

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

**MONDAY, MAY 21, 2018 - 7:00 P.M.
CENTRAL OFFICE BOARD ROOM**



Customizing Learning,
Nurturing Potential...
Delivering Excellence

Notice having been advertised and posted and members duly notified, the regular meeting of the Board of School Directors was held on May 21, 2018 in the Central Office Board Room.

School Board Members in attendance:

Mrs. Amy L. Billerbeck, President (via speaker phone)
Mrs. Barbara L. Bolas, Vice President
Mrs. Jennifer L. Bowen
Mr. Phillip J. Elias
Dr. Daphna Gans
Mr. Patrick A. Hewitt
Mrs. Angela B. Petersen
Mr. Dante R. Plutko, Jr.

School personnel in attendance:

Dr. Patrick O'Toole, Superintendent of Schools
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 (Bolas)

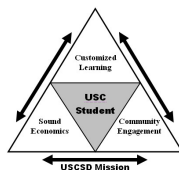
Mrs. Bolas called the meeting to order at approximately 7:00 p.m.

STAR SPANGLED BANNER

Zach Reynolds, high school student, sang the Star Spangled Banner.

READING OF THE MISSION

Mr. Plutko 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 #4 FROM STRATEGIC PLAN

Dr. Gans read the following Shared Belief Statement #4 from the Strategic Plan:

We believe that:

The quality of the school district impacts the quality of life in the community.

RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)

The following residents spoke regarding the high school strings orchestra program:

Monali Sinha, 1768 Taper Drive
Anika Sinha, 1768 Taper Drive
Vivek Babu, 206 Carriage Lane

APPROVAL OF AGENDA (Bolas)

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

REPORT FROM STUDENT BOARD REPRESENTATIVES (Joshua Meyer and Rebecca Speer)

Joshua Meyer and Rebecca Speer, student board representatives, reported on various activities at the high school.

Rebecca shared information regarding a project/proposal that the high school student council is working on related to a wellness center/stress free room for the students. Dr. O'Toole stated that he is aware of the project and that the students are working on the proposal with Dr. Angelo. Mrs. Bowen commented regarding the impact of stress on adolescents and commended the students for the work that they are doing on this initiative.

RECOGNITION OF JOSHUA MEYER, STUDENT BOARD REPRESENTATIVE - 2016-17 AND 2017-18

Dr. O'Toole, along with the Board and administration, recognized Joshua Meyer for serving as a student board representative for the 2016-17 and 2017-18 school years.

Josh was presented with a Certificate of Recognition, USC iPad portfolio, and an order acknowledgment for a Duke polo shirt in recognition of being accepted to Duke University. Josh thanked everyone for the recognition and commented how much he has enjoyed serving as a student board representative and how much he has learned over the past two years.

APPROVAL OF MINUTES

MOTION: By Petersen: I move that the Board approve the minutes of the April 23, 2018 Board meeting. Seconded by Bowen, and carried on unanimous voice vote.

MOTION: By Petersen: I move that the Board approve the minutes of the May 7, 2018 Board meeting. Seconded by Bowen, and carried on unanimous voice vote.

SUPERINTENDENT'S REPORT (O'Toole)

APPROVAL OF COMMENDATIONS & RECOGNITIONS - ATTACHED

Dr. Suritsky read the Commendations & Recognitions.

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

APPROVAL OF REVISED 2018-19 SCHOOL CALENDAR - ATTACHED

MOTION: By Bowen: I move that the Board approve the revised 2018-19 School Calendar to change the Fort Couch Celebration of Learning from May 2, 2019 to May 16, 2019 to avoid conflicting with scheduled PSSA tests AS ATTACHED. Seconded by Plutko, and carried on unanimous voice vote.

DISCUSSION REGARDING CONTRACT WITH PERFORMING ARTS EDUCATORS FOR THE PANTHEON CHOIR TO PERFORM AT THE CARNEGIE HALL IN JANUARY 2019

Dr. O'Toole stated that he is proud to announce that the High School Pantheon Choir has been invited to perform on the renowned Carnegie Hall Stern Auditorium stage on Sunday, January 20, 2019 in a concert entitled, "Every Life Shall Be a Song: A Choral Concert Featuring the Works of Women Composers & Lyricists." He commented that this is an exceptional opportunity for our students and added that the choir showcases the district at numerous venues, including board meetings, and that he supported the Board's approval of the contract at the June 4 meeting. He noted that the choral boosters would cover the ancillary expenses.

ADOPTION OF PROPOSED FINAL 2018-19 BUDGET & APPROVAL TO SET DATE FOR ADOPTION OF FINAL BUDGET - ATTACHED

MOTION: By Plutko: I move that the Board adopt the following resolution. Seconded by Petersen, and carried on majority roll call vote. (Mr. Plutko voted nay.)

RESOLVED, that the proposed final budget for the 2018-19 school year in the amount of \$83,626,867, with a real estate tax rate of 25.8603 mills be and is hereby approved as the proposed budget for the School District AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING.

