current): 2.8%

Calculation Method:	Rate
Approx. Tax Revenue from RE Taxes:	\$55,105,912
Amount of Tax Relief for Homestead Exclusions	<u>\$1,389,632</u>
Total Approx. Tax Revenue:	\$56,495,544
Approx. Tax Levy for Tax Rate Calculation:	\$57,908,516
	Allegheny
	Total

State Property Tax Reduction Allocation used for: Homestead Exclusions	\$1,389,632	Lowering RE Tax Rate	\$0	\$1,389,632
Prior Year State Property Tax Reduction Allocation used for: Homestead Exclusions	\$0			\$0
Amount of Tax Relief from State/Local Sources				\$1,389,632

2018-2019 Final General Fund Budget				Local Education Agency Tax Data			
LEA : 103029203 Upper Saint Clair SD				REAL ESTATE, PER CAPITA (SEC. 679), EIT/PIT (ACT 1), LOCAL ENABLING (ACT 511)			
Printed 5/30/2018 3:22:11 PM				Page - 1 of 1			
<u>CODE</u>							
6111 <u>Current Real Estate Taxes</u>							
<u>County Name</u>	<u>Taxable Assessed Value</u>	<u>Real Estate Mills</u>	<u>Tax Levy Generated by Mills</u>	<u>Amount of Tax Relief for Homestead Exclusions</u>	<u>Tax Levy Minus Homestead Exclusions</u>	<u>Percent Collected</u>	<u>Net Tax Revenue Generated By Mills</u>
Allegheny	2,239,282,441	25.8603	57,908,516			97.50000%	
Totals:	2,239,282,441		57,908,516	- 1,389,632 =	56,518,884 X	97.50000% =	55,105,912
				<u>Rate</u>	<u>Estimated Revenue</u>		
6120	<u>Current Per Capita Taxes, Section 679</u>			\$0.00	0		
6140	<u>Current Act 511 Taxes – Flat Rate Assessments</u>			<u>Rate</u>	<u>Add'l Rate (if appl.)</u>	<u>Tax Levy</u>	<u>Estimated Revenue</u>
6141	Current Act 511 Per Capita Taxes			\$0.00	\$0.00	0	0
6142	Current Act 511 Occupation Taxes – Flat Rate			\$0.00	\$0.00	0	0
6143	Current Act 511 Local Services Taxes			\$0.00	\$0.00	0	0
6144	Current Act 511 Trailer Taxes			\$0.00	\$0.00	0	0
6145	Current Act 511 Business Privilege Taxes – Flat Rate			\$0.00	\$0.00	0	0
6146	Current Act 511 Mechanical Device Taxes – Flat Rate			\$0.00	\$0.00	0	0
6149	Current Act 511 Taxes, Other Flat Rate Assessments			\$0.00	\$0.00	0	0
Total Current Act 511 Taxes – Flat Rate Assessments						0	0
6150	<u>Current Act 511 Taxes – Proportional Assessments</u>			<u>Rate</u>	<u>Add'l Rate (if appl.)</u>	<u>Tax Levy</u>	<u>Estimated Revenue</u>
6151	Current Act 511 Earned Income Taxes			0.500%	0.000%	1,133,710,400	5,668,552
6152	Current Act 511 Occupation Taxes			0.000	0.000	0	0
6153	Current Act 511 Real Estate Transfer Taxes			0.500%	0.000%	130,000,000	650,000
6154	Current Act 511 Amusement Taxes			0.000%	0.000%	0	0
6155	Current Act 511 Business Privilege Taxes			0.000	0.000	0	0
6156	Current Act 511 Mechanical Device Taxes – Percentage			0.000%	0.000%	0	0
6157	Current Act 511 Mercantile Taxes			0.0015	0.000	250,000,000	375,000
6159	Current Act 511 Taxes, Other Proportional Assessments			0	0	0	0
Total Current Act 511 Taxes – Proportional Assessments						1,513,710,400	6,693,552
Total Act 511, Current Taxes							6,693,552
Act 511 Tax Limit -->				1,961,599,691 X	12	23,539,196	
				Market Value	Mills	(511 Limit)	

Tax Function	Description	Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index	Index	Additional Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index
		2017-18 (Rebalanced)	2018-19				2017-18 (Rebalanced)	2018-19		
6111	<u>Current Real Estate Taxes</u>									
	Allegheny	25.1560	25.8603	2.80%	Yes	2.8%				
	<u>Current Act 511 Taxes – Proportional Assessments</u>									
6151	Current Act 511 Earned Income Taxes	0.500%	0.500%	0.00%	Yes	2.8%				
6153	Current Act 511 Real Estate Transfer Taxes	0.500%	0.500%	0.00%	Yes	2.8%				
6157	Current Act 511 Mercantile Taxes	0.0015	0.0015	0.00%	Yes	2.8%				

LEA : 103029203 Upper Saint Clair SD

Printed 5/30/2018 3:22:14 PM

<u>Description</u>	<u>Amount</u>
1000 Instruction	
1100 Regular Programs - Elementary / Secondary	34,230,487
1200 Special Programs - Elementary / Secondary	10,405,175
1300 Vocational Education	290,260
1400 Other Instructional Programs - Elementary / Secondary	257,310
Total Instruction	\$45,183,232
2000 Support Services	
2100 Support Services - Students	2,588,356
2200 Support Services - Instructional Staff	2,879,544
2300 Support Services - Administration	4,893,935
2400 Support Services - Pupil Health	653,951
2500 Support Services - Business	993,331
2600 Operation and Maintenance of Plant Services	8,259,798
2700 Student Transportation Services	4,502,972
2800 Support Services - Central	1,289,033
2900 Other Support Services	59,560
Total Support Services	\$26,120,480
3000 Operation of Non-Instructional Services	
3200 Student Activities	1,776,354
Total Operation of Non-Instructional Services	\$1,776,354
5000 Other Expenditures and Financing Uses	
5100 Debt Service / Other Expenditures and Financing Uses	9,995,288
5200 Interfund Transfers - Out	295,000
5900 Budgetary Reserve	250,000
Total Other Expenditures and Financing Uses	\$10,540,288
Total Estimated Expenditures and Other Financing Uses	\$83,620,354

