



UPPER ST. CLAIR SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

Mrs. Jennifer A. Schnore, President ↔ Dr. Danielle Z. Wetzel, Vice-President
Mrs. Barbara L. Bolas ↔ Dr. Daphna Gans ↔ Ms. Kelly P. Hanna ↔ Mr. Justin Lamber
Mr. Michael R. Mascaro ↔ Mrs. Angela B. Petersen ↔ Mrs. Hallie H. Snyder
Dr. John T. Rozzo, Superintendent ↔ Mrs. Jocelyn P. Kramer, Solicitor

SCHOOL BOARD MEETING MINUTES

Monday, September 16, 2024 @ 7:00pm

Executive Session @ 5:30pm (personnel and legal matters)

District Administration Building Board Room

Notice having been advertised and posted and members duly notified, a Board Meeting of the Board of School Directors was held on September 16, 2024 in the District Administration Board Room.

School Board Members:

Mrs. Jennifer A. Schnore, President (in-person)
Dr. Danielle Z. Wetzel, Vice-President (in-person)
Mrs. Barbara L. Bolas (in-person)
Dr. Daphna Gans (in-person)
Ms. Kelly P. Hanna (in-person)
Mr. Justin Lamber (in-person)
Mr. Michael R. Mascaro (in-person)
Ms. Angela B. Petersen (in-person)
Mrs. Hallie H. Snyder (in-person)

School Personnel:

Dr. John Rozzo, Superintendent (in-person)
Dr. Amy Pfender, Deputy 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 Operations & Facilities (in-person)
Mr. Raymond Berrott, Director of Technology (in-person)



Dr. Judith Bulazo, Director of Curriculum and Development (in-person)
Dr. Sharon Suritsky, Director of Special Education – Substitute (in-person)
Dr. Lauren Madia, Director of Pupil Services (in-person)
Mr. Bradley Wilson, Director of Strategic Initiatives (in-person)
Mrs. Jocelyn Kramer, Solicitor (in-person)
Mrs. Sarah MacDonald, Board Stenographer (virtual)
Mr. Daniel Seewald, Student Board Representative (in-person)
Ms. Isabella Donnelly, Student Board Representative (in-person)

Call to Order & Pledge of Allegiance

(Schnore, School Board President)

Ms. Schnore called the meeting to order at approximately 7:09pm.

National Anthem

Carlee Santel (Senior) & Adam Khila (Sophomore)
(Schnore, School Board President)

Students Ms. Carlee Santel and Mr. Adam Khila played the National Anthem. Ms. Schnore thanked them for attending the meeting and playing the National Anthem

Roll Call of School Board

(Solicitor)

Solicitor Kramer took a roll call of the School Board:

Mrs. Bolas - present
Ms. Hanna - present virtually
Dr. Gans - present
Mr. Lamber - present
Mr. Mascaro - present
Ms. Petersen -present
Ms. Schnore - present
Mrs. Snyder - present

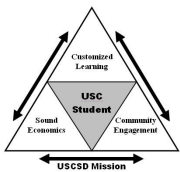


Solicitor Kramer announced that all School Board members were present, with Ms. Hanna joining virtually. Ms. Schnore announced that Ms. Hanna will not be reading any motions, but she will still be voting on agenda items.

Reading of the Mission:

(Schnore, School Board President)

Dr. Wetzel read the following mission:



Developing lifelong learners and responsible citizens for a global society is the mission of the Upper St. Clair School District, served by a responsive and innovative staff who in partnership with the community provides learning experiences that nurture the uniqueness of each child and promotes happiness and success.

Reading of the Shared Belief Statement #19 from Strategic Plan:

(Schnore, School Board President)

Mrs. Bolas read the following Shared Belief Statement:

We Believe that:

Service to others encourages students to develop an understanding of and appreciation for other people and encourages them to become contributing members of society.

Residents' Comments - (Regarding Any District Related Items)

(Schnore, School Board President)

Note: As per Guidelines for Resident's Comments, please state your name, confirm you are a resident, and limit your comments to three minutes.

There was one resident comment at this time:

1. Kristy Murray: Ms. Murray requested four minutes and forty five seconds to speak. Ms. Schnore accepted her request. She spoke about restructuring in the High School Music Department.



Approval of Minutes

(Schnore, School Board President)

MOTION: BY GANS: I move that the Board approve the Meeting Minutes of the August 7, 2024 Board Meeting, as attached. Seconded by Bolas and carried by unanimous voice vote.

Dr. Gans abstained from the minutes, as she did not attend the meeting.

Presentation of GASB 75 Report

(Rozzo, Superintendent of Schools, Duda, Joe, Duda Actuary, & Burchill, Director of Business & Finance)

Mr. Burchill introduced Mr. Joe Duda, from Duda Actuarial Consulting, who was in attendance virtually. Mr. Duda gave a brief overview of the GASB 75 Report, advising the report has to be done every three years.

a. Approval of Acceptance of GASB 75 Report

(Burchill, Director of Business & Finance)

MOTION: BY SNYDER: I move that the Board accept the GASB 75 Report, as presented. Seconded by Gans and carried by unanimous voice vote.

Introduction of New Student Board Representative

Ms. Isabella Donnelly

(Rozzo, Superintendent of Schools)

Dr. Rozzo welcomed the student board representatives to the meeting. He welcomed Mr. Jack Yurchich back for his second year on the Board, and welcomed new Student Board Representative, Ms. Isabella Donnelly.



Student Board Representative Report

Mr. Jack Yurcich and Ms. Isabella Donnelly
(Schnore, School Board President)

Mr. Yurcich reported on the arts and athletics and Ms. Donnelly reported on activities and academics. Ms. Donnelly thanked everyone for the warm welcome and advised she is excited to be a representative for the students.

PSBA Honor Roll Recognition

Ms. Jennifer Schnore
(Rozzo, Superintendent of Schools)

Dr. Rozzo recognized Ms. Schnore for five years of service on the School Board and presented her with a PSBA certificate of recognition.

Superintendent's Report

(Rozzo, Superintendent of Schools)

a. District Update

(Rozzo, Superintendent of Schools)

Dr. Rozzo reported on several items. He gave an update on the Nutrition Center referral program, advising six new employees have been hired since it was rolled out. He also reported on the start of the school year, including open houses and the PTC New Family Welcome. He also advised that Shop@USC will be celebrating ten years of being in business. He gave several additional updates on FID days, a cyber security panel that he and Mr. Berrott recently attended, and strategic initiatives. He also gave an update on the band and Dr. Wagner gave additional comments about the marching band.



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

(Rozzo, Superintendent of Schools)

MOTION: BY LAMBER: I move that the Board approve the School Board to cast votes for the PSBA Officer Elections. Seconded by Snyder and carried by unanimous voice vote.

c. Authorization to Execute Statements of Acceptance for Steams Elementary School PYP International Baccalaureate (IB) Programme

(Rozzo, Superintendent of Schools)

PYP program scheduled for site visit. As part of the process, as we have done with other programs, this authorizes acceptance for the process to occur.

MOTION: BY MASCARO: I move that the Board authorize the execution of the Statement of Acceptance for Streams Elementary School International Baccalaureate PYP Program Evaluation. Seconded by Lamber and carried by unanimous vote.

d. Approval of Bus Driver and Attendant Referral and Sign-on Bonus Program

(Rozzo, Superintendent of Schools and Angelo, Director of Operations & Facilities)

Dr. Rozzo reviewed the bus driver and attendant incentive program and advised it will be similar to the Nutrition Center referral and incentive program, which has been successful.

MOTION: BY PETERSEN: I move that the Board approve the Bus Driver and Attendant Sign-on and Referral Bonus Program, as presented. Seconded by Mascaro and carried by unanimous voice vote.



e. Approval of Staffing Resolutions 2024-08 and 2024-09

(Pfender, Deputy Superintendent)

**i. Decrease: 1.0 Streams Teacher Aide
(Resolution 2024-08)**

**ii. Increase: 1.0 Baker Teacher Aide
(Resolution 2024-09)**

Dr. Pfender reviewed the staffing resolutions 2024-08 and 2024-09. She advised that there will not be an actual increase in overhead staffing, rather a reallocating of staff positions. She explained that after evaluating the District's current staffing and student enrollment needs, it was determined that an aide was needed in Baker.

MOTION: BY WETZEL: I move that the Board approve Staffing Resolutions 2024-08 and 2024-09, as listed above. Seconded by Petersen and carried by unanimous voice vote.

f. Approval of Personnel Listings

(Rozzo, Superintendent of Schools and Pfender, Deputy Superintendent)

Dr. Rozzo reviewed the personnel listings, which included one new teacher at Eisenhower, several ECAs, and robotics volunteers.

MOTION: BY BOLAS: I move that the Board approve the Personnel listing as presented, subject to all required pre-employment history reviews and clearance requirements. Seconded by Wetzel and carried by unanimous voice vote.



Administrator's Report

(Rozzo, Superintendent of Schools)

a. Approval of Agreement with Music Theater International (MTI) for the High School Spring Musical

(Pfender, Deputy Superintendent)

Dr. Pfender reviewed the agreement with MTI for the High School Spring musical. She advised that the agreement is to secure the rights and materials for the Spring Musical. She also noted that the High School spring musical is a secret, as students do not know yet which production has been selected.

MOTION: BY GANS: I move that the Board approve the Agreement with MTI for the High School Spring Musical, at a total cost not to exceed \$6,000.00, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Bolas and carried by unanimous voice vote.

b. First Reading of the following School Board Policies

(Pfender, Deputy Superintendent and Burchill, Director of Business & Finance)

- i. 103 - Discrimination/Harassment Affecting Students (REVISED POLICY)**
- ii. 609 - Investment of District Funds (REVISED POLICY)**

Dr. Pfender reviewed policy 103. She noted that the policy was originally listed for a first reading at the August 7, 2024 Board meeting, however, after the meeting, based on feedback, substantive changes were made. Therefore, the policy is listed for a first reading again.

Mr. Burchill reviewed policy 609. He advised the policy was revised to maximize the District's investments and based on PSBA recommendations.



c. Second Reading and Adoption of the following School Board Policies:

(Pfender, Deputy Superintendent)

- i. **104** - Discrimination/Harassment Affecting Staff (REVISED POLICY)
- ii. **807** - Opening Exercises/Moment of Silence/Flag Displays (REVISED POLICY)
- iii. **815.1** - Use of Generative Artificial Intelligence in Education (NEW POLICY)

MOTION: BY SNYDER: I move that the Board approve the New and Revised School Board Policies, as presented. Seconded by Gans and carried by unanimous voice vote.

d. Approval of Agreement with Lincoln Intermediate Unit (LIU) Training Services

(Bulazo, Director of Curriculum and Professional Development)

Dr. Bulazo reviewed the Agreement with Lincoln Intermediate Unit (LIU) for professional development training services for artificial intelligence.

MOTION: BY LAMBER: I move that the Board approve the Agreement with LIU, for professional development of staff and administration, during November 2024, at a total cost not to exceed \$5,500.00, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Snyder and carried by unanimous voice vote.



e. Approval of Agreement with CJL Engineering

(Angelo, Director of Operations & Facilities)

Dr. Angelo reviewed the Agreement with CJL Engineering, for professional engineering services to handle the repair and replacement of two air handling units at the High School.

MOTION: BY MASCARO: I move that the Board approve the Agreement with CJL Engineering, to provide professional engineering services for the replacement or rebuilding of two air handling units, at the High School, at a total cost not to exceed \$85,800.00, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Lamber and carried by unanimous voice vote.

f. Approval to Award COSTARS Contract to Combustion Service and Equipment Company

(Angelo, Director of Operations & Facilities)

Dr. Angelo reviewed the COSTARS contract for approval with Combustion Service and Equipment Company for the boilers at Eisenhower Elementary School.

MOTION: BY PETERSEN: I move that the Board approve awarding the COSTARS Contract (COSTARS #008-E22-784) to Combustion Service and Equipment Company, for the Eisenhower boiler replacement project, at a total cost not to exceed \$657,657.00, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Mascaro and carried by unanimous voice vote.



g. Approval of Agreement with Trans Associates Engineering Consultants, Inc. and Authorize Advertising for Bids

(Angelo, Director of Operations & Facilities)

Dr. Angelo reviewed the Agreement with Trans Associates, to evaluate the location of the flash school zone signs, along Fort Couch Road, for Fort Couch Middle School.

MOTION: BY WETZEL: I move that the Board approve the Agreement with Trans Associates Engineering Consultants, Inc. to conduct a review of the Fort Couch school zones signage, and if needed, submit an updated plan to the Pennsylvania Department of Transportation at a total engineering cost of \$8,750.00, subject to final terms and conditions acceptable to the Superintendent and Solicitor, and if needed, authorize the Administration to advertise for bids to complete any necessary signage work. Seconded by Petersen and carried by unanimous voice vote.

h. Approval of Lease Agreement with Mark R. Scalise for 108 Commerce Boulevard, Lawrence, PA 15055

(Angelo, Director of Operations & Facilities)

Dr. Angelo reviewed the Lease Agreement with Mark R. Scalise to support the growing needs of the District's Robotics team. The Robotics club plans to contribute approximately \$10,000.00-\$12,000.00 towards the lease. Dr. Wetzel commented and asked a question regarding searching for alternate spaces that are not off-location. Dr. Angelo answered her questions about spacing availability on District property. Mr. Mascaro thanked Dr. Angelo.