RESOLVED, that the Secretary of the Board be and is hereby directed to make copies of such proposed budget available for public inspection in accordance with the requirements of the School Code at least 20 days prior to the adoption of the budget, and the Secretary be and is hereby further directed to give not less than 10 days notice to the public of the meeting at which the final budget shall be adopted.

FURTHER RESOLVED, that the Board set the date of Wednesday, June 20, 2018, at 8:00 a.m. in the Central Office Board Room for the adoption of the 2018-19 school district budget.

CAPITAL PROJECTS UPDATE (O'Toole)

APPOINTMENT OF BOARD REPRESENTATIVES TO ATTEND OWNER/ARCHITECT MEETINGS FOR CAPITAL PROJECTS

MOTION: By Gans: The Superintendent recommends and I move that the Board appoint the following Board members as representatives to attend the owner/architect meetings for the Capital Projects. Seconded by Elias, and carried on unanimous voice vote.

- 1) Angela Petersen
- 2) Jennifer Bowen
- 3) Amy Billerbeck (alternate)

All Board members are welcome to attend the owner/architect meetings.

APPROVAL OF CHANGE ORDER PROCESS FOR CAPITAL PROJECTS

MOTION: By Elias: I move that the Board approve the following change order process for the Capital Projects. Seconded by Petersen, and carried on unanimous roll call vote.

<i>Change Order Approval Scale</i>	<i>Description</i>	<i>Authorization</i>	<i>Amount</i>
Level 1*	Emergencies** that occur within the month prior to Board meetings	District representative - Scott Burchill Alternate: Brett Bernardo	<\$10,000
Level 2*	Emergencies** that occur within the month prior to Board meetings	Superintendent	<\$20,000
Level 3	Emergencies that occur within the month may be addressed by a Special Board meeting, otherwise at the next scheduled Board meeting.	Full Board	>\$20,000

*All such change orders approved within the month would be presented to the Board for ratification at the next Board meeting, noting the rationale for the change and the impact.

**Emergencies are defined as unforeseen changes that are critical to the construction process that, if unaddressed, would cause a schedule delay or a need for remobilization, resulting in more costs to the project than the District would otherwise incur if a decision was delayed until the next Board meeting.

DISCUSSION REGARDING CHANGE ORDER FOR MOVING OF ELECTRIC AND DATA LINES

Dr. O'Toole stated that there is a change order related to the capital project that will need to be addressed related to moving of electric and data lines. He explained that these lines that were not included on any drawings were discovered and that this unforeseen work of moving the electric and data lines is necessary to be completed. Dr. O'Toole added that he does not have complete information regarding the change order at this time, however, it will be necessary to act on the change order in the very near future so that the project is not delayed. He noted that it might be necessary to conduct a special voting meeting if the change order approval cannot wait until the June 4 meeting.

BUSINESS & FINANCE (Burchill)

FIRST READING OF POLICY #3031 - FEDERAL FISCAL COMPLIANCE AND UNIFORM GRANT GUIDANCE (UGG) FEDERAL PROCUREMENT REQUIREMENTS - ATTACHED

Mr. Burchill presented a first reading of Policy #3031 – Federal Fiscal Compliance and Uniform Grant Guidance (UGG) Federal Procurement Requirements.

APPROVAL OF CONSENT AGENDA

MOTION: By Petersen: 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 Elias, and carried on unanimous roll call vote.

a. APPROVAL OF RESOLUTION REGARDING STAFFING

Approve the following resolution regarding staffing:

The District staff be decreased by the following position effective July 1, 2018:
1.0 - Assistant Superintendent

The District staff be increased by the following position effective May 21, 2018:
1.0 - Director of Human Resources

b. APPROVAL OF PERSONNEL LISTINGS - ATTACHED

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

c. APPROVAL OF TWO VOTING DELEGATES AT PSBA DELEGATE ASSEMBLY - FRIDAY, OCTOBER 19, 2018

Authorize two school board members to attend the Pennsylvania Schools Boards Association conference October 17-19, 2018 in Hershey, Pennsylvania to serve as voting delegates at the Delegate Assembly on Friday, October 19, 2018.

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

Approve two Service Agreements for extended school year services for students with The Day School at The Children's Institute.

e. APPROVAL OF COPIER CONTRACT (Berrott/Burchill)

Approve a full-service lease agreement with US Bank Equipment Finance for copier equipment and a service and maintenance agreement with Amcom Office Systems at a monthly cost not to exceed \$7800 for a five-year term.

**f. APPROVAL OF TREASURER'S REPORT (5-7-18)
INCLUDING SUPPLEMENTAL REPORT (5-21-18)**

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

Fund 10 (General Fund) - \$1,563,111.13
Fund 36 (Construction Fund) - \$98,096.44
Fund 50 - (School Lunch Fund) - \$322,112.83

g. APPROVAL OF BID AWARDS FOR SUPPLIES FOR 2018-19

Approve the bid awards for supplies for the 2018-19 school year.

h. APPROVAL OF INSURANCE RENEWALS AND STUDENT ACCIDENT INSURANCE

Approve the renewal of the following insurance policies effective July 1, 2018:

Type of Coverage	Carrier	Yearly Premium Amount
Commercial Package, Energy Systems & Auto	PSBA	\$156,088
Pollution	ACE	\$11,020
School Leaders Policy & Cyber	Chartis (AIG)	\$71,392
Umbrella Policy	PSBA	\$21,776
Workers' Compensation	Highmark	\$337,490
Foreign Travel Package	Navigators	\$3,473
Voluntary Student Accident	Life Insurance Company of America (AG Administrators)	\$30 for coverage during school hours; \$115 for 24x7 coverage

COMMITTEE REPORTS

Dr. Gans reported regarding the concerns and disadvantages to public education related to potential legislation for ESA vouchers that divert resources from public schools that serve all students to pay for private schools. She encouraged residents to contact their representatives to express their opinions.

