



UPPER ST. CLAIR SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

Mr. Patrick A. Hewitt, President • Mr. Phillip J. Elias, Vice President • Mrs. Amy L. Billerbeck
Mrs. Barbara L. Bolas • Mrs. Jennifer L. Bowen • Dr. Daphna Gans • Mr. Louis P. Mafrice, Jr.
Mrs. Angela B. Petersen • Mrs. Jennifer A. Schnore
Dr. John T. Rozzo, Superintendent • Mrs. Jocelyn P. Kramer, Solicitor

COMMITTEE OF THE WHOLE MEETING MINUTES

Monday, May 10, 2021 @ 7:00pm
Executive Session @ 6:15pm (Personnel and Litigation)
District Administration Building Board Room.

Notice having been advertised and posted and members duly notified, a Committee of the Whole meeting of the Board of School Directors was held on May 10, 2021 in the District Administration Board Room

School Board Members in Attendance:

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

School Personnel in Attendance:

Dr. John T. Rozzo, Superintendent (in-person)
Dr. Sharon K. Suritsky, Assistant/Deputy Superintendent (in-person)
Mrs. Amy Pfender, Assistant to the Superintendent (in-person)
Mr. Ray Carson, Senior Director of Operations & Administrative Services (in-person)
Mr. Scott Burchill, Director of Business & Finance (in-person)
Dr. Lou Angelo, Director of Facilities and Operations (virtual)
Mr. Raymond Berrott, Director of Technology (in-person)
Dr. Judith Bulazo, Director of Curriculum and Professional Development (virtual)
Mrs. Cassandra Doggrell, Director of Student Support Services (virtual)
Mrs. Lauren Madia, Assistant Director of Student Support Services (virtual)
Mr. Bradley Wilson, Director of Strategic Initiatives (virtual)
Mrs. Jocelyn Kramer, Solicitor (in-person)

Mrs. Mary Beth Harkleroad, Acting Board Stenographer (virtual)
Karsen Damon – Student Board Representative (virtual)
R.J. Shontz – Student Board Representative (virtual)

Call to Order / Pledge of Allegiance

(Elias, School Board Vice President)

Mr. Elias called the meeting to order at 7:05pm

Meeting Procedures

(Kramer, Solicitor)

Mrs. Kramer reviewed the meeting procedures stating the meeting will take place in person. She advised the public is welcome to give comment in person or via the Districts online Google Form. Mrs. Kramer stated that any residents that is present to comment will be called to the podium. She also confirmed that no comments were submitted via the Google Form.

Reading of the Mission:

(Elias, School Board Vice President)



Mrs. Schnore read the following 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.

Reading of the Shared Belief Statement #21 from Strategic Plan:

(Elias, School Board Vice President)

Mr. Mafrice read the following Shared Belief Statement #15

We Believe that:

Thoughtful practices of a school and community can foster a sense of environmental stewardship in students.

Resident's Comments - (Regarding Agenda Items)

(Rozzo, Superintendent of Schools)

Link to Online Form

Note: As per Guidelines for Resident's Comments, please state your name and address and limit your comments to three minutes. Social distancing and mask guidelines will also be adhered to during Resident's Comments. In light of continued health and safety concerns, the Board will offer an additional option for submitting Residents' Comments via online form (link above) by Monday, May 10, 2021 anytime before 4pm or by phone in advance of the meeting. You can submit a comment via phone by contacting the Board Stenographer at 412-833-1600 x2218 by Monday, May 10, 2021 any time before 2pm. Comments submitted in advance regarding agenda items will be shared with the Board prior to the meeting and summarized at this time.

There were no Resident's comments at this time.

Report from Student Board Representatives

Karsen Damon & R.J. Shontz

(Rozzo, Superintendent of Schools)

Karsen and R.J. gave school updates Karsen reported the in-person choral concert that was scheduled for today was postponed to May 20th and the filming of Smokey Joe's Café is complete and it will stream May 13th-16th. She stated the Chris Herren Assembly was very motivating as he told his story about overcoming substance abuse. Karsen noted that it was great to be back in theatre. She noted that IB & AP testing are currently taking place and Biology & English Keystone testing starts next week. RJ reviewed the records for all the Spring sports. He reported that in Activities SHOP@USC has new pop-up store.

Budget Update Presentation Regarding 2021-2022 Budget

(Rozzo, Superintendent of Schools / Burchill, Director of Business & Finance)

ATTACHED

Dr. Rozzo and Mr. Burchill presented the 3rd Budget presentation. Dr. Rozzo began the presentation by noting this is a more condensed, focused version and the purpose is to state the priorities of 2021-22 budget, share debt detail and projections for next five years, provide ESSER funding update, detail budget adjustments, and discuss next steps and timeline to approve the final budge. Mr. Burchill presented the District's general obligation, net Impact, and projected total debt. Dr. Rozzo reviewed the ESSER update, budget adjustments, next steps, and budget timeline.

Several board members asked questions.

Superintendent's Report

(Rozzo, Superintendent of Schools)

a. District Update

(Rozzo, Superintendent of Schools)

Dr. Rozzo reported that he is looking forward to more information regarding the report that May 31st mitigation orders are being lifted with regards to COVID-19. He noted that he is hopeful we will be able to extend more invites to family members for graduation. Dr. Rozzo stated that he is looking forward to Graduation that is scheduled for June 9th with two additional rain dates. He commented that the masking order has not changed and since the County is back in the "moderate" phase closure thresholds are no longer in effect. Dr. Rozzo reported that Summer School enrollment is at an all-time high for grades K-8. He noted that a survey will be sent to out remote families and a more detailed update will be reported at the May 24th Board Meeting. Lastly, Dr. Rozzo thanked the Upper St. Clair Township and Police for donating a car to the School District for Chief Bryson and his Safety and Security Team.

b. Request Approval of Personnel Listings

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

(Consent Agenda)

ATTACHED

Mr. Carson request approval of the Personnel listings noting many are renewal of ECA contracts for Fall sports.

Administrator's Report

(Rozzo, Superintendent of Schools)

a. Request Approval of Dual Enrollment/High School Academies Agreement with the Community College of Beaver County for a term of July 1, 2021 through June 30, 2025

(Pfender, Assistant to the Superintendent)

(Consent Agenda)

ATTACHED

Mrs. Pfender request approval of a Dual Enrollment Agreement with the Community College of Beaver County. She noted that this Agreement will enable high school students to earn college credits for certain courses.

b. Request Approval of a Contract with Post Script Productions, LLC for videography services for the 2021 High School Musical for \$4,000

(Pfender, Assistant to the Superintendent)

(Consent Agenda)

ATTACHED

Mrs. Pfender request approval of a contract with Post Script Productions, LLC for videography services for the High School Musical Smokey's Joe's Café. She stated the cost for their film services is \$4,000.

c. Request Approval of a School Safety Cooperation Agreement with South Fayette School District

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

(Consent Agenda)

Mr. Carson request approval of a School Safety Agreement with South Fayette School District. He noted the Agreement is intended to protect students in the event of an emergency. Our District will agree to temporarily house South Fayette students at our facilities.

d. Request approval for Declaring Equipment Surplus

i. Facilities

(Angelo, Director of Operations & Facilities)

(Consent Agenda)

ATTACHED

Dr. Angelo request approval of items to declare as surplus within the facilities department.

ii. Technology

(Berrott, Director of Technology)

(Consent Agenda)

ATTACHED

Mr. Berrott request approval of items to declare as surplus within the technology department.

e. Request Approval to Renew the Preventative Maintenance Agreement with Cummins Sales and Service for a Term of One (1) Year in the Amount of \$5312.86

(Angelo, Director of Operations & Facilities)

(Consent Agenda)

ATTACHED

Dr. Angelo request approval to renew a Preventative Maintenance Agreement with Cummins Sales for the maintenance of eight power generation systems during the 2021-2022 school year. The cost of the Service Agreement is \$5,312.86.

f. Request Approval of an Agreement with Capital Healthcare Services for Medical Staffing Services

(Doggrell, Director of Special Education)

(Consent Agenda)

ATTACHED

Mrs. Doggrell request approval of an Agreement with Capital Health Care Services to Provide supplemental and/or specialized nursing services for students in need of medical care across the district at the rate of \$44.00 per hour.

g. Request Approval of a Contract with Leader Services for IEPWriter.com/Children Count/504 Module/OHS Setup/SIS Bridge Software Subscription Agreement

(Doggrell, Director of Special Education)

(Consent Agenda)

ATTACHED

Mrs. Doggrell request approval of a Contract with Leader Services (IEP Writer/Children Count/504 Module/SIS Bridge). She stated this is a web-based software record management system for IEP's, GIEP's, Chapter 15 Agreements, and Special Education reporting. She noted the migration to the new electronic management system is necessary given the current system does not have capabilities to integrate with the student information system. Mrs. Doggrell stated the total cost for onboarding with Leader Services is approximately \$17,733 and there will be a decreased cost for annual renewal in future years.

h. Request Approval of an Agreement with ACLD Tillotson to provide Extended School Year Services for a student

(Doggrell, Director of Special Education)

(Consent Agenda)

ATTACHED

Mrs. Doggrell request approval of an Agreement with ACLD Tillotson to provide Extended School Year Services for one student at the cost of \$2,000.

i. Request Approval to Renew a Consulting Agreement with Suzanne DaSilva to provide Internal Support for District-wide ACCESS Systems

(Doggrell, Director of Special Education)

(Consent Agenda)

ATTACHED

Mrs. Doggrell request approval to renew a consultant agreement with Suzanne DaSilva to provide professional and administrative services, including school-based ACCESS billing management and support at a rate of \$35 per hour up to a total of 15 hours per week.

j. Request Approval of an Agreement with Mainline Commercial Pools, Inc.

(Burchill, Director of Business & Finance)

(Consent Agenda)

ATTACHED

Mr. Burchill request approval of an Agreement with Mainline Commercial Pools, Inc. He stated the Agreement is for services and documentation in return for direct final payment from the District in the amount owed to Mainline by Walter Mucci Co. for completion of the swimming pool construction project.

k. Request Approval to renew an Agreement with Aramark for food services for up to two additional one-year terms

(Burchill, Director of Business & Finance)
(Consent Agenda)

ATTACHED

Mr. Burchill request approval to renew an Agreement with Aramark for food services. He stated Aramark continues to provide quality service while actively pursuing new menu selections. He recommends that the Board approve the renewal of the food service contract with Aramark for up to two one-year terms.

l. Request Approval of software license agreement with Frontline Education to administer a timekeeping system

(Burchill, Director of Business & Finance)
(Consent Agenda)

ATTACHED

Mr. Burchill request approval of a software license agreement with Frontline Education. He stated the upgrade to Frontline Education will stream line the Districts payroll. Mr. Burchill stated there is a one-time fee of \$7,125. and annual fee of \$10,984. He noted these costs are included in 2021-2022 budget.

m. Request Approval of First Reading of Policy 304.1 - Advanced Step Placement

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

ATTACHED

Mr. Carson request approval of Policy 304.1 for Advanced Step Placement. He stated he believes making this change is important to keep us competitive and for hiring for hard to fill positions.

n. Administrative Updates

- Mr. Ray Berrott
Director of Technology

Mr. Berrott gave an equipment update. He noted our professional staff has received new laptops and to date 325 teachers have been trained on their new devices and the technology department has helped them transition their files. Mr. Berrott commented that today is the first day for work on the Wide Area Network Equipment migration. Mr. Berrott noted that he is waiting for a funding decision from eRates regarding a possible monetary award of \$265,000. He stated these are Emergency Connectivity Funds and if awarded they are available on a first come first server basis. Mr. Burchill is hopeful that this could amount to some funds for the District.

Business & Finance

(Burchill, Director of Business & Finance)

a. Review of Financial and Cash Flow Statements and Budget Transfers

(Burchill, Director of Business & Finance)

(Consent Agenda)

ATTACHED

Mr. Burchill reviewed the Financial Summary.

Committee Reports

(Elias, School Board Vice President)

Dr. Gans gave an update on the USC Parent Teacher Council. She stated that currently they are offering a Digital Wellness Week which is a series of activities that are being offered in conjunction with the Wellness Committee and the Upper St. Clair Township Library. Dr. Gans noted the Wellness Committee is also offering two Screenagers movies. She commented these movies address growing up in a “digital” age.

Resident’s Comments - (Regarding Any Item)

Link to Online Form

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At this time, one resident was present to comment on a Non-Agenda item.

Matters of Information - Superintendent & Administration

(Rozzo, Superintendent of Schools)

At this time, there are no Matters of Information to report.

Announcement Regarding Executive Session

(Elias, School Board Vice President)

- a. Executive Session was held at 6:15 pm for Personnel and Litigation

Adjournment

(Elias, School Board Vice President)

The meeting was adjourned at approximately 8:07 pm.