LEA : 103029203 Upper Saint Clair SD

Printed 5/30/2018 3:22:15 PM

<u>Description</u>	<u>Amount</u>
1000 Instruction	
1100 <u>Regular Programs - Elementary / Secondary</u>	
100 Personnel Services - Salaries	20,351,586
200 Personnel Services - Employee Benefits	12,415,505
300 Purchased Professional and Technical Services	206,520
400 Purchased Property Services	42,126
500 Other Purchased Services	283,973
600 Supplies	777,160
700 Property	21,170
800 Other Objects	132,447
Total Regular Programs - Elementary / Secondary	\$34,230,487
1200 <u>Special Programs - Elementary / Secondary</u>	
100 Personnel Services - Salaries	4,480,340
200 Personnel Services - Employee Benefits	3,109,018
300 Purchased Professional and Technical Services	1,342,124
400 Purchased Property Services	19,588
500 Other Purchased Services	1,306,430
600 Supplies	68,075
800 Other Objects	79,600
Total Special Programs - Elementary / Secondary	\$10,405,175
1300 <u>Vocational Education</u>	
500 Other Purchased Services	290,260
Total Vocational Education	\$290,260
1400 <u>Other Instructional Programs - Elementary / Secondary</u>	
100 Personnel Services - Salaries	169,959
200 Personnel Services - Employee Benefits	85,351
300 Purchased Professional and Technical Services	2,000
Total Other Instructional Programs - Elementary / Secondary	\$257,310
Total Instruction	\$45,183,232
2000 Support Services	
2100 <u>Support Services - Students</u>	
100 Personnel Services - Salaries	1,526,446
200 Personnel Services - Employee Benefits	926,813
300 Purchased Professional and Technical Services	80,147
500 Other Purchased Services	11,375
600 Supplies	42,125
800 Other Objects	1,450
Total Support Services - Students	\$2,588,356
2200 <u>Support Services - Instructional Staff</u>	
100 Personnel Services - Salaries	1,151,589
200 Personnel Services - Employee Benefits	807,987
300 Purchased Professional and Technical Services	120,000
400 Purchased Property Services	81,174
500 Other Purchased Services	67,000

LEA : 103029203 Upper Saint Clair SD

Printed 5/30/2018 3:22:15 PM

<u>Description</u>	<u>Amount</u>
600 Supplies	600,174
700 Property	50,000
800 Other Objects	1,620
Total Support Services - Instructional Staff	\$2,879,544
2300 <u>Support Services - Administration</u>	
100 Personnel Services - Salaries	2,589,228
200 Personnel Services - Employee Benefits	1,550,388
300 Purchased Professional and Technical Services	460,000
500 Other Purchased Services	147,392
600 Supplies	84,427
800 Other Objects	62,500
Total Support Services - Administration	\$4,893,935
2400 <u>Support Services - Pupil Health</u>	
100 Personnel Services - Salaries	360,997
200 Personnel Services - Employee Benefits	262,144
300 Purchased Professional and Technical Services	15,200
400 Purchased Property Services	950
500 Other Purchased Services	1,200
600 Supplies	13,460
Total Support Services - Pupil Health	\$653,951
2500 <u>Support Services - Business</u>	
100 Personnel Services - Salaries	385,733
200 Personnel Services - Employee Benefits	209,648
300 Purchased Professional and Technical Services	120,000
400 Purchased Property Services	114,000
500 Other Purchased Services	155,200
600 Supplies	6,000
800 Other Objects	2,750
Total Support Services - Business	\$993,331
2600 <u>Operation and Maintenance of Plant Services</u>	
100 Personnel Services - Salaries	2,890,118
200 Personnel Services - Employee Benefits	2,007,080
300 Purchased Professional and Technical Services	1,337,687
400 Purchased Property Services	559,904
500 Other Purchased Services	358,188
600 Supplies	1,106,571
800 Other Objects	250
Total Operation and Maintenance of Plant Services	\$8,259,798
2700 <u>Student Transportation Services</u>	
100 Personnel Services - Salaries	1,572,938
200 Personnel Services - Employee Benefits	709,024
300 Purchased Professional and Technical Services	8,500
400 Purchased Property Services	250,455
500 Other Purchased Services	1,323,050
600 Supplies	594,511

LEA : 103029203 Upper Saint Clair SD

Printed 5/30/2018 3:22:15 PM

<u>Description</u>	<u>Amount</u>
700 Property	43,094
800 Other Objects	1,400
Total Student Transportation Services	\$4,502,972
2800 <u>Support Services - Central</u>	
100 Personnel Services - Salaries	763,218
200 Personnel Services - Employee Benefits	473,115
300 Purchased Professional and Technical Services	42,500
500 Other Purchased Services	8,700
600 Supplies	1,000
800 Other Objects	500
Total Support Services - Central	\$1,289,033
2900 <u>Other Support Services</u>	
500 Other Purchased Services	59,560
Total Other Support Services	\$59,560
Total Support Services	\$26,120,480
3000 Operation of Non-Instructional Services	
3200 <u>Student Activities</u>	
100 Personnel Services - Salaries	803,492
200 Personnel Services - Employee Benefits	353,305
300 Purchased Professional and Technical Services	173,900
400 Purchased Property Services	61,360
500 Other Purchased Services	3,500
600 Supplies	288,487
700 Property	11,560
800 Other Objects	80,750
Total Student Activities	\$1,776,354
Total Operation of Non-Instructional Services	\$1,776,354
5000 Other Expenditures and Financing Uses	
5100 <u>Debt Service / Other Expenditures and Financing Uses</u>	
800 Other Objects	5,668,209
900 Other Uses of Funds	4,327,079
Total Debt Service / Other Expenditures and Financing Uses	\$9,995,288
5200 <u>Interfund Transfers - Out</u>	
900 Other Uses of Funds	295,000
Total Interfund Transfers - Out	\$295,000
5900 <u>Budgetary Reserve</u>	
800 Other Objects	250,000
Total Budgetary Reserve	\$250,000
Total Other Expenditures and Financing Uses	\$10,540,288
TOTAL EXPENDITURES	\$83,620,354

LEA : 103029203 Upper Saint Clair SD

<u>Cash and Short-Term Investments</u>	<u>06/30/2018 Estimate</u>	<u>06/30/2019 Projection</u>
General Fund	7,500,000	7,500,000
Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - § 690, §1850	298,903	298,903
Capital Reserve Fund - § 1431		
Other Capital Projects Fund		
Debt Service Fund		
Food Service / Cafeteria Operations Fund	75,000	75,000
Child Care Operations Fund		
Other Enterprise Funds		
Internal Service Fund		
Private Purpose Trust Fund		
Investment Trust Fund		
Pension Trust Fund		
Activity Fund		
Other Agency Fund		
Permanent Fund		
Total Cash and Short-Term Investments	\$7,873,903	\$7,873,903

<u>Long-Term Investments</u>	<u>06/30/2018 Estimate</u>	<u>06/30/2019 Projection</u>
General Fund		
Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - § 690, §1850		
Capital Reserve Fund - § 1431		
Other Capital Projects Fund		
Debt Service Fund		
Food Service / Cafeteria Operations Fund		
Child Care Operations Fund		
Other Enterprise Funds		
Internal Service Fund		
Private Purpose Trust Fund		
Investment Trust Fund		
Pension Trust Fund		
Activity Fund		
Other Agency Fund		