ANNOUNCEMENT REGARDING EXECUTIVE SESSIONS

Mrs. Bolas announced that the Board met in executive sessions on the following dates:

May 7, 2018 – Personnel Matters
May 21, 2018 – Personnel Matters

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

REPORT FROM BOARD BREAKFAST WORKSHOP - MAY 16

Dr. O'Toole thanked the board members and administrators for attending the board breakfast workshop on May 16 related to safety and security.

REPORT FROM COMMUNITY DAY - MAY 19

Dr. O'Toole also thanked the board members and administrators for participating in the Community Day parade and activities on May 19.

HIGH SCHOOL AWARDS NIGHT - MAY 22 @ 7 PM (THEATRE)

Dr. O'Toole announced that the high school awards night would be held in the theatre on May 22 at 7:00 pm.

UPCOMING SPRING OPEN HOUSE - MAY 24 - BOYCE MIDDLE SCHOOL

Dr. O'Toole stated that the last spring open house for the year would be held at Boyce Middle School on May 24 at 7:00 p.m.

JUNE MEETING SCHEDULE

Dr. O'Toole announced the June meeting schedule as follows:

Monday, June 4 – Curriculum Recommendations Presentation @ 5:00 p.m.
Committee of the Whole Meeting @ 7:00 p.m.

Wednesday, June 20 – Regular Board Meeting @ 8:00 a.m.

INTRODUCTION OF STUDENT BOARD REPRESENTATIVE GABRIELLA SPINA (JUNE 4)

Dr. O'Toole stated that Gabriella Spina would be attending the June 4 meeting to be introduced as a student board representing beginning with the 2018-19 school year.

LEADERSHIP DEVELOPMENT UPDATE

Dr. O'Toole shared information regarding the requirements that administrators have under Act 45 to complete continuing education units related to their certifications. He explained that leadership development sessions are held as a group bringing in a presenter in order for the administrators to participate together. Dr. O'Toole stated that much of the leadership training is related to customizing learning for all students. He encouraged the Board and Dr. Rozzo to continue to support this type of leadership development for the administrative staff.

ADJOURNMENT

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 8:05 p.m.

EXECUTIVE SESSION - PERSONNEL MATTERS

The Board met in executive session following the meeting to discuss personnel matters.

Barbara L. Bolas, Vice-President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

COMMENDATIONS AND RECOGNITIONS
MAY, 2018

Middle School/High School

Students in grade 6 through 12 earned high honors in the recent Pennsylvania Math League contest. Boyce Middle School sixth graders finished second among 79 Pennsylvania schools. This marks the seventh consecutive year that Boyce has finished first or second in the math competition.

Sixth grader Alex Sun placed fourth overall and his classmates Arjun Suresh and Shiven Verma tied with the eighth highest scores in the commonwealth.

Fort Couch Middle School students also earned high honors with seventh graders finishing third among 62 schools. Jason Lu and Carter McClintock-Comeaux tied for fifth place and Alexander Todd tied for 20th place.

Fort Couch eighth graders placed fourth among 63 schools. Daniel Wang tied for sixth place and Shanning Zhou tied for 15th.

This year, Upper St. Clair High School was among those recognized as Cumulative High Scoring Schools across the commonwealth with a tie for sixth place. Three USC students placed in the top 10 of Pennsylvania's Cumulative High Scoring Students including sophomore Braden Yates, tied for fifth place; junior Sam Ding, tied for seventh place; and senior Spencer Miller tied for eighth place.

The PML specializes in conducting math contests designed to stimulate student interest and confidence in mathematics.

At Boyce, students also earned recognition for achieving top scores among their school-level peers.

Category 1: Fifth Graders studying 6th Grade Math

- 1st Place (tie): Grace Myers and Eitan Schwartz
- 2nd Place: Yuhong Shi

Category 2: Sixth Graders studying 7th and 8th Grade Math

- 1st Place: Alex Sun
- 2nd Place (tie): Arjun Suresh and Shiven Verma

Category 3: Sixth Graders studying 6th Grade Math

- 1st Place: Daniel Seewald
- 2nd Place: Dhruv Saggi

Two teams of Upper St. Clair students from Boyce Middle School and the High School are headed to Iowa State University to compete in the Odyssey of the Mind World Finals set for May 23-26, 2018. To qualify, the teams finished first in their respective problem/division at the state finals on April 7 at Pocono Mountain School District.

