



Customizing Learning,
Nurturing Potential...
Delivering Excellence

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

**MONDAY, MARCH 12, 2018 - 7:00 P.M.
CENTRAL OFFICE BOARD ROOM**

6:00 PM - EXECUTIVE SESSION - LITIGATION, PERSONNEL & REAL ESTATE MATTERS

Notice having been advertised and posted and members duly notified, the regular meeting of the Board of School Directors was held on March 12, 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 Plutko, Jr.

School personnel in attendance:

Dr. Patrick O'Toole, Superintendent of Schools
Dr. Sharon Suritsky, Deputy/Assistant 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 7:00 p.m.

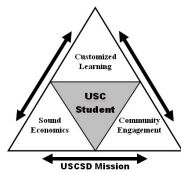
STAR SPANGLED BANNER

The following members of the High School Clarinet Choir played the Star Spangled Banner:

Meghan Johnson, Olivia De Leo, Maggie Halloran, Britta Wheeler, Anna Busalacchi

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 #23 FROM STRATEGIC PLAN

Mr. Hewitt read the following Shared Belief Statement #23 from the Strategic Plan:

We believe that:

An educated and well-informed citizenry is essential for a democratic society to flourish.

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 Gans, and carried on unanimous voice vote.

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

Joshua Meyer, Student Board Representative, reported on various activities at the High School, including the student-led remembrance program on Wednesday, March 14 as a tribute to the 17 lives lost at Marjory Stoneman Douglas High School on Feb. 14, 2018.

RECOGNITION OF NATIONAL MERIT SCHOLARSHIP FINALISTS (O'Toole)

Dr. O'Toole and the Board recognized the following National Merit Scholarship Finalists and presented them with Certificates of Recognition, Aramark rewards, and USC embossed iPad portfolios:

Nadith Dharmasena, Sahil Doshi and Daniel Speer

RECOGNITION OF DR. SHARON SURITSKY FOR BEING NAMED A 2018 AASA WOMEN IN SCHOOL LEADERSHIP AWARD HONOREE (O'Toole)

Dr. O'Toole and the Board recognized Dr. Sharon Suritsky for being named a 2018 AASA Women in School Leadership Award Honoree in the Central Office/Principal category and presented her with a Certificate of Recognition, engraved jar with candy and items from SHOP@USC, and flowers.

Dr. Suritsky thanked Dr. O'Toole and the Board for the opportunity to attend the AASA Conference in Nashville to participate in sessions with quality speakers and also interact with superintendents and administrators from around the country. She stated that she was proud to represent Upper St. Clair School District and thanked Dr. O'Toole for encouraging her to continually develop her leadership skills. Dr. Suritsky commented regarding the diversity and inclusion sessions she attended and how they related to the mission of USC and working for an organization where the uniqueness and values of the staff, parents and families are valued so highly.

RECOGNITION OF AMY PFENDER FOR RECEIVING DISTINGUISHED DEPARTMENTAL ALUMNI AWARD FROM UNIVERSITY OF PITTSBURGH (O'Toole)

Dr. O'Toole and the Board recognized Mrs. Amy Pfender for receiving the Distinguished Departmental Alumni Award from the University of Pittsburgh and presented her with a Certificate of Recognition and engraved jar with candy and items from SHOP@USC.

Mrs. Pfender thanked Dr. O'Toole and the Board for their recognition. She commented that she was so appreciative for receiving the award and had not been aware that she was nominated. Mrs. Pfender stated that seeing the achievements of the students is the best reward she could receive and hoped that they realize what can be achieved with hard work and determination.

PRESENTATIONS REGARDING USC POSTER SESSIONS @ PDE CONFERENCE

Dr. Suritsky stated that two submissions from Upper St. Clair were chosen as poster sessions at the PDE Conference and that the presenters would be sharing information regarding their respective sessions.

EMOTIONAL SUPPORT – AN INNOVATIVE AND COLLABORATIVE APPROACH FOR EFFECTIVE PROGRAMMING (Colleen Czekaj, Jen Wagner, and Jen Rudzke)

Colleen Czekaj, Special Education Curriculum Leader; Jen Wagner, High School Emotional Support Teacher; and Jen Rudzke, High School Psychologist, presented information regarding their session on Emotional Support – An Innovative and Collaborative Approach for Effective Programming. They shared information regarding their unique program for students who are in need of academic and behavioral/emotional support throughout their school day and encouraged to explore the uniqueness of their talents.