Respectfully Submitted,

Mary Beth Harkleroad
ACTING BOARD STENOGRAPHER

Upper St. Clair School District Proposed Final Budget 2021-2022

Budget Update for May 10, 2021



Purpose of Tonight's Presentation

- State the priorities of 2021-22 budget
- Share debt detail and projections for next five years
- Provide ESSER funding update
- Detail budget adjustments
- Discuss next steps and timeline to approve the final budget

Priorities of 2021-22 Budget

- Maintain a high quality education for our students
- Balance the needs of the School District while recognizing our fiduciary responsibilities to the community
- Remain cognizant of the interdependence of all aspects that directly and indirectly affect our students' school experience

USCSD General Obligation Bond (GOB) Summary

Annual Principal & Interest Payments

(Current Bond Summary)

Budget Year	Outstanding
1/15/2022	8,411,024
1/15/2023	8,552,687
1/15/2024	8,775,905
1/15/2025	8,760,876
1/15/2026	8,753,747
1/15/2027	8,680,788
1/15/2028	8,688,114
1/15/2029	8,748,150
1/15/2030	8,760,600
1/15/2031	8,768,682
1/15/2032	8,789,798
1/15/2033	8,815,918
1/15/2034	8,504,090
1/15/2035	8,493,829
1/15/2036	8,488,843
1/15/2037	8,478,821
1/15/2038	8,472,959
1/15/2039	8,459,824
1/15/2040	8,448,918
1/15/2041	7,442,896
1/15/2042	7,438,699
1/15/2043	7,440,416
1/15/2044	6,262,750
Total	192,438,333

Net Impact of USCSD Projected Borrowing

Budget Year	GOB	Capital Projects (<i>estimated</i>)	Capital Leases	Net Annual Budget Liability
2021-22	\$251,142	\$155,000	\$157,244	\$563,386
2022-23	\$141,663	\$175,000	\$226,572	\$543,235
2023-24	\$223,218	\$60,000	\$29,452	\$312,670
2024-25	(\$15,029)	\$30,000	(\$139,733)	(\$124,762)
2025-26	(\$7,129)	\$40,000	\$20,000	\$52,871

- ☐ Capital projects listed by school year (all \$ amounts are estimated):
 - 2021-22 > Paving project, Boyce turf, Truxton hillside project (Net borrowing \$2.1 million)
 - 2022-23 > HS roof & HVAC controls upgrade (\$6.5 million)
 - 2023-24 > Eisenhower roof, Boyce athletic field & HVAC controls upgrade (\$2.4 million)
 - 2024-25 > Baker – Athletic field, HVAC unit ventilator replacement & roof restoration (\$1.2 million)
 - 2025-26 > Ft. Couch athletic field, Eisenhower HVAC unit ventilator replacement & Streams roof restoration (\$1.5 million)
- ☐ Capital project borrowing is estimated at a 20 year term with a budget impact of 25 thousand per one million dollars borrowed
- ☐ With a substantial capital investment estimated in the next 5-10 years, the District must consider updating the last feasibility study that was completed in 2006 by Graves & McLean, R.A., LLC.

Projected Total Debt (5 Years)

School Year	Net Long-Term Debt increase between budget years	Total Projected Long-Term Debt (includes GOB & capital leases)
2020-21	-----	\$9,591,298
2021-22	\$563,386	\$10,154,684
2022-23	\$543,235	\$10,697,919
2023-24	\$312,670	\$11,010,589
2024-25	(\$124,762)	\$10,885,827
2025-26	\$52,871	\$10,938,698

Elementary and Secondary School Emergency Relief (ESSER) Update

- ESSER funding dispersed using the federal Title I formula
 - Federal dollars were distributed based on the Title I formula regardless of instructional model
- 20 percent of ESSER funding must address learning loss and a plan for return to in-person schooling
 - USCSD will allot a portion of ESSER grant money to fund remedial learning this summer
 - The proposed final budget presented on May 24th will include specific allotment of ESSER monies for remedial learning
- The ESSER Fund does not contain a supplanting prohibition
 - ESSER funds may take the place of State or local funds for allowable activities
- ESSER funds can be used for a variety of purposes including:
 - Administering remote and/or in-person learning, addressing learning losses, upgrading facilities/HVAC and providing PPE to mitigate COVID-19, increasing staffing

USCSD ESSER Funding

Title	Timeframe	Allotted	Balance	Prior/Planned Allocation of Funds
CARES Act	FY 2020-2021	\$276,547	\$0	Student iPads, MacBook Air Laptops, video-conferencing equipment
ESSER School Health & Safety Grant	FY 2020-2021	\$119,285	\$0	Desk dividers, OWL Labs, Promethean ActivPanels
ESSER I	May 2020	\$61,145	\$0	Technology to support OWL Labs
ESSER II	1/2021 - 12/2022	\$272,793	\$0	Operations equipment, instructional technology
ESSER III	3/2021 - 12/2024	\$551,718	\$501,511	Planned use: Summer remediation, software, instructional technology, contingency planning
TOTALS		\$1,281,488	\$501,511	

Budget Adjustments & Deficit Projections

1. Decrease Budgetary Reserve from \$250k to \$200
2. Allocate \$250k in ESSER grant revenue to fund technology hardware purchases related to remote learning and continuity of services

Deficit projection with adjustments presented 5/10/2021	No Tax Increase	2.0 % Tax Increase	3.0 % Tax Increase
Revenues	\$89,439,861	\$90,678,370	\$91,297,740
Expenditures	\$91,655,688	\$91,655,688	\$91,655,688
Total Deficit	(\$2,215,827)	(\$977,318)	(\$357,948)

Taxable Residential Median Value as of 4/16/2021: \$230,800

Next Steps

- ✓ Continue to make budget decisions that both ensure long-term financial health for the district and ensure academic excellence
- ✓ Continue to review budget categories
 - Examine potential to reduce expenditures
 - Continue to evaluate taxing options and other revenue sources
 - Examine process re-engineering to drive cost efficiencies
 - Determine usage of ESSER funding
- ✓ Provide recommendations on May 24
 - Taxing options
 - Expenditures related to instructional options in addition to the full five days a week for the 21-22 school year

Budget Timeline

- April 12, 2021 - Budget Overview
- April 27, 2021 - Detailed Budget Presentation
- May 10, 2021 - Budget Update
- May 24, 2021 - Adopt 2021-2022 Proposed Final Budget
- June 7, 2021 - Budget Update
- June 28, 2021 - Adopt 2021-2022 Final Budget

Questions?



Personnel List
Committee Meeting
May 10, 2021

ELECTION

Staff Name	Location	New Assignment	New Assignment Status	Effective Date
Assad, Andrew	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21
Childers, Taylor	Substitute	Substitute Certified Teacher/Counselor	Substitute	05-04-21
Gray, Maranda	Substitute	Substitute Certified Teacher	Substitute	05-19-21
Joseph, Heidi	Substitute	ESY Teacher Aide	Substitute	06-14-21 through 07-22-21
Melnyk, Michael	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21

CHANGE OF STATUS

Staff Name	Location	Current Assignment	Current Assignment Status	New Assignment	New Assignment Status	Effective Date
Lutton, Lakyn	Ft. Couch	1.0 English Teacher	FT	Leave of Absence	Leave	5-3-21 through 11-9-21
Stone, Julianna**	High School	1.0 Special Ed Teacher	FT	Sabbatical Leave	Leave	1st semester 2021/2022 school year
Strayer, Shannon**	High School	1.0 Math Teacher	FT	Sabbatical Leave	Leave	1st semester 2021/2022 school year
Swasey, Roman**	DAB	Technology Intern	PT	District Technology Support (DTS)	PT	05-03-21
Tena, Angela**	Boyce	1.0 French Teacher	FT	Sabbatical Leave	Leave	2021/2022 School Year
Williams, Hallie	Eisenhower	1.0 Guidance Counselor (for A. Miller as of 02-15-21)	Per Diem Substitute	1.0 Guidance Counselor (LTS for A. Miller as of 02-15-21)	LTS	05-21-21 - retro 02-15-21 through LDTR

** Interim Approval by Dr. John Rozzo, Superintendent on 04-30-21 and 05-03-21

REAPPOINTMENT

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Capers, Wayne	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21
Capucci, Andrew	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21
Corr, Patrick	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21
Donati, Jeffrey	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21

Elias, Phil	High School	Assistant Coach: Football	Volunteer	08-09-21 through 10-30-21
Ficorilli, Joshua	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21
Figura, Joseph	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21
Gaetano, Samuel	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21
Junko, John (Mike)	High School	Head Coach: Football	ECA	08-09-21 through 10-30-21
Mathews, Gordon	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21
Mellinger, Matt	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21
Morton, Shawn	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21
Robbins, Tim	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21
Stilley, Tom	High School	Assistant Coach: Football	ECA	08-09-21 through 10-30-21

RETIREMENT

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Sheatsley, Edda	Boyce	Nutrition Center General Worker	PT	6-10-21
Wasniewski, Karen	Baker	Nutrition Center General Worker and Substitute Custodian	PT	6-30-21

RESIGNATION

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
White, Frederick	High School	1.0 District/Delivery Driver	FT	05-12-21

INFORMATION ONLY

Hestwood, Christine (High School - ECA Spring Musical: Pit Orchestra Director) - Change stipend amount

King, Carole (Eisenhower - 1.0 Teacher Aide) - Leave of Absence Return To Work 05-03-21

Ruffalo, Andrew (Baker - Head Custodian) - Retirement Date Changed from "TBD" to 08-12-21



Dual Enrollment/High School Academies Agreement

This agreement is entered into by and between Upper St. Clair Area School District (Hereinafter referred to as the "school district") and The Community College of Beaver County (Hereinafter referred to as "CCBC"). This agreement sets out the terms and conditions of the Dual Enrollment program offered by these institutions. The Dual Enrollment program will hereinafter be referred to as the "program."

CCBC and the School District do hereby agree to the following:

I. Term

The term of this agreement shall be from July 1, 2021 - June 30, 2025.

II. Purpose of Dual Enrollment

The Dual Enrollment program allows students to concurrently enroll in an Associate degree, Certificate or diploma programs, while completing their high school requirements. Students who meet the requirements of the program will be allowed to also apply for funding under the Department of Education, Experimental Sites Initiative-Dual Enrollment.

III. Student Eligibility

CCBC requires that students participating in the program be adequately prepared academically for postsecondary-level coursework and enroll in a Title IV eligible postsecondary program as a regular student as defined by 34 CFR 600.2.

CCBC will require that all students applying for acceptance into the program meet a minimum GPA requirement of 2.0. In some cases students may be required to have a higher minimum GPA, and may be required to have completed certain coursework to gain admission into the programs. Students who do not meet the minimum GPA requirements may be accepted into certain programs with the approval of the high school principal or their designee. At the recommendation of the school district a student may be required to complete CCBC's placement testing. Students will not be permitted to register if they require remedial coursework.

IV. Courses Offered

Students who enroll in the program will have the opportunity to earn a minimum of 12 postsecondary credit hours while also enrolled in their secondary school. Students will have the opportunity to enroll in a minimum of 6 credits each semester for at a minimum 12 per academic year. Students must enroll in a Title IV eligible program and will only be eligible for Pell grants for courses that are outlined in Appendix A of this agreement.

V. Free Application for Federal Student Aid (FAFSA) Completion

CCBC will provide students/parents assistance in completing the FAFSA application. CCBC will provide periodic workshops for students/parents as well as individual appointments for those needing assistance in completing the FAFSA. CCBC will work with the school district to identify dates, times and locations for the FAFSA workshops.

VI. Student Support Services

CCBC will provide the following support services to students enrolled in the program: tutorial services both, face to face and on-line, and on demand 24/7, access to our library as well as our online library databases, transition support via the supportive services office, disability support services, learning lab and academic advising.

College Level Section 504/ADA Accommodations:

When taking a college level course, high school students with documented disabilities are eligible to receive accommodations. Accommodations at the college level may differ from those at the high school level. The college will not provide modifications to change the course content or performance expectations that would substantially alter the essential elements of the courses.

The College Counselors are available to Dual Enrollment/HS Academy students in crisis situations where the threat of self-harm, harm to others, or abuse is evident and/or disclosed to any Faculty, administrator or staff member. Parental/Guardian notification will occur as necessary. All other non-emergency disclosures will be communicated immediately to the High School Counselor or Principal to be administered in accordance with School-District regulations.

VII. Student Credit

Student completing courses through this program will have the course completion and relevant grad posted to the student's official CCBC transcript. Transfer of these credits to other institutions will be subject to the procedures and requirements of the receiving institution.

VIII. Registration

The Director of Enrollment Services, or designee, will process all admission and registration documents received by the high school and student and ensure accuracy of the student's CCBC academic transcript. The school district will assign personnel with responsibility for ensuring that all required documents are submitted to CCBC. These documents include main college application or academy application, placement testing waiver or appropriate college readiness record, student registration form, FERPA waiver if applicable, and high school transcripts.

IX. Tuition and Fiscal Transactions

Classes taught by CCBC will be billed to the student at the appropriate tuition rates as approved by the board of trustees according to the student's appropriate tuition code. The school district will be provided the applicable rates each year upon approval by the CCBC Board of Trustees.

It is the responsibility of the student's parent(s) to pay for the courses prior to the first day of class. Students in the program are advised to apply for the federal Pell grant by June 15th of each academic year. The financial aid office at CCBC will then make the determination of what if any aid the student is eligible and will notify the student in writing. Once all financial awards have been determined the student will be mailed a copy of their tuition and fees statement reflecting the amount due. Tuition payments should be submitted by no later than August 15th of each academic year. Payment should be mailed to CCBC, Attn: Cashier's Office, 1 Campus Drive, Monaca, PA 15061

Signature page

School District and College agree not to unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age or disability in any undertaking pursuant to this agreement.

For the School District

Dr. John Rozzo
Superintendent

Date

Dr. Timothy Wagner
Principal

Date

For the College:

Dr. Roger W. Davis, President
Community College of Beaver County

Date

Dr. Shelly Moore, VP Academic Affairs/Provost
Community College of Beaver County

Date

APPENDIX A

JAMES M. JOHNSON SCHOOL OF AVIATION SCIENCES

Aerospace Management A.A.S.
Air Traffic Control A.A.S.
Aviation Instructor (Certificate)
Professional Pilot A.A.S.
Unmanned Aerial Vehicle A.A.S.
Aviation Academy for High School Students

SCHOOL OF INDUSTRIAL TECHNOLOGY & CONTINUING EDUCATION

Process Technology A.A.S.
Construction Academy for High School Students

SCHOOL OF HEALTH SCIENCES

Health Sciences A.A.S.
Multi-skilled Health Technician Certificate
(Nurse Aide, Phlebotomy, and Electrocardiography) Nursing (Associate Degree Nursing) A.A.S.
Practical Nursing Diploma
Radiologic Technology A.A.S.
Health Academy for High School Students

SCHOOL OF BUSINESS, ARTS, SCIENCES & TECHNOLOGY

BUSINESS

Accounting A.A.S.
Business Administration (TAOC) A.A.
Business Management A.A.S.
Business Operations (certificate) Entrepreneurship (certificate and A.A.S. degree) Human
Resource Assistant (certificate) Human Resource Management A.A.S.
Media Communications A.A.S.
Workforce Preparation (certificate)

EDUCATION

Early Learning and Development (ELD) A.S.
Education: PreK-4 (TAOC) A.S.
Education Preparation - Secondary Level (grades 7-12) A.S. Upper Elementary - Middle Level
Education (grades 4-8) A.S.