MOTION: BY BOLAS: I move that the Board approve the Lease Agreement with Mark R. Scalise for 108 Commerce Boulevard located in Lawrence, PA, to support the District's Robotics program, for a term of one-year, at a total one-year cost of \$50,667.96, with potential monetary contributions from the USC Robotics Club, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Wetzel and carried by unanimous voice vote.



i. Approval to Declare Items Surplus or Obsolete

(Angelo, Director of Operations & Facilities)

MOTION: BY GANS: I move that the Board declare the attached, listed equipment surplus/obsolete and be authorized to sell, exchange, dispose, or donate in accordance with the provisions in Board Policy 706.1 - Sale or Disposal of Surplus Property, Equipment, Supplies, and Textbooks. Seconded by Bolas and carried by unanimous voice vote.

Business & Finance

(Burchill, Director of Business & Finance)

a. Approval of Treasurer's Report - September 16, 2024

Approval of Supplemental Report - September 16, 2024

(Burchill, Director of Business & Finance)

MOTION: BY WETZEL: I move that the Board approve the Treasurer's Report including approval of total Bill List and check File Listing, as follows. Seconded by Gans and carried by unanimous voice vote.

Fund 10 (General Fund): \$10,873,199.66

Fund 32 (Capital Reserve Fund): \$222,400.41

Fund 39 (Construction Fund): \$517,235.00

Fund 50 (School Lunch Fund): \$66,778.21



b. Approval to Extend Western Pennsylvania Natural Gas Consortium Contract

(Burchill, Director of Business & Finance)

Mr. Burchill reviewed the extension of the Western Pennsylvania Gas Consortium contract for approval. He advised that by extending the contract, the District will be able to save money.

MOTION: BY LAMBER: I move that the Board approve a three-year contract extension with UGI for Natural Gas on the Peoples Gas System, with a start date of September 1, 2025 and a basis price of (-\$0.50) cents per Dth, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Snyder and carried by unanimous voice vote.

Committee Reports

(Schnore, School Board President)

Mrs. Bolas gave a Committee Report from PSBA. She gave updates on the school law handbook, an upcoming program for certification for school safety preparedness, the PA Student Support Program, and more.

Mrs. Snyder gave an update from Pathfinder, advising that Pathfinder has hired a new Principal, who will start at the beginning of the year.

Matters of Information/Other

(Rozzo, Superintendent of Schools)

Dr. Rozzo advised that there were no matters of information at this time.

Announcement Regarding Executive Session

(Schnore, School Board President)

Ms. Schnore made the following announcement:

- a. Executive Session was held on August 26, 2024 for personnel and on September 16, 2024 for personnel and legal matters.



Adjournment

(Schnore, School Board President)

Ms. Schnore adjourned the meeting at approximately 8:27pm.

Signed by:

Ms. Jennifer A. Schnore

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Ms. Jennifer Schnore, President

BOARD OF SCHOOL DIRECTORS

DocuSigned by:

Scott P Burchill

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Scott P. Burchill, Secretary

BOARD OF SCHOOL DIRECTORS

DocuSigned by:

Sarah MacDonald

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Submitted by: Sarah MacDonald

SCHOOL BOARD STENOGRAPHER



UPPER ST. CLAIR SCHOOL DISTRICT

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Mr. Michael R. Mascaro ↔ Mrs. Angela B. Petersen ↔ Mrs. Hallie H. Snyder
Dr. John T. Rozzo, Superintendent ↔ Mrs. Jocelyn P. Kramer, Solicitor

SCHOOL BOARD MEETING MINUTES

Wednesday, August 7, 2024 @ 7:00pm

Executive Session @ 5:45pm (personnel and legal matters)

District Administration Building Board Room

Notice having been advertised and posted and members duly notified, a Board Meeting of the Board of School Directors was held on August 7, 2024 in the District Administration Board Room.

School Board Members:

Mrs. Jennifer A. Schnore, President (in-person)
Dr. Danielle Z. Wetzel, Vice-President (not in attendance)
Mrs. Barbara L. Bolas (in-person)
Dr. Daphna Gans (not in attendance)
Ms. Kelly P. Hanna (in-person)
Mr. Justin Lamber (not in attendance)
Mr. Michael R. Mascaro (not in attendance)
Ms. Angela B. Petersen (in-person)
Mrs. Hallie H. Snyder (in-person)

School Personnel:

Dr. John Rozzo, Superintendent (in-person)
Dr. Amy Pfender, Deputy 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 Operations & Facilities (in-person)
Mr. Raymond Berrott, Director of Technology (in-person)



Dr. Judith Bulazo, Director of Curriculum and Development (in-person)
Dr. Sharon Suritsky, Director of Special Education – Substitute (in-person)
Dr. Lauren Madia, Director of Pupil Services (in-person)
Mr. Bradley Wilson, Director of Strategic Initiatives (in-person)
Mrs. Jocelyn Kramer, Solicitor (in-person)
Mrs. Sarah MacDonald, Board Stenographer (virtual)

Call to Order & Pledge of Allegiance

(Schnore, School Board President)

Ms. Schnore called the meeting to order at approximately 7:10pm.

Roll Call of School Board

(Solicitor)

Solicitor Kramer took a roll call vote:

Mrs. Bolas - present
Ms. Hanna - present
Dr. Gans - not present
Mr. Lamber - not present
Mr. Mascaro - not present
Ms. Petersen - present
Ms. Schnore - present
Mrs. Snyder - present
Dr. Wetzel - not present

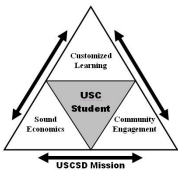
Solicitor Kramer advised that five members were present, creating a quorum.



Reading of the Mission:

(Schnore, School Board President)

Mrs. Bolas read the following mission:



Developing lifelong learners and responsible citizens for a global society is the mission of the Upper St. Clair School District, served by a responsive and innovative staff who in partnership with the community provides learning experiences that nurture the uniqueness of each child and promotes happiness and success.

Reading of the Shared Belief Statement #18 from Strategic Plan:

(Schnore, School Board President)

Ms. Hanna read the following shared belief statement:

We Believe that:

Children do best when they are mentored through their failures as well as their successes.

Residents' Comments - (Regarding Any District Related Items)

(Schnore, School Board President)

Note: As per Guidelines for Resident's Comments, please state your name, confirm you are a resident, and limit your comments to three minutes.

1. Mr. Chris Schwamberger - Comments on creating an ADA accessible ramp at the High School Stadium.



Approval of Minutes

(Schnore, School Board President)

MOTION: BY SNYDER: I move that the Board approve the Meeting Minutes of the June 17, 2024 Board Meeting, as attached. Seconded by Hanna and carried by unanimous voice vote.

Superintendent's Report

(Rozzo, Superintendent of Schools)

a. District Update

(Rozzo, Superintendent of Schools)

Dr. Rozzo gave a brief District update, reporting that the vacancy teaching positions created through retirements were filled. He thanked everyone for their hard work in filling the positions in a timely manner. He reviewed the start of school timeline. He advised that later in the meeting, Dr. Angelo will review his facilities projects that have taken place during the summer. He thanked Dr. Angelo and his team for all the work that has been done to complete the projects before the end of summer. Dr. Rozzo also reported on Upper St. Clair graduate and highly decorated swimmer, Mr. Josh Matheny who competed in the Olympics. Finally, he noted that this meeting will be Mr. Ray Carson's last meeting, as he will be retiring from his position. He thanked him for his time and dedication to the District and advised he will be missed. The Board members thanked Mr. Carson for his hard work and dedication to the students and school.



b. Approval of Resolution 2024-08-07A Authorizing the Incurring of Nonelectoral Debt
(Burchill, Director of Business & Finance, John McShane, Stifel Managing Director, and Lisa Chiesa, Clark Hill Attorney)

Mr. Burchill introduced Ms. Chiesa, Bond Counsel and Mr. McShane, Managing Director at Stifel, to the School Board. Ms. Chiesa and Mr. McShane then presented on refinancing of Series 2018 Bonds.

MOTION: BY PETERSEN: I move that the Board approve Resolution 2024-08-07A authorizing the incurring of nonelectoral debt by the issuance of general obligation bonds in an aggregate principal amount not to exceed twenty-two million and 00/100 dollars (\$22,000,000.00); covenanting to pay, and pledging all available taxing power for the payment of, the bonds; establishing a sinking fund and appointing a sinking fund depository; fishing the form, maximum interest rates, maturity dates, redemption and other provisions for the payment thereof; covenanting to accept a proposal for the purchase of the bonds; authorizing a filing of required documents with the Department of Community and Economic Development; ratifying and directing certain actions of officers; and making certain other covenants and provisions in respect of the bonds. Seconded by Snyder and carried by unanimous roll call vote.



c. Approval of Affiliation Agreement with La Roche College

(Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed the Affiliation Agreement with La Roche College, advising it is a standard agreement that outlines conditions relative to student teacher and intern placements within the District.

MOTION: BY BOLAS: I move that the Board approve the Affiliation Agreement with La Roche College, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Petersen and carried by unanimous voice vote.
(voice vote)

Administrator's Report

(Rozzo, Superintendent of Schools)

a. Approval of Staffing Resolutions

(Carson, Sr. Director of Operations & Administrative Services and Pfender, Deputy Superintendent)

**Increase: 0.6 Human Resources Coordinator
(Resolution 2024-06)**

**Increase: 1.0 Boyce Special Education Aide
(Resolution 2024-07)**

Mr. Carson reviewed staffing resolution 2024-06: the increase of 0.6 Human Resources Coordinator. He also advised that Ms. Aimee Mack will now be the Human Resources Manager.

MOTION: BY HANNA: I move that the Board approve Staffing Resolutions 2024-06 and 2024-07, as listed. Seconded by Bolas and carried by unanimous voice vote.



b. Approval of Personnel Listings

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

Mr. Carson reviewed the personnel listings, which included the hiring of several new teachers, custodians, nutrition center workers, bus drivers, long term substitutes, Fall ECAs and retirements. He also advised that per Dr. Rozzo's earlier report, he will be retiring. He noted that it has been his pleasure to serve the community and that six years was not enough.

MOTION: BY SNYDER: I move that the Board approve the Personnel listing as presented, subject to all required pre-employment history reviews and clearance requirements. Seconded by Hanna carried by unanimous voice vote.

c. Approval of Services Agreement with Stone Rooster, Inc.

(Carson, Sr. Director of Operations & Administrative Services and Pfender, Deputy Superintendent)

Mr. Carson presented the Services Agreement with Stone Rooster, Inc. He reported that the Agreement is to help integrate safety and IT systems, at a total cost of \$40,000.00 for an 8-10 week project.

MOTION: BY PETERSEN: I move that the Board approve the Services Agreement with Stone Rooster, Inc. for consulting, project management, technical design, technology or operational process advisory and/or other services, at a total cost of \$40,000.00, for a project term of 8-10 weeks, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Snyder and carried by unanimous voice vote.



d. Approval of Agreement with The Startup Bug

(Pfender, Deputy Superintendent)

Dr. Pfender reviewed the Agreement with The Startup Bug for a student entrepreneurship/business enrichment program at the High School.

MOTION: BY BOLAS: I move that the Board approve the Agreement with The Startup Bug, for a student entrepreneurship/business enrichment program, at a total cost of \$5,000.00, for the 2024-2025 school year, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Petersen and carried by unanimous voice vote.

e. First Reading of the following School Board Policies:

(Pfender, Deputy Superintendent and Kramer, Solicitor)

- i. **103** - Discrimination/Harassment Affecting Students
- ii. **104** - Discrimination/Harassment Affecting Staff
- iii. **807** - Opening Exercises/Moment of Silence/Flag Displays
- iv. **815.1** - Use of Generative Artificial Intelligence in Education (NEW POLICY)

Dr. Pfender reviewed policies 103, 104, 807, and 815.1. She noted that this is a first reading and if any revisions need to be made, they can be made before the second reading and adoption in September.

Ms. Schnore advised there is no vote, since this was a first reading of the policies.



f. Waiver of First Reading and Adoption of Revised Bullying Policy

(Pfender, Deputy Superintendent and Kramer, Solicitor)

i. 249 - Bullying/Cyberbullying

Dr. Pfender reviewed the revisions to th Bullying/Cyberbullying policy, noting the update in the policy is just a minor editorial update. She reported that the revisions are timely, as this updated policy will be incorporated into the handbook, as well as submitted for the safe schools review.

MOTION: BY HANNA: I move that the Board waive the first reading and adopt the revised Policy 249 Bullying/Cyberbullying, as presented. Seconded by Bolas and carried by unanimous voice vote.

g. Approval to Accept Funds from the University of Pittsburgh

(Pfender, Deputy Superintendent)

Dr. Pfender reviewed the approval to accept funds from the University of Pittsburgh. She reported that she and Dr. Rozzo had the opportunity to attend a collective leadership forum and request funds for the District. She noted that Mrs. Bolas spoke at the forum. The requested funds were awarded to the District in the amount of \$2,500.00.

MOTION: BY SNYDER: I move that the Board approve accepting funds from the University of Pittsburgh Forum for Western Pennsylvania School Superintendents School Board Leadership Collective, in the total amount of \$2,500.00, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Hanna and carried by unanimous voice vote.



h. Approval of the following Student Support Service Agreements for the 2024-2025 School Year and 2024 Extended School Year (ESY) Programs

(Pfender, Deputy Superintendent)

- i. **AOT, Inc. Specialized Educational Therapy Services:** Occupational and Physical Therapy for students, at fees listed on the Agreement
- ii. **Arc Human Services:** Transitional Vocational Services, Transportation Services, and Extended School Year Services, at fees listed on the Agreement
- iii. **The Bradley Center:** Education services in accordance with enrolled student's IEP, 504 service plan, or District's requirements, at fees listed on the Agreement
- iv. **Dyslexia Center:** Literacy Intervention instruction for 190 minutes per week, at a rate of \$125.00 per hour
- v. **IEP Writer/Leaders Services:** User licenses, PA Section 504 Module and SIS Bridge, at total cost of \$17,417.00
- vi. **Maxim Services:** Agreement addendum to provide nursing and medical care services for students at the rates provided in the Addendum
- vii. **MB Therapy, LLC:** Consultant agreement for speech and language services for students at fees listed on the Agreement
- viii. **Wesley Family Services:** Professional Services Agreements for music therapy sessions for students, at fees listed in the Agreements

Dr. Pfender presented the Student Support Service Agreements and ESY Program Agreements for approval, on behalf of Dr. Suritsky. She noted that the agreements were approved within the budget for the year.