The Boyce team, which solved the Division I technical problem, includes Jake Casares, Anastasia Gzikowski, Esha Lathia, Peter Markovitz, Owen Mucho, Ben Murtough and Ben Seewald. The high school team tied for first place in the Division III classics problem. Team members include Victoria Cuba, Brianna Lin, Joseph Markovitz, Max Murtough, Sammie Seewald, Constantine Tripodes and Eric Wang.

High School freshman, Ishaan Shah, recently placed fourth in the Earth/Space/Environment Category of the Covestro Pittsburgh Regional Science & Engineering Fair. Ishaan also received 3 sponsor awards for his project *Maximizing Output of a Microbial Fuel Cell*. Ishaan also presented his project at the Pennsylvania Junior Academy of Science competition in February and will present at the PJAS State Competition in May at Penn State University.

Junior Sam Ding earned special recognition for Excellence in the Scientific Method for his project, "Investigating Clinical Variables in Breast Cancer using Bayesian Networks."

Also earning Excellence in the Scientific Method recognition was sophomore Shanthi Krishnaswamy who presented her project, "The Effect of Enzymes on Plants."

Additionally, nine students from Fort Couch received sponsor awards for their project submissions:

Matthew Early – *Piezo Cake*

Phillip Markovitz – *Piezo Cake*

Evan Sarkett – *Piezo Cake*

Dev Patel – *Wind Turbine Models and Production of Electricity*

Ritvik Shah – *Wind Turbine Models and Production of Electricity*

Sujay Shah – *Wind Turbine Models and Production of Electricity*

Shana Reddy – *Combating Carbonic Acid: Preventing Ocean Acidification*

Varun Damarla – *The Best Airplane Design*

Nitish Sharma – *The Best Airplane Design*

High School

Congratulations are extended to Alexander Wolfe, a recent graduate of Upper St. Clair High School for earning the prestigious rank of Eagle Scout. Alex's Eagle Scout Award project consisted of building a retaining wall and installing benches at the Children's Theater in South Park. Alex was honored at a recognition ceremony on May 20, 2018.

Congratulations are extended to the following students that are listed on the Parkway West Career & Technology Center Director's List of Honor Students for the Third Quarter of the 2017-2018 school year:

Gabrielle Caudill	Cosmetology
Lillian Caudill	Public Safety
Lucas Gillespie	BCT
Daniel Jaffee	ITE
Anna Perry	DMM
Domenic Petito	EST
Rebecca Swiech	Culinary Arts

Four Upper St. Clair High School juniors recently completed the Westinghouse Science Honors Institute, a program for high school juniors from throughout the region who demonstrate a strong interest in science and engineering and who are of high scholastic standing. Participating students include Kaitlyn Kanas, Arushi Khaitan, Claire Kohler and Serena Luo.

Congratulations are extended to high school seniors, Nathan Zadrozny and Kate Bellas who were recently honored at the SHASDA Conference held on Saturday, April 28. Nathan and Kate were chosen to receive the student awards for Upper St. Clair. The theme of the conference was "Hurdling Obstacles and Embracing Opportunities." The SHASDA conference recognizes two high school students from each of the member school districts who have demonstrated significant improvement in student performance and/or have overcome obstacles in attaining their present status.

Upper St. Clair High School senior Sahil B. Doshi has been named a National Merit \$2,500 Scholarship recipient – one of only 2,500 in the country. Students entered the scholarship competition by completing the PSAT, the National Merit Scholarship Qualifying Test, during their junior year. Sahil will be attending Northwestern University this fall where he plans to major in biomedical engineering.

A team of Upper St. Clair High School sophomores placed third at the Cultural Communications Alliance's Marketing Competition on May 1, 2018, at the University of Pittsburgh's College of Business Administration. Team members include Shanthi Krishnaswamy, Gabi Spina, Jami Stout, Sunny Chai and Eri Hayakawa.

The Cultural Communications Alliance works with Pittsburgh area high school teachers to introduce international business concepts to their students using an international case competition. Upper St. Clair students, who were coached by Spanish Teacher Joanna Darakos, worked throughout the year to research and create the plan.

Upper St. Clair High School sophomore Eri Hayakawa recently earned second place in the Pittsburgh Annual Secondary School Chemistry Contest, sponsored by the Pittsburgh Section of the American Chemical Society.

Taught by high school science teacher Dr. Dominick Frollini, Eri competed in the first-year chemistry, large schools category. Eri and Dr. Frollini were honored at the organization's annual awards dinner on May 14, 2018, at Duquesne University.