Mrs. Billerbeck and board members congratulated the group for their unique program that has evolved over time and the amazing work that they are doing on behalf of the students.

SHOP@USC – A BOLD, UNIQUE STUDENT-RUN BUSINESS FOR ALL STUDENTS (Michelle Zirngibl and Denise Lehman)

Michelle Zirngibl, High School Special Education Department Chairperson, and her teacher aide, Denise Lehman, presented information regarding their session on SHOP@USC – A Bold, Unique Student-Run Business for All Students. They shared information regarding how the unique program that has grown over the years that is a partnership between students with significant special education needs and general education students as they design and manufacture products to be marketed and sold within the school community. SHOP@USC is a high quality inclusionary special education program that has received national recognition by the National School Boards Association as a 2017 Magna Grand Prize program winner.

Mrs. Billerbeck and board members congratulated them for their program and the impact that they have made for the students and community, as well as the connections that they have made throughout the school district.

APPROVAL OF MINUTES

MOTION: By Bolas: I move that the Board approve the minutes of the February 26, 2018 minutes.
Seconded by Petersen, and carried on unanimous voice vote.

MOTION: By Bolas: I move that the Board approve the minutes of the March 5, 2018 minutes.
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 2018-19 SCHOOL CALENDAR - ATTACHED

Dr. O'Toole commented regarding the difficulty in preparing the school calendar for the 2018-19 school year. He stated that most of the comments received were regarding the school day scheduled for the Monday after Spring Recess. Dr. O'Toole explained that the reason for the need for the school day is because the state PSSA tests were scheduled for the week of Spring Recess and the week following.

MOTION: By Elias: I move that the Board approve the 2018-19 School Calendar AS ATTACHED. Seconded by Bolas, and carried on unanimous voice vote.

APPROVAL OF REVISED 2017-18 SCHOOL CALENDAR - ATTACHED

MOTION: By Gans: I move that the Board approve the Revised 2017-18 School Calendar AS ATTACHED. Seconded by Mafrice, and carried on unanimous voice vote.

BUSINESS & FINANCE (Burchill)

FIRST READING OF POLICY #3031 - GASB #34 CAPITALIZATION - ATTACHED

Mr. Burchill presented a first reading of Policy #3031 – GASB #34 Capitalization AS ATTACHED.

FIRST READING OF POLICY #3032 - FOOD SERVICES - ATTACHED

Mr. Burchill presented a first reading of Policy #3032 – Food Service AS ATTACHED, and noted that wording was included in response to a suggestion at the Committee meeting.

APPROVAL OF CONSENT AGENDA

MOTION: By Plutko: The Committee recommends and I move that the Board approve the following Consent Agenda items, pending documentation acceptable to 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 SPECIAL EDUCATION AND STUDENT SUPPORT SERVICES AGREEMENTS/CONTRACTS (Pfender)

- **GERTRUDE A. BARBER CENTER, INC. COMMUNITY PARTICIPATION SERVICES FOR ONE STUDENT FOR REMAINDER OF 2017-18**

Community Participation Services with Gertrude A. Barber Center, Inc. for one Student in an amount not to exceed \$3,348 for the remainder of the 2017-18 school year.

- **THE CHILDREN'S INSTITUTE TEACHER AIDE FOR ONE STUDENT FOR REMAINDER OF 2017-18**

Service Agreement with The Children's Institute for a teacher aide for one student in an amount not to exceed \$21,600 for the remainder of the 2017-18 school year.

c. APPROVAL TO DECLARE ITEMS SURPLUS (Berrott)

Declare a list of technology equipment 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.

d. 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) - \$534,380.91
Fund 36 (Construction Fund) - \$7,684.00
Fund 50 - (School Lunch Fund) - \$138,770.00

e. APPROVAL OF EDUCATIONAL SERVICES AGREEMENT WITH ALLEGHENY INTERMEDIATE UNIT FOR 2018-19 (Burchill)

Approve the Educational Services Agreement with the Allegheny Intermediate Unit for the 2018-19 school year.

f. APPROVAL OF BIDS FOR SCHOOL BUSES (Burchill)

Award the base bid purchase of six (6) 72-passenger school buses to Blue Bird Sales of Pittsburgh for a net price of \$88,675 per bus and award the base bid purchase of one (1) 48-passenger school bus to Myers Equipment Corporation for a net price of \$91,440. The vehicle purchases, totaling \$623,490, to be financed through a seven (7) year lease at a later date.