MOTION: BY PETERSEN: I move that the Board approve the above-listed Student Support Services Agreements (items i.-viii.), subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Snyder and carried by unanimous voice Vote.



i. Approval of Special Education Settlement Agreements

(Pfender, Deputy Superintendent)

Dr. Pfender reviewed two Special Education Settlement Agreements on behalf of Dr. Suritsky, with terms and conditions previously discussed by the Board.

MOTION: BY BOLAS: I move that the Board approve Special Education Settlement Agreements 2024-08-07A and 2024-08-07B, on terms and conditions approved by the Superintendent and Solicitor. Seconded by Petersen and carried by unanimous voice vote.

j. Annual Individuals with Disabilities in Education Act (IDEA) -Section 619 Pass Through Funds Use of Funds Agreement 2024-2025

(Pfender, Deputy Superintendent)

Dr. Pfender presented the IDEA Section 619 Pass Through Funds Use of Funds Agreement 2024-2025, noting it is an annual Agreement.

MOTION: BY HANNA: I move that the Board approve the IDEA - Section 619 Pass Through Funds Use of Funds Agreement 2024-2025. Seconded by Bolas and carried by unanimous voice vote.



k. Approval of Agreement with Amplify

(Bulazo, Director of Curriculum and Professional Development)

Dr. Bulazo reviewed the Agreement with Amplify, who will manage literacy assessment to K-2 students through DIBELS.

MOTION: BY SNYDER: I move that the Board approve the Agreement with Amplify for DIBELS Management System at a total cost of \$3,897.60, for a term of July 1, 2024 through June 30, 2025, with automatic yearly renewals at the District's discretion, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Hanna and carried by unanimous voice vote.

l. Approval of District School Physician and School Dentist

(Madia, Director of Pupil Services)

Dr. Madia reviewed the renewal of existing Agreements with a School Physician and School Dentist. She explained the Agreements are required through the state and that the District does receive partial reimbursement for some of the costs of the services.

MOTION: BY PETERSEN: I move that the Board approve the District School Physician, Dr. Tahniat Syed, at a rate of \$20.00 per student exam and \$100.00 per hour, and the District School Dentist, Dr. Molly Lanz, at rate of \$100.00 per hour, for the 2024-2025 school year, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Snyder and carried by unanimous voice vote.



m. Approval of Agreement with Hudl

(Berrott, Director of Technology)

Mr. Berrott reviewed the Agreement with Hudl, which is the automated cameras that follow the action of the District's sports games and does all of the live-streaming of the games.

MOTION: BY BOLAS: I move that the Board approve the Agreement with Hudl for Athletics software and hardware licensing, game analysis, replays, various automated cameras, streaming, subscription services, and video sharing for the Athletic Department, at a cost not to exceed \$35,000.00 per year, for a one-year term with automatic renewals after the initial term, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Petersen and carried by unanimous voice vote.

n. Approval to Accept Highmark Foundation School Grant

(Angelo, Director of Operations & Facilities)

Dr. Angelo reviewed the approval to accept funds from the Highmark Foundation School Grant. He advised that the funds are for the Well Health Safety Seal.

MOTION: BY HANNA: I move that the Board approve the acceptance of the Highmark Foundation School Grant, in the total amount of \$7,200.00. Seconded by Bolas and carried by unanimous voice vote.



o. Approval of Bus Stops for 2024-2025

(Angelo, Director of Operations & Facilities)

MOTION: BY SNYDER: I move that the Board approve the 2024-2025 Bus Stops, subject to any adjustments deemed necessary by the Superintendent. Seconded by Hanna and carried by unanimous voice vote.

p. Approval to Declare Equipment Obsolete/Surplus

(Angelo, Director of Operations & Facilities)

MOTION: BY PETERSEN: I move that the Board declare the attached, listed equipment surplus/obsolete and be authorized to sell, exchange, dispose, or donate in accordance with the provisions in Board Policy 706.1 - Sale or Disposal of Surplus Property, Equipment, Supplies, and Textbooks. Seconded by Snyder and carried by unanimous voice vote.

Business & Finance

(Burchill, Director of Business & Finance)

a. Approval of Credit Card 2023-2024 and 2024-2025 and Bill List for 2024-2025

(Burchill, Director of Business & Finance)

MOTION: BY BOLAS: I move that the Board approve the Credit Card 2023-2024 and 2024-2025 and Bill List for 2024-2025, as presented. Seconded by Petersen and carried by unanimous voice vote:

Fund 10 (General Fund): \$3,642,234.19

Fund 32 (Capital Reserve Fund): \$226,294.65

Fund 39 (Construction Fund): \$623,107.00

Fund 50 (School Lunch Fund): \$109,548.04



b. Approval of Substitute Support Employee Pay Rates

(Burchill, Director of Business & Finance and Carson, Sr. Director of Operations & Administrative Services)

Mr. Burchill reviewed the substitute support employee pay rates, affecting cafeteria workers and custodians. He noted that the increase will help attract substitutes, as the pool is currently low.

MOTION: BY HANNA: I move that the Board approve the Substitute Pay Rate increases for cafeteria workers and custodians, as attached, effective July 1, 2024. Seconded by Bolas and carried by unanimous voice vote

c. Approval of Local Foods for Schools Cooperative Agreement

(Burchill, Director of Business & Finance)

Mr. Burchill reviewed the Local Foods for Schools Cooperative Agreement. He explained that the Agreement will help the District as it's another source of revenue for the Nutrition Center.

MOTION: BY SNYDER: I move that the Board approve the Local Foods for Schools Cooperative Agreement Program Funding Attestation Statement, for the 2024-2025 school year, using awarded funds to purchase domestically produced, unprocessed, or minimally processed food products, as outlined in the Agreement, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Hanna and carried by unanimous voice vote.



d. Approval of Cafeteria Meal Rates Adjustment

(Burchill, Director of Business & Finance)

Mr. Burchill reviewed the cafeteria meal rates adjustment. He noted that as the District does annually, the cafeteria meal rates were reviewed and changes were proposed to help the District financially, as it costs more to prepare and serve the meals.

MOTION: BY PETERSEN: I move that the Board approve the 2024-2025 cafeteria meal rates adjustment, as presented. Seconded by Snyder and carried by unanimous voice vote.

e. Approval of Nutrition Center Sign-on and Referral Bonus

(Burchill, Director of Business & Finance and Carson, Sr. Director of Operations & Administrative Services)

Mr. Burchill reviewed the nutrition center sign-on and referral bonus for approval. He explained that the referral bonus will help attract new nutrition center workers, as there is currently a shortage in the District.

MOTION: BY BOLAS: I move that the Board the Nutrition Center Sign-on and Referral Bonus program, as presented. Seconded by Petersen and carried by unanimous voice vote.

Committee Reports

(Schnore, School Board President)

Mrs. Bolas gave a Committee Report from PSBA, including election information, the spending plan being adopted for the 2024-2025 school year, and the upcoming School Safety Summit.



Matters of Information/Other

(Rozzo, Superintendent of Schools)

Dr. Rozzo gave an update on the back to school timeline:

a. Upcoming Back to School Timeline

- August 14, 2024: Staff Opening Day (Inservice Day)
- August 15-19, 2024: Teacher Inservice Days
- August 20, 2024: First Day of School (grades 1-12)
- August 20-21, 2024: Kindergarten Screening Days
- August 22, 2024: Kindergarten First Day of School
- September 2, 2024: Labor Day, District closed

Announcement Regarding Executive Session

(Schnore, School Board President)

Ms. Schnore made the following announcement:

- a. Executive Session was held on August 7, 2024 for personnel and legal matters.

Adjournment

(Schnore, School Board President)

Ms. Schnore adjourned the meeting at approximately 8:08pm.



Ms. Jennifer Schnore, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Sarah MacDonald
SCHOOL BOARD STENOGRAPHER



PSBA Leadership Positions up for Election

*Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates. (PSBA Bylaws, Section 300 – Policy 302)

2025 President-Elect (one-year term)

Sabrina Backer*, Franklin Area School District

My name is Sabrina Backer and it is an honor to be a candidate for President-Elect of the Pennsylvania School Boards Association. My journey with PSBA has been both fulfilling and enlightening, starting as a Co-Sectional Advisor on the Governing Board, advancing to Treasurer, and now serving as Vice President. Each role has deepened my commitment to the mission of PSBA and our collective goal of advancing public education excellence across Pennsylvania.

My extensive experience on the Pennsylvania School Safety Institute Advisory Board and Chair of the Platform Committee has equipped me with a thorough understanding of the critical issues facing schools today. Additionally, my role as a trustee on the Pennsylvania School District Liquid Asset Fund Board and my participation in the PCCD School Safety and Security Committee have provided me with a broad perspective on the financial and safety challenges that our schools encounter.

Since 2014, I have proudly served on the Board of Directors for the Franklin Area School District and I have served as President for the past three years. This tenure has taught me the importance of community engagement, transparency, and unwavering dedication to the welfare of our students and educators.

As President-Elect, I pledge to bring my comprehensive experience and steadfast dedication to furthering public education and PSBA’s mission. Together, we can continue to advocate for safe, equitable high-quality education for all students across the Commonwealth. Your support is invaluable, and I am eager to work collaboratively to make a lasting impression.

Thank you for considering me for this esteemed position. Let’s continue to look for a brighter future for our schools and communities.

2025 Vice President (one-year term)

Matt Vannoy*, Sharon City School District

Hi, my name is Matt Vannoy and I am a school director for the Sharon City School District (Mercer Co.) and serve on the Finance, Buildings and Grounds and Budget Committee. I am also a member of the PSBA Governing Board and the PSBA Western 1 Sectional Advisor. Professionally, I am a Principal in the Conneaut School District (Crawford Co.) and have also been a Social Studies Teacher, Athletic Director and Assistant Principal in the Farrell Area School District, Moniteau School District and Sharon City School District. I am a member of the PIAA District 10 Committee, PIAA Cross Country Steering Committee, the Slippery Rock University Alumni Association Board of Directors, several boards under the ARC of Mercer County umbrella and several other local boards. In 2018, I was a recipient of the SRU Alumni Association’s Distinguished Recent Alumni Award as well as the Mercer County Chambers of Commerce 40 Under 40 award. I graduated Summa Cum Laude from Slippery Rock University in 2009 and earned my M.Ed and Superintendent’s Letter of Eligibility from Westminster College. Serving on the PSBA Governing Board has been a highlight of my career and I look forward to continuing to serve PSBA as the Vice President of the Governing Board and working with the staff and PSBA members across the state to advocate for public education. I have enjoyed my time as a Sectional Advisor and the interactions that it brings with school directors in my area. I look forward to working with PSBA to advocate for cyber charter reform, mental health supports for schools, increased education funding and other areas that will benefit school districts. I appreciate your support. Thank you.

2025-2027 PSBA Eastern Zone Representative (three-year term) (Only Eastern Sections vote)

Holly Arnold*, Tunkhannock Area School District

Hello, and thank you for taking the time to check out this video. My name is Holly Arnold, and I am the endorsed candidate on your ballot for the position of Eastern Zone Representative on the PSBA Governing Board for the 2025 - 2027 term.

I live in Tunkhannock in Wyoming County and have served on the board of the Tunkhannock Area School District since 2015 and as president since 2021. I work as an Environmental Scientist and state-licensed operator for GHD Group, a global engineering and consulting firm. My husband and I share our blended family with four children ages 17 to 27, one grandchild with another on the way and three doodle dogs. A children's joke goes, "If I had 8 apples in one hand and 10 oranges in the other, what would I have?" The answer? "Big Hands."

This makes me think of those first years as a school board director and the expectation that you will make very real and important decisions about things you may have had no experience with in your life. Yet here you are, voting on things with the same authority as eight other people at the table with you on many subjects at every meeting. Big Hands, indeed.

It was that experience that led to my appreciation and gratitude for the Pennsylvania School Boards Association. My involvement with PSBA started right away with new board member training, before it was required, and an appointment as PSBA liaison for the Tunkhannock Area School Board. I attended trainings and meetings online and in person, attended the conference, and let my voice be heard as a voting member of the Delegate Assembly, which was quite an experience. PSBA offered a shopping cart full of resources to help carry the load of being a well-informed school board member. It was a relief to know that I had something to lean into besides just what I could fit in my theoretical "big hands".

Through this engagement, I got to know the people at PSBA and was asked to serve on the Platform Committee and then the Bylaws Committee. Eventually, I was asked to be involved as a Sectional Advisor for section E1 and ultimately applied to be appointed as the Eastern Zone Representative on the Governing Board when the previous member was unable to finish this term.

Why should you vote for me? The best answer is that I come to this role with no ulterior motive or personal aspiration and no political interest. I want to be involved with PSBA simply because I have experienced firsthand the value provided to school board directors across the state and seen behind the curtain that this organization is true to its mission. In my service as a school board director, every vote and decision I have made is in the light of what is best for our students, staff, and community. I don't believe there is a place for politics in education, and I have seen that same dedication in not only the words but also the acts of the PSBA. Should I be elected to continue my service on the PSBA Governing Board, I can assure you that I would not compromise in doing what is best to assist school board directors in serving students, staff, and communities. I'll fulfill my commitment with integrity, respect, and fidelity.

Thanks again for taking the time to view this video and for considering me to continue in the role of Eastern Zone Representative.