LEA : 103029203 Upper Saint Clair SD

<u>Long-Term Investments</u>	<u>06/30/2018 Estimate</u>	<u>06/30/2019 Projection</u>
Permanent Fund		
Total Long-Term Investments		
TOTAL CASH AND INVESTMENTS	\$7,873,903	\$7,873,903

LEA : 103029203 Upper Saint Clair SD

<u>Long-Term Indebtedness</u>	<u>06/30/2018 Estimate</u>	<u>06/30/2019 Projection</u>
General Fund		
0510 Bonds Payable	119,800,000	139,300,000
0520 Extended-Term Financing Agreements Payable	2,750,000	2,750,000
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences	1,550,000	1,625,000
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)	50,000	50,000
0599 Other Noncurrent Liabilities		
Total General Fund	\$124,150,000	\$143,725,000
Public Purpose (Expendable) Trust Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - \$ 690, \$1850		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		

<u>Long-Term Indebtedness</u>	<u>06/30/2018 Estimate</u>	<u>06/30/2019 Projection</u>
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Capital Reserve Fund - \$ 690, \$1850		
Capital Reserve Fund - \$ 1431		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Capital Reserve Fund - \$ 1431		
Other Capital Projects Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Other Capital Projects Fund		
Debt Service Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Debt Service Fund		
Food Service / Cafeteria Operations Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		

<u>Long-Term Indebtedness</u>	<u>06/30/2018 Estimate</u>	<u>06/30/2019 Projection</u>
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Food Service / Cafeteria Operations Fund		
Child Care Operations Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Child Care Operations Fund		
Other Enterprise Funds		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Other Enterprise Funds		
Internal Service Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Internal Service Fund		
Private Purpose Trust Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Private Purpose Trust Fund		

<u>Long-Term Indebtedness</u>	<u>06/30/2018 Estimate</u>	<u>06/30/2019 Projection</u>
Investment Trust Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Investment Trust Fund		
Pension Trust Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Pension Trust Fund		
Activity Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Activity Fund		
Other Agency Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		
0530 Lease-Purchase Obligations		
0540 Accumulated Compensated Absences		
0550 Authority Lease Obligations		
0560 Other Post-Employment Benefits (OPEB)		
0599 Other Noncurrent Liabilities		
Total Other Agency Fund		
Permanent Fund		
0510 Bonds Payable		
0520 Extended-Term Financing Agreements Payable		

2018-2019 Final General Fund Budget		Schedule Of Indebtedness (DEBT)	
LEA : 103029203 Upper Saint Clair SD			
Printed 5/30/2018 3:22:16 PM		Page - 5 of 6	
<u>Long-Term Indebtedness</u>	<u>06/30/2018 Estimate</u>	<u>06/30/2019 Projection</u>	
0530 Lease-Purchase Obligations			
0540 Accumulated Compensated Absences			
0550 Authority Lease Obligations			
0560 Other Post-Employment Benefits (OPEB)			
0599 Other Noncurrent Liabilities			
Total Permanent Fund			
Total Long-Term Indebtedness	\$124,150,000	\$143,725,000	

LEA : 103029203 Upper Saint Clair SD

<u>Short-Term Payables</u>	<u>06/30/2018 Estimate</u>	<u>06/30/2019 Projection</u>
General Fund	10,000,000	10,000,000
Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - § 690, §1850		
Capital Reserve Fund - § 1431		
Other Capital Projects Fund		
Debt Service Fund		
Food Service / Cafeteria Operations Fund	300,000	300,000
Child Care Operations Fund		
Other Enterprise Funds		
Internal Service Fund		
Private Purpose Trust Fund		
Investment Trust Fund		
Pension Trust Fund		
Activity Fund		
Other Agency Fund		
Permanent Fund		
Total Short-Term Payables	\$10,300,000	\$10,300,000
TOTAL INDEBTEDNESS	\$134,450,000	\$154,025,000

Account Description	Amounts
0810 Nonspendable Fund Balance	1,453,075
0820 Restricted Fund Balance	
0830 Committed Fund Balance	
0840 Assigned Fund Balance	
0850 Unassigned Fund Balance	3,317,118
Total Ending Fund Balance - Committed, Assigned, and Unassigned	\$3,317,118
5900 Budgetary Reserve	250,000
Total Estimated Ending Committed, Assigned, and Unassigned Fund Balance and Budgetary Reserve	\$5,020,193

PERSONNEL LISTINGS

DATE: June 20, 2018

Administrative Staff – Elections

Name	Location	Assignment	Effective	Salary
Carson, Jr., Ray Hunter	Central Office	Director of Human Resources	8-1-18	\$125,000 (pro-rated)

Professional Staff – Elections

Name	Location	Assignment	Effective	Salary
Autieri, Tonia	Boyce	1.0 School Counselor (Temporary Professional Employee)	8-15-18	\$53,950 (pro-rated)
Cosnek, Steven	Streams	1.0 Music Teacher (Temporary Professional Employee)	8-15-18	\$51,100 (pro-rated)
Fortson, Carolyn	Streams	1.0 Elementary Teacher (Temporary Professional Employee)	8-21-18	\$52,100
Hritz, Rebecca	High School	Physics Teacher (Long-term Substitute for T. Smith) 2018-2019 school year	8-15-18	\$51,320 (pro-rated)
Laboon, Laura	High School	1.0 Social Studies Teacher (Temporary Professional Employee)	Retroactive to 8-14-17	\$50,300
Mathews, Gordon	High School	1.0 School Counselor (Temporary Professional Employee)	8-15-18	\$51,100 (pro-rated)

Professional Staff – Change of Status (Assignment)

Name	From	To	Effective
Bossart, Gena	1.0 Streams Elementary Teacher	.7 High School / .3 Eisenhower ESL Teacher	8-21-18
Ecker, Diane	.5 Boyce Gifted Teacher	.5 Boyce Gifted Teacher / .5 Ft. Couch English (Communication Arts) Teacher	8-21-18

Professional Staff – Change of Status (Building)

Name	From	To	Effective
Hudik, Jessica	.5 Eisenhower Elementary Teacher / .5 Baker Elementary Teacher	1.0 Baker Elementary Teacher	8-21-18
Schaffer, Krisanne	1.0 Boyce Elementary Teacher	1.0 Streams Elementary Teacher	8-21-18

Professional Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
McCullough, Gary	Boyce	Elementary Teacher	Military Leave	5-7-18, 5-8-18, 5-16-18, 5-17-18, 5-22-18, 6-7-18
Nettles, Sarah	Ft. Couch	Math Teacher	Sabbatical Leave for Professional Development	2nd semester 2018-2019 school year
Quinn, Mary	Streams	Gifted Teacher	Sabbatical Leave for Professional Development	1st semester 2018-2019 school year