COMMITTEE REPORTS

Mrs. Bolas commented regarding school boards being against the school choice bill and how school districts are dealing with what is best for their respective communities regarding school safety.

Mrs. Petersen commented regarding Act 6 of 2017 that amends the PA School Code allowing alternative pathways for students as exemptions from passing the Keystone Exams as a graduation requirement.

Mrs. Bowen announced that the Youth Steering Committee would be meeting on Wednesday, March 14 at 7:00 pm at the Community and Recreation Center and that they would be holding a Spring Fling on Saturday, March 17 for students in grades 5-8.

ANNOUNCEMENT REGARDING EXECUTIVE SESSIONS

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

March 5, 2018 – Personnel Matters

March 12, 2018 – Litigation, Personnel & Real Estate Matters

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

NATIONAL CONFERENCE ON EDUCATION REPORT

Dr. O'Toole reported regarding the National Conference on Education that Dr. Suritsky and he attended in February. He shared information regarding the sessions that he attended and thanked the Board for the opportunity to attend the conference.

SAFETY AND SECURITY UPDATE - MARCH 14 EVENT

Dr. O'Toole commented that the students have done a wonderful job of focusing on the student-led remembrance program on Wednesday, March 14 as a tribute to the 17 lives lost at Marjory Stoneman Douglas High School on Feb. 14, 2018. He encouraged everyone to do their part in ensuring the safety of our students and staff.

TRI-STATE SCHOOL BOARD EVENTS

Dr. O'Toole stated that the School Board/Distinguished Educator Banquet would be held on Thursday, March 15 and that the Workshop "The Future of Public Education in PA" would be held on March 16.

PASA EDUCATION CONGRESS "THE CHALLENGING ROLE OF SCHOOL LEADERS IN COMPLEX TIMES" - MARCH 19-20

Dr. O'Toole stated that the Pennsylvania Association of School Administrators would hold their Education Congress on March 19 and 20 with the theme "The Challenging Role of School Leaders in Complex Times." He explained that much information would be shared regarding communication and that he hopes to bring back valuable information for the school district.

APRIL BOARD MEETINGS

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

Tuesday, April 10 – Committee Meeting

Monday, April 23 – Board Meeting

RECOGNITION OF SPRING MUSICAL "EVITA" - APRIL 10

Dr. O'Toole stated that the High School Spring Musical "Evita" would continue this upcoming weekend and that the Board would be recognizing the students at their meeting on April 10.

BOARD BREAKFAST WORKSHOP - APRIL 19

Dr. O'Toole announced that a Board Breakfast Workshop would be held on Thursday, April 19.

ADJOURNMENT

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 8:42 pm.

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 MARCH, 2018

Administration

Amy Pfender, Director of Student Support Services, has been selected to receive the 2018 University of Pittsburgh School of Education's Distinguished Departmental Alumni Award from the Department of Administrative and Policy Studies. She will be recognized at the School of Education's Alumni Reception on Friday, April 6, 2018, at the University Club on Pitt's campus in Oakland.

Middle School

Anoushka Sinha, an 8th grader at Ft. Couch, was the upper division monologue winner in the Pittsburgh Public Theater's 24th Annual Shakespeare Monologue & Scene Contest. The finalists' showcase was held recently at the O'Reilly Theater in the Downtown Cultural District. Anoushka performed a monologue as Helena in "All's Well That Ends Well." The youngest competitor in her division, she competed against seven other students in grades 10-12. Anoushka received a leather-bound volume of Shakespeare's complete works as well as a flex subscription to Pittsburgh Public Theater's next season.

Two Boyce Middle School teachers were recently honored with the Promising Practitioners Award from the Pennsylvania Association for Middle Level Education. English language arts teachers Amy Homer and Morgan Olsen were recognized on Monday, Feb. 26 at the PAMLE 2018 Conference in State College.

The Promising Practitioners Award is presented to teachers who are just beginning their middle school careers and have made a positive impact on both their school and community by incorporating effective middle level practices in their everyday teaching.

Ms. Homer and Mrs. Olsen were nominated for the award by Dan O'Rourke, Boyce Middle School principal, and Christine Mussomeli, Boyce Middle School assistant principal.