2025-2026 Western Zone Representative (two-year term) (Only Western Sections vote)

Kristy Bolte*, Northwestern School District

I have been honored to have been appointed to the Western Zone Representative seat on the PSBA Governing board to fill a vacancy for 2024 and I am seeking election for this seat for this term. With a deep commitment to educational excellence and advocacy, I am eager to contribute to the PSBA's mission "to provide school board directors with services, support and counsel as they lead their districts, navigate relationships and promote public education across Pennsylvania".

A graduate of Edinboro University with a Bachelor's degree in Elementary Education, I am a former teacher and a mom of six. My husband is a middle school teacher at Conneaut School District, also in western Pennsylvania. We live in West Springfield Pennsylvania. I believe quality public education is the cornerstone of healthy communities and that belief has directed me to my local school board so that I can advocate for our students, teachers and communities. I am currently serving my second term in Northwestern School District in Albion, Pennsylvania (the VERY most Northwestern district in the state) and on the board for IU5. I have seen first hand the transformative power of effective school board representation and have been so grateful for the guidance and education I have received through PSBA.

If elected, I pledge to prioritize following the vision of PSBA, "to work to foster informed, engaged and passionate school board directors who lead and advocate effectively for great public education across Pennsylvania." I believe the work of PSBA has made me a more effective leader and advocate for my community.

I am dedicated to fostering strong relationships between PSBA and our local communities, ensuring that voices and concerns of those in Western Pennsylvania are brought to the table as each portion of the state may have different perspectives and concerns.

Together, through honesty, integrity, collaboration and innovation, we can navigate the challenges facing our schools and seize opportunities to innovate and improve. I am excited about the prospect of serving as your advocate on the PSBA Governing Board, and I look forward to earning your trust and support in this important endeavor.

2025-2026 Section E2 Advisor (two-year term) (Only Section E-2 vote)

David Hein*, Parkland School District

My name is David Hein, and I am running for the PSBA Section E2 Sectional Advisor position, a position I currently hold. I am a three-term member of the Parkland School Board in Lehigh County, where I have served in several leadership positions, as well as all our committees. I am a member of the Joint Operating Committee of the Lehigh Career and Technical Institute, holding various leadership roles over my tenure there. I am also Parkland's representative on the Lehigh Carbon Community College Board of Trustees. I have been an active member of PSBA since being elected to the Parkland School Board. I am a PSBA past-President and PSBA's representative on COSSBA, the Consortium of State School Boards Association. I am Parkland's PSBA liaison and have served on several PSBA committees. I also served a four-year term as the PSBA representative on the School Safety and Security Committee (a committee under the Pennsylvania Commission on Crime and Delinquency). I enjoy attending the annual PSBA conference and delegate assembly and have taken advantage of several webinars and in-person training sessions. As the first school boards association in the country, I believe that PSBA is the go-to organization for school boards across the state for all things related to public education. Professional development, legislative advocacy, school safety training, and policy updates are just some of the services PSBA offers. PSBA is respected on both the state and national level. My role as E2 Sectional Advisor will include providing you with information on current issues facing public education in Pennsylvania so that you can advocate for your district's needs. I also want to help PSBA remain a relevant and powerful voice in Harrisburg, advocating for a fairly funded, equitable Pennsylvania public school

system. I would like to see PSBA continue to strengthen its partnership with other state-wide education organizations (PASA, PASBO and similar organizations) to further promote public education in the state.

I hope to be able to continue to support you in your roles as public school board directors, while also serving PSBA in its leadership and advocacy efforts to strengthen all public schools in Pennsylvania. Thank you.

PSBA Insurance Trustees

Member entities also are asked to vote for open trustee positions on the PSBA Insurance board. PSBA Insurance provides complimentary travel/accident insurance to all school directors from member school entities while on official school board business. As such, all member entities are considered participants in PSBA Insurance programs and are eligible to vote.

Trustee (term ends Dec. 31, 2027) – Includes three candidates (three-year term)

Choose up to three candidates for a three-year term.

Nathan G. Mains

Richard Frerichs

William S. LaCoff

School Board Secretaries Forum

(Only school board secretaries may nominate and vote for the forum officers.)

Forum Steering Committee (term ends Dec. 31, 2026) – (two-year term)

Choose up to two individuals for a two-year term

Betsy Gates, Dauphin County Technical School

I have been with Dauphin County Technical School for 4 years. My time at DCTS started in the Student Services office. During that time, I was asked to be the back up School Board Secretary. I was then promoted to the Administrative Assistant in the Director's Office as well as Board Secretary. I am so thankful that my journey brought me to DCTS and to the SBS group! I have enjoyed being a part of the SBS Steering Committee to date, and, and I hope to continue doing so!

Mary Dougherty, Montgomery County Intermediate Unit 23

Mary Dougherty has been a school board secretary for over 21 years in both the school district and intermediate unit settings. She served as a school board secretary and executive assistant to the superintendent for 10 years at the Hatboro-Horsham School District in Montgomery County. She expanded her role to school board secretary and executive assistant to the executive director and assistant executive director of the Montgomery County Intermediate Unit in 2013. The Montgomery County Intermediate Unit is governed by a 21-member board of directors composed of representatives from each of the 21 component school districts in Montgomery County. Career highlights focus on excellence in communication, customer service, project management and event planning in addition to board secretary responsibilities.



Statement of acceptance

Name of school		IB school code	
Carl R. Streams Elementary		001939	
Legal registered name of school (if different from above)		Date	
		08/28/24	
IB programme(s)	☒ PYP	☐ MYP	☐ DP ☐ CP

We confirm having read the Rules (as defined below) that are in force at the time of signing this statement of acceptance and understand that our authorization to offer this IB programme is dependent upon our compliance with them. We also acknowledge and agree that should our school or governing body not comply with the Rules, the International Baccalaureate (IB) hereby reserves the right to take such action as it deems appropriate, including, but not limited to, suspension or withdrawal of our authorized status or other remedial measures.

“Rules” refers to the most recent versions of the following documents and regulations that govern the implementation of the programmes.

- *Rules for IB World Schools*
- *General regulations or Assessment procedures*
- *Programme standards and practices*
- the IB’s “Rules for use of IB Intellectual Property” (available on the website at ibo.org/copyright)
- the IB’s online terms and conditions (available at ibo.org/terms-and-conditions)
- [PYP/MYP/CP/DP]: *From principles into practice*

Such Rules may be amended from time to time and are accessible on the programme resource centre and also on ibo.org/become-an-ib-school/useful-resources.

We also confirm the following.

- We shall abide by the terms and conditions of the Rules and agree that the Rules shall operate as the agreement between our school (and, if required, our governing body or controlling entity) and the IB as to their respective rights and obligations.
- We will, or will ensure that our governing body or controlling entity will, pay all applicable IB fees in the assigned currency for our school (published in the *Fees and billing information for IB World Schools* on the programme resource centre) and within the published timelines.
- We have all necessary authorization and approvals from our governing body, controlling entity and/or from our school leadership (including any procurement office or department) or as is otherwise required by law, regulations or policies applicable to our school for us to agree to this statement of acceptance and for it to be a legally binding and enforceable obligation on our school, governing body and/or controlling entity.



- The school operates in compliance with all applicable laws, regulations and policies. Further, the school confirms that it operates in accordance with best practices, as well as all applicable laws, regulations and policies, in the area of child protection and that it has appropriate procedures in place (which may include components such as criminal background screening) for recruiting, hiring and retaining staff).
- No additional approvals (of our, or our governing body's or controlling entity's, board or otherwise); contracts, documentation; vendor, supplier or other types of registrations; reports; certifications; certificates or other submissions are required by our school or our governing body and/or controlling entity in order for us, or our governing body and/or controlling entity (including any procurement office or similar office or department), to timely pay invoices received from the IB for any services (including, without limitation, professional development fees). Should any such requirements arise after the date of this statement of acceptance, we shall notify the IB promptly in writing and in any event sufficiently in advance to permit the IB to consider whether to respond to such requests and still ensure timely payment of the IB's invoice. We hereby acknowledge and agree that the IB is under no obligation to comply with such additional requests.
- The school information found on MyIB will be updated before the statement of acceptance has been signed and submitted.

We represent and warrant that this statement of acceptance has been, and acknowledge and agree that it will be understood by the IB to have been, read and endorsed by the head of school, the superintendent of school (if applicable/necessary) and authorized representative(s) of the governing body and/or controlling entity (if applicable/necessary).

Name and title of head of schoolⁱ Dr. Lindsay Klousnitzer

Signature

Date

08/28/24

Name and title of superintendent of schoolⁱⁱ (if applicable) Dr. John Rozzo

Signature

Date

08/28/24

Name and title of the duly authorized representative of the school's (or its controlling entity's) governing bodyⁱⁱⁱ Upper St. Clair School Board

Signature

Date

08/28/24

Please confirm your agreement regarding the above by signing this statement of acceptance, scanning it, and uploading it to IB Concierge as part of the preliminary review documentation.

ⁱ**Head of school** (director/principal in some systems) is the person who leads and supervises the daily operations of the school, ensuring that the policies of the governing body are put into practice.

ⁱⁱ**Superintendent of school**(executive head in some systems) is the person who has oversight of the group of schools of which the school is a part; such groups might include community or regional school districts, or a number of private schools overseen by a central management group.

ⁱⁱⁱ**Governing body** and/or controlling entity (board of education or school district in some systems) is the individual or duly constituted entity, body politic or group that has the ultimate legal authority to make decisions on behalf of the school, bind the school and the school's controlling entity (as the case may be) to the obligations of this letter and the Rules, and/or make payments for the IB's services.

Memo



To: USC Board of School Directors & Dr. Rozzo
From: Dr. Lou Angelo
Date: August 21, 2024
RE: **Bus Driver & Attendant Referral and Sign-on Bonus**

Business Challenge:

As of today, we have three confirmed bus driver retirements scheduled to occur by February. Additionally, two other drivers are undecided and may leave as early as December, potentially resulting in five vacancies. Despite the June job fair bringing in two new bus drivers, the Upper St. Clair School District is facing the same hiring challenges as other school districts nationwide. Unfortunately, we expect the trend to continue. Our current pool of drivers is aging, and the administration anticipates that retirements will continue at a similar rate in the future. Furthermore, the transportation department currently has four open attendant positions, which support our special education students during transport. Therefore, the administration recommends implementing the following referral and sign-on bonus program for the next two school years.

\$500 Referral Bonus:

- \$250 is paid to the referring employee once the referred bus driver or attendant starts employment, and an additional \$250 is paid after the new hire successfully completes the 90-day probationary period.
- All district employees, except those at the management level and above, are eligible for the referral bonus.

\$500 Sign-On Bonus:

- \$500 is paid to the new driver or attendant after they successfully complete the 90-day probationary period.

History:

A referral bonus of the same value was offered for custodial hires in January 2022. The initiative resulted in 13 referrals, many of whom remain with the District. In addition, at the August Board meeting, the same referral bonus and sign-on program were approved for Nutrition Center General Workers.

Additional Details:

- The driver and attendant referral and sign-on bonus program will apply to all employees hired for the 2024-2025 and 2025-2026 school years.
- The 90-day probationary period begins on the employee's official start date.
- Human Resources will notify all district employees via email with details about the referral and sign-on bonus program. This information will also be included in the weekly recap.
- District employees should email HR@uscscd.k12.pa.us with the contact information of

their referrals. Employees are encouraged to make multiple referrals. Human Resources and the Transportation Director will assist referred candidates in applying online.

- Human Resources will maintain a spreadsheet to track and report on each referral, which will be sent to the business office/payroll for processing.
- The referral spreadsheet will be reviewed at the conclusion of each school year to evaluate its effectiveness and provide feedback.

Benefits:

When bus drivers or attendants are absent, substitutes, office staff (including management), mechanics, and contracted drivers often cover open routes. Achieving full staffing will decrease our use of contracted drivers and allow department members to focus on their primary responsibilities, thereby improving efficiency, and effectiveness, and creating a better experience for our students.