APPENDIX A (continued)

LIBERAL ARTS & SCIENCES

Biological Sciences (TAOC) A.S.
Chemistry (TAOC) A.S.
Communication (TAOC) A.A.
English (TAOC) A.A.
Environmental Science (TAOC) A.S.
History (TAOC) A.A.
Liberal Studies A.A.
Liberal Arts and Sciences: Specialized Studies A.A.S. Mathematics (TAOC) A.S.
Meteorology (TAOC) A.S.
Natural Science A.S.
Physics A.S.
Psychology (TAOC) A.S.
Social Work (TAOC) A.A.
Sociology A.A.
Sports, Arts and Entertainment Management A.A.S.

PUBLIC SERVICE

Criminal Justice A.A.S
Criminal Justice – Transfer (TAOC) A.A.
Investigation and Protection (certificate)
Police Technology (certificate and A.A.S. degree)
Criminal Justice Academy for High School Students

TECHNOLOGIES

Building Trades Technology A.A.S.
Cisco Networking (certificate)
Computer Science (TAOC) A.S.
Computer Support Specialist (certificate)
Cybersecurity A.A.S.
Data Analytics A.A.S.
Nanotechnology Specialization (certificate)
Networking A.A.S.
Engineering A.S.
Server Virtualization (certificate)
Software Developer (certificate and A.A.S. degree)
STEM Academy Coding for H.S. Students
STEM Academy Engineering for H.S. Students
STEM Academy Process Technology for H.S. Students

Memo

To: Dr. Rozzo, USC Board of Directors
From: Tom Hunsberger
cc: Amy Pfender, Tim Wagner
Date: May 10, 2021
Re: Upper St Clair High School Spring Musical

I request approval for the following contract as part of the Upper St. Clair High School 2021 Spring Musical:

Independent Contractor – Post Script Productions

Post-Script Productions LLC, (PSP) will perform recording, editing, and mixing footage to produce one or more master videographic products. PSP will not create screen grabs, screen shots or still images from the video content. A one-time payment of \$4,000 is due for agreed upon services.

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

Memo



To: USC Board of School Directors, Dr. Rozzo & Mr. Carson
From: Dr. Lou Angelo
Date: May 3, 2021
RE: Surplus/Obsolete Equipment

The administration requests to declare the following equipment as surplus/obsolete:

- ten (10) adjustable height tables from Boyce Middle School measuring 5' x 30",
- seven (7) main building breakers: CBC-2033-B 2000amp, QA-4033-CBC 4000amp, SCB3033B120480G 3000amp, QA-2033-CBC 2000amp, QA-2033-CBC 2000amp, THPC3630BET1 3000amp, CB2533B120480 2500amp,
- one (1) Kent Razor 17B floor cleaning machine - 1650276,
- and four (4) busses
 - bus 138, 4UZABRDJ09CAD1213 SC56737, 2009 Thomas conventional 77 passenger (91753),
 - bus 144, 4UZABRDJ5ACAN7086 SC56749, 2010 Thomas conventional 77 passenger (103041),
 - bus 146, 4UZABRDTXBCAY4545 SC58169, 2011 Thomas conventional 66 passenger (115247),
 - bus 148, 4UZABRDT3BCAY4547 SC58168, 2011 Thomas conventional 66 passenger (117776).

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



Customizing Learning,
Nurturing Potential...
Delivering Excellence

Memo

To: Dr. Rozzo, USCSD Board Members

From: Raymond Berrott

Date: May 5, 2021

RE: Surplus/Obsolete Equipment

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

item type	quantity
audio-visual	3
network switch	92
laptop	592
tablet	729
phone	2
battery unit	1
WiFi access point	512
	1931

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

Memo



To: USC Board of School Directors, Dr. Rozzo & Mr. Carson

From: Dr. Lou Angelo

Date: May 3, 2021

RE: **Cummins Agreement Renewal**

The administration requests approval to renew the agreement with Cummins Sales and Service for the preventative maintenance of eight (8) power generation systems during the **2021-2022 school year**. The agreement permits Cummins to provide routine maintenance and inspections for the power generators at all school buildings and the administration building at a cost of \$5,312.86 for the year. The cost represents less than a 1% increase from the current agreement.



Memo

To: Dr. John Rozzo, USC Board Members
From: Ms. Cassandra Doggrell
Date: May 10, 2021
RE: Special Education and Student Support Services Agreement(s)/Contract(s)

I request approval of the following agreement(s)/contract(s):

1. Capital Health Care Services: Provide supplemental and/or specialized nursing services for students in need of medical care across the district at the rate of \$44.00 per hour
 - a. Contract with Capital Health Care Services to staff individual student nursing needs
 - b. ATTN: Amy Breslin (abreslin@homewithharmony.com)
Vice President
Harmony Home Care
8960 Hill Drive
Irwin, PA 15642
2. Leader Services (IEP Writer/Children Count/504 Module/SIS Bridge): Web-based software record/documentation management system for IEPs, GIEPs, Chapter 15 Agreements, and special education state reporting at the cost of
 - o IEP Writer Subscription: \$11,672.00 (initial year)/\$9,850.00 (renewal years)
 - o Children Count Subscription: \$2,335.00
 - o 504 Module: \$2,576.00
 - o SIS Bridge: \$400.00
 - o OnHand/EdInsight Software Bridge (one time fee): \$250.00
 - o IEP Writer Training: \$100/hour (projected 3 hours)
 - o Child Count Training: \$100/hour (projected 2 hours)
 - a. Migration to a new electronic management system is necessary given the current system does not have the capabilities to integrate with the student information system. After a thorough analysis of various systems, it was determined that Leader Services best meets the department's needs. Leader Services has the functionality to integrate with the student information system, house a variety of documentation and records for the student services department, and implement efficiencies for users and state reporting.

A plan for migration of data from the current system to Leader Services has been developed and a training plan for staff will unfold starting in the summer months and throughout the beginning of the next school year. The total cost for onboarding with Leader Services is approximately \$17,733. There will be a decreased cost for annual renewal in future years.

- b. ATTN: Lewis Astorino (lastorino@leaderservices.com)
Business Development Account Executive
School-Based Programs
Leader Services
75 Kiwanis Boulevard
PO Box O
West Hazleton, PA 18201

- 3. ACLD Tillotson Extended School Year: Provide extended school year services for one student at the cost of \$2,000
 - a. ESY tuition cost for extended school year services for an out of district student
 - b. ATTN: Charlie Scharbo (cscharbo@acldtollotsonschool.org)
Project Manager
Business Office
ACLD Tillotson School
4900 Girard Road
Pittsburgh, PA 15227

I request approval of the following agreement(s)/contract(s) for the **2021-2022 school year**:

- 4. Consultant Agreement (Suzanne DaSilva): Renew consultant agreement to provide professional and administrative services, including school-based ACCESS billing management and support at a rate of \$35 per hour up to a total of 15 hours per week
 - a. Consultant will provide internal support for district-wide ACCESS systems management and help facilitate reimbursement processes for the district.
 - b. ATTN: Suzanne DaSilva
4001 Weatherburn Drive
Valencia, PA 16059

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



pennsylvania
DEPARTMENT OF EDUCATION

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333
www.education.pa.gov

Food Service Management Company (FSMC)
Renewal Year **Cost Reimbursable Contract**

Upper St. Clair School District

103-02-920-3

July 1, 2021 to June 30, 2022

Any School Food Authority (SFA) selecting to renew a contract with their current FSMC must prepare a Renewal Year Contract utilizing this document which may not be re-typed or changed in any way. Addendums to the renewal year contract are not permitted. Should the SFA and FSMC enter into any addendum, the Division of Food and Nutrition (DFN) will not review the addendum and the language in this document prevails as binding.

Agreement Page

The Pennsylvania Department of Education (PDE) provides this contract as a service to sponsors, therefore; PDE shall not be named as a party to this contract. The School Food Authority, hereafter referred to as the SFA, is the responsible authority, without recourse to PDE and/or the United States Department of Agriculture (USDA) regarding the settlement and satisfaction of all issues arising under this contract. This includes, but is not limited to, disputes, claims, protest of award or source evaluation.

The FSMC certifies that they shall operate in accordance with all applicable State and Federal regulations.

The FSMC certifies that all terms and conditions within the Bid Solicitation shall be considered a part of the contract as if incorporated therein.

This Agreement shall be in effect for one year starting **July 1, 2021** and may be renewed by agreement for up to **2** additional one-year period(s).

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed by their duly authorized representative on the date signed.

Upper St. Clair School District

SFA

Aramark Educational Services, LLC

FSMC

Signature (in blue ink only) of Authorized Representative

Signature (in blue ink only) of Authorized Representative

Scott P. Burchill

Printed Name of Authorized Representative

G Preston Davis

Printed Name of Authorized Representative

Director of Business & Finance

Title

Regional Vice President

Title

Date Signed by SFA

Date Signed by FSMC

Appendix A

SFA Renewal Certification of Acknowledgement

Initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, Scott P. Burchill, on behalf of Upper St. Clair School District, have read and fully understand the contents of this contract. I understand that the SFA must maintain oversight of the food service operations and that these responsibilities will not be delegated to the FSMC. I also understand that the SFA is responsible for closely monitoring the FSMC contract and the FSMC's daily activities.

Initial Here:

- B. I certify that I, nor any employees (including School Board members) of Upper St. Clair School District, will not solicit or accept donations, gratuities, nor favors from current or potential FSMCs (i.e. gifts, golf outings, meals, etc.).

Initial Here:

- C. I certify that Upper St. Clair School District has a written Code of Conduct that addresses conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts, and will make sure all employees are aware of said standards.

Initial Here:

- D. I certify that I have read and understand what the allowable costs are for all of the applicable CN programs.

Initial Here:

- E. I certify that Upper St. Clair School District will be legally responsible for the conduct of the food service program, and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here:

- F. I certify that the Nutrition Center Confidential Secretary will fulfill the SNP director responsibilities. The SNP director must be an employee of the SFA, meet the minimum Professional Standards requirements, and provide program oversight, including but not limited to, ensuring that the FSMC's food service director and all food service staff meet the Professional Standards requirements. Every person identified as a director must meet the minimum hiring standards and accrue minimum training hours yearly. Directors must also accrue eight (8) hours of food safety training upon hire and every five (5) years thereafter.

Initial Here:

- G. I certify that Upper St. Clair School District shall retain control of the CN programs' non-profit school food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS, or PrimeroEdge Student Eligibility System.

Initial Here:

- H. I certify that CN programs are the responsibility of Upper St. Clair School District and Upper St. Clair School District is responsible for all contractual agreements entered into in connection with the CN programs.

Initial Here:

I. I certify that Upper St. Clair School District will be responsible for determining student eligibility for all applicable programs and that Aramark Educational Services, LLC will have no involvement in the process.

Initial Here:

J. I certify that Upper St. Clair School District will retain all records for the current year plus the three additional years beyond the end of the contract.

Initial Here:

K. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here:

L. I certify that Upper St. Clair School District will monitor Aramark Educational Services, LLC in order to ensure compliance with USDA regulations.

Initial Here:

M. I certify that Upper St. Clair School District has created an advisory board composed of students, teachers, and parents to assist in menu planning.

Initial Here:

N. I certify that Upper St. Clair School District will not delegate any of the above responsibilities to the FSMC.

Initial Here:

O. I certify that neither Upper St. Clair School District nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here:

P. I certify that neither Upper St. Clair School District nor any of its principals/authorized representatives has a reported criminal background that would affect the receipt of Federal funds.

Initial Here:

Q. I certify that Aramark Educational Services, LLC is not a paid consultant or contractor with Upper St. Clair School District in any other capacity than for this contract.

Initial Here:

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the state agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of Upper St. Clair School District, I hereby agree to comply with all state and federal laws and regulations governing the CN programs administered by the state agency. In accordance with Federal law and USDA policy, Upper St. Clair School District does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Name of Authorized Representative

Scott P. Burchill

Title of Authorized Representative

Director of Business & Finance

Signature of Authorized Representative
(in blue ink only)

Date Signed

Appendix B

FSMC Certification of Acknowledgement

Initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, G Preston Davis, on behalf of Aramark Educational Services, LLC, have read and fully understand the contents of this contract.

Initial Here:

- B. I certify that I, nor any of the employees of Aramark Educational Services, LLC, have not received any solicitations from any Upper St. Clair School District employee. In addition, I certify that no gifts, donations, or anything of monetary value (i.e. golf outings, meals, etc.) have been provided.

Initial Here:

- C. I certify that employees of Aramark Educational Services, LLC will be trained to understand and comply with all necessary trainings including the current written Code of Conduct authored by Upper St. Clair School District.

Initial Here:

- D. I certify that all of Aramark Educational Services, LLC food service employees meet the minimum Professional Standards requirements.

Initial Here:

- E. I certify that Upper St. Clair School District will be legally responsible for the conduct of the food service program, and shall have access to all necessary documents, which will be maintained onsite, including but not limited to all contracts with vendors so that they may supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here:

- F. I certify that Aramark Educational Services, LLC will not have control of the CN programs' non-profit school food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS, or the PrimeroEdge Student Eligibility System.