UPPER ST. CLAIR SCHOOL DISTRICT 2018-19 REVISED ADOPTED SCHOOL CALENDAR

2018

July						
S	M	T	W	T	F	S
			~~4~~	5	6	7
1	2	3				
8	9	10	11	12	13	14
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29	30	31				

August						
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26	27	28	29	30	31	

September						
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October						
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28	29	30	31			

November						
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December						
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30	~~31~~					

2019

January						
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27	28	29	30	31		

February						
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17	18	19	20	21	22	23
24	25	26	27	28		

March						
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16	17	18	19	20	21	22
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30						

April						
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28	29	30				

May						
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June						
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23	24	25	26	27	28	29
30						

○ = Teacher Inservice/
No School for Students ✕ = No School

◊ = Half Day Early Dismissal for Students
⚡ = Snow Make-Up Day

**UPPER ST. CLAIR SCHOOL DISTRICT
2018-19 REVISED ADOPTED SCHOOL CALENDAR**

August 15	New Teacher Orientation			
August 16	New Teacher Induction			
August 21	Teacher Inservice #1 (Staff Opening Day)*		Student	Teacher
August 22	Teacher Inservice #2 (Act 80)*			
August 23	Teacher Inservice #3 (Act 80)*			
August 24	Teacher Inservice #4 (Classroom Management #1/Flex)*	August	5	9
August 27	FIRST DAY OF SCHOOL FOR STUDENTS	September	19	19
September 3	NO SCHOOL - LABOR DAY	October	21	23
September 13	Elementary Open Houses (Early Dismissal @ 12:45 pm)	November	18	19
September 20	High School Open House (Early Dismissal @ 12:35 pm)	December	15	15
September 26	First Marking Period Progress Reports	January	21	22
September 27	Boyce Open House (Early Dismissal @ 1:15 pm)	February	19	20
October 4	Fort Couch Open House (Early Dismissal @ 1:15 pm)	March	20	21
October 12	Half Day Early Dismissal for Students - Act 80** (Teachers' Professional Development)	April	16	17
		May	22	22
October 26	First Marking Period Ends	June	7	9
October 29	Teacher Inservice #5 (Classroom Management #2)*			
October 30	Teacher Inservice #6 (Parent/Teacher Conferences/Inservice) - Act 80*	Total Days	183	196
November 6	Teacher Inservice #7 (Parent/Teacher Conferences/Inservice) - Act 80*			
November 9	First Marking Period Report Cards			
November 21 - November 23	NO SCHOOL - THANKSGIVING RECESS			
December 7	Second Marking Period Progress Reports			
December 24 - January 1	NO SCHOOL - WINTER RECESS			
January 18	First Semester & Second Marking Period Ends			
January 21	Teacher Inservice #8 (Classroom Management #3)*			
January 22	Second Semester Begins			
February 1	Second Marking Period Report Cards			
February 18	Teacher Inservice #9 (Act 80)*			
February 22	Third Marking Period Progress Reports			
March 15	Half Day Early Dismissal for Students - Act 80**			
March 18	Teacher Inservice #10 (Act 80)*			
March 29	Third Marking Period Ends			
April 1	Teacher Inservice #11 (Classroom Management #4)*			
April 12	Third Marking Period Report Cards			
April 15 - April 19	NO SCHOOL - SPRING RECESS			
May 8	Fourth Marking Period Progress Reports			
May 9	Elementary Schools S.T.A.R. Night (Early Dismissal @ 12:45 pm)			
May 16	Fort Couch Celebration of Learning (Early Dismissal @ 1:15 pm)			
May 23	Boyce Celebration of Learning (Early Dismissal @ 1:15 pm)			
May 27	NO SCHOOL - MEMORIAL DAY			
June 6	High School Commencement			
June 11	Second Semester & Fourth Marking Period Ends - Pending Snow Make-Up Days			
June 11	LAST DAY OF SCHOOL FOR STUDENTS - Pending Snow Make-Up Days			
June 12	Teacher Inservice #12 (Classroom Management #5) - Pending Snow Make-Up Days (Snow Make-Up Day #1)			
June 13	Teacher Inservice #13/Flex (Snow Make-Up Day #2)			
June 14	Snow Make-Up Day #3			
June 17	Kennywood Day			
June 25	Report Cards Available on USC Parent Portal for High School and Middle Schools/Mailed for Elementary Schools			

*No School for Students on Teacher Inservice Days

**Half Day Early Dismissal Times for Students

October 12 and March 15:

High School - 10:55 a.m.

Elementary Schools - 11:30 a.m.

Middle Schools - 11:55 a.m.

Winter Recess commences at the close of school on Friday, December 21.

Spring Recess commences at the close of school on Friday, April 12.

In accordance with Basic Education Circular 24 P.S. §15-1502, Days Schools Not to be Kept Open, the following days are official local School District holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, and Independence Day.

(5-21-18)

<u>ITEM</u>	<u>AMOUNTS</u>	
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	64,698,187	
7000 Revenue from State Sources	17,606,746	
8000 Revenue from Federal Sources	1,302,027	
9000 Other Financing Sources		
Total Estimated Revenues And Other Financing Sources		<u>\$83,606,960</u>
Total Estimated Fund Balance, Revenues, and Other Financing Sources Available for Appropriation		<u>\$86,931,137</u>