A Boyce Middle School student has been named a semifinalist in the 2018 Pennsylvania National Geographic State Bee. Sixth grader Louis Gargani scored among the top 100 on the qualifying exam that was administered to school-level champs throughout Pennsylvania. The 2018 Pennsylvania State Bee will be held on Friday, April 8, 2018, at The State Museum of Pennsylvania in Harrisburg.

High School

The Upper St. Clair High School Speech & Debate Team were the overall team tournament champions at the Bethel Park Black Hawk Invitational on Feb. 9-10, 2018, at Bethel Park middle and high schools.

Upper St. Clair placed first as a team in debate for the fifth consecutive year and third overall in speech.

The team also had a large number of individual achievements:

The Parliamentary debate team took all four semifinal and final places. The team of Vivek Babu, Sunny Chai and Jami Stout won the tournament championship. Third and fourth place belonged to the teams of Mathena Jencka, Amanda Ross and Anika Sinha as well as Basir Khan, Ayush Sharma and Chand Vadalala.

Members of the Lincoln-Douglas team, Abby Riemer advanced to the semifinals and Nadith Dharmasena made the quarterfinals, while Eshita Chhajlani made Partial Double-Octofinals.

In Public Forum, Christian Chiu and Harrison Chui were Partial Double-Octofinalists and Ariana Chiu and Ava White were Octofinalists.

In Congress, Daniel Speer placed fifth and John Joyce sixth while Alex Lampe and Caroline Wolfe were semifinalists.

In speech, the team of Wyatt Keating and Shebl Rosati won the tournament championship in Duo by seven ranks. Mayka Chaves took home second and Joe Phillips was fourth in Prose, the largest speech event. Paarth Shankar also placed sixth in Extemporaneous Speaking.

Semifinalists included Maddie Nolen (Prose), Laura Lapham (Humor), Grace Blumenfeld (Oratory), and Hashim Durrani (Drama). Quarterfinalists included Atharva Barve (Extemporaneous), Sammy Levy and Bryce Keating (Prose), and Ben Holthaus (Humor).

Ten Upper St. Clair High School seniors were recently named Finalists in the 2018 National Merit Scholarship Program. Steven D. Cheung, Ariana Chiu, Nadith A. Dharmasena, Sahil B. Doshi, Jagadeesh R. Gummadi, Michael R. Hrehocik, Caroline C. LeKachman, Spencer C. Miller, Daniel R. Speer and Abigail E. Wagner were selected on the basis of their SAT scores, grades, essays and letters of recommendation.

In September 2017, these students were named Semifinalists in the competition for scoring in the top one percent of all juniors completing the PSAT in October 2016.

Three High School students placed first in the annual High School Japanese Speech Contest on March 2, 2018, at the University of Pittsburgh. More than 100 high school Japanese language learners of all levels from the tri-state area compete in the regional speech and poster competition. Students participate in one of four speech levels according to their level of instruction. Madelyn Lebedda, Katie Knizner and Anna Culhane earned top honors in levels 1, 2 and 3. Finishing in the top three for each level were Ethan Quinto, second place in level 3; Caroline Knizner, third place in level 1; and Maggie Bryant, third place in level 2.

The Upper St. Clair Speech & Debate Team earned the opportunity to defend its state title for the eighth consecutive year, claiming the Pennsylvania High School Speech and Language District 3 Championship, held on February 24th at Moon Area High School.

Individual debate performances included a sweep of Public Forum debate by the teams of district champions Ariana Chiu, Ava White and Harshini Sakthivel. Parliamentary debate was also swept by district champions Amanda Ross, Anika Sinha, Mathena Jencka, Ethan Bowman, Steven Cheung and Jacob Lantzman. The district championship in Lincoln-Douglas debate went to undefeated district champion Spencer Miller while John Joyce qualified second in Senate. Daniel Speer represented the team in the House.

Equally successful speech performances were put in by Dramatic Interpretation competitors district champion Hashim Durrani and Mayka Chaves. Humorous Interpretation's Laura Lapham and Ben Holthaus will also represent the team at states. Charlize Goff qualified second in Prose and Richa Mahajan equaled that finish in Poetry. Commentary was swept by district champion Hridhay Reddy and Paarth Shankar. And, Krisha Monpara qualified in Persuasive while Neha Patel did the same in Informative.