Initial Here:

- G. I certify that Upper St. Clair School District will be responsible for determining student eligibility for all applicable programs and that Aramark Educational Services, LLC will have no involvement in the process.

Initial Here:

- H. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here:

- I. I certify that neither Aramark Educational Services, LLC nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here:

J. I certify that Aramark Educational Services, LLC will comply with all applicable standards, orders, or requirements issued under the Clean Air Act and the Federal Water Pollution Control Act and will report violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

Initial Here:

K. I certify that neither **Aramark Educational Services, LLC** nor any of its principals/authorized representatives has a reported criminal background that would affect the involvement in CN programs.

Initial Here: _____

L. I certify that **Aramark Educational Services, LLC** is not a paid consultant or contractor with **Upper St. Clair School District** in any other capacity than for this contract.

Initial Here: _____

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the SFA any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of Aramark Educational Services, LLC, I hereby agree to comply with all state and federal laws and regulations governing the CN programs administered by the state agency. In accordance with Federal law and USDA policy, Aramark Educational Services, LLC does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Name of Authorized Representative G Preston Davis

Title of Authorized Representative _____

Signature of Authorized Representative
(in blue ink only)

Date Signed _____

Appendix C

Acknowledgement of Personnel Relationships

☐ Yes ☒ No, the Upper St. Clair School District employs the same person/people that is/are employee(s) of the Aramark Educational Services, LLC.

If Yes, we the undersigned certify that the employee(s):

- Does/will not have a real or apparent conflict of interest.
- Does/will not participate in the selection, award, or administration of the contract.
- Does/will not have access to or control of the food service financial account.
- Does/will not be involved in the establishment of the selling prices for all reimbursable and non-reimbursable meals, a la carte items, adult meals, catering, or vending items.
- Does/will not have access to CN PEARS, COMPASS, or the PrimeroEdge Student Eligibility System.
- Does/will not be involved in the completion, distribution or collection of the parent letters and household applications for free and reduced price meals.
- Does/will not be involved in the determination or verification of eligibility for free and reduced price meals.

Employee Name	SFA Position Title and Job Duties	FSMC Position Title and Job Duties

Upper St. Clair School District

SFA

Signature (in **blue ink only**) of Authorized Representative

Scott P. Burchill

Printed Name of Authorized Representative

Director of Business & Finance

Title

Date Signed

Aramark Educational Services, LLC

FSMC

Signature (in **blue ink only**) of Authorized Representative

G Preston Davis

Printed Name of Authorized Representative

Regional Vice President

Title

Date Signed

Appendix D

Certification Regarding Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549 and 12689, "Debarment and Suspension" (Title 2 CFR Part 180). These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

- (1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals:
- (a) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of FSMC

Aramark Educational Services, LLC

Name of Authorized Representative

G Preston Davis

Title of Authorized Representative

Regional Vice President

Signature of Authorized Representative
(in blue ink only)

Date Signed

Appendix E

Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name of FSMC

Aramark Educational Services, LLC

Name of Authorized Representative

G Preston Davis

Title of Authorized Representative

Regional Vice President

Signature of Authorized Representative
(in blue ink only)

Date Signed

Disclosure of Lobbying Activities
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

☐ Applicable ☒ Not Applicable
(This form must be signed regardless of Applicability)

1. Type of Federal Action: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: _____ a. bid/offer/application b. initial award c. post-award	3. Report Type: _____ a. initial filing b. material change For Material Change Only: Year _____ Quarter _____ Date of Last Report _____
4. Name and Address of Reporting Entity: Prime Subawardee Tier, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Entity: (last name, first name, MI) 10. b. Individuals Performing Services (including address if different from No. 10.a.) (Attach Continuation Sheet(s) SF-LLL-A If Necessary) (if individual, last name, first name, middle)		
11. Amount of Payment (check all that apply): \$ _____ Actual \$ _____ Planned	13. Type of payment (check all that apply): ____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify:	
12. Form of Payment (check all that apply): ____ a. cash ____ b. in-kind; specify: Nature _____ Actual _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
15. Are Continuation Sheet(s) SF-LLL-A Attached: Yes _____ (Number _____) No _____		
16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. Signature: (in blue ink only) _____ Name: G Preston Davis Title: Regional Vice President Telephone: _____ Date: _____		

Disclosure of Lobbying Activities
Continuation Sheet SF-LLL-A

Reporting Entity: _____ Page _____ of _____

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use of SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee; e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check all that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets, if yes.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-00046), Washington, DC 20503.

SNP Cost Reimbursable - Renewal Year

Projected Operating Costs

SFA : Upper St. Clair School District
 FSMC: Aramark Educational Services, LLC

Contract Begin Date 07/01/2021
 Contract End Date 06/30/2022
 Days of Service 183

Section 1 - Actual "In-School" Revenue

To be completed by SFA (include SSO Reimbursements, if applicable)

BREAKFASTS:	MEALS	RATES	REVENUE
Elementary Paid	4,112	\$ 1.20	\$ 4,934.40
Elementary Tiered Paid			\$ 0.00
Elementary Reduced Price			\$ 0.00
Middle Paid	215	\$ 1.20	\$ 258.00
Middle Tiered Paid	387	\$ 1.30	\$ 503.10
Middle Reduced Price	263	\$ 0.30	\$ 78.90
Secondary Paid	2,697	\$ 1.30	\$ 3,506.10
Secondary Tiered Paid	10,510	\$ 1.85	\$ 19,443.50
Secondary Reduced Price			\$ 0.00
Adult Paid			\$ 0.00
A la Carte Sales	22,847	\$ 3.72	\$ 84,990.84
Subtotal Breakfasts	18,184		\$ 113,714.84
LUNCHES:			
Elementary Paid	103,418	\$ 2.60	\$ 268,886.80
Elementary Tiered Paid			\$ 0.00
Elementary Reduced Price	320	\$ 0.40	\$ 128.00
Middle Paid	27,907	\$ 2.60	\$ 72,558.20
Middle Tiered Paid	15,788	\$ 2.90	\$ 45,785.20
Middle Reduced Price	898	\$ 0.40	\$ 359.20
Secondary Paid	29,476	\$ 2.90	\$ 85,480.40
Secondary Tiered Paid	46,825	\$ 3.50	\$ 163,887.50
Secondary Reduced Price	908	\$ 0.40	\$ 363.20
Adult Paid	10,954	\$ 3.72	\$ 40,748.88
A la Carte Sales	177,460	\$ 3.72	\$ 660,151.20
Subtotal Lunches	225,540		\$ 1,338,348.58
SNACKS/SUPPLEMENTS:			
Paid			\$ 0.00
Reduced Price			\$ 0.00
Adult Paid			\$ 0.00
A la Carte Sales			\$ 0.00
Subtotal Snacks/Supplements	0		\$ 0.00
OTHER:			
Special Milk			
Vending Machine Sales			\$ 2,330.56
Special Functions (Internal)			\$ 60,616.41
Subtotal Other			\$ 62,946.97
Total "In-School" Revenue	243,724		\$ 1,515,010.39

SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021**Section 2 - Federal Reimbursements**

To be completed by SFA (include SSO Reimbursements, if applicable)

<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>
Free	5,637	\$ 1.89	\$ 10,653.93
Free, Severe Need		\$ 2.26	\$ 0.00
Reduced	263	\$ 1.59	\$ 418.17
Reduced, Severe		\$ 1.96	\$ 0.00
Need Paid	17,921	\$ 0.32	\$ 5,734.72
Subtotal Breakfasts	23,821		\$ 16,806.82
<u>HIGH RATE LUNCHES:</u>			
Free		\$ 3.53	\$ 0.00
Reduced		\$ 3.13	\$ 0.00
Paid		\$ 0.35	\$ 0.00
Subtotal High Rate Lunches	0		\$ 0.00
<u>LOW RATE LUNCHES:</u>			
Free	28,793	\$ 3.51	\$ 101,063.43
Reduced	2,126	\$ 3.11	\$ 6,611.86
Paid	223,414	\$ 0.33	\$ 73,726.62
Subtotal Low Rate Lunches	254,333		\$ 181,401.91
<u>SNACKS/SUPPLEMENTS:</u>			
Free		\$ 0.96	\$ 0.00
Reduced		\$ 0.48	\$ 0.00
Paid		\$ 0.08	\$ 0.00
Subtotal Snacks/Supplements	0		\$ 0.00
<u>SPECIAL MILK:</u>			
Paid		\$ 0.2025	\$ 0.00
<u>Performance Based Reimbursement (if certified):</u>			
Lunches	254,333	\$ 0.07	\$ 17,803.31
Total Federal Reimbursement	278,154		\$ 216,012.04

SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021**Section 3 - State Reimbursements**

To be completed by SFA (include SSO Reimbursements, if applicable)

BREAKFASTS:	MEALS	RATES	Reimbursements
Free	5,637	\$ 0.10	\$ 563.70
Free, Severe Need		\$ 0.10	\$ 0.00
Reduced	263	\$ 0.10	\$ 26.30
Reduced, Severe		\$ 0.10	\$ 0.00
Need Paid	17,921	\$ 0.10	\$ 1,792.10
Subtotal Breakfasts	23,821		\$ 2,382.10
LUNCHES:			
Free	28,793	\$ 0.10	\$ 2,879.30
Reduced	2,126	\$ 0.10	\$ 212.60
Paid	223,414	\$ 0.10	\$ 22,341.40
Additional amount for Lunch if Breakfast participation <=20%	254,333	\$ 0.02	\$ 5,086.66
Additional amount for Lunch if Breakfast participation >20%		\$ 0.04	\$ 0.00
Subtotal Lunches	254,333		\$ 30,519.96
Total State Reimbursement	278,154		\$ 32,902.06

Section 4 - Other Income

To be completed by SFA

Other Income: Catering (External)

Other Income: Sponsor to Sponsor Agreements

Interest Income

Total Other Income	\$ 0.00
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Revenue Summary

Total "In-School Revenue"	\$ 1,515,010.39
Total All Reimbursements	\$ 248,914.10
Total Other Income	\$ 0.00

Total Revenue	\$ 1,763,924.49
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Commodity Usage @	\$ 0.2450	254,333	-\$ 62,311.59
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SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021

Section 5 - Meal Equivalents

A la Carte Meal Equivalents

Federal reimb. - free, high lunch		A la carte revenue	\$ 745,142.04
Federal reimb. - free, low lunch	\$ 3.5100	Adult meal revenue	\$ 40,748.88
Performance Based reimb.	\$ 0.0700	Vending Sales	\$ 2,330.56
State reimb. - free, lunch	\$ 0.1000		\$ 788,221.48
Commodity Usage	\$ 0.2450		
Total	\$ 3.9250	Meal Equivalents	200,821
		Reimbursable Meals	278,154
		Total Meals	478,975

Section 6 - SFA Costs

To be completed by SFA (if applicable)

EXPENSES:

TOTAL COST

Direct Labor and Benefits

SFA Labor Costs (must equal to grand total on Attachment 6)	\$ 633,471.01
SFA Fringe Costs (must equal to grand total on Attachment 7)	\$ 212,008.57

Subtotal Labor and Benefits **\$ 845,479.58**

Direct Costs (Must itemize)

District Food Cost	\$ 32,000.00
Equipment & Supplies	\$ 55,000.00
Vending Fees	\$ 1,795.71
POS Systems & Licenses	\$ 5,397.25
Uniforms & Telephone	\$ 5,800.00

Subtotal Direct Costs **\$ 99,992.96**

Indirect Costs (Must Itemize)

Subtotal Indirect Costs **\$ 0.00**

Subtotal SFA Costs **\$ 945,472.54**

SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021

Section 7 - FSMC Costs To be completed by FSMC

EXPENSES:		TOTAL COST
Food Costs-Including Commodities		\$ 640,003.69
Enter the amounts of food and milk purchased and received. Include the Commodity Distribution Assessment Fee, Commodity Value and Bonus Commodity Value (Do not include rebates, discounts and credits)		
Less: Commodity Usage	-\$ 62,311.59	
	Subtotal Food Costs	\$ 577,692.11
Commodity Delivery Charge		\$ 3,177.32
Direct Labor and Benefits		
FSMC Labor Costs (must equal grand total on Attachment 4)		\$ 91,469.20
FSMC Fringe Costs (must equal grand total on Attachment 5)		\$ 29,229.00
	Subtotal Labor and Benefits	\$ 120,698.20
Direct Costs		
Accounting		\$ 15.56
Background Checks, Fingerprinting, and/or Drug Testing		
Car/Truck Rental and/or Mileage		
China, Silverware, Glassware		
Cleaning and Janitorial Supplies		
Computer and Technology		\$ 10,857.50
Courier Services (Air & Ground)		\$ 5,265.45
Dues/Subscriptions		
Employee Meals		
Employee Recruitment and Advertising		
Equipment Depreciation/Rental/Buy Back Investment		\$ 7,568.30
Equipment Maintenance		
Equipment Repairs		
Equipment Replacement - Expendable		
Freight and Delivery Charges		
Insurance (Liability, Workman's Compensation, Vehicle, etc.)		
Licenses and/or Permits		
Office Supplies and Printing		\$ 4,829.77
Paper Products and Disposable Supplies		\$ 42,551.98
Payroll Processing		
Performance Bond		
POS Systems, Support and Service		
Postage		
Promotional Materials (Program Specific)		
Smallware/Replacement Wares		

SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021**Section 7 - FSMC Costs (continued)**

Staff Training and Certification
 Storage Costs (Food and/or supplies)
 Taxes (sales and other)
 Telephone, including Mobile and Internet
 Tickets, tokens
 Trash Removal and Pest Control
 Uniforms, Linens, and Laundry
 Vending Rental
 Wellness Programs and materials

Subtotal Direct Costs \$ 71,088.56

Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)

Subtotal Other Costs \$ 0.00

Special Functions
 Catering
 Sponsor to Sponsor

Administrative Fee: Cannot include any costs already covered in other categories. Renewal Year contracts must be consistent with the Methodology of Administrative Fees from the Initial Year Contract.