LEA : 103029203 Upper Saint Clair SD

	<u>Amount</u>
REVENUE FROM LOCAL SOURCES	
6111 Current Real Estate Taxes	55,172,295
6112 Interim Real Estate Taxes	340,000
6113 Public Utility Realty Taxes	60,000
6150 Current Act 511 Taxes - Proportional Assessments	6,649,892
6400 Delinquencies on Taxes Levied / Assessed by the LEA	600,000
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	\$64,698,187
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	1,420,728
7820 State Share of Retirement Contributions	6,240,995
REVENUE FROM STATE SOURCES	\$17,606,746
REVENUE FROM FEDERAL SOURCES	
8514 NCLB, Title I - Improving the Academic Achievement of the Disadvantaged	92,156
8515 NCLB, Title II - Preparing, Training and Recruiting High Quality Teachers and Principals	70,966
8516 NCLB, Title III - Language Instruction for Limited English Proficient and Immigrant Students	11,464
8731 ARRA - Build America Bonds	1,052,441
8810 School-Based Access Medicaid Reimbursement Program (SBAP) Reimbursements (Access)	75,000
REVENUE FROM FEDERAL SOURCES	\$1,302,027
TOTAL ESTIMATED REVENUES AND OTHER SOURCES	83,606,960

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Multi-County Rebalancing Based on Methodology of Section 672.1 of School Code

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Act 1 Index (current): 2.8%

Calculation Method:	Rate	
Approx. Tax Revenue from RE Taxes:	\$55,172,295	
Amount of Tax Relief for Homestead Exclusions	<u>\$1,389,632</u>	
Total Approx. Tax Revenue:	\$56,561,927	
Approx. Tax Levy for Tax Rate Calculation:	\$58,011,957	
	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	\$2,243,282,441	\$2,243,282,441
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	97.43912%	97.43912%
k. Tax Levy Needed	\$58,011,957	\$58,011,957
(Approx. Tax Levy * g)		
I. 2018-19 Real Estate Tax Rate	25.8603	
(k / d * 1000)		
III. m. Tax Levy Generated by Mills	\$58,011,957	\$58,011,957
(l / 1000 * d)		
n. Tax Levy minus Tax Relief for Homestead Exclusions		\$56,622,325
(m - Amount of Tax Relief for Homestead Exclusions)		
o. Net Tax Revenue Generated By Mills		\$55,172,295
(n * Est. Pct. Collection)		

Act 1 Index (current): 2.8%

Calculation Method:	Rate	
Approx. Tax Revenue from RE Taxes:	\$55,172,295	
Amount of Tax Relief for Homestead Exclusions	<u>\$1,389,632</u>	
Total Approx. Tax Revenue:	\$56,561,927	
Approx. Tax Levy for Tax Rate Calculation:	\$58,011,957	
	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)	\$58,011,957	\$58,011,957
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:	\$55,172,295
Amount of Tax Relief for Homestead Exclusions	<u>\$1,389,632</u>
Total Approx. Tax Revenue:	\$56,561,927
Approx. Tax Levy for Tax Rate Calculation:	\$58,011,957
	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

CODE									
6111 <u>Current Real Estate Taxes</u>				<u>Amount of Tax Relief for Homestead Exclusions</u>	<u>Tax Levy Minus Homestead Exclusions</u>		<u>Net Tax Revenue Generated By Mills</u>		
<u>County Name</u>	<u>Taxable Assessed Value</u>	<u>Real Estate Mills</u>	<u>Tax Levy Generated by Mills</u>				<u>Percent Collected</u>		
Allegheny	2,243,282,441	25.8603	58,011,957				97.43912%		
Totals:	2,243,282,441		58,011,957	-	1,389,632	=	56,622,325	X	97.43912% = 55,172,295
				<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%	1,124,978,900	5,624,892		
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						1,504,978,900	6,649,892		
Total Act 511, Current Taxes							6,649,892		
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%				

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<u>Description</u>	<u>Amount</u>
1000 Instruction	
1100 Regular Programs - Elementary / Secondary	34,204,477
1200 Special Programs - Elementary / Secondary	10,405,175
1300 Vocational Education	290,260
1400 Other Instructional Programs - Elementary / Secondary	257,307
Total Instruction	\$45,157,219
2000 Support Services	
2100 Support Services - Students	2,588,355
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	1,007,549
2600 Operation and Maintenance of Plant Services	8,204,159
2700 Student Transportation Services	4,475,727
2800 Support Services - Central	1,289,033
2900 Other Support Services	59,560
Total Support Services	\$26,051,813
3000 Operation of Non-Instructional Services	
3200 Student Activities	1,767,048
Total Operation of Non-Instructional Services	\$1,767,048
5000 Other Expenditures and Financing Uses	
5100 Debt Service / Other Expenditures and Financing Uses	9,995,287
5200 Interfund Transfers - Out	405,500
5900 Budgetary Reserve	250,000
Total Other Expenditures and Financing Uses	\$10,650,787
Total Estimated Expenditures and Other Financing Uses	\$83,626,867