There following first and second alternates placed third through fifth in their events: Abby Riemer in Lincoln-Douglas; Yash Jajoo and Devan Ekbote in Policy Debate; Alex Lampe in Senate; Anber Bhuiyan and Aya Dakroub in Duo; Sanjana Gandikota in Poetry; Loren White in Prose; Nadith Dharmasena and Atharva Barve in Extemporaneous; and Shanthi Krishnaswamy in Persuasive.

Upper St. Clair High School's Pantheon Choir has been selected to perform with the Pittsburgh Symphony during a showing of the movie "Home Alone" on Dec. 20, 2018, at Heinz Hall. Members of the Pittsburgh Symphony together with the Pantheon Choir will perform the Oscar-nominated score as the full-length movie is screened above the stage.

The following students placed high enough in auditions to move on to PMEA Region festivals:

SHS Region Choir 2018:

Isabela Couoh - Alto 1
Annabel McQuillan - Alto 2
Zoe Rankin - Alto 2
Jonah Glunt - Tenor 1
Logan Reynolds - Tenor 1
Connor Damon - Tenor 2
Tommy O'Brien - Tenor 2
Christian Jones - Bass 1
Jack Smith - Bass 2

SHS Region Band 2018:

James Boston - Trumpet
Shane Bowman - Percussion
Alexa Drechnik - Flute
Matthew Higgs - Percussion
Meghan Johnson – Clarinet
Holly Smith - Contra Bass Clarinet
Abbie Wagner - Flute

SHS Region Orchestra 2018:

James Boston – Trumpet

Congratulations are extended to the following Parkway West Career & Technology Center Director's list of Honor Students for the 2nd quarter of the 2017-2018 school year:

Gabrielle Caudill – Cosmetology
Lillian Caudill – Public Safety
Alex Gillespie – Public Safety
Lucas Gillespie – BCT
Darian Glassey – HVAC
Daniel Jaffee – ITE
Anna Perry – Digital Multimedia
Rebecca Swiech – Culinary Arts

Middle School/High School

Five writers and four artists recently earned recognition in the regional Scholastic Art & Writing Awards. Among the 13 awards were two Gold Key honors including eighth grader Alex LeKachman for his painting titled, "Autumn Trail" and sophomore Lauren Teresi for her photograph, "Into the Woods."

As Gold Key Award winners, Alex and Lauren have qualified to compete at the national level.

Four students earned a combined total of seven 2018 Northeast Art Region-at-Large Awards. Honorees include:

Sydney Kirk, grade 8, earned 3 Honorable Mentions in the category of Photography
Alex LeKachman, grade 8, earned a Gold Key in the category of Painting
Katherine Li, grade 9, earned Honorable Mention in the category of Painting
Lauren Teresi, grade 10, earned a Gold Key and Silver Key for 2 entries in the category of Photography

The following students earned recognition through the 2018 Pittsburgh Regional Scholastic Writing Awards:

Annika Chaves, grade 9, earned a Silver Key in the category of Poetry
Sarah Besser, grade 10, earned an Honorable Mention in the category of Personal Essay/Memoir
Markella Jahn, grade 7, earned a Silver Key in the category of Short Story
Himani Karia, grade 8, earned an Honorable Mention in the category of Personal Essay/Memoir
Julia Roeschenthaler, grade 8, earned an Honorable Mention and a Silver Key for two entries in the category of Poetry.

This year's writing contest drew more than 400 submissions from students in grades 7-12 throughout Allegheny County. Winners were recognized at an awards ceremony on Saturday, Feb. 24, 2018, at the Frick Fine Arts Center.

Congratulations are extended to high school sophomore, Gabriella Spina for earning the highest achievement in Girl Scouting, the Gold Award.

This award recognizes girls in grades 9 through 12 who demonstrate extraordinary leadership through sustainable and measurable Take Action projects that address important community needs.

Gabi's project, Taking Care of Your SELFie, offered a free one-day workshop for girls in grades 6, 7 and 8 to address and combat negative self-esteem. The workshop encouraged girls to focus on the positive aspects found within themselves and to utilize these in daily life.

UPPER ST. CLAIR SCHOOL DISTRICT 2018-19 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
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
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September						
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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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March						
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30						

April						
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28	29	30				

May						
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June						
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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 ADOPTED SCHOOL CALENDAR

August 15	New Teacher Orientation			
August 16	New Teacher Induction			
August 21	Teacher Inservice #1 (Staff Opening Day)*		<u>Student</u>	<u>Teacher</u>
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 2	Fort Couch Celebration of Learning (Early Dismissal @ 1:15 pm)			
May 8	Fourth Marking Period Progress Reports			
May 9	Elementary Schools S.T.A.R. Night (Early Dismissal @ 12:45 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.