Board Meeting

Personnel List

September 16, 2024

ELECTION

Staff Name	Location	New Assignment	New Assignment Status	Effective Date
Ali, Richard	Substitute	Substitute Teacher (Certified)	Substitute	09-16-24
Allen, Elizabeth	Baker	Elementary School Robotics Coordinator	ECA	2024-2025 School Year
Allison, Elizabeth	High School	ROGO Mentor	Volunteer	2024-2025 School Year
Altman, Lee	Bus Garage	Substitute Bus Driver	Substitute	09-16-24
Busk, Summerann	Boyce	Nutrition Center General Worker	PT	08-13-24
Chambers, Anastasia	Fort Couch	Coach: Middle School Girls Volleyball	ECA	08-20-24 through 10-15-24
Devaki, Archana	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Devaraj, Christilda	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Feriozzi, Anthony	Ft. Couch	Nutrition Center General Worker	PT	09-05-24
Fleckenstein, Susan	Substitute	Substitute Teacher (Certified)	Substitute	09-16-24
Friday, Stacey	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Gallagher, Kaylea	High School	Assistant Coach: High School Dance	ECA	08-21-24 through 02-07-25
Garrod, David	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Guarino, Erin	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Hart, Denise	Eisenhower	Elementary School Robotics Coordinator	ECA	2024-2025 School Year
Inampudi, Rajesh	High School	TeraBridges Parent Mentor	Volunteer	2024-2025 School Year
Kennedy, Florence (Kathleen)	Substitute	Substitute Teacher (Certified)	Substitute	09-16-24
Kopaz, Lynn	High School	Co-Sponsor: Spanish Club	ECA	2024-2025 School Year
Kukuda, Fiauna	Substitute	Substitute Teacher (Certified)	Substitute	08-23-24
LaSalle, Emily	Streams	Elementary School Robotics Coordinator	ECA	2024-2025 School Year
McCluskey, Alexandra	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
McDonald, Nancy	High School	Nutrition Center General Worker	PT	09-12-24
Moore, Cephus	High School	Co-Sponsor: Spanish Club	ECA	2024-2025 School Year
Morgan, Meghan	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Morris, Alise	Substitute	Substitute Teacher (Certified)	Substitute	08-13-24
Naik, Darshan	High School	USC Dynamics Parent Coach	Volunteer	2024-2025 School Year

O'Rourke, Lauren	Substitute	Substitute Teacher (Certified)	Substiute	09-10-24
O'Rourke, Lauren	Substitute	Substitute Teacher Aide	Substitute	08-20-24
Pandey, Geetali	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Puckey, Bonnie	Streams	Nutrition Center General Worker	PT	08-30-24
Reuschling, Richard	Eisenhower	Custodian	FT	09-16-24
Sattuluri, Srikanth	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Sebastiao, Kate	High School	Co-Sponsor: Spanish Club	ECA	2024-2025 School Year
Sirianni, Amanda	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Stubnrauch, DJ	Fort Couch	Coach: Middle School Football	Volunteer	08-20-24 through 10-15-24
Sweeney, Jason	Fort Couch	Coach: Middle School Football	ECA	09-09-24 through 10-20-24
Thacker, Dipti	High School	ROGO Parent Coach	Volunteer	2024-2025 School Year
Xiang, Zheng (Doris)	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Xiong, Wei	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year

CHANGE OF STATUS

Staff Name	Location	Current Assignment	Current Assignment Status	New Assignment	New Assignment Status	Effective Date
Campbell, Alexander	Streams	1.0 Teacher Aide	FT	1.0 Elementary Teacher (Per-Diem G. Nicholson)	LTS	09-10-24 through 10-08-24
Cappucci, Andrew	High School	Assistant Coach: High School Football	Volunteer	Assistant Coach: High School Football	ECA	08-12-24 through 10-25-24
Chirino, Eugenia	Baker	Substitute Teacher (certified)	Substitute	1.0 Art Teacher (Per-Diem H. Herbay)	Substitute	09-13-24 through 10-30-24
Dixon (Steinhaus), Paige	Ft. Couch	1.0 Middle School English Teacher (TPE)	FT	1.0 Middle School English Teacher (PE)	FT	08-18-24
Elias, Phil. Jr.	Fort Couch	Coach: Middle School Football	ECA	Coach: Middle School Football	Volunteer	08-20-24 through 10-15-24
George, Tyler	Boyce	1.0 Physical Education Teacher (TPE)	FT	1.0 Physical Education Teacher (PE)	FT	08-18-24
Hербay, Heather	Baker	1.0 Art Teacher	FT	Personal Leave of Absence	Leave	Beginning 09-17-24
Kane, Megan	Streams	Nutrition Center General Worker	PT	Substitute Nutrition Center General Worker	Substitute	08-18-24
Kauffman, Bridget	Boyce	1.0 Middle School English Teacher (TPE)	FT	1.0 Middle School English Teacher (PE)	FT	08-18-24
Kobeski, Christine	Baker	Substitute Teacher Aide	Substitute	1.0 Teacher Aide	FT	09-17-24
Krivansky, Jenna	Streams	1.0 Elementary School Teacher (TPE)	FT	1.0 Elementary School Teacher (PE)	FT	08-18-24

Krolcheck, Elizabeth	Eisenhower	Nutrition Center General Worker	PT	Substitute Nutrition Center General Worker	Substitute	08-12-24
McDonough, Elizabeth	Baker	1.0 Elementary Teacher (TPE)	FT	1.0 Elementary Teacher (PE)	FT	08-18-24
Mellinger, Dana	District Wide	Department Head: Elementary/Middle School Physical Education	ECA	K-12 Wellness Department Chair	ECA	2024-2025 School Year
Nicholson, Gabriella	Streams	1.0 Special Education Teacher (TPE)	FT	1.0 Special Education Teacher (PE)	FT	08-18-24
O'Leary, Kelsey	Baker	1.0 Elemetary Teacher	FT	Personal Leave of Absence	Leave	11-21-24 through 03-28-25
Quinn, Mary	Streams	1.0 Gifted Teacher	FT	Personal Leave of Absence	Leave	Beginning 12-02-24
Reed, Jaclyn	Eisenhower	1.0 Elementary Teacher (TPE)	FT	1.0 Elementary Teacher (PE)	FT	08-18-24
Reis, Jacob	High School	1.0 High School World Language Teacher (TPE)	FT	1.0 High School World Language Teacher (PE)	FT	08-18-24
Rodgers, Scott	High School	1.0 Custodian	FT	Personal Leave of Absence	Leave	Beginning 08-12-24
Schuster, Jacob	Ft. Couch	1.0 Middle School Teacher (TPE)	FT	1.0 Middle School Teacher (PE)	FT	08-18-24
Shaikh, Naheeda	Ft. Couch	Nutrition Center General Worker	PT	Substitute	Substitute	09-16-24
Schott, Courtney	Eisenhower	.5 Elementary Teacher	LTS	1.0 Elementary Teacher (A. Seelye LTS)	LTS	08-13-24 through 09-16-24
Schott, Courtney	Eisenhower	1.0 Elementary Teacher (A. Seelye-LTS)	LTS	1.0 Elementary Teacher (TPE)	FT	09-17-24
Serakowski, Evan	Eisenhower	1.0 Elementary Teacher (A. Seelye-per-diem)	Substitute	.5 Elementary Teacher (LTS)	LTS	08-14-24 through LDTR
Stupar, Amy	Boyce	Substitute Teacher Aide	Substitute	1.0 Teacher Aide	FT	09-17-24
Tipton, Alexandra	Baker	1.0 Elementary Teacher (TPE)	FT	1.0 Elementary Teacher (PE)	FT	08-18-24

REAPPOINTMENT

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Bala, Rama	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Beitler, Richard	High School	TeraBridges Parent Coach	Volunteer	2024-2025 School Year
Beitler, Sarah	High School	TeraBridges Parent Coach	Volunteer	2024-2025 School Year
Berlin, Sarah	High School	Assistant Coach: High School Girls Field Hockey	Volunteer	8-12-24 through 10-25-24
Caplan, Jacob	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Chen, Candi	High School	ROGO Parent Coach	Volunteer	2024-2025 School Year
Clark, Kevin	Boyce	DEER VALLEY Coordinator	ECA	2024-2025 School Year

Ghimire, Raghu	High School	ROGO Parent Mentor	Volunteer	2024-2025 School Year
Ghimire, Sharda	High School	ROGO Parent Mentor	Volunteer	2024-2025 School Year
Gracie, Luke	High School	USC Dynamics Parent Coach	Volunteer	2024-2025 School Year
Gremba, Justin	Boyce	DEER VALLEY Assistant Coordinator (.50	ECA	2024-2025 School Year
Heitman, Kathryn	Substitute	Substitute Nurse	Substitute	08-01-24
Henderson, Matthew	Boyce	1:1 MS Learning Initiative Facilitator	ECA	07-01-24 through 06-30-24
Henderson, Yoshi	High School	USC Dynamics Parent Coach	Volunteer	2024-2025 School Year
Hirpara (Patel), Nimisha	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Kakkad, Pinakin	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Katru, Rathnakar	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Kovacs, Lisa	High School	ROGO Parent Coach	Volunteer	2024-2025 School Year
Kovacs, John	High School	ROGO Parent Mentor	Volunteer	2024-2025 School Year
Kyle, Erin	Boyce	Student Council Co-Sponsor	ECA	2024-2025 School Year
Mosler, Jodi	Boyce	DEER VALLEY Coordinator	ECA	2024-2025 School Year
Moriarty, Michael	High School	BotsBurgh Parent Coach	Volunteer	2024-2025 School Year
Mukherjee, Siddhartha	High School	BotsBurgh Volunteer Parent	ECA	2024-2025 School Year
Muthukumar, Nirmal Kumar	High School	USC Dynamics Parent Coach	Volunteer	2024-2025 School Year
Nulwala, Batool	High School	BotsBurgh Parent Coach	Volunteer	2024-2025 School Year
Nulwala, Hunaid	High School	BotsBurgh Parent Coach	Volunteer	2024-2025 School Year
Parmar, Navin	High School	TeraBridges Parent Mentor	Volunteer	2024-2025 School Year
Pascarella, Kelly	Boyce	Robotics Substitute Coach	Volunteer	2024-2025 School Year
Rathore, Sanjay	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Ressler, Michael	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Rovner, Vyacheslav (Slava)	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Sattuluri, Sushma	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Seal, Jacob	High School	ROGO Parent Coach	Volunteer	2024-2025 School Year
Singh, Amrit	High School	ROGO Parent Coach	Volunteer	2024-2025 School Year
Sundaram, Meenakshi	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Vijaywargiya, Ashish	Boyce/Fort Couch	FLL Parent Coach	Volunteer	2024-2025 School Year
Wakefield, Susan	High School	ROGO Parent Coach	Volunteer	2024-2025 School Year

RETIREMENT

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Marshall, Robert	Bus Garage	Bus Driver	Part Time	09-20-24
Paga, Deborah	Bus Garage	Bus Driver	Part Time	01-02-25

RESIGNATION

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Aguglia, William	High School	Head Coach: High School Girls Softball	ECA	09-16-24
Bond, Brianna	Substitute	Substitute Teacher (certified)	Substitute	09-27-24
Brosius, Kayleigh	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Capers, Wayne	High School	Assistant Coach: High School Football	ECA	08-01-24
Carter, Lee	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Cecere, Denise	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Cokguler, Dilek	Fort Couch	Nutrition Center General Worker	PT	08-13-24
Cushy, Iene	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Devenney, Rachel	Sustitute	Substitute Teacher	Substitute	09-16-24
Fera, Michael	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Geffrey, Eileen	High School	Nutrition Center General Worker	PT	08-12-24
Haerr, Hayden	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Hertzog, John	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Howard, Jacob	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Janz, Alice	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Jooste, Cole	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Lucas, Brayden	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Nassar, Katelyn	Substitute	Substitute Teacher (certified)	Substitute	08-19-24
Ortenzo, Dominic	Substitute	Substitute Teacher	Substitute	08-29-24
O'Rourke, Lauren	Streams	1.0 Teacher Aide	FT	08-13-24
Pinarski, Alexander	Substitute	Substitute Teacher Aide	Substitute	08-25-24
Reimer, Tyler	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Ritchie, Calvin	Substitute	Summer Substitute Custodian	Substitute	08-19-24

Sabolick, Beth	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Schaffer, Aiden	Substitute	Summer Substitute Custodian	Substitute	08-19-24
Schmitt, Mary	Substitute	Substitute Teacher (certified)	Substitute	08-01-24
Schuster, Dominique	High School	Head Coach: High School Cheer	ECA	08-01-24
Shultz, Thomas	Substitute	Summer Substitute Custodian	Substitute	08-20-24
Seelye, Alexa	Eisenhower	1.0 Elementary Teacher	FT	08-12-24
Waggner, Noah	Substitute	Summer Substitute Custodian	Substitute	08-19-24

OTHER

EE #2004 - Approval of Paid Administrative Leave effective 09-06-24

EE #5118 - Change SSWCN Leave dates FROM Beginning 06-11-24 TO 06-11-24 through 09-06-24

INFORMATION ONLY

Bossart, Jena- Change Assignment FROM .2 High School /.8 Eisenhower TO 1.0 Eisenhower ESL Teacher

Cackovic, Blaise - Change Assignment FROM .6 High School Tech Ed /.4 High School Physics TO .8 High School Physics /.2 High School Tech Ed

Jasper, Miranda - Change Assignment FROM 1.0 High School Consumer Science TO .5 High School Consumer Science /.5 High School Phys Ed

Khila, Abdel - Change Assignment FROM 1.0 Boyce ESL Teacher TO .6 Boyce ESL Teacher /.4 Boyce French Teacher

Mellinger, Matthew - Change Assignment FROM 1.0 Streams Phys Ed Teacher TO .95 Streams Phys Ed Teacher /.05 Eisenhower Phys Ed Teacher

Milk, Sarah - Change Assignment FROM .9 Streams ESL Teacher/.1 Boyce ESL Teacher TO 1.0 Streams ESL Teacher

Seelye, Alexa - (Eisenhower - 1.0 Elementary Teacher) rescind Pesonal Leave of Absence 08-14-24 through 09-17-24 due to resignation

Nicholson, Gabriella - (Streams - 1.0 Spec Ed Teacher) Change Personal Leave of Absence FROM 05-28-2024 through 09-06-24 TO 05-28-24 through 10-04-24

Rodgers, Scott - (High School - 1.0 Custodian) Change Personal Leave of Absence from Beginning 06-21-24 TO 06-21-24 through 07-26-24

Levine, Stephen - (Ft. Couch - 1.0 Social Studies Teacher) Change Personal Leave of Absence FROM Beginning 05-20-24 TO 05-20-24 through 06-07-24

Vavrek, Kaitlin - Change Assignment FROM 1.0 Eisenhower Elementary Teacher to .5 Streams Elementary Teacher / .5 Baker Elementary Teacher

Weaver, Kristen - Change Assignment FROM .8 Ft. Couch German / .2 High School German TO .8 Ft. Couch German/.2 Boyce German



Book Policy Manual

Section 100 Programs

Title Discrimination/Title IX Sexual Harassment Affecting Students Code 103

Status: Revised First Reading: September 16, 2024

Legal

[1. 22 PA Code 12.1](#)

[2. 22 PA Code 12.4](#)

[3. 22 PA Code 15.1 et seq](#)

[4. 22 PA Code 4.4](#)

[5. 24 P.S. 1301](#)

[6. 24 P.S. 1310](#)

[7. 24 P.S. 1601-C et seq](#)