Billed Over: 12 months Fees charged on the basis of: Flat Fees Only

flat fee \$ 37,862.25

flat fee

flat fee

flat fee

per-meal fee \$ 0.00

Reimb. Meals Plus Equivalents: 478,975

Per-Meal Rate: (if applicable) \$ 0.0000

Total per-meal fees: \$ 0.00

Subtotal Administrative Fee \$ 37,862.25

FSMC Management Fee (enter the fee that will be charged to manage the program)Billed Over: 12 months Fees charged on the basis of: Per Meal Fees Only

Reimb. Meals Plus Equivalents: 478,975

Per-Meal Rate: (if applicable) \$ 0.0544

Total per-meal fees: \$ 26,056.24

flat fee \$ 26,056.24

per-meal fee \$ 26,056.24

Subtotal Management Fee \$ 26,056.24

SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021Section 7 - FSMC Costs (continued)

Subtotal FSMC Costs	\$ 836,574.68
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Less Rebates, Discounts and Applicable Credits (Enter as a negative number)	-\$ 84,536.63
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Total FSMC Costs	\$ 752,038.05
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Select whether there is a GuaranteeThere is a Guarantee.

Guarantee to SFA - For Renewal Contracts, if there is a Guarantee, it must be consistent with the Methodology of Guarantee from the Initial Year Contract.

\$ 0.00

Section 8 - Contract SummarySUMMARY

Total Revenue	\$ 1,763,924.49
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SFA Costs	\$ 945,472.54
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Total FSMC Costs	\$ 752,038.05
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School Nutrition Program - Profit or (Loss)	\$ 66,413.91
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Summary of FSMC Labor

Enter the subtotals from the FSMC Labor Worksheets.

FSMC: Aramark Educational Services, LLC

For SFA: Upper St. Clair School District

Subtotal Page 1	\$ 91,469.20
Subtotal Page 2	
Subtotal Page 3	
Subtotal Page 4	
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	

Total: \$ 91,469.20

For Fixed Price Contracts

Number of Meals

Cost Per Meal

FSMC Labor

Labor to be completed by FSMC for FSMC Staff

Worksheet must accurately reflect any and all employees employed by the FSMC

FSMC: Aramark Educational Services, LLC

For SFA: Upper St. Clair School District

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Office	Food Service Director	\$ 32.19	8.00	260	\$ 66,955.20
Office	Assistant Food Service Manager	\$ 17.51	7.00	200	\$ 24,514.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00

Page 22 of 35 HR

Sub Total: **\$ 91,469.20**

Enter on Summary of FSMC Labor

Summary of FSMC Fringe Benefits

Enter the subtotals from the FSMC Fringe Benefits Worksheets.

FSMC: Aramark Educational Services, LLC

For SFA: Upper St. Clair School District

Subtotal Page 1	\$ 29,229.00
Subtotal Page 2	
Subtotal Page 3	
Subtotal Page 4	
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	

Total: \$ 29,229.00

For Fixed Price Contracts

Number of Meals

Cost Per Meal

For SFA: Upper St. Clair School District

Page 24 of 35 HR

Summary of SFA Labor

Enter the subtotals from the SFA Labor Worksheets.

SFA: **Upper St. Clair School District**

Subtotal Page 1	\$ 136,327.43
Subtotal Page 2	\$ 157,146.40
Subtotal Page 3	\$ 283,961.60
Subtotal Page 4	\$ 56,035.58
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	

Total: **\$ 633,471.01**

SFA Labor

Labor to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA

SFA: Upper St. Clair School District

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Baker Elementary	Nutrition Center Head Cook	\$ 16.56	7.00	185	\$ 21,445.20
Baker Elementary	Cafeteria General Worker - Cook	\$ 14.44	4.75	185	\$ 12,689.15
Baker Elementary	Cafeteria General Worker	\$ 13.67	4.50	185	\$ 11,380.28
					\$ 0.00
Eisenhower Elementary	Nutrition Center Head Cook	\$ 16.56	7.00	185	\$ 21,445.20
Eisenhower Elementary	Cafeteria General Worker - Cook	\$ 14.44	4.75	185	\$ 12,689.15
Eisenhower Elementary	Cafeteria General Worker	\$ 13.67	4.50	185	\$ 11,380.28
					\$ 0.00
Streams Elementary	Nutrition Center Head Cook	\$ 16.56	7.00	185	\$ 21,445.20
Streams Elementary	Cafeteria General Worker - Cook	\$ 14.44	4.75	185	\$ 12,689.15
Streams Elementary	Cafeteria General Worker	\$ 13.41	4.50	185	\$ 11,163.83
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00

Sub Total: \$ 136,327.43

Enter on Summary of SFA Labor Benefits

SFA Labor**Labor to be completed by SFA for SFA Staff****Worksheet must accurately reflect any and all employees employed by the SFA****SFA: Upper St. Clair School District**

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Boyce Middle School	Nutrition Center Head Cook	\$ 16.56	7.00	185	\$ 21,445.20
Boyce Middle School	Cafeteria General Worker - Cook	\$ 14.44	4.75	185	\$ 12,689.15
Boyce Middle School	Cafeteria General Worker - 1	\$ 13.41	4.50	185	\$ 11,163.83
Boyce Middle School	Cafeteria General Worker - 2	\$ 13.41	4.50	185	\$ 11,163.83
Boyce Middle School	Cafeteria General Worker - 3	\$ 13.67	4.50	185	\$ 11,380.28
Boyce Middle School	Cafeteria General Worker - 4	\$ 13.67	4.50	185	\$ 11,380.28
					\$ 0.00
Fort Couch Middle School	Nutrition Center Head Cook	\$ 16.56	7.00	185	\$ 21,445.20
Fort Couch Middle School	Cafeteria General Worker - Cook	\$ 14.44	4.75	185	\$ 12,689.15
Fort Couch Middle School	Cafeteria General Worker - 1	\$ 13.41	4.50	185	\$ 11,163.83
Fort Couch Middle School	Cafeteria General Worker - 2	\$ 13.41	4.50	185	\$ 11,163.83
Fort Couch Middle School	Cafeteria General Worker - 3	\$ 12.89	4.50	185	\$ 10,730.93
Fort Couch Middle School	Cafeteria General Worker - 4	\$ 12.89	4.50	185	\$ 10,730.93
					\$ 0.00
					\$ 0.00

Sub Total: \$ 157,146.40**Enter on Summary of SFA Labor Benefits**

SFA Labor

Labor to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA

SFA: Upper St. Clair School District

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
High School	Nutrition Center Manager	\$ 23.40	8.00	220	\$ 41,184.00
High School	Confidential Secretary	\$ 28.00	8.00	260	\$ 58,240.00
					\$ 0.00
High School	Head Cook	\$ 20.85	8.00	200	\$ 33,360.00
High School	Assistant Cook	\$ 19.45	8.00	200	\$ 31,120.00
High School	Driver	\$ 20.19	8.00	185	\$ 29,881.20
					\$ 0.00
High School	Cafeteria Worker - 1	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 2	\$ 13.41	4.50	185	\$ 11,163.83
High School	Cafeteria Worker - 3	\$ 13.41	4.50	185	\$ 11,163.83
High School	Cafeteria Worker - 4	\$ 13.41	4.50	185	\$ 11,163.83
High School	Cafeteria Worker - 5	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 6	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 7	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 8	\$ 13.41	4.50	185	\$ 11,163.83

Sub Total: \$ 283,961.60

Page 3 of 4

Enter on Summary of SFA Labor Benefits

SFA Labor

Labor to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA

SFA: Upper St. Clair School District

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
High School	Cafeteria Worker - 9	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 10	\$ 13.41	4.50	185	\$ 11,163.83
High School	Cafeteria Worker - 11	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 12	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 13	\$ 12.89	4.50	185	\$ 10,730.93
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00

Page 29 of 35 HR

Sub Total: \$ 56,035.58

Page **4** of **4**

Enter on Summary of SFA Labor Benefits

Summary of SFA Fringe Benefits

Enter the subtotals from the SFA Fringe Benefits Worksheets.

SFA: Upper St. Clair School District

Subtotal Page 1	\$ 53,627.98
Subtotal Page 2	\$ 61,693.11
Subtotal Page 3	\$ 84,783.94
Subtotal Page 4	\$ 11,903.54
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	

Total: \$ 212,008.57

SFA Benefits

Fringe Benefits to be completed by SFA for SFA Staff
Worksheet must accurately reflect any and all employees employed by the SFA.

SFA: Upper St. Clair School District

		PLACE AN X IN THE APPROPRIATE BOXES															
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Worker's Comp	Other	Total Fringe Benefits	
Baker Elementary	Nutrition Center Head Cook		X		X					X	X	X	X	X		\$ 6,922.10	
Baker Elementary	Cafeteria General Worker - Cook									X	X	X		X		\$ 2,674.87	
Baker Elementary	Cafeteria General Worker									X	X	X		X		\$ 2,398.96	
Eisenhower Elementary	Nutrition Center Head Cook			X	X					X	X	X	X	X		\$ 23,328.57	
Eisenhower Elementary	Cafeteria General Worker - Cook									X	X	X		X		\$ 2,674.87	
Eisenhower Elementary	Cafeteria General Worker									X	X	X		X		\$ 2,398.96	
Streams Elementary	Nutrition Center Head Cook		X		X					X	X	X	X	X		\$ 8,201.45	
Streams Elementary	Cafeteria General Worker - Cook									X	X	X		X		\$ 2,674.87	
Streams Elementary	Cafeteria General Worker									X	X	X		X		\$ 2,353.33	

Sub Total: \$ 53,627.98

Enter on Summary
of SFA Fringe Benefits

SFA Benefits

Fringe Benefits to be completed by SFA for SFA Staff
Worksheet must accurately reflect any and all employees employed by the SFA.

SFA: **Upper St. Clair School District**

		PLACE AN X IN THE APPROPRIATE BOXES														Total Fringe Benefits
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Worker's Comp	Other	
Boyce Middle School	Nutrition Center Head Cook		X		X					X	X	X	X	X		\$ 25,190.09
Boyce Middle School	Cafeteria General Worker - Cook									X	X	X	X	X		\$ 2,674.87
Boyce Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33
Boyce Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33
Boyce Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,398.96
Boyce Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,398.96
Fort Couch Middle School	Nutrition Center Head Cook		X		X					X	X	X	X	X		\$ 12,375.16
Fort Couch Middle School	Cafeteria General Worker - Cook									X	X	X		X		\$ 2,535.09
Fort Couch Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33
Fort Couch Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33
Fort Couch Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33
Fort Couch Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33

Sub Total: \$ 61,693.11

**Enter on Summary
of SFA Fringe Benefits**

SFA Benefits

Fringe Benefits to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA.

SFA: Upper St. Clair School District

Page 33 of 35 LRP

		PLACE AN X IN THE APPROPRIATE BOXES														
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Worker's Comp	Other	Total Fringe Benefits
High School	Nutrition Center Manager		X							X	X	X		X		\$ 12,364.40
High School	Confidential Secretary		X		X	X				X	X	X	X	X		\$ 19,472.90
High School	Head Cook	X			X	X				X	X	X		X		\$ 24,719.91
High School	Assistant Cook									X	X	X		X		\$ 6,068.09
High School	Driver									X	X	X		X		\$ 3,149.48
High School	Cafeteria Worker - 1									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 2									X	X	X		X		\$ 2,353.33
High School	Cafeteria Worker - 3									X	X	X		X		\$ 2,353.33
High School	Cafeteria Worker - 4									X	X	X		X		\$ 2,353.33
High School	Cafeteria Worker - 5									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 6									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 7									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 8									X	X	X		X		\$ 2,353.33

Sub Total: \$ 84,783.94

Enter on Summary
of SFA Fringe Benefits

SFA Benefits

Fringe Benefits to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA.

SFA: Upper St. Clair School District

		PLACE AN X IN THE APPROPRIATE BOXES														
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Worker's Comp	Other	Total Fringe Benefits
High School	Cafeteria Worker - 9									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 10									X	X	X		X		\$ 2,353.33
High School	Cafeteria Worker - 11									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 12									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 13									X	X	X		X		\$ 2,353.33

Sub Total: \$ 11,903.54

Enter on Summary
of SFA Fringe Benefits

SFA Site Listing
General Data and Services to be Provided
SFA: Upper St. Clair School District

Site Name	Address	Grade Levels	Self-Prep or Satellite	# of Serving Periods (Lunch)	Meal Service Times			Services to be Provided										# of Serving Days
								Breakfast				Lunch				After School Snack	Special Milk Program	
					Breakfast	Lunch	Afterschool Snack	Meal	Offer vs. Serve	A la Carte	Adult Meals	Meal	Offer vs. Serve	A la Carte	Adult Meals		Pre-K and/or Kindergarten	
Baker Elementary	2300 Morton Rd Pittsburgh, PA 15241	K-4	SP	4	7:50-8:20	11:00-12:25		X	X	X	X	X	X	X			183	
Eisenhower Elementary	100 Warwick Dr Pittsburgh, PA 15241	K-4	SP	4	7:50-8:20	10:50-12:45		X	X	X	X	X	X	X			183	
Streams Elementary	1560 Ashlawn Dr Pittsburgh, PA 15241	K-4	SP	4	7:50-8:20	10:55-12:35		X	X	X	X	X	X	X			183	
Boyce Middle	1500 Boyce Rd Pittsburgh, PA 15241	5-6	SP	3	8:00-8:30	10:55-12:55		X	X	X	X	X	X	X			183	
Fort Couch Middle	515 Fort Couch Rd Pittsburgh, PA 15241	7-8	SP	2	8:00-8:45	11:08-12:18		X	X	X	X	X	X	X			183	
Upper St. Clair HS	1825 McLaughlin Run Rd Pittsburgh, PA 15241	9-12	SP	3	7:25-9:30	10:10-12:40		X	X	X	X	X	X	X			183	



pennsylvania
DEPARTMENT OF EDUCATION

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333
www.education.pa.gov

Food Service Management Company (FSMC)
Renewal Year **Cost Reimbursable Contract**

Upper St. Clair School District

103-02-920-3

July 1, 2021 to June 30, 2022

Any School Food Authority (SFA) selecting to renew a contract with their current FSMC must prepare a Renewal Year Contract utilizing this document which may not be re-typed or changed in any way. Addendums to the renewal year contract are not permitted. Should the SFA and FSMC enter into any addendum, the Division of Food and Nutrition (DFN) will not review the addendum and the language in this document prevails as binding.