Professional Staff – Change of Status (Leaves)

Name	Location	Assignment	From	To
Nettles, Sarah	Ft. Couch	Math Teacher	Personal Leave Anticipated dates 5-31-18 through last day of teacher responsibility for the 2017-18 school year	Personal Leave 5-29-18 through last day of teacher responsibility for the 2017-18 school year
Nettles, Sarah	Ft. Couch	Math Teacher	Personal Leave Anticipated dates 8-21-18 through 5-30-19	Personal Leave 8-21-18 through 1-21-19

Professional Staff – Resignation

Name	Location	Assignment	Notification Date	Last Day Worked
Baxter, Erin	Boyce	Elementary Teacher	6-19-18	6-14-18
Kristan, Erica	Eisenhower	Elementary Teacher	6-14-18	6-14-18

Department Chairs – Reappointments

Name	Position	Salary
Cain, Lisa	Elementary and Middle School Physical Education	\$2,150
Clermont, Marc-Andre	HS World Language	\$2,150
Criswell, Joshua	Fine Arts	\$2,150
Cusick, Carolyn	Technical/Practical Arts	\$2,150
Hess, Elizabeth	High School Physical Education	\$2,150
Husak, Virginia	Library	\$2,150
Mosler, Jodi	Special Education	\$2,150
Tena, Angela	K-8 World Language	\$2,150
Zirngibl, Michelle	SHOP @ USC	\$2,150

Department Chairs – New Appointment

Name	Position	Salary
Fisher, Holly	Nurse	\$2,150

Classified Staff – Change of Status (Assignment)

Name	From	To	Effective
Janz, Alice	Sub Nutrition Center Worker(\$10.00/hour)	High School Part-Time Nutrition Center Worker (\$12.03/hour)	8-1-18

Classified Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Kearns, Maureen	High School	Part Time Nutrition Center Worker	Personal Leave	Beginning 6-13-18
Moore, Steven	Bus Garage	Maintenance Technician	Personal Leave	Return to work 6-18-18
Osbourne, Cynthia	High School	Teacher Aide	Personal Leave	Return to work 5-29-18
Pawloski, Glenn	High School	Custodian	Personal Leave	Return to work 6-14-18
Scott, Mark	High School	Custodian	Personal Leave	Beginning 6-12-18

Other Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Hauswirth, Michelle	Bus Garage	Bus Driver	Personal Leave	5-17-18 through 6-1-18

District Substitute List – Additions

Professional:

Name	Type of Substitute	Effective
Fullerton, Sarah	Special Ed Pre K-8 & Grades PK-4	8-27-18
Tattersall, Jamie	English Teacher	6-6-18

Classified:

Name	Type of Substitute	Effective
Bhave, Guari	Secretary/Aide/Attendant	6-14-18
Bly, Nathan	Summer Custodian	6-20-18
Demniak, Michael	Custodian	6-12-18
Stile, Elizabeth	Nutrition Center	8-27-18

District Substitute List – Deletions

Professional:

Name	Type of Substitute	Effective
Lukenich, Kristi	Grades PK-4	5-24-18

Summer School Teachers

Name	Position	Effective
Barnes, Liz	HS Leadership Academy	7-23-18 through 7-27-18
Bogus, Lauren	Elementary Leadership Academy	7-23-18 through 7-27-18
Boltz, Caitlin	Elementary Leadership Academy	7-23-18 through 7-27-18
Bowers, Andrew	FC Leadership Academy	7-23-18 through 7-27-18
Kathryn Calano	FC Leadership Academy	7-23-18 through 7-27-18
Calvetti, Greg	“Stranded” STEAM Camp	6-18-18 through 6-22-18
Chahine, Jourdan	Elementary Leadership Academy	7-23-18 through 7-27-18
Chase, Bethany	HS Leadership Academy	7-23-18 through 7-27-18
Cilli, Kristin	STEAM Creative Design	7-16-18 through 7-20-18
Comfort, Karlie	Elementary Math Lab	6-25-18 through 7-6-18
Conrad, Anne	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
Corr, Pat	“Stranded” STEAM Camp	6-18-18 through 6-22-18
Covelli, Jaci	Elementary Leadership Academy	7-23-18 through 7-27-18
Cramer, Jen	“Stranded” STEAM Camp	6-18-18 through 6-22-18
Criswell, Josh	“Stranded” STEAM Camp	6-18-18 through 6-22-18
Cusick, Carolyn	SCRATCH	6-25-18 through 6-28-18
DaVia, Mike	FC Leadership Academy	7-23-18 through 7-27-18
Densmore, Leslie	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
Dillie, Pam	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
Edwards, Ben	HS Leadership Academy	7-23-18 through 7-27-18
Erbrecht, Chad	HS Leadership Academy	7-23-18 through 7-27-18
Erwin, Monica	HS Leadership Academy	7-23-18 through 7-27-18
Falascino, Caren	“Stranded” STEAM Camp	6-18-18 through 6-22-18
Fleckenstein, Sue	“Stranded” STEAM Camp	6-18-18 through 6-22-18
Giannuzzi, Lisa	“Stranded” STEAM Camp	6-18-18 through 6-22-18
Gouker, Guilia	HS Leadership Academy	7-23-18 through 7-27-18
Gremba, Justin	STEAM Creative Design	7-16-18 through 7-20-18
Helmecci, Barb	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
Henderson, Matt	STEAM Creative Design	7-16-18 through 7-20-18
Hess, Betsy	HS Leadership Academy	7-23-18 through 7-27-18
Hess, Betsy	Summer Gym	6-18-18 through 7-27-18
Hughes, Melissa	HS Leadership Academy	7-23-18 through 7-27-18
Hunsberger, Tom	FC Leadership Academy	7-23-18 through 7-27-18
Kennedy, Megan	STEAM Creative Design	7-16-18 through 7-20-18
Kistler, Lynn	HS STEAM Academy	6-18-18 through 6-22-18
Kozminski, Craig	HS STEAM Academy	6-18-18 through 6-22-18
Lamantia, Julia	HS Leadership Academy	7-23-18 through 7-27-18
LaSalle, Emily	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
Lee, Kelly	“Stranded” STEAM Camp	6-18-18 through 6-22-18
Lutton, Lakyn	FC Leadership Academy	7-23-18 through 7-27-18
Madge, Craig	Middle School Band Camp	6-18-18 through 6-22-18
Madge, Craig	Beginning Band “Boot” Camp	7-23-18 through 7-27-18
Manion, Kara	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
McGrath, Megan	Elementary Creative Writing	6-25-18 through 6-29-18
McGrath, Megan	Learning Literary Elements	6-19-18 through 6-22-18
McGrath, Megan	Elementary Leadership Academy	7-23-18 through 7-27-18
McGrath, Megan	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
Mechler, Lauren	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
Mellinger, Dana	Summer Gym	6-18-18 through 7-27-18