[8. 24 P.S. 5004](#)

[9. 43 P.S. 951 et seq](#)

[10. 20 U.S.C. 1681 et seq](#)

[11. 16 PA Code 41.201 et seq](#)

[12. 29 U.S.C. 794](#)

[13. 42 U.S.C. 12101 et seq](#)

[14. 42 U.S.C. 1981 et seq](#)

[15. 42 U.S.C. 2000d et seq](#)

[16. U.S. Const. Amend. XIV, Equal Protection Clause](#)

[17. Pol. 103.1](#)

[18. Pol. 113.1](#)

[19. Pol. 218](#)

[20. Pol. 233](#)

[21. Pol. 317](#)

[22. Pol. 806](#)

[23. Pol. 113.2](#)

[24. Pol. 113.3](#)

[25. Pol. 218.3](#)

[26. 24 P.S. 1318.1](#)

[27. 20 U.S.C. 1232g](#)

[28. 16 PA Code 41.201 et seq](#)

[29. Reserved](#)

[30. Reserved](#)

[31. 34 CFR Part 99](#)

[32. Reserved](#)

[33. Pol. 113](#)

[34. 34 U.S.C. 12291](#)

[35. 20 U.S.C. 1092](#)

[36. Reserved](#)

[37. Pol. 150](#)

[38. Pol. 317.1](#)

[39. 18 Pa. C.S.A. 2709](#)

[40. 20 U.S.C. 1400 et seq](#)

[41. 28 CFR Part 41](#)

[42. 28 CFR Part 35](#)

[43. 34 CFR Part 100](#)

[44. 34 CFR Part 104](#)

[45. 34 CFR Part 110](#)

[46. U.S. Const. Amend. I](#)

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis **of a protected classification, including** race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]\[11\]\[12\]\[13\]\[14\]\[15\]\[16\]\[17\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting **sex-based discrimination and** sexual harassment, ~~which is a form of unlawful discrimination on the basis of sex~~. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students **admission**, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX **sex-based discrimination or sexual** harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures. [\[18\]\[19\]\[20\]\[21\]](#)

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and ~~related attachments-~~ **procedures** be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, **other harassment**, discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.^[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant **attachments procedures** followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

~~The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 1 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 2, or other Board policies.~~

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance **procedures** ~~process for formal complaints outlined in Attachment 2~~. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance **procedures** ~~process for formal complaints~~.

When an emergency removal, as described in **the grievance procedures**~~Attachment 2~~, is warranted

to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable. **The district shall provide the respondent with notice and an opportunity to challenge the emergency removal immediately following the removal.** [\[18\]](#)[\[20\]](#)[\[23\]](#)[\[24\]](#)

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance **procedures** ~~process for formal complaints~~. Following the issuance of the ~~written~~ determination and any applicable appeal, any disciplinary action specified in the ~~written~~ determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable. [\[18\]](#)[\[19\]](#)[\[20\]](#)[\[23\]](#)

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.[\[25\]](#)[\[26\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, **Board this policy and procedures, the attachments** and the district's legal and investigative obligations **to carry out the grievance procedures.**[\[27\]](#)[\[31\]](#)

Retaliation

The Board prohibits retaliation, **including peer retaliation between students**, by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
 2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
 3. Acting in opposition to practices the person reasonably believes to be discriminatory.
- The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complaint shall mean a verbal or written request to the district that objectively can be understood as a request to investigate and make a determination about alleged discrimination.

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Retaliation shall mean intimidation, threats, coercion or discrimination against any person by the district, a student, employee or other person authorized to provide a district aid, benefit or service, for the purpose of interfering with any right or privilege under applicable law or Board policy, or because the person has reported information, made a complaint,

testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing, including an informal resolution process or any other actions taken by the district in accordance with applicable law and this policy and procedures. This term shall not include the district requiring an employee or other individual providing a district aid, benefit or service to participate or assist with an investigation, proceeding or hearing in accordance with applicable law and this policy.

Pregnancy or related conditions, as defined in state/federal law, shall mean [28]:

- 1. Pregnancy, childbirth, termination of pregnancy, or lactation;**
- 2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, lactation; or**
- 3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation or related medical conditions.**

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification **as defined by state/federal law** including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

~~**Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[32]**~~

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a **formal** complaint ~~or where no formal complaint has been filed.~~

Supportive measures shall be designed to restore or preserve equal access to the educational program

or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in **class, extracurricular or other activities**, work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.[17][18][23][24][33]

Title IX sex-based harassment or discrimination means conduct on the basis of sex that satisfies one or more of the following:

1. ***Quid pro quo harassment*** – a district employee **or other person authorized to provide a district aid, benefit or service explicitly or impliedly** conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
2. ***Hostile environment harassment*** - unwelcome **sex-based** conduct **that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from a district education program or activity. Determination of whether a hostile environment has been created is a fact-specific inquiry that includes consideration of factors, including but not limited to:**
 - a. **The degree to which the conduct affected the complainant's ability to access the district's education program or activity;**
 - b. **The type, frequency and duration of the conduct;**
 - c. **The complainant's and respondent's ages, roles in the district education program or activity, previous interactions and other relevant factors;**
 - d. **The location and context in which the conduct occurred; and**
 - e. **Other sex-based harassment in the district's education program or activity.**
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of

such a relationship is determined by the following factors:[34]

- i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
- b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[34]
- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[35]
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[34]
- i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Pupil Services as the district's Compliance Officer/Title IX Coordinator for students.

Address:

1775 McLaughlin Run Road
Pittsburgh, PA 15241

Email:

lmadia@uscscd.k12.pa.us
mharkleroad@uscscd.k12.pa.us

Phone Number:

(412) 833-1600 Ext. 2214

The Compliance Officer/ Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures, **to monitor and address barriers to reporting**, and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate **conduct which may constitute discrimination or harassment** ~~problems of discrimination.~~
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[37]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

All school employees shall receive training required by law and consistent with their position within the district.

~~The Compliance Officer and Title IX Coordinator, investigator(s), decision maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:~~

- ~~1. Definition of sexual harassment.~~
- ~~2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.~~
- ~~3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.~~
- ~~4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.~~
- ~~5. Use of relevant technology.~~
- ~~6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.~~
- ~~7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.~~
- ~~8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy. All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.~~

~~All training materials shall be posted on the district's website.~~

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to: [\[18\]](#)[\[19\]](#)[\[20\]](#)

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored **and extracurricular** activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[\[21\]](#)[\[38\]](#)

Reports of Discrimination

~~Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 1 to this policy.~~

Reports of Title IX Sexual Harassment

~~Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 2 to this policy.~~

Handling of Reports

All reports of discrimination or Title IX sex-based discrimination or harassment shall be handled in accordance with the Grievance Procedures attached to this policy or other applicable process for complaints occurring prior to the adoption of this policy.

Revised Proposed: September 16, 2024

Revised Adopted: August 9, 2023 (ratified)

Revised Adopted: February 22, 2021

Adopted: October 12, 2020

Section	600 Finances
Title	Investment of District Funds
Policy	609
Status	Revised First Reading: September 16, 2024 From PSBA
Legal	1. 24 P.S. 440.1 2. 24 P.S. 621 3. 24 P.S. 622 4. 24 P.S. 623 5. 53 P.S. 5406 6. 53 P.S. 5410.1 7. 24 P.S. 624 8. 72 P.S. 3836-1 9. 24 P.S. 521 10. 53 Pa. C.S.A. 2301 et seq 11. 24 P.S. 511 12. Pol. 618 13. 72 P.S. 3836-1 et seq 14. Pol. 608 15. 17 CFR Part 270 15. 17 CFR Part 270 16. 53 Pa. C.S.A. 8001 et seq 17. Pol. 619 18. 65 Pa. C.S.A. 1101 et seq

Purpose

It shall be the policy of the Board to optimize its return through investment of cash balances in such a way as to minimize non-invested balances and to maximize return on investments.

The primary objective of investment activities, in priority order, shall be:

Legality – All investments shall be made in accordance with applicable laws of Pennsylvania.

Safety – Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be ensured through the mitigation of credit risk and interest rate risk.

Liquidity – Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands.

Yield – Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

Authority

All investments of the School District made by the Board Secretary, Board Treasurer or Director of Finance, as approved by the Superintendent of the District, shall be made in accordance with this policy and a Board-approved investment program.

[1][2][3][4][5][6][7]

Definitions

Act 10 Permissible Investments – Any type of investment permitted under Act 10 of March 25, 2016, (53 P.S. Sec. 5406, 5410.1) that is not among the types of investments permitted under Section 440.1 of the Public School Code of 1949, Act of March 10, 1949, (P.L. 30, No. 14) as last amended by the Act of June 30, 1995, (P.L. 220, No. 26).[1][5][6]

School Code Permissible Investments – Any investment permitted under Section 440.1 of the Public School Code of 1949, Act of March 10, 1949, (P.L. 30, No. 14) as last amended by the Act of June 30, 1995, (P.L. 220, No. 26).[1]

Short-term – any period thirteen (13) months or less.

Long-term – any period exceeding forty-eight (48) months' duration.

Mid-range – any period between short-term and long term.

Bankers' acceptances – Bankers' acceptances generally are created based on a letter of credit issued in a foreign trade transaction. Bankers' acceptances are short-term, non-interest-bearing notes sold at a discount and redeemed by the accepting banks at maturity for face value.

Collateral – Security pledged by a financial institution to a governmental entity for its deposit. [8]

Commercial paper – An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most is sold with maturities of up to thirty (30) days. Almost all commercial paper is rated as credit risk by rating services.

Concentration of credit risk – the risk associated with the consolidation of investments in a single pool, institution, or instrument.

Counterparty – Another party to a transaction. In the case of deposits and investments made by governmental entities, a counterparty could be the issuer of a security, a financial institution holding a deposit, a broker-dealer selling securities, or a third party holding securities or collateral.

Credit risk – the risk of loss of principal due to the failure of the security issue or backer of the issue. **Overall credit risk can be associated with the issuer of a security, with a financial institution holding deposits, or with a party holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one (1) investment type or with any one (1) counterparty.**

Custodial credit risk – ~~the risk of loss associated with consolidation of investments with a single institution where the District may rely on the institution to hold investments on behalf of the District or through collateral action when the instruments are not in the District name.~~ **The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.**

Foreign currency risk – The risk that changes in exchange rates will adversely affect the fair value of an investment or a deposit. Investments depending on substantial overseas activities or markets may present related foreign currency risk.

Interest rate risk – ~~the risk that the market value of securities will fall due to changes in general interest rates.~~ **The risk that changes in interest rates will adversely affect the fair value of an investment.**

Issuer – The entity that has the authority to distribute a security or other investment. A bond issuer is the entity that is legally obligated to make principal and interest payments to bondholders. In the case of mutual funds, external investment pools, and other pooled investments, issuer refers to the entity invested in, not the investment company- manager or pool sponsor.

Investment plan – The school district's specifically enumerated investment

strategy approved annually by the Board.

Local Government Investment Pool (LGIP) – An investment trust or pool organized by groups of political subdivisions or municipal authorities pursuant to Section 521 of the Public School Code of 1949, or pursuant to the Intergovernmental Cooperation Law, 53 Pa. C.S.A. Sec. 2301 et seq., for the purpose of investing funds of such political subdivisions or municipal authorities for their exclusive benefit and in accordance with the laws governing their permissible investments. LGIPs include, but are not limited to, the Pennsylvania School District Liquid Asset Fund (PSDLAF), the Pennsylvania Local Government Investment Trust (PLGIT), and for purposes of this policy, the PA INVEST program operated by the Pennsylvania Treasury Department.[9] [10]

Market risk – The risk that the market value of an investment, collateral protecting a deposit, or securities underlying a repurchase agreement will decline. Market risk is affected by the length to maturity of a security, the need to liquidate a security before maturity, the extent that collateral exceeds the amount invested, and the frequency at which the amount of collateral is adjusted for changing market values.

Repurchase agreement –

- a. An agreement in which a governmental entity (buyer-lender) transfers cash to a broker dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities.**
- b. A generic term for an agreement in which a governmental entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities (as in definition (a) above) or for different securities.**

Weighted average maturity – A weighted average maturity measure expresses investment time horizons—the time when investments become due and payable—in years or months, weighted to reflect the dollar size of individual investments within an investment type.

~~Investment program—the specifically enumerated and Board-approved investment strategy.~~

Delegation of Responsibility

~~The Board shall delegate to the Board Secretary, Board Treasurer or the Director of Finance the responsibility to manage the District's investment program, in accordance with written, Board-approved procedures for operation of the investment program.~~

~~An annual review of the investment program shall be prepared by the designated individual(s), based upon the anticipated cash flow of all District funds, i.e. general, capital reserve, bond, etc.~~

The Director of Business & Finance shall serve as the Investment Officer, who shall implement the school district's investment program in accordance with this policy, related procedures, applicable laws and the annual investment plan approved by the Board.

The Investment plan shall include only investments that are permitted by Pennsylvania School Code and this policy. [1]

The plan may provide for moneys from more than one (1) fund under school district control for the purchase of any single investment, provided that each of the funds combined for the purpose shall be accounted for separately in all respects and that the earnings from the investment are separately and individually computed and recorded, and credited to the accounts from which the investment was purchased.

The plan shall not encompass the investment of any student activity or class-related funds separately managed pursuant to School Code Section 511.[11][12]

The designated individual responsible for investments shall report monthly to the Board the following:

1. Amount of funds invested.
2. Interest earned and received to date.
3. Types and amounts of each investment and the interest rate on each.
4. Names of the institutions where investments are placed.
5. Current market value of the funds invested.
6. Other information as requested by the Board.