UPPER ST. CLAIR SCHOOL DISTRICT 2017-18 REVISED SCHOOL CALENDAR

2017

July						
S	M	T	W	T	F	S
						1
2	3	~~4~~	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	~~4~~	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	~~13~~	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	~~23~~	~~24~~	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	~~25~~	~~26~~	~~27~~	~~28~~	~~29~~	30
31						

2018

January						
S	M	T	W	T	F	S
	~~1~~	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
S	M	T	W	T	F	S
				1	~~2~~	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	~~26~~	~~27~~	~~28~~	~~29~~	~~30~~	31

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	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

■ = Early Dismissal

■ = Snow Day (School Closed)

(3-12-18)

**UPPER ST. CLAIR SCHOOL DISTRICT
2017-18 REVISED SCHOOL CALENDAR**

August 16	New Teacher Orientation			
August 17	New Teacher Induction			
August 23	Teacher Inservice #1 (Staff Opening Day)*	Student	Teacher	
August 24	Teacher Inservice #2 (Act 80)*			
August 25	Teacher Inservice #3 (Act 80)*			
August 28	Teacher Inservice #4 (Classroom Management #1/Flex)*	August	3	7
August 29	FIRST DAY OF SCHOOL FOR STUDENTS	September	20	20
September 4	NO SCHOOL - LABOR DAY	October	20	22
September 7	Elementary Open Houses (Early Dismissal @ 12:45 pm)	November	19	20
September 14	High School Open House (Early Dismissal @ 12:35 pm)	December	16	16
September 27	First Marking Period Progress Reports	January	20	21
September 28	Boyce Open House (Early Dismissal @ 1:15 pm)	February	17	19
October 5	Fort Couch Open House (Early Dismissal @ 1:15 pm)	March	17	17
October 13	Half Day Early Dismissal for Students - Act 80** (Teachers' Professional Development)	April	20	21
		May	22	22
October 27	First Marking Period Ends	June	8	10
October 30	Teacher Inservice #5 (Classroom Management #2)*			
October 31	Teacher Inservice #6 (Parent/Teacher Conferences/Inservice) - Act 80*	Total Days	182	195
November 7	Teacher Inservice #7 (Parent/Teacher Conferences/Inservice) - Act 80*			
November 10	First Marking Period Report Cards			
November 22	Half Day Early Dismissal for Thanksgiving Recess**			
November 23 & 24	NO SCHOOL - THANKSGIVING RECESS			
December 5	Second Marking Period Progress Reports			
December 25 - January 1	NO SCHOOL - WINTER RECESS			
January 5	SNOW DAY - SCHOOL CLOSED			
January 12	First Semester & Second Marking Period Ends			
January 15	Teacher Inservice #8 (Classroom Management #3)*			
January 16	Second Semester Begins			
January 26	Second Marking Period Report Cards			
February 7	SNOW DAY - SCHOOL CLOSED			
February 15	Third Marking Period Progress Reports			
February 16	Teacher Inservice #9 (Act 80)*			
February 19	Teacher Inservice #10 (Act 80)*			
March 2	Half Day Early Dismissal for Students - Act 80**			
March 23	Third Marking Period Ends			
March 26 - March 30	NO SCHOOL - SPRING RECESS			
April 2	Teacher Inservice #11 (Classroom Management #4)*			
April 13	Third Marking Period Report Cards			
May 3	Fort Couch Celebration of Learning (Early Dismissal @ 1:15 pm)			
May 4	Fourth Marking Period Progress Reports			
May 10	Elementary Schools S.T.A.R. Night (Early Dismissal @ 12:45 pm)			
May 24	Boyce Celebration of Learning (Early Dismissal @ 1:15 pm)			
May 25	SNOW MAKE-UP DAY (SCHOOL IN SESSION)			
May 28	NO SCHOOL - MEMORIAL DAY			
June 7	High School Commencement			
June 12	Second Semester & Fourth Marking Period Ends			
June 12	LAST DAY OF SCHOOL FOR STUDENTS			
June 13	Teacher Inservice #12 (Classroom Management #5) - NO SCHOOL			
June 14	Teacher Inservice #13/Flex - NO SCHOOL			
June 18	Kennywood Day			
June 26	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 13, November 22, and March 2:

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 22.