Mellinger, Matt	Summer Gym	6-18-18 through 7-27-18
Meston, Kara	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
Miller, Steve	HS STEAM Academy	6-18-18 through 6-22-18
Morton, Shawn	Summer Gym	6-18-18 through 7-27-18
Nicholson, Jared	HS Leadership Academy	7-23-18 through 7-27-18
Nicholson, Jared	English/Math Credit Recovery	6-18-18 through 7-26-18
O’Korn, Amy	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
O’Leary, Barbara	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
Peskorski, Fred	HS Leadership Academy	7-23-18 through 7-27-18
Pickell, Don	Middle School Band Camp	6-18-18 through 6-22-18
Pickell, Don	Beginning Band “Boot” Camp	7-23-18 through 7-27-18
Rennhoff, Joanna	HS Leadership Academy	7-23-18 through 7-27-18
Robbins, Tim	Summer Gym	6-18-18 through 7-27-18
Rush, Paul	Middle School Band Camp	6-18-18 through 6-22-18
Rush, Paul	Beginning Band “Boot” Camp	7-23-18 through 7-27-18
Schade, Carrie	Back to School Reading Camp	8-6-18 through 8-10-18
Schade, Carrie	Elementary Reading Lab	6-25-18 through 7-6-18
Schade, Carrie	Elementary Leadership Academy	7-23-18 through 7-27-18
Schlichtung, Jane	Summer Gym	6-18-18 through 7-27-18
Seybert, John	Middle School Band Camp	6-18-18 through 6-22-18
Seybert, John	Beginning Band “Boot” Camp	7-23-18 through 7-27-18
Slater, Maria	Summer Gym	6-18-18 through 7-27-18
Stash, Kristen	Summer Gym	6-18-18 through 7-27-18
Toth, Zoltan	Summer Gym	6-18-18 through 7-27-18
Vacco, Tracey	HS STEAM Academy	6-18-18 through 6-22-18
Valentine, Erica	HS STEAM Academy	6-18-18 through 6-22-18
Watson, Dave	English/Math Credit Recovery	6/18/18 through 7-26-18
Wayland, Glenn	Middle School Band Camp	6-18-18 through 6-22-18
Wayland, Glenn	Beginning Band “Boot” Camp	7-23-18 through 7-27-18
Wheeler, Katie	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
Wheeler, Katie	Elementary Leadership Academy	7-23-18 through 7-27-18
Wiesemann, Erik	Elementary Leadership Academy	7-23-18 through 7-27-18
Wiesemann, Erik	Elementary STEAM Team Investigates Kennywood	7-16-18 through 7-20-18
Yoder, Dawn	“Stranded” STEAM Camp	6-18-18 through 6-22-18

Extra-Curricular Activities – New Appointments (2018-2019 School Year)

Name	Position	Salary
Ficorilli, Josh	Assistant Varsity Football Coach	\$5,240
Gloekler, Dan	Assistant Girls Volleyball Coach	\$2,150
Kozminski, Craig	PJAS Sponsor	\$ 968
LaManna, Frankie	Assistant Varsity Soccer Coach	\$ 2,800
McKinney, Chuck	Assistant Varsity Football Coach	\$2,100

Extra-Curricular Activities – Re-Appointments (2018-2019 School Year)

Name	Position	Salary
Beard, Garrett	Middle School Coordinator	\$ 2,300
Binkley, Michael	Fall Play Producer	\$1,000
Calvetti, Greg	Assistant Middle School Cross Country	\$ 1,200
Carlino, Laura	National Honor Society Sponsor	\$1,634
Casey, Samandra	Middle School Girls Volleyball Coach	\$ 2,000
Cervi, Larry	Fall Play Drama Director	\$2,600
Chase, Bethany	French Club	\$ 968
Chermak, Maureen	Cross Country Head Coach	\$3,380
Clark, Kevin	Deer Valley Coordinator	\$1,300
Coleman, Terry	Assistant Varsity Football Coach	\$ 2,100
Corona, Cara	Fall Play Costume Assistant	\$ 200

Corr, Patrick	Assistant Varsity Football Coach	\$ 5,340
Corr, Patrick	Middle School Coordinator	\$ 2,300
Coyle, Ryan	Assistant Varsity Football Coach	\$ 5,340
Comfort, Karlie	Middle School Girls Volleyball	\$ 1,500
Criner, Vivian	.5 Deer Valley Assistant Coordinator	\$1,182
Cuscino, Mike	Head Girls Golf Coach	\$ 4,800
Darakos, Joanna	.5 Spanish Club	\$ 484
Dudley, Matt	Deer Valley Coordinator	\$1,300
Edwards, Ben	Multi-Cultural Club	\$ 800
Edwards, Ben	Forensic Sponsor	\$ 4,520
Fackenthal, Brett	Assistant Boys Soccer	\$ 2,850
Figura, Joseph	Assistant Varsity Football Coach	\$ 5,340
Froelich, Keith	Campus News Network	\$ 2,571
Froelich, Keith	St. Clarion Sponsor	\$ 2,151
Gaetano, Sam	Head Middle School Football (8 th Grade)	\$ 3,000
Graceffo, Joe	Assistant Athletic Director	\$ 3,565
Gray, Dave	Head Girls Soccer	\$ 5,500
Gray, Mike	Assistant Girls Soccer (.75)	\$ 2,047
Gremba, Justin	Middle School Girls Volleyball Coach	\$ 2,000
Holzer, Dan	Senior Class Sponsor	\$ 2,571
Holzer, Dan	Head Boys Basketball Coach	\$ 8,200
Hunsberger, Thomas	Producing Artistic Director Fall Play	\$ 2,000
Jackson, Terry	FRIENDS Event Leader	\$ 422
Jones, Patrick	Marching Band Assistant – Drumline	\$ 2,900
Junko, Mike	Assistant Varsity Football Coach	\$ 5,340
Kamberis, Megan	Dance Coach	\$ 1,400
Kamberis, Megan	Hip Hop Coach	\$ 1,200
Kelly, Nancy	Assistant Girls Tennis	\$ 2,300
Kopaz, Lynne	German Club Co-Sponsor	\$ 484
Lardas, Constantina	Latin Club	\$ 968
Levine, Steve	Head Middle School Cross Country	\$ 2,000
Loboda, Luke	Head Middle School Football (7 th Grade)	\$ 3,000
Lopez-Cuscino, Maria Andrea	Volunteer Girls Golf	\$ 0
Malarkey, Jerry	Head Baseball	\$ 5,800
Manion, Pat	FBLA Club	\$ 1,316
Marks, Laura	1:1 HS Learning Initiative Facilitator	\$ 3,500
Mathews, Gordon	Assistant Varsity Football Coach	\$ 5,060
Mellinger, Matt	Assistant Varsity Football Coach	\$ 5,060
Milovac, Lorraine	.75 Thespians Club	\$ 968
Mollica, Josh	Head Wrestling Coach	\$ 7,450
Morais-Nascimento, Victor	Head Girls Volleyball Coach	\$ 5,100
Morton, Shawn	Assistant Varsity Football Coach	\$ 5,440
Mulroy, Lyn	FRIENDS Sponsor	\$ 1,369
Nicholson, Jared	Assistant Middle School Football Coach	\$ 2,500
Ogden, Chris	Assistant Coach Middle School Swim	\$ 600
Oprison, Isabella	Middle School Girls Volleyball	\$ 1,500
Palazzolo, Patricia	World Affairs Club Sponsor	\$ 968
Palmer, Jace	Middle School Girls Volleyball	\$ 2,000
Palombine, Stephen	Assistant Varsity Football Coach	\$ 1,000
Passodelis, Kellie	Montage Sponsor	\$1,603
Petrick, Doug	Head Boys Cross Country	\$ 3,380
Petrick, Jonathan	Volunteer Boys Cross Country	\$ 0
Pickell, Donald	Marching Band Director	\$ 7,000
Polfus, Jill	Middle School Girls Volleyball	\$ 1,500
Radziukinas, Mike	Assistant Middle School Football Coach	\$ 2,500
Render, Jim	Head Varsity Football Coach	\$13,100