Agreement Page

The Pennsylvania Department of Education (PDE) provides this contract as a service to sponsors, therefore; PDE shall not be named as a party to this contract. The School Food Authority, hereafter referred to as the SFA, is the responsible authority, without recourse to PDE and/or the United States Department of Agriculture (USDA) regarding the settlement and satisfaction of all issues arising under this contract. This includes, but is not limited to, disputes, claims, protest of award or source evaluation.

The FSMC certifies that they shall operate in accordance with all applicable State and Federal regulations.

The FSMC certifies that all terms and conditions within the Bid Solicitation shall be considered a part of the contract as if incorporated therein.

This Agreement shall be in effect for one year starting **July 1, 2021** and may be renewed by agreement for up to **2** additional one-year period(s).

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed by their duly authorized representative on the date signed.

Upper St. Clair School District

SFA

Aramark Educational Services, LLC

FSMC

Signature (in **blue ink only**) of Authorized Representative

Signature (in **blue ink only**) of Authorized Representative

Scott P. Burchill

Printed Name of Authorized Representative

G Preston Davis

Printed Name of Authorized Representative

Director of Business & Finance

Title

Regional Vice President

Title

Date Signed by SFA

Date Signed by FSMC

Appendix A

SFA Renewal Certification of Acknowledgement

Initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, Scott P. Burchill, on behalf of Upper St. Clair School District, have read and fully understand the contents of this contract. I understand that the SFA must maintain oversight of the food service operations and that these responsibilities will not be delegated to the FSMC. I also understand that the SFA is responsible for closely monitoring the FSMC contract and the FSMC's daily activities.

Initial Here:

- B. I certify that I, nor any employees (including School Board members) of Upper St. Clair School District, will not solicit or accept donations, gratuities, nor favors from current or potential FSMCs (i.e. gifts, golf outings, meals, etc.).

Initial Here:

- C. I certify that Upper St. Clair School District has a written Code of Conduct that addresses conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts, and will make sure all employees are aware of said standards.

Initial Here:

- D. I certify that I have read and understand what the allowable costs are for all of the applicable CN programs.

Initial Here:

- E. I certify that Upper St. Clair School District will be legally responsible for the conduct of the food service program, and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here:

- F. I certify that the Nutrition Center Confidential Secretary will fulfill the SNP director responsibilities. The SNP director must be an employee of the SFA, meet the minimum Professional Standards requirements, and provide program oversight, including but not limited to, ensuring that the FSMC's food service director and all food service staff meet the Professional Standards requirements. Every person identified as a director must meet the minimum hiring standards and accrue minimum training hours yearly. Directors must also accrue eight (8) hours of food safety training upon hire and every five (5) years thereafter.

Initial Here:

- G. I certify that Upper St. Clair School District shall retain control of the CN programs' non-profit school food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS, or PrimeroEdge Student Eligibility System.

Initial Here:

- H. I certify that CN programs are the responsibility of Upper St. Clair School District and Upper St. Clair School District is responsible for all contractual agreements entered into in connection with the CN programs.

Initial Here:

I. I certify that Upper St. Clair School District will be responsible for determining student eligibility for all applicable programs and that Aramark Educational Services, LLC will have no involvement in the process.

Initial Here:

J. I certify that Upper St. Clair School District will retain all records for the current year plus the three additional years beyond the end of the contract.

Initial Here:

K. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here:

L. I certify that Upper St. Clair School District will monitor Aramark Educational Services, LLC in order to ensure compliance with USDA regulations.

Initial Here:

M. I certify that Upper St. Clair School District has created an advisory board composed of students, teachers, and parents to assist in menu planning.

Initial Here:

N. I certify that Upper St. Clair School District will not delegate any of the above responsibilities to the FSMC.

Initial Here:

O. I certify that neither Upper St. Clair School District nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here:

P. I certify that neither Upper St. Clair School District nor any of its principals/authorized representatives has a reported criminal background that would affect the receipt of Federal funds.

Initial Here:

Q. I certify that Aramark Educational Services, LLC is not a paid consultant or contractor with Upper St. Clair School District in any other capacity than for this contract.

Initial Here:

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the state agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of Upper St. Clair School District, I hereby agree to comply with all state and federal laws and regulations governing the CN programs administered by the state agency. In accordance with Federal law and USDA policy, Upper St. Clair School District does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Name of Authorized Representative

Scott P. Burchill

Title of Authorized Representative

Director of Business & Finance

Signature of Authorized Representative
(in blue ink only)

Date Signed

Appendix B

FSMC Certification of Acknowledgement

Initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, G Preston Davis, on behalf of Aramark Educational Services, LLC, have read and fully understand the contents of this contract.

Initial Here:

- B. I certify that I, nor any of the employees of Aramark Educational Services, LLC, have not received any solicitations from any Upper St. Clair School District employee. In addition, I certify that no gifts, donations, or anything of monetary value (i.e. golf outings, meals, etc.) have been provided.

Initial Here:

- C. I certify that employees of Aramark Educational Services, LLC will be trained to understand and comply with all necessary trainings including the current written Code of Conduct authored by Upper St. Clair School District.

Initial Here:

- D. I certify that all of Aramark Educational Services, LLC food service employees meet the minimum Professional Standards requirements.

Initial Here:

- E. I certify that Upper St. Clair School District will be legally responsible for the conduct of the food service program, and shall have access to all necessary documents, which will be maintained onsite, including but not limited to all contracts with vendors so that they may supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here:

- F. I certify that Aramark Educational Services, LLC will not have control of the CN programs' non-profit school food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS, or the PrimeroEdge Student Eligibility System.

Initial Here:

- G. I certify that Upper St. Clair School District will be responsible for determining student eligibility for all applicable programs and that Aramark Educational Services, LLC will have no involvement in the process.

Initial Here:

- H. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here:

- I. I certify that neither Aramark Educational Services, LLC nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here:

J. I certify that **Aramark Educational Services, LLC** will comply with all applicable standards, orders, or requirements issued under the Clean Air Act and the Federal Water Pollution Control Act and will report violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

Initial Here: _____

K. I certify that neither **Aramark Educational Services, LLC** nor any of its principals/authorized representatives has a reported criminal background that would affect the involvement in CN programs.

Initial Here: _____

L. I certify that **Aramark Educational Services, LLC** is not a paid consultant or contractor with **Upper St. Clair School District** in any other capacity than for this contract.

Initial Here: _____

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the SFA any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of **Aramark Educational Services, LLC**, I hereby agree to comply with all state and federal laws and regulations governing the CN programs administered by the state agency. In accordance with Federal law and USDA policy, **Aramark Educational Services, LLC** does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Name of Authorized Representative

G Preston Davis

Title of Authorized Representative

Regional Vice President

Signature of Authorized Representative
(in blue ink only)

Date Signed

Appendix C

Acknowledgement of Personnel Relationships

☐ Yes ☒ No, the Upper St. Clair School District employs the same person/people that is/are employee(s) of the Aramark Educational Services, LLC.

If Yes, we the undersigned certify that the employee(s):

- Does/will not have a real or apparent conflict of interest.
- Does/will not participate in the selection, award, or administration of the contract.
- Does/will not have access to or control of the food service financial account.
- Does/will not be involved in the establishment of the selling prices for all reimbursable and non-reimbursable meals, a la carte items, adult meals, catering, or vending items.
- Does/will not have access to CN PEARS, COMPASS, or the PrimeroEdge Student Eligibility System.
- Does/will not be involved in the completion, distribution or collection of the parent letters and household applications for free and reduced price meals.
- Does/will not be involved in the determination or verification of eligibility for free and reduced price meals.

Employee Name	SFA Position Title and Job Duties	FSMC Position Title and Job Duties

Upper St. Clair School District

SFA

Signature (in **blue ink only**) of Authorized Representative

Scott P. Burchill

Printed Name of Authorized Representative

Director of Business & Finance

Title

Date Signed

Aramark Educational Services, LLC

FSMC

Signature (in **blue ink only**) of Authorized Representative

G Preston Davis

Printed Name of Authorized Representative

Regional Vice President

Title

Date Signed

Appendix D

Certification Regarding Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549 and 12689, "Debarment and Suspension" (Title 2 CFR Part 180). These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

- (1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals:
- (a) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of FSMC

Aramark Educational Services, LLC

Name of Authorized Representative

G Preston Davis

Title of Authorized Representative

Regional Vice President

Signature of Authorized Representative
(in blue ink only)

Date Signed

Disclosure of Lobbying Activities
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

☐ Applicable ☒ Not Applicable
(This form must be signed regardless of Applicability)

1. Type of Federal Action: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: _____ a. bid/offer/application b. initial award c. post-award	3. Report Type: _____ a. initial filing b. material change For Material Change Only: Year _____ Quarter _____ Date of Last Report _____
4. Name and Address of Reporting Entity: Prime _____ Subawardee _____ Tier, if known: _____ Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: _____ CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Entity: (last name, first name, MI) _____ 10. b. Individuals Performing Services (including address if different from No. 10,a.) _____ (Attach Continuation Sheet(s) SF-LLL-A If Necessary) (if individual, last name, first name, middle)		
11. Amount of Payment (check all that apply): \$ _____ Actual \$ _____ Planned	13. Type of payment (check all that apply): ____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify: _____	
12. Form of Payment (check all that apply): ____ a. cash ____ b. in-kind; specify: Nature _____ Actual _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
15. Are Continuation Sheet(s) SF-LLL-A Attached: Yes _____ (Number _____) No _____		
16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: (in blue ink only) _____ Name: _____ Title: _____ Telephone: _____ Date: _____		

Disclosure of Lobbying Activities
Continuation Sheet SF-LLL-A

Reporting Entity: _____ Page _____ of _____

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use of SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee; e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check all that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets, if yes.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-00046), Washington, DC 20503.

SNP Cost Reimbursable - Renewal Year

Projected Operating Costs

SFA : Upper St. Clair School District
FSMC: Aramark Educational Services, LLC

Contract Begin Date 07/01/2021
 Contract End Date 06/30/2022
 Days of Service 183

Section 1 - Actual "In-School" Revenue

To be completed by SFA (include SSO Reimbursements, if applicable)

<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>REVENUE</u>
Elementary Paid	4,112	\$ 1.20	\$ 4,934.40
Elementary Tiered Paid			\$ 0.00
Elementary Reduced Price			\$ 0.00
Middle Paid	215	\$ 1.20	\$ 258.00
Middle Tiered Paid	387	\$ 1.30	\$ 503.10
Middle Reduced Price	263	\$ 0.30	\$ 78.90
Secondary Paid	2,697	\$ 1.30	\$ 3,506.10
Secondary Tiered Paid	10,510	\$ 1.85	\$ 19,443.50
Secondary Reduced Price			\$ 0.00
Adult Paid			\$ 0.00
A la Carte Sales	22,847	\$ 3.72	\$ 84,990.84
Subtotal Breakfasts	18,184		\$ 113,714.84
<u>LUNCHES:</u>			
Elementary Paid	103,418	\$ 2.60	\$ 268,886.80
Elementary Tiered Paid			\$ 0.00
Elementary Reduced Price	320	\$ 0.40	\$ 128.00
Middle Paid	27,907	\$ 2.60	\$ 72,558.20
Middle Tiered Paid	15,788	\$ 2.90	\$ 45,785.20
Middle Reduced Price	898	\$ 0.40	\$ 359.20
Secondary Paid	29,476	\$ 2.90	\$ 85,480.40
Secondary Tiered Paid	46,825	\$ 3.50	\$ 163,887.50
Secondary Reduced Price	908	\$ 0.40	\$ 363.20
Adult Paid	10,954	\$ 3.72	\$ 40,748.88
A la Carte Sales	177,460	\$ 3.72	\$ 660,151.20
Subtotal Lunches	225,540		\$ 1,338,348.58
<u>SNACKS/SUPPLEMENTS:</u>			
Paid			\$ 0.00
Reduced Price			\$ 0.00
Adult Paid			\$ 0.00
A la Carte Sales			\$ 0.00
Subtotal Snacks/Supplements	0		\$ 0.00
<u>OTHER:</u>			
Special Milk			
Vending Machine Sales			\$ 2,330.56
Special Functions (Internal)			\$ 60,616.41
Subtotal Other			\$ 62,946.97
Total "In-School" Revenue	243,724		\$ 1,515,010.39

SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021**Section 2 - Federal Reimbursements**

To be completed by SFA (include SSO Reimbursements, if applicable)