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<u>Description</u>	<u>Amount</u>
1000 Instruction	
1100 <u>Regular Programs - Elementary / Secondary</u>	
100 Personnel Services - Salaries	20,298,804
200 Personnel Services - Employee Benefits	12,403,277
300 Purchased Professional and Technical Services	206,520
400 Purchased Property Services	42,126
500 Other Purchased Services	283,973
600 Supplies	827,160
700 Property	21,170
800 Other Objects	121,447
Total Regular Programs - Elementary / Secondary	\$34,204,477
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	169,956
200 Personnel Services - Employee Benefits	85,351
300 Purchased Professional and Technical Services	2,000
Total Other Instructional Programs - Elementary / Secondary	\$257,307
Total Instruction	\$45,157,219
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	80,146
500 Other Purchased Services	11,375
600 Supplies	42,125
800 Other Objects	1,450
Total Support Services - Students	\$2,588,355
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

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<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	223,866
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	\$1,007,549
2600 <u>Operation and Maintenance of Plant Services</u>	
100 Personnel Services - Salaries	2,885,759
200 Personnel Services - Employee Benefits	1,990,271
300 Purchased Professional and Technical Services	1,337,687
400 Purchased Property Services	559,904
500 Other Purchased Services	358,188
600 Supplies	1,072,100
800 Other Objects	250
Total Operation and Maintenance of Plant Services	\$8,204,159
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	567,266

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<u>Description</u>	<u>Amount</u>
700 Property	43,094
800 Other Objects	1,400
Total Student Transportation Services	\$4,475,727
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	\$26,051,813
3000 Operation of Non-Instructional Services	
3200 <u>Student Activities</u>	
100 Personnel Services - Salaries	799,492
200 Personnel Services - Employee Benefits	352,999
300 Purchased Professional and Technical Services	168,900
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	\$1,767,048
Total Operation of Non-Instructional Services	\$1,767,048
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	4,327,078
Total Debt Service / Other Expenditures and Financing Uses	\$9,995,287
5200 <u>Interfund Transfers - Out</u>	
900 Other Uses of Funds	405,500
Total Interfund Transfers - Out	\$405,500
5900 <u>Budgetary Reserve</u>	
800 Other Objects	250,000
Total Budgetary Reserve	\$250,000
Total Other Expenditures and Financing Uses	\$10,650,787
TOTAL EXPENDITURES	\$83,626,867

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<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		

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<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

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<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)	
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<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	

<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	3,304,270
Total Ending Fund Balance - Committed, Assigned, and Unassigned	\$3,304,270
5900 Budgetary Reserve	250,000
Total Estimated Ending Committed, Assigned, and Unassigned Fund Balance and Budgetary Reserve	\$5,007,345

3031 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.

FIRST READING: May 21, 2018

PERSONNEL LISTINGS**DATE: May 21, 2018****Board Meeting****Administrative Staff – Leave of Absence**

Name	Location	Assignment	Type of Leave	Leave Dates
Peterson, Erin	Ft. Couch	Assistant Principal	Personal Leave	Beginning 6-4-18

Professional Staff – Elections (Curriculum Leaders)

Name	Location	Assignment	Effective	Salary
Seybert, John	K-12	Performing Arts Curriculum Leader (.5 FTE)	7-1-18	\$4,250 (stipend) (pro-rated)

Professional Staff – Elections

Name	Location	Assignment	Effective	Salary
Gray, Miranda	High School	1.0 Family & Consumer Science Teacher (Professional Employee)	8-15-18	\$53,950 (pro-rated)
Kozminski, Craig	High School	1.0 Chemistry Teacher (Professional Employee)	8-15-18	\$62,350 (pro-rated)

Professional Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Cornali, Amy	Streams	Elementary Teacher	Personal Leave	Return to Work 5-16-18
Manion, Kara	Baker	Elementary Teacher	Personal Leave	Return to Work 5-7-18
McCullough, Gary	Boyce	Elementary Teacher	Military Leave	4-30-18, 5-1-18
Schaffer, Krisanne	Streams	Elementary Teacher	Personal Leave	2018-2019 school year
Sebastiao, Kate	High School	Spanish Teacher	Personal Leave	Anticipated leave dates 8-21-18 through 10-26-18
Smith, Tracy	High School	Physics Teacher	Personal Leave	4-19-18 through last day of teacher responsibility for the 2017-18 school year

Professional Staff – Change of Status (Leaves)

Name	Location	Assignment	From	To
Hill, Caitlin	Baker	Elementary Teacher	Personal Leave 10-23-17 through 5-24-18	Personal Leave 10-23-17 through 5-25-18

Classified Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Pawloski, Glenn	High School	Custodian	Personal Leave	Beginning 5-10-18

Other Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Lapia, Donna	Bus Garage	Bus Driver	Personal Leave	Return to Work 5-7-18
Lewis, Nina	Bus Garage	Bus Driver	Personal Leave	Beginning 4-3-18
Ritter, April	Bus Garage	Bus Driver	Personal Leave	Beginning 5-1-18

District Substitute List – Additions

Professional:

Name	Type of Substitute	Effective
Bemm, Amy	Nurse	5-8-18
Beck, Allison	Grades PK-4	5-4-18
Cocco, Melanie	Special Ed PK-8 & Child Development Ed PK-4	5-14-18
Cook, Emily	Nurse	5-10-18
Curtis, Bryan	Grades 4-8 (All subjects 4-6, Mathematics 7-8 & Science 7-8)	5-1-18
Evan, Bree	Elementary & Ment and/or Phys Handicapped	5-2-18
Fanning, Katelyn	Grades PK-4	5-4-18
Hull, Ashley	School Counselor PK-12	5-7-18
Kearney, Melissa	Grades PK-4	5-14-18
Kucerovy, Claire	Grades PK-4	5-4-18
Marburger, Alaina	Grades PK-4	5-4-18
Ouellette, Olivia	Secondary Ed English	5-7-18
Searles, Alec	Secondary Ed Social Studies	5-7-18
Warmbein, Kayla	Grades PK-4 & K-8 Special Education	5-14-18

Classified:

Name	Type of Substitute	Effective
Culhane, Johnathan	Summer Custodian	6-18-18
Dolce, Ramel	Custodian	5-14-18
Herbay, Samuel	Summer Custodian	6-11-18
Hess, Michael	Summer Custodian	6-11-18
Kearns, Maureen	Custodian	4-23-18
Knight, Heaven	Nutrition Center & Custodian	5-14-18
Lucchetti, Jonathan	Summer Custodian	6-11-18
Machi, Clayton	Summer Custodian	6-11-18
Mayfield, Brandon	Custodian	5-18-18
McKeever, Rebecca	Aide/Secretary/Attendant	5-1-18
McKeever, Samuel	Summer Custodian	6-11-18
Mittermeier, Dominique	Summer Custodian	6-11-18
Niedermeyer, Sharon	Custodian	5-21-18
Sandala, Jared	Summer Custodian	6-11-18
Smith, Derian	Summer Custodian	6-11-18
Tarconson, Isabel	Summer Custodian	6-11-18

District Substitute List – Deletions

Professional:

Name	Type of Substitute	Effective
Harris, Beth Ann	Elementary K-6	5-8-18
Hess, Greg	Elementary & Secondary School Counselor PK-12	4-26-18
McKenney, Alex	Reading Specialist PK-12, Special Education PK-8 & Special Education 7-12	4-30-18

Classified:

Name	Type of Substitute	Effective
Edwards, Brennan	Summer Custodian	4-1-18
Cusick, Hannah	Summer Custodian	8-10-17
Gamble, Jeffrey	Custodian	4-30-18
Petrick, Jonathan	Summer Custodian	8-10-17
Powell, Jack	Summer Custodian	12-29-17
Schneider, Martin	Summer Custodian	8-12-16
Stephens, Kyriq	Summer Custodian	8-10-17

Other:

Name	Type of Substitute	Effective
Adams, Cynthia	Driver	4-30-18
Carey, Dan	Driver	5-14-18
Shields, Vicki	Driver	4-30-18
Shipley, Richard	Driver	4-30-18

Extra-Curricular Activities – Deletions

Name	Position	Last Date Worked
Hanna, Kierah	Marching Band Assistant - Auxiliary	5-17-18
Hess, Greg	9 th Grade Boys Soccer	11-1-17
Loar, William	Varsity Assistant Softball Coach	5-10-17
Magliocca, Eric	Varsity Soccer Boys Assistant Coach	10-20-17

Paid Intern – Technology – Additions

Name	Assignment	Effective	Salary
O'Brien, Danny	Summer Help	5-17-18	\$7.25/hr.

Extended School Year Program

Classified:

Name	Position	Effective
Froehlich-Walk, Clare	Special Education Aide	6-15-2018 through 7-3-2018
Harkleroad, Marybeth	Special Education Aide	6-15-2018 through 8-21-2018
Lehman, Eric	Special Education Aide	6-15-2018 through 7-3-2018
Little, Marge	Special Education Aide	6-15-2018 through 7-3-2018
Nulph, Rose	Special Education Aide	7-23-2018 through 8-10-2018
Quinn, Sandra	Special Education Aide	7-23-2018 through 8-10-2018
Sibert, Jessica	Special Education Aide	6-15-2018 through 7-3-2018
Walsh, Tammy	Special Education Aide	6-15-2018 through 7-27-2018

Summer School Teachers

Name	Position	Effective
Autieri, Tonia	Special Education Teacher	6-19-2018 through 8-9-2018
Davia, Michael	Special Education Teacher	6-18-2018 through 8-9-2018
Freedman, Dana	Special Education Teacher	7-15-2018 through 8-17-2018
Fullerton, Sarah	Special Education Teacher	6-19-2018 through 8-9-2018
Hendrickson, Katie	Special Education Teacher	7-23-2018 through 8-9-2018
Howard, Charlene	Special Education Teacher	7-15-2018 through 8-10-2018
Jackson, Terry	Special Education Teacher	6-15-2018 through 7-3-2018
Luckenbach, Denise	Special Education Teacher	6-18-2018 through 8-20-2018
Mathews, Gordon	School Counselor/Tutor	6-25-2018 through 8-17-2018
Mulroy, Lyn	Special Education Teacher	7-15-2018 through 8-10-2018
Stringe, Julie	Special Education Teacher	7-15-2018 through 8-10-2018
Wagner, Jennifer	Special Education Teacher	6-15-2018 through 7-3-2018