Renhoff, Johanna	German Club Co-Sponsor	\$ 484
Robbins, Tim	Assistant Varsity Football Coach	\$ 5,500
Rocco, Mary Rae	Head Field Hockey	\$ 3,600
Schneider, Uwe	Head Boys Soccer	\$ 5,500
Schlichting, Jane	Head Coach Middle School Swim	\$ 2,000
Schraven, Dave	Assistant Coach Middle School Swim	\$ 1,800
Seybert, John	Director of District Bands	\$ 4,500
Shade, Allison	Assistant Girls Field Hockey	\$ 2,150
Shuback, Jennifer	FRIENDS Event Leader	\$ 422
Simpson, Mary (Maggie)	Assistant Girls Field Hockey	\$ 2,150
Sivillo, Ron	USC Law Club	\$ 791
Smigel, Robyn	Mural Club Sponsor	\$ 484
Sumansky, Sharon	Assistant Girls Soccer	\$ 2,800
Susa, Sarah	MYP Coordinator – High School	\$ 3,000
Valentine, Erika	Art Club Sponsor	\$ 484
Villani, Renee	Head Girls Tennis	\$ 4,000
Von Bloch, Jessica	Assistant Middle School Cross Country	\$ 1,200
Wagner, Greg	Assistant Athletic Director	\$ 3,565
Wagner, Greg	Assistant Girls Soccer (.25)	\$ 753
Watson, Dave	Forensic Assistant Sponsor	\$ 2,389
Willard, Terry	Theater Head Technician HS & Boyce	\$ 5,200
Witenske, Tim	Middle School Football Coach	\$ 2,500
Wregget, Courtney	Assistant Hip Hop Coach	\$ 800
Zebo, Jack	Interact	\$ 968

***Funded from camp proceeds**

Extra-Curricular Activities – Deletions

Name	Position	Last Date Worked
Cardone, Alissa	Field Hockey Asst. Coach	10-19-17
Hugar III, Albert (Chip)	Asst. Girls Volleyball Coach	10-31-17
Jackson, Chrissy	Asst. Girls Volleyball Coach	10-31-17
Kistler, Lynne	PJAS Sponsor	6-14-18
Willard, Terry	Tech Theater Director – Boyce	10-29-18
Willard, Terry	Technical Directgor	10-29-18

COMMENDATIONS AND RECOGNITIONS

JUNE, 2018

Staff

An Upper St. Clair High School English teacher was recently recognized by the Duquesne University School of Education. Elizabeth Cecelia was honored with the Alumni Leading Teacher Program Excellence Award.

The award is given to an alumnus whose performance demonstrates excellence in one of the three themes of the Leading Teacher Program: leadership, diversity and technology.

Ms. Cecelia was honored with a plaque and will be featured in the Duquesne University School of Education's magazine.

High School

Upper St. Clair High School senior Jonah Auslander was recently awarded a National Security Language Initiative for Youth scholarship. Jonah will participate in the summer NSLI-Y program, administered by American Cultural Exchange Service, in Moscow, Russia.

Jonah, along with 14 other American high school students from across the United States, will spend six weeks in Moscow studying the Russian language intensively while living with a Russian host family and participating in local cultural activities.

Upper St. Clair High School junior Paarth Shankar placed ninth at the National Catholic Forensic League Grand National Tournament held May 26-27, 2018, in Washington, D.C. Paarth, a national semifinalist, competed in the Extemporaneous Speaking event.

In addition to Paarth, three other Upper St. Clair High School students finished among the top 50 in their respective events. The team of seniors Wyatt Keating and Shebl Rosati placed 37th in Duo Interpretation of Literature and sophomore Shanthi Krishnaswamy placed 44th in Original Oratory.

Two members of the Upper St. Clair High School class of 2018 have earned college-sponsored Merit Scholarship awards through the National Merit Scholarship Corporation and their respective universities.

Michael R. Hrehocik earned a National Merit Rochester Institute of Technology Scholarship. He plans to pursue a degree in game design and development.

Spencer Miller, who will study mathematics, earned a National Merit University of Chicago Scholarship.

Middle/High School

Two Upper St. Clair teams placed among the top 10 in their divisions at the Odyssey of the Mind World Finals, held May 23-26, 2018, at Iowa State University.

In their fourth trip to the OM World Finals, Upper St. Clair High School students earned third place for their performance and seventh place overall. Their team, which competed in division three (high school) includes ninth graders Victoria Cuba, Brianna Lin, Joseph Markovitz, Max Murtough, Sammie Seewald, Constantine Tripodes and Eric Wang.

A team of Boyce Middle School students earned a ninth place finish in division one (elementary). The team is comprised of fifth graders Jake Casares, Anastasia Gzikowski, Esha Lathia, Owen Mucho, Ben Murtough and Ben Seewald, and fourth grader Peter Markovitz. This marked the team's first time competing in the OM World Finals.

Both teams advanced to the World Finals by placing among the top two at both the regional and state tournaments in the spring.