Spring Recess commences at the close of school on Friday, March 23.

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.

(3/12/18)

3031 GASB #34 Capitalization**Purpose**

The Board recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education.

The primary objectives of implementing the GASB Statement 34 are to assure compliance with state requirements, and properly account for both the financial and economic resources of the District.

Authority

Participation of the School District in any such activity shall be in accordance with Board policy.

Delegation of Responsibility

The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the Director of Business and Finance.

The designated individual shall be responsible for implementing the necessary procedures to establish and maintain a fixed asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the Independent Auditors.

The Director of Business and Finance in conjunction with the Independent Auditors shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Board for approval, prior to publication.

Guidelines

In order to associate debt with acquired assets, and to avoid net asset deficits, any asset that has been acquired with debt proceeds shall be capitalized, regardless of the cost of the asset. The asset life of the assets shall be considered relative to the time of the respective debt amortizations.

For all other assets not acquired by debt proceeds, the dollar value of any single item for inclusion in the fixed assets accounts shall be not less than four thousand dollars (\$4000).

The assets listed below do not normally individually meet capitalization threshold criteria:

1. Library books.
2. Classroom books.
3. Computer equipment.
4. Classroom furniture.

Any individual asset below the capitalization threshold of four thousand dollars (\$4000) will not be capitalized.

Asset Class	Examples	Years/Range
Land		n/a
School Buildings		50
Swimming Pools		50
Electrical/Plumbing		30
Interior Construction		25
Sprinkler/Fire Systems		25
Site Improvements	Paving, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting	20
HVAC Systems	Heating, ventilation, air conditioning systems	20
Roofing		20
Outdoor Equipment	Playground, radio towers, fuel tanks, pumps	20

Furniture & Accessories	Classroom & office furniture	20
Kitchen Equipment	Appliances	15
Grounds Equipment	Movers, tractors, attachments	15
Machinery & Tools	Shop & maintenance equipment, tools	10
Custodial Equipment	Floor scrubbers, vacuums, other	10
Business Machines	Fax, duplicating & printing equipment	10
Communication Equipment	Mobile, portable radios, non-computerized	10
Audio Visual Equipment	Projectors, cameras (still & digital)	10
Musical Instruments	Pianos, string, brass, percussion	10
Athletic Equipment	Cardiovascular/exercise equipment	10
Licensed Vehicles	Buses, other on-road vehicles	8
Carpet Replacements		7
Computer Hardware	PC's, printers, network hardware	5
Computer Software	Instructional, other short-term	5
Computer Software	Administrative or long-term	5
Library Books	Collections	5
Uniforms		5

Assets that fall below the capitalization threshold for GASB 34 reporting purposes may still be significant for insurance, warranty service, and obsolescence/replacement policy tracking purposes. The District may record and maintain these non-GASB 34 asset inventories in subsidiary ledgers.

3032 Food Services**Purpose**

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The Food Service Program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).

The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.

Food sold by the school may be purchased by students and District employees, but only for consumption on school premises. The price charged to students shall be established by the District in compliance with state and federal laws.

Non-program food shall be priced to generate sufficient revenues to cover the cost of such items. A non-program food shall be defined as a food or beverage, other than a reimbursable meal or snack that is sold at the school and is purchased using funds from the child nutrition account. Non-program foods include but are not limited to adult meals and à la carte items. All sales of non-program food shall be recorded to the Food Service Fund.

Delegation of Responsibility

Operation and supervision of the Food Service Program shall be the responsibility of the Director of Business & Finance and the Food Services Director.

A statement financial summary of the receipts and expenditures for Food Service Fund shall be presented to the Board monthly for approval. Cafeterias shall be operated on a nonprofit basis. A periodic financial review of the cafeteria accounts shall be made by the Accounting Manager.

The individuals responsible for the operation and supervision of the Food Service Program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in grade-level appropriate quantities, at reasonable prices.

The District shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the Food Service Program shall be deposited in the separate Food Service Fund, in the same manner as other District funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the Food Service Fund to any other account or fund;

however, District cash advances to the Food Service Program may be reimbursed to the District's General Fund.

Free/Reduced-Price School Meals and Free Milk

The District shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.