<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>
Free	5,637	\$ 1.89	\$ 10,653.93
Free, Severe Need		\$ 2.26	\$ 0.00
Reduced	263	\$ 1.59	\$ 418.17
Reduced, Severe		\$ 1.96	\$ 0.00
Need Paid	17,921	\$ 0.32	\$ 5,734.72
Subtotal Breakfasts	23,821		\$ 16,806.82
<u>HIGH RATE LUNCHES:</u>			
Free		\$ 3.53	\$ 0.00
Reduced		\$ 3.13	\$ 0.00
Paid		\$ 0.35	\$ 0.00
Subtotal High Rate Lunches	0		\$ 0.00
<u>LOW RATE LUNCHES:</u>			
Free	28,793	\$ 3.51	\$ 101,063.43
Reduced	2,126	\$ 3.11	\$ 6,611.86
Paid	223,414	\$ 0.33	\$ 73,726.62
Subtotal Low Rate Lunches	254,333		\$ 181,401.91
<u>SNACKS/SUPPLEMENTS:</u>			
Free		\$ 0.96	\$ 0.00
Reduced		\$ 0.48	\$ 0.00
Paid		\$ 0.08	\$ 0.00
Subtotal Snacks/Supplements	0		\$ 0.00
<u>SPECIAL MILK:</u>			
Paid		\$ 0.2025	\$ 0.00
<u>Performance Based Reimbursement (if certified):</u>			
Lunches	254,333	\$ 0.07	\$ 17,803.31
Total Federal Reimbursement	278,154		\$ 216,012.04

SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021**Section 3 - State Reimbursements**

To be completed by SFA (include SSO Reimbursements, if applicable)

BREAKFASTS:	MEALS	RATES	Reimbursements
Free	5,637	\$ 0.10	\$ 563.70
Free, Severe Need		\$ 0.10	\$ 0.00
Reduced	263	\$ 0.10	\$ 26.30
Reduced, Severe		\$ 0.10	\$ 0.00
Need Paid	17,921	\$ 0.10	\$ 1,792.10
Subtotal Breakfasts	23,821		\$ 2,382.10
LUNCHES:			
Free	28,793	\$ 0.10	\$ 2,879.30
Reduced	2,126	\$ 0.10	\$ 212.60
Paid	223,414	\$ 0.10	\$ 22,341.40
Additional amount for Lunch if Breakfast participation <=20%	254,333	\$ 0.02	\$ 5,086.66
Additional amount for Lunch if Breakfast participation >20%		\$ 0.04	\$ 0.00
Subtotal Lunches	254,333		\$ 30,519.96
Total State Reimbursement	278,154		\$ 32,902.06

Section 4 - Other Income

To be completed by SFA

Other Income: Catering (External)

Other Income: Sponsor to Sponsor Agreements

Interest Income

Total Other Income	\$ 0.00
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Revenue Summary

Total "In-School Revenue"	\$ 1,515,010.39
Total All Reimbursements	\$ 248,914.10
Total Other Income	\$ 0.00

Total Revenue	\$ 1,763,924.49
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Commodity Usage @	\$ 0.2450	254,333	-\$ 62,311.59
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SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021

Section 5 - Meal Equivalents

A la Carte Meal Equivalents

Federal reimb. - free, high lunch		A la carte revenue	\$ 745,142.04
Federal reimb. - free, low lunch	\$ 3.5100	Adult meal revenue	\$ 40,748.88
Performance Based reimb.	\$ 0.0700	Vending Sales	\$ 2,330.56
State reimb. - free, lunch	\$ 0.1000		\$ 788,221.48
Commodity Usage	\$ 0.2450		
Total	\$ 3.9250	Meal Equivalents	200,821
		Reimbursable Meals	278,154
		Total Meals	478,975

Section 6 - SFA Costs

To be completed by SFA (if applicable)

EXPENSES:

TOTAL COST

Direct Labor and Benefits

SFA Labor Costs (must equal to grand total on Attachment 6)	\$ 633,471.01
SFA Fringe Costs (must equal to grand total on Attachment 7)	\$ 212,008.57
Subtotal Labor and Benefits	\$ 845,479.58

Direct Costs (Must itemize)

District Food Cost	\$ 32,000.00
Equipment & Supplies	\$ 55,000.00
Vending Fees	\$ 1,795.71
POS Systems & Licenses	\$ 5,397.25
Uniforms & Telephone	\$ 5,800.00
Subtotal Direct Costs	\$ 99,992.96

Indirect Costs (Must Itemize)

Subtotal Indirect Costs	\$ 0.00

Subtotal SFA Costs	\$ 945,472.54
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SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021

Section 7 - FSMC Costs To be completed by FSMC

EXPENSES:		TOTAL COST
Food Costs-Including Commodities		\$ 640,003.69
Enter the amounts of food and milk purchased and received. Include the Commodity Distribution Assessment Fee, Commodity Value and Bonus Commodity Value (Do not include rebates, discounts and credits)		
Less: Commodity Usage		-\$ 62,311.59
	Subtotal Food Costs	\$ 577,692.11
Commodity Delivery Charge		\$ 3,177.32
Direct Labor and Benefits		
FSMC Labor Costs (must equal grand total on Attachment 4)		\$ 91,469.20
FSMC Fringe Costs (must equal grand total on Attachment 5)		\$ 29,229.00
	Subtotal Labor and Benefits	\$ 120,698.20
Direct Costs		
Accounting		\$ 15.56
Background Checks, Fingerprinting, and/or Drug Testing		
Car/Truck Rental and/or Mileage		
China, Silverware, Glassware		
Cleaning and Janitorial Supplies		
Computer and Technology		\$ 10,857.50
Courier Services (Air & Ground)		\$ 5,265.45
Dues/Subscriptions		
Employee Meals		
Employee Recruitment and Advertising		
Equipment Depreciation/Rental/Buy Back Investment		\$ 7,568.30
Equipment Maintenance		
Equipment Repairs		
Equipment Replacement - Expendable		
Freight and Delivery Charges		
Insurance (Liability, Workman's Compensation, Vehicle, etc.)		
Licenses and/or Permits		
Office Supplies and Printing		\$ 4,829.77
Paper Products and Disposable Supplies		\$ 42,551.98
Payroll Processing		
Performance Bond		
POS Systems, Support and Service		
Postage		
Promotional Materials (Program Specific)		
Smallware/Replacement Wares		

SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021**Section 7 - FSMC Costs (continued)**

Staff Training and Certification
 Storage Costs (Food and/or supplies)
 Taxes (sales and other)
 Telephone, including Mobile and Internet
 Tickets, tokens
 Trash Removal and Pest Control
 Uniforms, Linens, and Laundry
 Vending Rental
 Wellness Programs and materials

Subtotal Direct Costs \$ 71,088.56

Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)

Subtotal Other Costs \$ 0.00

Special Functions
 Catering
 Sponsor to Sponsor

Administrative Fee: Cannot include any costs already covered in other categories. Renewal Year contracts must be consistent with the Methodology of Administrative Fees from the Initial Year Contract.

Billed Over: 12 monthsFees charged on the basis of: Flat Fees Only

flat fee \$ 37,862.25

flat fee

flat fee

flat fee

per-meal fee \$ 0.00

Reimb. Meals Plus Equivalents: 478,975Per-Meal Rate: (if applicable) \$ 0.0000Total per-meal fees: \$ 0.00

Subtotal Administrative Fee \$ 37,862.25

FSMC Management Fee (enter the fee that will be charged to manage the program)Billed Over: 12 monthsFees charged on the basis of: Per Meal Fees Only

flat fee

Reimb. Meals Plus Equivalents: 478,975Per-Meal Rate: (if applicable) \$ 0.0544Total per-meal fees: \$ 26,056.24

per-meal fee \$ 26,056.24

Subtotal Management Fee \$ 26,056.24

SNP Cost Reimbursable Projected Operating Costs

SFA Name: Upper St. Clair School DistrictContract Begin Date: 07/01/2021**Section 7 - FSMC Costs (continued)**

Subtotal FSMC Costs	\$ 836,574.68
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Less Rebates, Discounts and Applicable Credits (Enter as a negative number)	-\$ 84,536.63
---	---------------

Total FSMC Costs	\$ 752,038.05
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Select whether there is a Guarantee

There is a Guarantee.

Guarantee to SFA - For Renewal Contracts, if there is a Guarantee, it must be consistent with the Methodology of Guarantee from the Initial Year Contract.

\$ 0.00

Section 8 - Contract Summary**SUMMARY**

Total Revenue	\$ 1,763,924.49
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SFA Costs	\$ 945,472.54
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Total FSMC Costs	\$ 752,038.05
------------------	---------------

School Nutrition Program - Profit or (Loss)	\$ 66,413.91
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Summary of FSMC Labor

Enter the subtotals from the FSMC Labor Worksheets.

FSMC: **Aramark Educational Services, LLC**

For SFA: **Upper St. Clair School District**

Subtotal Page 1	\$ 91,469.20
Subtotal Page 2	
Subtotal Page 3	
Subtotal Page 4	
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	

Total: \$ 91,469.20

For Fixed Price Contracts

Number of Meals

Cost Per Meal

FSMC Labor

Labor to be completed by FSMC for FSMC Staff

Worksheet must accurately reflect any and all employees employed by the FSMC

FSMC: Aramark Educational Services, LLC

For SFA: Upper St. Clair School District

[illegible]

Page 1 of 1

Sub Total: \$ 91,469.20

Enter on Summary of FSMC Labor

Summary of FSMC Fringe Benefits

Enter the subtotals from the FSMC Fringe Benefits Worksheets.

FSMC: Aramark Educational Services, LLC

For SFA: Upper St. Clair School District

Subtotal Page 1	\$ 29,229.00
Subtotal Page 2	
Subtotal Page 3	
Subtotal Page 4	
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	

Total: \$ 29,229.00

For Fixed Price Contracts

Number of Meals

Cost Per Meal

For SFA: Upper St. Clair School District

Page 24 of 35 HRPage 1 of 1
Revised December 29, 2020

Enter on Summary of FSMC Fringe Benefits

Summary of SFA Labor

Enter the subtotals from the SFA Labor Worksheets.

SFA: **Upper St. Clair School District**

Subtotal Page 1	\$ 136,327.43
Subtotal Page 2	\$ 157,146.40
Subtotal Page 3	\$ 283,961.60
Subtotal Page 4	\$ 56,035.58
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	
Total:	\$ 633,471.01

SFA Labor

Labor to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA

SFA: Upper St. Clair School District

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Baker Elementary	Nutrition Center Head Cook	\$ 16.56	7.00	185	\$ 21,445.20
Baker Elementary	Cafeteria General Worker - Cook	\$ 14.44	4.75	185	\$ 12,689.15
Baker Elementary	Cafeteria General Worker	\$ 13.67	4.50	185	\$ 11,380.28
					\$ 0.00
Eisenhower Elementary	Nutrition Center Head Cook	\$ 16.56	7.00	185	\$ 21,445.20
Eisenhower Elementary	Cafeteria General Worker - Cook	\$ 14.44	4.75	185	\$ 12,689.15
Eisenhower Elementary	Cafeteria General Worker	\$ 13.67	4.50	185	\$ 11,380.28
					\$ 0.00
Streams Elementary	Nutrition Center Head Cook	\$ 16.56	7.00	185	\$ 21,445.20
Streams Elementary	Cafeteria General Worker - Cook	\$ 14.44	4.75	185	\$ 12,689.15
Streams Elementary	Cafeteria General Worker	\$ 13.41	4.50	185	\$ 11,163.83
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00

Sub Total: \$ 136,327.43

Page 1 of 4

Enter on Summary of SFA Labor Benefits

SFA Labor

Labor to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA

SFA: Upper St. Clair School District

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Boyce Middle School	Nutrition Center Head Cook	\$ 16.56	7.00	185	\$ 21,445.20
Boyce Middle School	Cafeteria General Worker - Cook	\$ 14.44	4.75	185	\$ 12,689.15
Boyce Middle School	Cafeteria General Worker - 1	\$ 13.41	4.50	185	\$ 11,163.83
Boyce Middle School	Cafeteria General Worker - 2	\$ 13.41	4.50	185	\$ 11,163.83
Boyce Middle School	Cafeteria General Worker - 3	\$ 13.67	4.50	185	\$ 11,380.28
Boyce Middle School	Cafeteria General Worker - 4	\$ 13.67	4.50	185	\$ 11,380.28
					\$ 0.00
Fort Couch Middle School	Nutrition Center Head Cook	\$ 16.56	7.00	185	\$ 21,445.20
Fort Couch Middle School	Cafeteria General Worker - Cook	\$ 14.44	4.75	185	\$ 12,689.15
Fort Couch Middle School	Cafeteria General Worker - 1	\$ 13.41	4.50	185	\$ 11,163.83
Fort Couch Middle School	Cafeteria General Worker - 2	\$ 13.41	4.50	185	\$ 11,163.83
Fort Couch Middle School	Cafeteria General Worker - 3	\$ 12.89	4.50	185	\$ 10,730.93
Fort Couch Middle School	Cafeteria General Worker - 4	\$ 12.89	4.50	185	\$ 10,730.93
					\$ 0.00
					\$ 0.00

Sub Total: \$ 157,146.40

Enter on Summary of SFA Labor Benefits

SFA Labor

Labor to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA

SFA: Upper St. Clair School District

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
High School	Nutrition Center Manager	\$ 23.40	8.00	220	\$ 41,184.00
High School	Confidential Secretary	\$ 28.00	8.00	260	\$ 58,240.00
					\$ 0.00
High School	Head Cook	\$ 20.85	8.00	200	\$ 33,360.00
High School	Assistant Cook	\$ 19.45	8.00	200	\$ 31,120.00
High School	Driver	\$ 20.19	8.00	185	\$ 29,881.20
					\$ 0.00
High School	Cafeteria Worker - 1	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 2	\$ 13.41	4.50	185	\$ 11,163.83
High School	Cafeteria Worker - 3	\$ 13.41	4.50	185	\$ 11,163.83
High School	Cafeteria Worker - 4	\$ 13.41	4.50	185	\$ 11,163.83
High School	Cafeteria Worker - 5	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 6	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 7	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 8	\$ 13.41	4.50	185	\$ 11,163.83

Sub Total: \$ 283,961.60

Page **3** of **4**

Enter on Summary of SFA Labor Benefits

SFA Labor

Labor to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA

SFA: Upper St. Clair School District

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
High School	Cafeteria Worker - 9	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 10	\$ 13.41	4.50	185	\$ 11,163.83
High School	Cafeteria Worker - 11	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 12	\$ 13.67	4.50	185	\$ 11,380.28
High School	Cafeteria Worker - 13	\$ 12.89	4.50	185	\$ 10,730.93
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00

Page 29 of 35 HR

Sub Total: \$ 56,035.58

Page 4 of 4

Enter on Summary of SFA Labor Benefits

Summary of SFA Fringe Benefits

Enter the subtotals from the SFA Fringe Benefits Worksheets.