Middle School

Sixth grader Libby Eannarino and eighth grader Daniel Wang were crowned Grand Champions at the regional 24 Challenge competition on May 8, 2018, at the Allegheny Intermediate Unit. Libby finished first in the grade 6 division and Daniel took first place in the seven/eight division.

More than 80 students in grades four through eight from Allegheny County competed at the AIU's regional competition. In addition to Libby and Daniel, seven other Upper St. Clair middle school students competed at the regional competition – all of whom advanced to the semifinals.

- **Grade 5:** Shawn Khurana and Joshua Anand
- **Grade 6:** Shubham Patel and Dhruv Saggi
- **Grade 7:** Keshav Narasimhan, Qadir Khan and Ipsita Singh

In addition to the regional 24 Challenge competition, several Upper St. Clair students successfully competed in the local South Hills Tournament on April 30, 2018, at West Jefferson Hills School District.

At the sixth grade level, Libby Eannarino, Shubham Patel and Dhruv Saggi finished first, second and third, respectively. In the fifth grade division, Joshua Anand came in fourth. And, in the seven/eight division, Fort Couch students Keshav Narasimhan, Daniel Wang and Qadir Khan swept first, second and third, respectively.

A team of Fort Couch Middle School students took top honors in the recent Fluid Power Challenge – earning first overall and best teamwork in the engineering competition, which was held at the Community College of Allegheny County – North Campus in McCandless Township. Several Fort Couch students worked on the project with the following representing Upper St. Clair's two submissions at the competition: Phillip Markovitz, Evan Sarkett, Matt Earley, Collin Eccher, Ritvik Shah, Evan Tefft, Isha Sinha and Adam Zheng.

The National Fluid Power Association Fluid Power Challenge is a competition that encourages middle school students to solve an engineering problem using fluid power.

On Challenge Day, each team submits its design and then must build the machine and prepare for the timed competition. Prizes are awarded for the best portfolio, teamwork, design and overall winner.

A team of seventh graders from Fort Couch Middle School earned first place honors at the statewide 2018 STEM Design Challenge on May 18, 2018, at Harrisburg University. Team members include Matthew Earley, Phillip Markovitz, Quinton Miller, Evan Sarkett and John Scherer.

The Fort Couch team developed and built a robotic arm that could help around the house by doing dishes, cooking, and many other things while being powered by a piezoelectric floor throughout the house.

Boyce Middle School sixth grader Luke Bishop recently achieved a perfect score of 25 in the international Mathematical Olympiads for Elementary and Middle School program.

Within Luke's division, there were 79,280 participants with only 196 of whom achieved a perfect score. His accomplishment was recognized with the George Lenchner Award, a special medallion named for the organization's founder.

In addition, five Boyce students earned the Gold Pin for scoring among the top two percent with a score of 23 or 24. Gold Pin awardees include fifth graders Jamie Barrett, Sam Berger and Esha Lathia; and sixth graders Alex Sun and Arjun Suresh.

Silver Pins were earned by 11 students who scored among the top 10 percent. Earning Silver Pin awardees include Reese Copenhaver, Ryan LaRocco, Tyler McClintock-Comeaux, Leona Chen, Mahir Parmar, Eitan Schwartz, Yuhong Shi, Grace Myers, Brian McFerran, Arya Patel and Shiven Verma.

Overall, Boyce Middle School's team won the school's sixth consecutive plaque for placing in the top 10 percent.

Boyce Middle School's accelerated math team was named to the National Math Olympiad Honor Roll for placing among the top 10 percent of all competing teams. This marks the sixth consecutive year for this honor.

3033 Federal Fiscal Compliance and Uniform Grant Guidance (UGG) Federal Procurement Requirements

Authority

The Board shall review and approve all applications for federal funds submitted by the district.

Delegation of Responsibility

The Board designates the Superintendent as the district contact for all federal programs and funding.

The Superintendent or designee shall develop administrative procedures governing the procurement, use, management and disposal of goods, materials and equipment purchased with federal grant funds. At a minimum, the administrative procedures shall ensure:

1. Expenditures of federal grant funds are completed in accordance with federal requirements.
2. Title to and control of location, custody and security of equipment and/or property purchased with federal funds are maintained.

The Federal Programs Coordinator or designee shall track and document all federal programs expenditures and verify budgetary information required for those programs.

Procurement – Federal Programs

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Grant Guidance regulations and/or U.S. Department of Agriculture (USDA) regulations governing school food service programs. The district maintains the following purchasing procedures, in accordance with federal and state laws, regulations and Board policy.

2018 Procurement Thresholds		
PA State Quotation Threshold	\$10,900	Adjusted based on Consumer Price Index published in PA Bulletin
PA State Bid Threshold	\$20,100	Adjusted based on Consumer Price Index published in PA Bulletin
Federal Micro-Purchase Threshold	\$3,500	Adjusted periodically and published in Federal Register
Federal Simplified Acquisition Threshold	\$150,000	Adjusted periodically and published in Federal Register

*This Procurement attachment shall be reviewed annually and amounts updated accordingly.

Responsibility for Purchasing

The Board has outlined standard district purchasing responsibility, methods of purchasing, price quotations and bid requirements in Board policies administrative procedures:

Purchase Methods

When a request for purchase of equipment, supplies or services has been submitted and approved as outlined below, the procurement method to be used will be determined based on the type of purchase and the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply, so as to comply with both state and federal requirements. At each point where requirements for food service-related procurement under USDA regulations differ, a note will refer to the Food Service Program Notes at the end of this procedure. Final determination of which purchasing procedures are to be applied is delegated to the Superintendent under the authority of the Board.

Standard Procurement Documents and Purchase Request Process

The district shall use requisitions for purchase requests in accordance with the applicable purchase method.

The district shall use paper purchasing records, which are pre-numbered and are accessible to designated purchasing staff in the Business Office.

Purchase requests by an employee must be submitted to the building administrator or immediate supervisor. Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order or requisition submitted to the Director of Business & Finance.

Purchase orders and requisitions shall contain information including, but not limited to:

1. Description of the services to be performed or goods to be delivered.
2. Location of where services will be performed or goods will be delivered.
3. Appropriate dates of service or delivery.

Documentation on purchase orders and requisitions shall be maintained in accordance with the district's Records Management Policy and records retention schedule.

Contracts shall be reviewed by the school solicitor prior to submission to the Board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

[See Food Service Program Notes below for specific clauses required by USDA regulations to be included in cost reimbursable procurement contracts.]

Micro-Purchases Not Requiring Quotes or Bidding

For purposes of this procedure, micro-purchase means a purchase of equipment, supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$3,500. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$3,500.

Note: The micro-purchase maximum for federal purposes is lower than the amount below which the School Code allows purchase for nonfederal purposes to be made without obtaining at least three (3) written or telephonic quotes or using formal competitive bidding.