~~The Board directs the Superintendent to have developed written procedures that will ensure compliance with this policy. Such procedures shall include a disclosure form for designated individuals involved in the investment process and/or required written statements for advisors and bidders.~~

Guidelines

Investments permitted by this policy are those defined in **law and enumerated in this policy** ~~Section 440.1 of the School Code~~, as amended, which are collateralized in accordance with applicable laws.

~~All securities shall be purchased in the name of the School District, and custody of the securities shall be specified within the District's investment program.~~

~~An exception to purchases in the name of the School District is permitted for the purchase of shares of an investment company that is or conducts business voluntarily in compliance with SEC section 2a7.~~

~~All investment advisors or bidders shall verify in writing that they have received a copy of this policy. Such written statement shall indicate that they have read and understand this policy and all applicable statutes related to School District investments, along with their intent to comply fully with these requirements.~~

~~The District shall require all investment advisors/bidders to submit annually any or all of the following, as appropriate:~~

- ~~_____ (1) Audited financial statements.~~
- ~~_____ (2) Proof of National Association of Securities Dealers (NASD) certification.~~
- ~~_____ (3) Proof of state registration.~~
- ~~_____ (4) Provide annually the rating from a recognized rating agency.~~
- ~~_____ (4) Other information as may reasonably be requested.~~

~~_____ Disclosure~~

~~_____ Designated officers and employees involved in the District's investment process shall disclose any personal business activity that could conflict with the proper execution and management of the investment program or could impair their ability to make impartial decisions.~~

~~_____ Audit~~

~~_____ The Board directs that all investment records be subject to annual audit by the District's independent auditors. The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.~~

~~_____ It shall be the responsibility of the investment advisor and/or bidder to maintain necessary documents to permit independent audit of the District's investments.~~

~~_____ Bond Proceeds~~

~~Bond proceeds shall be invested in accordance with the Local Government Unit Debt Act and applicable federal and state laws, subject to approval by the solicitor and/or bond counsel and the School Board.~~

~~Investment transactions arising from bond proceeds shall be reported monthly to the Board, in accordance with this policy.~~

~~_____ Compliance with GAAP~~

~~The following is intended to guide District investments as limited by Section 440.1 of the School Code.~~

~~The District funds shall not be invested in foreign currency and shall have no related risk that would require disclosure pursuant to GASB Statement 40.~~

~~The District investments shall limit the exposure to loss of principal due to market changes in interest rates. To accomplish this, investments of this nature shall be limited to not more than ten percent (10%) of District funds available for investment on any single date.~~

~~District investments in authorized instruments that are not backed by the "full faith and credit" of the federal or state governments shall be limited to those with the highest credit rating available for such instruments where the rating is issued by a recognized organization that routinely issues such ratings. If, after purchase, the rating of any instrument is reduced and no longer in compliance with this policy, the individual responsible for District investments shall replace the investment immediately upon receipt of notice of the rating change and notify the Board of the rating change, action taken and replacement investment.~~

~~When District funds are invested in any one issuer other than designated depository accounts, the amount of the investment shall be limited to ten percent (10%) of total funds available for investment.~~

~~For purposes of interest rate disclosure in the annual financial report, the method of determining interest rate risk shall be based on weighted average maturity.~~

School Code Permissible Investments

- 1. United States Treasury bills.**
- 2. Short-term obligations of the United States Government or its agencies or instrumentalities.**
- 3. Deposits in savings accounts or time deposits or share accounts of institutions insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) or the National Credit Union Share Insurance Fund (NCUSIF) to the extent that such accounts are so insured, and, for any amounts above the insured maximum, provided that approved collateral as provided by law therefore shall be pledged by the depository.**
- 4. Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the Commonwealth, or of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.**

5. Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1 et seq.), whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.). Provided, that the following are met:[15]

- a. The only investments of that company are in the authorized investments for school district funds listed in items 1 through 4 above and repurchase agreements fully collateralized by such investments.**
- b. The investment company is managed so as to maintain its shares at a constant net asset value in accordance with 17 CFR Sec. 270 2a-7 (relating to money market funds).**
- c. The investment company is rated in the highest category by a nationally recognized statistical rating organization.**

6. Local Government Investment Pools (LGIPs) as defined in this policy.

7. Repurchase agreements with respect to U.S. Treasury bills or obligations, participations or other instruments of or guaranteed by the U.S. or any federal agency, instrumentality or U.S. government-sponsored enterprise.

Act 10 Permissible Investments

Investment options 2 and 3 may not be purchased directly by the District but can be held indirectly in Local Government Investment Pools (LGIPs) as defined in this policy.

- 1. Obligations, participations or other instruments of any federal agency, instrumentality or U.S. government-sponsored enterprise if the debt obligations are rated at least "A" or its equivalent by at least two (2) nationally recognized statistical ratings organizations.**
- 2. Commercial paper issued by corporations or other business entities organized in accordance with federal or state law, with a maturity not to exceed 270 days, if the issuing corporation or business entity is rated in the top short-term category by at least two (2) nationally recognized statistical ratings organizations.**
- 3. Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances, if the bankers' acceptances do not exceed 180 days maturity and the accepting bank is rated in the top short-term category by at least two (2) nationally recognized statistical ratings**

organizations.

4. Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1et seq.) whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.), if all of the following conditions are met:

- a. The investments of the company are the authorized investments under 53 P.S. §5410.1, subsection (a) (Act 10, Section 1.1(a)).**
- b. The investment company is managed in accordance with 17 CFR Sec. 270.2a-7 (relating to money market funds).**
- c. The investment company is rated in the highest category by a nationally recognized rating agency.**

[Legal Note: Investment options listed in Act 10 also include certain *negotiable certificates of deposit* satisfying specified conditions. This investment is omitted here, where it would otherwise appear in this policy, due to the collateralization requirements of School Code sections 440.1, 622 and 623, which Act 10 did not displace or supersede. Because negotiable certificates of deposit do not exist in the current investment market in a collateralized form that would satisfy School Code requirements, they are not an investment lawfully available to school districts at this time, notwithstanding Act 10. If in the future there has been corrective legislation, or a final judicial or other ruling having the force of law concluding that school districts may invest in uncollateralized negotiable certificates of deposit despite School Code collateral requirements, this policy will be updated to include such investments among Act 10 permissible investments.]

Investment Allocation Restrictions

<u>Security Type</u>	<u>Maximum Allocation (at time of purchase)</u>	<u>Maximum Issuer (at time of purchase)</u>
<u>U.S. Government Securities</u>	<u>100%</u>	<u>N/A</u>
<u>U.S. Government Agencies & Instruments</u>	<u>100%</u>	<u>50%</u>
<u>Bank Deposits & Certificates of Deposit (non-negotiable)</u>	<u>100%</u>	<u>30%</u>
<u>G.O. Pennsylvania Municipal Bonds</u>	<u>30%</u>	<u>10%</u>
<u>Repurchase Agreements</u>	<u>50%</u>	<u>50%</u>
<u>SEC-Registered Money Market Funds</u>	<u>100%</u>	<u>N/A</u>
<u>Local Government Investment Pools</u>	<u>100%</u>	<u>N/A</u>

Management of Investments and Collateral

All securities or other investments in which the school district invests or that collateralize school district investments shall be managed as provided in this policy and in the school district's investment plan annually approved by the Board.[1]

The plan shall require that securities purchased as investments be purchased in the name of the school district and held in custody for the benefit of the school district as provided in the investment plan and authorized custodian agreements. The plan may make exceptions to such requirements for investments in LGIPs as defined in this policy, or for the purchase of shares of an investment company.

If, after purchase, the rating of any instrument is reduced and no longer in compliance with Board policy, the Investment Officer for the District investments shall replace the investment immediately upon receipt of notice of the rating change and notify the Board of the rating change, action taken and replacement investment.

The foregoing rating change related requirement(s) do(es) not apply to investments in LGIPs as defined in this policy.

For purposes of interest rate disclosure in the annual financial report, the method of determining interest rate risk shall be based on weighted average maturity.

Foreign Currency and Related Risk

District funds shall not be invested in foreign currency. To the extent other permissible investments are exposed to related foreign currency risk, they shall be disclosed as required by GASB Statement 40.

Bond Proceeds

Investment of bond proceeds shall be managed and reported to the Board in accordance with the Local Government Unit Debt Act, this policy, and applicable federal and state laws.[16]

Protection of Savings Accounts, Time Deposits, Share Accounts or Other Depository Balances in Excess of FDIC Insurance Limits

When district cash is deposited in any savings account, time deposit, share account or other authorized depository account other than a Local Government Investment Pool (LGIP), if the cash balance exceeds FDIC insurance limits, district funds shall be collateralized in one or more of the following ways:[1][13]

- 1. An Irrevocable Letter of Credit (LOC) issued by a Federal Home Loan Bank (FHLB).**
- 2. Tri-Party Collateral in the name of the school district consisting of the following underlying securities only:**
 - a. U.S. Treasury Securities.**
 - b. Obligations, participations or other instruments of any federal agency, instrumentality or U.S. government-sponsored enterprise if the debt obligations are rated at least "A" or its equivalent by at least two (2) nationally recognized statistical ratings organizations.**

3. Assets pledged as collateral in accordance with the act of August 6, 1971, (P.L. 281, No.72), 72 P.S. Sec. 3836-1 et seq. (relating to pledges of assets to secure deposits of public funds, whether or not pooled).[13]

It shall be the responsibility of the Investment Officer to verify with the depository the value of the collateral instrument(s) based on the instrument being "marked to market." This valuation shall occur at least monthly.

Following a review of valuation, the Investment Officer may request an additional review by the district's investment advisors or financial consultant, and shall require additional collateral if the existing collateral has declined in value and exposes the district to potential loss of principal. The status of the valuation review and any additional collateral shall be included in the periodic reports to the Board regarding the investment program.

Reporting Requirement for Local Government Investment Pools (LGIPs)

Local Government Investment Pools (LGIPs) pool the resources of participating government entities and invest in various securities as permitted under state law, so that participating governments can benefit from economies of scale, professional fund management and other advantages.

Recognizing that LGIPs invest directly in permissible securities on behalf of the participating government entities, which in turn have proportional ownership rights in those securities, district investments in a LGIP shall not be subject to the collateral requirements of this policy, provided that the LGIP:

- 1. Makes available to participants daily and monthly statements, and other information from which the status of the investments can be verified; and**
- 2. Provides an audited annual financial report to each participating government entity.**

Further Risk Mitigation for Act 10 Permissible

Investments

Recognizing that Act 10 of 2016 expanded the range of permissible investments to include investments with the potential to expose the school district to elevated levels of credit risk and other investment risks, the Board directs that any investment plan or investment recommendations proposed by the Investment Officer take into account, implement and highlight the following factors and precautions with respect to Act 10 Permissible Investments:

1. A significantly more thorough level of due diligence is required.
2. In addition to verification of rating by a nationally recognized statistical rating organization and other due diligence requirements, the investigation of Act 10 Permissible Investments shall include ensuring that there is an independent credit review (a qualified financial services organization with an active and recognized credit analysis team is also monitoring the issuer, in addition to the nationally recognized statistical rating organization(s)).

The Board directs that all investment records be subject to annual audit by the district's independent auditors.[17]

The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.

Conflict of Interest Avoidance and Disclosure

The Investment Officer and any other District employee performing functions related to the investment program shall disclose in writing to the Board any material conflict of interest or material potential conflict of interest which exists because of personal relationships or personal business activity between the Investment Officer or other employees and any depository institution, broker, dealer, investment advisor, or other investment provider or ZZZZprofessional serving the

district. The Investment Officer or other employees shall refrain from any personal business activity that could impair ability to make impartial decisions in managing the annual investment plan.[18]

All depository institutions, repurchase agreement providers, brokers, and investment advisors and managers shall disclose in writing to the district: (1) any fees or other compensation paid to or received from a third party with respect to any district investment; and (2) any ownership of or by a parent corporation which owns any other depository institution, broker, dealer, investment advisor, or other investment provider or professional which does business with the district.

All investment advisors shall verify in writing that they have received and reviewed a copy of this Board policy and agree to comply with this policy and all applicable laws related to school district investments.

Revised Adoption:

Adoption: October 25, 2021



Book	Policy Manual
Section	100 Programs
Title	Discrimination/Harassment Affecting Staff
Code	104
Status	Second Reading and Adoption: September 16, 2024

Authority

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, **religious** creed, religion, sex, sexual orientation, **sex/gender identity**, ancestry, national origin, marital status, genetic information, handicap/disability or pregnancy, **childbirth or pregnancy-related medical conditions**. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, **as well as pregnancy, childbirth and pregnancy-related medical conditions**, consistent with the requirements of federal and state laws and regulations.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]\[11\]\[12\]\[13\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting **sex-based discrimination and** harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the **Office** for Civil Rights of the U.S. Department of Education, or both.