SFA: Upper St. Clair School District

Subtotal Page 1	\$ 53,627.98
Subtotal Page 2	\$ 61,693.11
Subtotal Page 3	\$ 84,783.94
Subtotal Page 4	\$ 11,903.54
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	

Total: \$ 212,008.57

SFA Benefits

Fringe Benefits to be completed by SFA for SFA Staff
Worksheet must accurately reflect any and all employees employed by the SFA.

SFA: **Upper St. Clair School District**

Site Name	Position	PLACE AN X IN THE APPROPRIATE BOXES														Total Fringe Benefits
		Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Worker's Comp	Other	
Baker Elementary	Nutrition Center Head Cook		X		X					X	X	X	X	X		\$ 6,922.10
Baker Elementary	Cafeteria General Worker - Cook									X	X	X		X		\$ 2,674.87
Baker Elementary	Cafeteria General Worker									X	X	X		X		\$ 2,398.96
Eisenhower Elementary	Nutrition Center Head Cook			X	X					X	X	X	X	X		\$ 23,328.57
Eisenhower Elementary	Cafeteria General Worker - Cook									X	X	X		X		\$ 2,674.87
Eisenhower Elementary	Cafeteria General Worker									X	X	X		X		\$ 2,398.96
Streams Elementary	Nutrition Center Head Cook		X		X					X	X	X	X	X		\$ 8,201.45
Streams Elementary	Cafeteria General Worker - Cook									X	X	X		X		\$ 2,674.87
Streams Elementary	Cafeteria General Worker									X	X	X		X		\$ 2,353.33

Sub Total: \$ 53,627.98

Enter on Summary
of SFA Fringe Benefits

SFA Benefits

Fringe Benefits to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA.

SFA: Upper St. Clair School District

		PLACE AN X IN THE APPROPRIATE BOXES														Total Fringe Benefits
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Worker's Comp	Other	
Boyce Middle School	Nutrition Center Head Cook		X		X					X	X	X	X	X		\$ 25,190.09
Boyce Middle School	Cafeteria General Worker - Cook									X	X	X	X	X		\$ 2,674.87
Boyce Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33
Boyce Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33
Boyce Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,398.96
Boyce Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,398.96
Fort Couch Middle School	Nutrition Center Head Cook		X		X					X	X	X	X	X		\$ 12,375.16
Fort Couch Middle School	Cafeteria General Worker - Cook									X	X	X		X		\$ 2,535.09
Fort Couch Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33
Fort Couch Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33
Fort Couch Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33
Fort Couch Middle School	Cafeteria General Worker									X	X	X		X		\$ 2,353.33

Sub Total: \$ 61,693.11

Enter on Summary
of SFA Fringe Benefits

SFA Benefits

Fringe Benefits to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA.

SFA: Upper St. Clair School District

		PLACE AN X IN THE APPROPRIATE BOXES														Total Fringe Benefits
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Worker's Comp	Other	
High School	Nutrition Center Manager		X							X	X	X		X		\$ 12,364.40
High School	Confidential Secretary		X		X	X				X	X	X	X	X		\$ 19,472.90
High School	Head Cook	X			X	X				X	X	X		X		\$ 24,719.91
High School	Assistant Cook									X	X	X		X		\$ 6,068.09
High School	Driver									X	X	X		X		\$ 3,149.48
High School	Cafeteria Worker - 1									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 2									X	X	X		X		\$ 2,353.33
High School	Cafeteria Worker - 3									X	X	X		X		\$ 2,353.33
High School	Cafeteria Worker - 4									X	X	X		X		\$ 2,353.33
High School	Cafeteria Worker - 5									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 6									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 7									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 8									X	X	X		X		\$ 2,353.33

Sub Total: \$ 84,783.94

Enter on Summary
of SFA Fringe Benefits

SFA Benefits

Fringe Benefits to be completed by SFA for SFA Staff
Worksheet must accurately reflect any and all employees employed by the SFA.

SFA: Upper St. Clair School District

		PLACE AN X IN THE APPROPRIATE BOXES														Total Fringe Benefits
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Worker's Comp	Other	
High School	Cafeteria Worker - 9									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 10									X	X	X		X		\$ 2,353.33
High School	Cafeteria Worker - 11									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 12									X	X	X		X		\$ 2,398.96
High School	Cafeteria Worker - 13									X	X	X		X		\$ 2,353.33

Sub Total:
 \$ 11,903.54

Enter on Summary
of SFA Fringe Benefits

SFA Site Listing
General Data and Services to be Provided
SFA: Upper St. Clair School District

Site Name	Address	Grade Levels	Self-Prep or Satellite	# of Serving Periods (Lunch)	Meal Service Times			Services to be Provided										# of Serving Days
								Breakfast				Lunch				After School Snack	Special Milk Program	
					Breakfast	Lunch	Afterschool Snack	Meal	Offer vs. Serve	A la Carte	Adult Meals	Meal	Offer vs. Serve	A la Carte	Adult Meals			
Baker Elementary	2300 Morton Rd Pittsburgh, PA 15241	K-4	SP	4	7:50-8:20	11:00-12:25		X	X	X	X	X	X	X			183	
Eisenhower Elementary	100 Warwick Dr Pittsburgh, PA 15241	K-4	SP	4	7:50-8:20	10:50-12:45		X	X	X	X	X	X	X			183	
Streams Elementary	1560 Ashlawn Dr Pittsburgh, PA 15241	K-4	SP	4	7:50-8:20	10:55-12:35		X	X	X	X	X	X	X			183	
Boyce Middle	1500 Boyce Rd Pittsburgh, PA 15241	5-6	SP	3	8:00-8:30	10:55-12:55		X	X	X	X	X	X	X			183	
Fort Couch Middle	515 Fort Couch Rd Pittsburgh, PA 15241	7-8	SP	2	8:00-8:45	11:08-12:18		X	X	X	X	X	X	X			183	
Upper St. Clair HS	1825 McLaughlin Run Rd Pittsburgh, PA 15241	9-12	SP	3	7:25-9:30	10:10-12:40		X	X	X	X	X	X	X			183	



MEMO

To: Dr. John Rozzo, USC Board Members

From: Scott P. Burchill *SPB*

Date: May 10, 2021

RE: Approval of software license agreement with Frontline Education

Administration is recommending the approval of a software agreement with Frontline Education to administer a timekeeping system. Currently, the District uses Timeclock Plus to manage employee time information. However, the present software requires several manual processes to complete payroll. If the District moves to Frontline for timekeeping services, the majority of manual data entry would be eliminated. The reduction of manual processes would streamline payroll and eliminate potential data entry errors.

The switch to Frontline would require a one-time fee of \$7,125.00 and an annual cost of \$10,984.61.

All costs related to the implementation and software have been included in the 2021-22 budget.

Administration recommends approval of the agreement with Frontline Education for their Time & Attendance module, pending review and approval by the District's solicitor.

Book	Policy Manual
Section	300 Employees
Title	Advanced Step Placement for Professional Employees
Code	304.1
Status	Active
Legal	24 P.S. § 11-1149
Adopted	Proposed

Purpose

Advanced step placement is mandatory for some classes of employees.

Authority

Salary schedules shall be in accordance with those specified in the collective bargaining agreement and as approved by the Board.[\[1\]](#)

Delegation of Responsibility

The Superintendent may recommend advanced step placement/salary credit in accordance with documented objective criteria. The guidelines for awarding advanced step placement/salary credit shall be set forth in an Administrative Regulation.



Customizing Learning,
Nurturing Potential...
Delivering Excellence

Memo

To: Dr. John Rozzo, USC Board Members

From: Scott P. Burchill *SPB*

Date: May 10, 2021

RE: FINANCIAL SUMMARY AND PRELIMINARY FINANCIAL STATEMENTS (PRELIMINARY AND UNAUDITED)

Financial statements for the General Fund, Capital Reserve Fund and Construction Fund for the period ended April 30, 2021 are enclosed for your review. Financial statements for the Cafeteria Fund report for the period ending March 31, 2021 are also enclosed for your review. The reports reflect the realized revenues and expenses incurred from July 1, 2020.

GENERAL FUND

	2020-21	2020-21 through April 30, 2021		2019-20	2019-20 through April 30, 2020	
<i>(in millions of dollars)</i>	Budgeted	Actual	% of Budget	Budgeted	Actual	% of Budget
Current Real Estate Revenues	\$59.53	\$59.64	100%	\$57.29	\$57.28	100%
EIT	\$5.67	\$3.80	67%	\$5.67	\$3.41	60%
All Other Local Revenues	\$3.53	\$3.15	89%	\$4.17	\$3.32	80%
State Revenues	\$18.33	\$14.29	78%	\$18.10	\$13.80	76%
Federal Revenues	\$0.48	\$0.48	100%	\$0.38	\$0.17	45%
All Other	\$0.00	\$0.00	0%	\$0.03	\$0.00	0%
Total Revenues	\$87.540	\$81.36	93%	\$85.640	\$77.98	91%
Expenditures	\$87.800	\$66.12	75%	\$85.640	\$63.94	75%
Revenues less Expenditures	<i>(\$0.260)</i>	<i>\$15.24</i>		<i>\$0.000</i>	<i>\$14.04</i>	
Balance Sheet	As of April 30, 2021	As of June 30, 2020 <i>(unaudited)</i>				
Cash and Marketable Securities	\$26,695,092	\$17,766,352				
Total Assets	\$30,586,297	\$22,130,623				
Total Liabilities	\$5,928,325	\$12,508,084				
Nonspendable Reserves	\$0	\$208,959				
Adjustment to Fund Balance	\$15,244,392	\$371,652				
Fund Balance	\$9,413,581	\$9,041,928				

The General Fund revenue is ahead last year, comparing the percent of budgeted revenue received as of April 30th. Local tax revenue is 4.0 % ahead of last year through April 30th. Interim real estate tax is approximately \$278k higher than 2019-20. Interest income is less than \$10k year-to-date. Last year at the end of April 30, 2020, interest revenue exceeded \$400k.

CAFETERIA FUND

	Budget 2020-21	2020-21 through March 31, 2021	Budget 2019-20	2019-20 through March 31, 2020
Revenues	\$1,927,393	\$1,216,773	\$1,776,296	\$1,356,453
Expenditures	\$1,900,718	\$1,292,568	\$1,700,771	\$1,521,757
<i>Net</i>	\$26,675	<i>(\$75,795)</i>	\$75,525	<i>(\$165,304)</i>
		As of March 31, 2021	As of June 30, 2020	
Cash and Marketable Securities		\$62,277	\$110,579	
Total Assets		\$342,461	\$246,919	
Total Liabilities		\$368,006	\$196,669	
<i>Unassigned Fund Balance</i>		<i>(\$25,545)</i>	\$50,250	

The food service department is operating under the Seamless Summer Option provision (SSO-COVID), providing free reimbursable lunches to all students in the District through the end of the school year. As student schedules are adjusted for COVID-19, the cafeteria will adapt the schedule for in-person meals and pick-up meals, providing as many breakfasts and lunches to students as possible. Federal reimbursement will make up the majority of revenue for the 2020-21 school year. Sales continue to lag behind last year for a couple of reasons. First, a-la-carte sales are down approximately 68% compared to the same period last year. The decrease in a-la-carte sales is attributed to fewer students attending school through March and the availability of free reimbursable lunches. Also, the total meals sold to students has decreased due to fewer in-person student days when compared to 2019-20. However, expenditures are down 17% when compared to the same period for 2020. The Seamless Summer Option provision (SSO-COVID), providing free reimbursable lunches to all students in the District will continue to be offered for the 2021-22 school year.

CAPITAL RESERVE FUND

	Budget 2020-21	2020-21 through April 30, 2021	Budget 2019-20	2019-20 through April 30, 2020
Revenues	\$270,000	\$267,032	\$267,000	\$270,997
Expenditures	\$305,000	\$189,997	\$395,442	\$402,641
<i>Net</i>	<i>(\$35,000)</i>	\$77,035	<i>(\$128,442)</i>	<i>(\$131,644)</i>
		As of April 30, 2021	As of June 30, 2020 <i>(unaudited)</i>	
Cash and Marketable Securities		\$177,905	\$176,872	
Total Assets		\$177,905	\$176,872	
Total Liabilities		\$0	\$25,225	
<i>Total Reserves</i>		<i>\$177,905</i>	<i>\$151,647</i>	

CONSTRUCTION FUND

	Budget 2020-21	2020-21 through April 30, 2021	Budget 2019-20	2019-20 through April 30, 2020
Revenues	N/A	\$4,238	N/A	\$116,478
Expenditures	N/A	\$429,749	N/A	\$5,818,735
<i>Net</i>		<i>(\$425,511)</i>		<i>(\$5,702,257)</i>

	As of April 30, 2021	As of June 30, 2020 <i>(unaudited)</i>	
Cash and Marketable Securities	\$1,470,747	\$2,258,545	
Total Assets	\$1,470,747	\$2,258,545	
Total Liabilities	\$1,037,449	\$1,365,942	
<i>Fund Balance</i>	\$433,299	\$892,603	

BUDGET TRANSFERS

Budget transfers of \$1,851,407.00 are enclosed for your review and approval.

Cc: Rebecca Berquist, Treasurer