The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the district distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms. The Director of Business & Finance will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable. The district will maintain evidence of this reasonableness in the records of all micro-purchases. Reasonable means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

Small Purchase Procedures

For purposes of this procedure, small purchase procedures are those relatively simple and informal procurement methods for securing equipment or supplies that cost more than the amount qualifying as a micro-purchase and do not cost \$20,100 or more, or in the case of services other than construction, maintenance or repair on school facilities, where the total cost does not exceed the \$150,000 federal Simplified Acquisition Threshold at which formal competitive bidding or competitive proposals are required. Small purchase procedures cannot be used for purchases of equipment or supplies or for construction, repair or maintenance services costing \$20,100 or more because the School Code requires formal competitive bidding at that level of cost.

The base amount at which bidding is required under state law for purchases of equipment, supplies and construction, maintenance or repair services on school facilities is adjusted for inflation annually, and the amount most recently established and published in the Pennsylvania Bulletin shall apply if other than \$20,100.

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$150,000.

Because state law does not require competitive bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost, small purchase procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding or competitive proposals are required (\$150,000).

[See Food Service Program Notes below for exemption from bidding for purchases of perishable food items costing less than \$150,000.]

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained.

Formal Competitive Bidding

Publicly Solicited Sealed Competitive Bids:

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of school facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder when the total cost is estimated to be \$20,100 or more.

Note: The amount at which formal competitive bidding or competitive proposals are required by federal regulations is much higher than the base amount at which the School Code requires competitive bidding. Therefore, the lower base amount specified by the School Code, as annually adjusted, is used to determine when bidding will be used for purchases of equipment or supplies, or for obtaining services for construction, maintenance or repairs on school facilities.

State law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding or competitive proposals will be used when the estimated total cost will be at or over the federal threshold of \$150,000.

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$150,000.

For procurement of services costing at or over the \$150,000 federal threshold other than for construction, maintenance or repairs on school facilities, the use of competitive sealed bidding is considered feasible and appropriate when:

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

Competitive Proposals

State law does not require public school entities to solicit competitive bids for services other than construction, repairs or maintenance of school facilities, for which competitive bidding is required if the cost will be a base amount of \$20,100 or more. State law allows competitive proposals relating to work on facilities in lieu of bidding only in the context of guaranteed energy savings contracts.

Federal regulations allow the use of competitive proposals as an alternative to formal competitive bidding when conditions are not appropriate for the use of sealed bids.

In the case of services other than for construction, repairs or maintenance of school facilities costing less than that threshold, the district may use small purchase procedures or micro-purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law for the

acquisition of services other than for construction, repairs or maintenance of school facilities, and can be used if the total cost will be less than \$150,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The district shall comply with other applicable state and federal law and regulations, Board policy and administrative regulations regarding purchasing; the district may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
2. Proposals must be solicited from an adequate number of qualified sources.
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

An alternative form of competitive proposal is permitted only for qualifications-based procurement of architectural and engineering services, in which price is not a selection factor and reasonable compensation is negotiated after source selection. This alternative is not permitted for procurement of other types of services.

Competitive proposals shall be evaluated by the Director of Business & Finance based on factors including but not limited to:

- Cost.
- Experience of contractor.
- Availability.
- Personnel qualifications.
- Financial stability.
- Minority business, women's business enterprise, or labor surplus area firm status.
- Project management expertise.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the Director of Business & Finance.

Contract/Price Analysis

The district performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications.

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Director of Business & Finance must come to an independent estimate prior to receiving bids or proposals. As part of the analysis, the Upper St. Clair School District will enact established business practices which may include evaluation of similar prior procurements and a review process.

Negotiated Profit

In any procurement in which there has been no price competition, or in which a cost-analysis is performed, profit must be negotiated separately as an element of price. Accordingly, solicitations of bids, proposals or quotes shall require that bids, proposals or quotes be limited to costs other than profit, and exclude profit.

To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

When profit must be negotiated as a separate element of the total price, it shall be negotiated by the Director of Business & Finance.

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An emergency exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.
4. After solicitation of a number of sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the district will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement, which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the Business Office.

All noncompetitive proposals will ultimately be approved by the Board. The district may utilize legal advice from the solicitor regarding noncompetitive proposals.

Profit must be negotiated separately for noncompetitive proposals, and a cost or price analysis will also be performed for noncompetitive proposals when the price exceeds \$150,000.

Purchase Cards

The district approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline contractor payment.

Procurement cards may be used for purchases under federal programs.

Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.
4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
7. Any arbitrary action in the procurement process.

Minority Businesses, Women's Business Enterprises, Labor Surplus Area Firms

The district must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority business and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

Geographical Preferences Prohibited

The district must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

[See Food Service Program Notes below for permissibility of geographic preferences and "Buy American" practices in purchasing certain food products]

Prequalified Lists

The district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the district must not preclude potential bidders from qualifying during the solicitation period.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

Solicitation Language

The district must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Avoiding Acquisition of Unnecessary or Duplicative Items

The district must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis must be made of leases versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds.

Use of Intergovernmental Agreements and Cooperative Purchasing

To foster greater economy and efficiency, the district enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act, the School Code and the Commonwealth Procurement Code.

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the district shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable procurement methods, requirements and standards of the Uniform Grant Guidance as outlined in this procedure.

Use of Federal Excess and Surplus Property

The district considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

Debarment and Suspension

The district awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

The district may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the district verifies that the contractor with whom the district intends to do business is not excluded or disqualified.

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The Director of Business & Finance will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

Maintenance of Procurement Records

The district must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Time and Materials Contracts

The district may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the district is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the district must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Settlements of Issues Arising Out of Procurements

The district alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the district of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The district maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency. Protest procedures will be acted on in accordance with current state law and regulations, established district administrative regulations and the advice of the solicitor.

Food Service Program Notes:

Exemption from Bidding for Perishable Food Items - The School Code exempts purchases of perishable food items from bidding requirements. Bidding for perishable food items is required only if the cost would be at or over the federal threshold at which formal competitive bidding is required (\$150,000). Small purchase procedures may be used for purchases below \$150,000, or micro-purchase procedures for purchases below \$3,500. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings.

Geographic Preferences - The district is permitted to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When a geographic preference is applied, the district has discretion to determine the local area to which the geographic preference option will be applied.

Unprocessed locally grown or locally raised agricultural products means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk.

Buy American - The district shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes. The term domestic commodity or product means:

1. An agricultural commodity that is produced in the United States; and
2. A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Mandatory Contract Clauses - The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

(b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

Contracts with Food Service Management Companies - Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

Pre-Plated Meals - Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

ADOPTED: June 20, 2018