The District shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The District may also conduct direct certification on a weekly or monthly basis.

Throughout the school year, the administration and/or school counselors should make an effort to provide information regarding the free and reduced-price meal program to families.

Accommodating Students With Special Dietary Needs

The District shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.

School Meal Service and Accounts

To ensure the effective operation of the District's Food Service Program and delivery of school food program meals to students, the district shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the student, unless the student is an emancipated minor.

The District shall be permitted to contact the student's parent/ guardian by means of a letter addressed to the parent/guardian that is delivered by the student. Also, the District may communicate directly with the parent/guardian via phone or email regarding low or negative student account balances.

Furthermore, the District is permitted to provide a student with their meal account balance if that student asks for the balance information.

District schools shall be prohibited from:

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.

2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with access to a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

Collection of Unpaid Meal Charges

All reasonable efforts shall be made by the District to collect unpaid meal charges from parents/guardians. The District may utilize emails and/or phone calls to communicate directly with the parent/guardian concerning a negative balance. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Any family with a **total** balance exceeding one hundred fifty dollars (\$150) must have an approved payment plan. The family will be notified by certified letter regarding the negative student account balance(s) exceeding one hundred fifty dollars (\$150), including the requirements under this policy. Once a payment plan is established, the debt owed will be removed from the students account for the collection process. The student(s) may continue to charge meals to their student account, but the account(s) must remain current and in “good standing”. The following reasons will initiate legal action by the District to collect any monies owed:

1. A payment plan is not set up by the parent/guardian
2. A payment plan is not adhered to by the parent/guardian
3. The student(s) current account is not in “good standing”

Any applicable court cost/fees incurred by the District will be added to the outstanding balance.

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.

Professional Standards for Food Service Personnel

The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.

School Food Safety Inspections

The District shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.

The District shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The District shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.

FIRST READING: March 12, 2018

PERSONNEL LISTINGS**DATE: March 12, 2018****Board Meeting****Professional Staff – Elections**

Name	Location	Assignment	Effective	Salary
Stewart, Krista	.7 High School / .3 Eisenhower	ESL Teacher (Long-term Substitute for H. Krizner retirement) retroactive 11-27-17 through the last day of teacher responsibility for the 2017-18 school year	11-27-17	\$50,740 (pro-rated)

Professional Staff – Retirement

Name	Location	Assignment	Notification Date	Last Date Worked
Krizner, Helen	.7 High School / .3 Eisenhower	ESL Teacher	3-6-18	3-9-18

Professional Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Lingler, Conan	Eisenhower	Elementary Teacher	Personal Leave	Return to work 3-12-18

Classified Staff – Elections (Change of hire date)

Name	Location	Assignment	Original Hire Date	Revised Hire date
Czernecki, Debbie	High School	PT Nutrition Center	2-27-18	3-5-18
Kearns, Maureen	High School	PT Nutrition Center	2-27-18	3-5-18

Classified Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Rhodes, Ann	Streams	Teacher Aide	Personal Leave	Return to work 2-20-18

Classified Staff – Resignation

Name	Location	Assignment	Notification Date	Last Date Worked
Czernecki, Debbie	High School	Part Time Nutrition Center Worker	3-6-18	3-6-18
Belasco, Corinne	Boyce	Part Time Nutrition Center Worker	2-15-18	2-15-18

Classified Staff – Retirement

Name	Location	Assignment	Notification Date	Last Date Worked
Woodford, Deborah	Streams	Teacher Aide	2-27-18	Last day of teacher aide responsibility for the 2017-18 school year

Other Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Lapia, Donna	Bus Garage	Bus Driver	Personal Leave	Beginning 2-12-18

District Substitute List – Additions

Professional:

Name	Type of Substitute	Effective
Krizner, Helen	English 7-12, Program Spec ESL, Elementary K-6, Reading Specialist K-12 (Retiree)	5-9-18

Classified:

Name	Type of Substitute	Effective
Goldbach, Theresa	Custodian	3-6-18
Quinlan, Martina	Custodian	3-6-18
Woodford, Deborah	Aide/Secretary/Attendant (retiree)	10-1-18

District Substitute List – Deletions

Professional:

Name	Type of Substitute	Effective
Skinner, Renee	Elementary K-6	3-8-18

Other:

Name	Type of Substitute	Effective
Salamacha, George	Security Guard	8-16-18