Definitions

General Definitions

Complaint shall mean an oral or written request to the district that objectively can be understood as a request to investigate and make a determination about alleged discrimination.[\[14\]](#)

Complainant shall mean an individual who is alleged to have been subject to conduct that could constitute discrimination in accordance with law and this policy.[\[14\]](#)

Pregnancy, childbirth and pregnancy-related medical conditions, as defined in federal law, refers to the pregnancy or childbirth of the specific employee and includes, but is not limited to, current pregnancy; past pregnancy or recovery; termination of pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment and the use of contraception); labor; childbirth; and lactation. Related medical conditions are medical conditions relating to the pregnancy, termination of pregnancy, childbirth or lactation of the specific employee.[\[14\]\[15\]](#)

Pregnancy, as defined in state law, shall include the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy.[\[16\]](#)
Respondent shall mean a person who is alleged to have violated the district’s prohibition

on discrimination in accordance with applicable law and this policy.[\[14\]](#)

Retaliation shall mean intimidation, threats, coercion or discrimination against any person by the district, a student, employee or other person authorized to provide a district aid, benefit or service, for the purpose of interfering with any right or privilege under applicable law or Board policy, or because the person has reported information, made a complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing, including an informal resolution process or any other actions taken by the district in accordance with applicable law and this policy and procedures. This term shall not include the district requiring an employee or other individual providing a district aid, benefit or service to participate or assist with an investigation, proceeding or hearing in accordance with applicable law and this policy.[\[14\]](#)[\[17\]](#)

Discrimination **Other Than Title IX**

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, **religious** creed, religion, sex, **gender identity**, sexual orientation, genetic information, ancestry, national origin, marital status, handicap/disability, pregnancy, **childbirth or pregnancy-related conditions, or based on an individual's association with a person who has a protected classification.**

Harassment is a form of discrimination based on the protected classifications listed in this policy, **or association with an individual who has a protected classification**, consisting of **objectively and subjectively hostile** conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes **or comments**, slurs, **stereotypes**, epithets and name calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, **ostracism, misgendering or denial of access to facilities consistent with an individual's gender identity**, or other conduct that **affects a term, condition or privilege of employment**, and may be harmful or humiliating or interfere with a person's school or school-related work performance, including when: [\[9\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile or offensive working environment such that it alters the complainant's working conditions **or affects a term, condition or privilege of employment.**

Examples of harassment based on race, color, ancestry or national origin may include but not be limited to harassment regarding traits or characteristics related to an individual's name, cultural dress or diet, accent, linguistic characteristics or manner of speech, or physical characteristics, such as hairstyles or hair texture.

Harassment based on religion, religious creed, sex, pregnancy or related conditions, or handicap/disability may include harassment based on a request for or receipt of a reasonable accommodation.

Discrimination or harassment based on handicap/disability may also include harassment based on how an individual speaks, looks or moves, as well as discrimination or harassment because an individual is regarded as having an impairment, even if the individual does not have an actual disability; has a

record or history of a disability, even if the individual does not currently have a disability; or is associated with an individual who has a disability.

Religious creed includes all aspects of religious observance, practice or belief.[\[18\]](#)

Religious beliefs include:[\[16\]](#)

1. **Moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views.**
2. **The beliefs a complainant professes without regard to whether a religious group espouses these beliefs.**

Race includes all of the following:[\[16\]](#)[\[19\]](#)

1. **Ancestry, national origin or ethnic characteristics.**
2. **Interracial marriage or association.**
3. **Traits associated with race, which includes but is not limited to, hair texture and protective hairstyles, such as braids, locks and twists.**
4. **Hispanic ancestry, national origin or ethnic characteristics.**
5. **Persons of any other national origin or ancestry as specified by a complainant or in a complaint.**

Sex includes:[\[16\]](#)[\[20\]](#)

1. **Pregnancy.**
2. **Sex assigned at birth.**
3. **Gender, including a person's gender identity or gender expression. Gender identity or expression may be demonstrated by consistent and uniform assertion of the gender identity or any other evidence that the gender identity is part of a person's core identity.**
4. **Affectional or sexual orientation, including heterosexuality, homosexuality, bisexuality and asexuality.**
5. **Differences of sex development, variations of sex characteristics or other intersex characteristics.**

Definitions Related to Title IX

Title IX sex-based discrimination includes discrimination on the basis of sex as defined by law and policy.[\[14\]](#)[\[21\]](#)[\[22\]](#)

Title IX sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including:[\[14\]](#)

1. ***Quid pro quo harassment* - a district employee or other person authorized to provide a district aid, benefit or service explicitly or impliedly conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct.**
2. ***Hostile environment harassment* - unwelcome sex-based conduct that, based on the**

totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from a district education program or activity. Determination of whether a hostile environment has been created is a fact-specific inquiry that includes consideration of factors, including but not limited to:

- a. **The degree to which the conduct affected the complainant's ability to access the district's education program or activity;**
- b. **The type, frequency and duration of the conduct;**
- c. **The complainant's and respondent's ages, roles in the district education program or activity, previous interactions and other relevant factors;**
- d. **The location and context in which the conduct occurred; and**
- e. **Other sex-based harassment in the district's education program or activity.**

3. Sexual assault, dating violence, domestic violence or stalking.

- a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [\[23\]](#)
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
- b. **Domestic violence** includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [\[23\]](#)
- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. [\[24\]](#)
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either: [\[23\]](#)
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as **sex-based discrimination or** harassment under Title IX. **This includes conduct that is subject to the district's disciplinary authority. An**

education program or activity includes, but is not limited to, academic, extracurricular, research, occupational training and other education programs or activities of the district. The district is obligated to address a sex-based hostile environment in a district education program or activity, even when some conduct is outside the district's program or activity, or outside of the United States.[\[22\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, **without unreasonably burdening a complainant or respondent** and without fee or charge to the complainant or the respondent **in order to:**[\[14\]](#)
[\[26\]](#)

- 1. Restore or preserve access to the district's education program or activity, including measures designed to protect the safety of the individuals or the district's educational environment; or**
- 2. Provide support during the grievance procedures or during an informal resolution process.**

Supportive measures may include, but are not limited to:[\[26\]](#)

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. **Restrictions** on contact **applied to one or more** parties.
6. Changes in work locations **or other activities.**
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. **Training and education programs related to sex-based harassment.**
11. Assistance from domestic violence or rape crisis programs.
12. Assistance from community health resources, including counseling resources.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the[\[28\]](#)

Dr. Amy Pfender as the district's Compliance Officer/Title IX Coordinator for employees. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 1775 McLaughlin Run Road, Upper St. Clair, PA 15241

Email: apfender@uscscd.k12.pa.us

Phone Number: 412-833-1600, ext. 2062

The Compliance Officer/Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or

modifications to procedures, **to monitor and address barriers to reporting** and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:[26]

1. Review - Review of personnel **and hiring** practices and actions for discriminatory bias and compliance with laws against discrimination **and harassment**, to include monitoring and **promptly implementing** corrective measures when appropriate. **This may include, but is not limited to, changes to** written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, nonrenewal of contracts and proposed employee disciplinary actions up to and including termination; **and provision of employee benefits and services.**
2. Training - Provide training for supervisors and staff to prevent, identify and alleviate **conduct which may constitute** discrimination **or harassment.**
3. Resources - Maintain and provide information to staff on resources available to **complainants** in addition to the school complaint procedure or Title IX procedures, such as making reports to **law enforcement**, and available supportive measures such as assistance from domestic violence or rape crisis programs, and community health resources, including counseling resources.
4. Reports/**Complaints** - Monitor and provide technical assistance to individuals involved in managing **reports** and **complaints.**

Guidelines

When district programs and activities include separation on the basis of sex, in accordance with law and regulations, including but not limited to separate restroom or changing facilities, the district shall not implement such programs or activities in a manner that discriminates on the basis of sex, including an individual's gender identity.[22][29]

Violations of this policy, including acts of retaliation as defined in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures, and in accordance with applicable law and regulations.[27][30][31]

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX **sex-based discrimination and** harassment, in any district education program or activity, to be issued to all students, parents/guardians **or other legal representatives of students**, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the **name or** title, office address, phone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator. **The district's notice shall provide information on the location of the Board policy and complaint or grievance procedures, how to report information about conduct prohibited by this policy and how to file a complaint.[28]**

The Board directs that this notice be included in each staff handbook, on the district website, and in each catalog, announcement, bulletin and application form for applicants and employees. An abbreviated statement of the district's prohibition of discrimination, that individuals may report concerns to the Title IX Coordinator and location of the full notice on the district website may be published when necessary due to size or format of publications. A copy of this policy and related attachments shall

also be posted to the district's website.[28]

The Board shall engage in the interactive process with qualified employees and provide reasonable accommodations in accordance with applicable law and regulations.[11][12][32]

The district shall not require a qualified employee to take paid or unpaid leave for pregnancy, childbirth or pregnancy-related medical conditions if another reasonable accommodation can be provided to address the employee's known limitations.[33][34][35][36]

Reports of Title IX **Sex-Based Discrimination and** Harassment and Other Discrimination and Retaliation

The Board encourages employees, **applicants** and third parties who believe they or others have been subject to Title IX **sex-based discrimination and** harassment, other discrimination, **harassment** or retaliation to promptly report such incidents to the building principal or **Title IX Coordinator**. A person who is not an intended victim or target of discrimination **or harassment** but is adversely affected by the **conduct** may file a report of **sex-based** discrimination.

An employee serving in a supervisory position who suspects or is notified that a district employee may have been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Title IX Coordinator.

If the **Title IX Coordinator** is the subject of a complaint, the complainant, **building principal** or the individual making the report shall direct the report of the incident to the **Superintendent or designee**.

The complainant or the individual making the report may use the Discrimination/Harassment/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, **oral** reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building **principal** shall promptly notify the Title IX Coordinator of all reports of discrimination, **harassment**, Title IX **sex-based discrimination and** harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures **and reasonable safety concerns.[26]**

The Title IX Coordinator shall conduct an assessment to determine whether the reported **conduct meets** the definition of Title IX **sex-based discrimination or** harassment and **the appropriate procedures to address the conduct in accordance with this Board policy and procedures, or other Board policies.[26]**

If the Title IX Coordinator reasonably determines that the conduct may constitute sex based discrimination or harassment, or other discrimination or harassment, the Title IX Coordinator shall take the following steps under applicable law and regulations, this Board policy and procedures:[26]

- 1. Treat the complainant and respondent equitably.**
- 2. Offer and coordinate supportive measures, as appropriate, for the complainant and respondent.**
- 3. Notify the complainant or individual who reported the conduct of the grievance**

procedures and informal resolution process, if available and appropriate.

- 4. If a complaint is made, notify the respondent of the grievance procedures and, if applicable, the informal resolution process.**
- 5. Initiate the grievance procedures or informal resolution process, if available and appropriate.**
- 6. In the absence of a complaint or withdrawal of any or all allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint under the grievance procedures, in accordance with law, regulations and the grievance procedures.**
- 7. If initiating a complaint under the grievance procedures, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety and the safety of others, including by providing supportive measures.**
- 8. Take other prompt and effective steps to ensure that sex-based discrimination and harassment or other discrimination or harassment does not continue or recur within the district's education programs or activities.**

Disciplinary Procedures when Reports Allege Title IX **Sex-Based Discrimination or** Harassment

When a report alleges Title IX **sex-based discrimination or** harassment, disciplinary sanctions may not be imposed until the completion of the grievance **procedures**. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance **procedures**.[\[27\]](#)

Administrative Leave –

When an employee, based on an individualized safety and risk analysis, poses an **imminent and serious** threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis. **The employee will be provided with notice and provided an opportunity to challenge the emergency removal immediately following the removal.**[\[26\]](#)[\[30\]](#)

An accused, nonstudent district employee may be placed on administrative leave during the pendency of the grievance **procedures**, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX **sex-based discrimination or** harassment, shall be handled in accordance with applicable law, regulations, **Board policy and procedures**, and the district's legal and investigative obligations **to carry out the grievance procedures**.[\[17\]](#)[\[27\]](#)[\[37\]](#)[\[38\]](#)

The district shall not disclose personally identifiable information except in the following circumstances:[\[26\]](#)[\[37\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)

- 1. When the district has obtained prior written consent in accordance with law.**
- 2. When student information is disclosed to a parent/guardian as defined in Board**

policy or other authorized legal representative with the legal right to receive disclosures on behalf of the individual.

- 3. To carry out the requirements of this policy and the accompanying procedures.**
- 4. As required or permitted by applicable law or regulations or the requirements of grant funding.**

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[\[17\]](#)
[\[43\]](#)

1. Reporting or making a **complaint** of **conduct that may constitute** discrimination or retaliation, including Title IX **sex-based discrimination or** harassment.
2. Testifying, assisting, participating **in any manner** or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, **harassing**, coercing or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred. **The district shall respond to reports of retaliation by initiating the appropriate procedures in accordance with applicable law, regulations and this Board policy. Retaliation that falls under Title IX shall be addressed through the grievance procedures or, as appropriate, through the informal resolution process.**[\[17\]](#)

Title IX **Sex-Based Discrimination and** Harassment Training Requirements

The district shall provide training annually to all school employees on:[\[28\]](#)

- 1. The district's obligation to address sex-based discrimination and harassment in district education programs and activities.**
- 2. The scope of conduct that constitutes sex-based discrimination and harassment, as defined in the law and this policy.**
- 3. Staff responsibility to provide the Title IX Coordinator's contact information to students or parents/guardians and to notify the Title IX Coordinator regarding conduct that may constitute sex-based discrimination or harassment, in accordance with Board policy and procedures.**[\[41\]](#)

The Compliance Officer/Title IX Coordinator, investigators, decision-makers, or any **staff responsible to implement grievance procedures** related to Title IX **sex-based discrimination or** harassment **and any staff authorized to modify or terminate supportive measures** shall receive the following training **annually**, as required or appropriate to their specific role:[\[28\]](#)

- 1. The district's obligations under Title IX, including** definitions of **sex-based discrimination and** harassment.
- 2. The grievance procedures used to address Title IX complaints.**
- 3. How to conduct an investigation**, including examination of evidence, **interviewing witnesses, evaluating credibility**, drafting **reports and** determinations, **and** handling appeals, as applicable.

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Issues of relevance **in relation to** questions and evidence, **and the types of evidence that are impermissible regardless of relevance.**
6. How to address complaints when the alleged conduct does not qualify as Title IX **sex based discrimination or** harassment but could be addressed under another complaint process or Board policy.[30][31][44][45]

Staff designated to facilitate the informal resolution process shall receive training annually on the rules and practices associated with the informal resolution process and how to serve impartially, including by avoiding conflicts of interest and bias.[28]

The Title IX Coordinator and designees shall receive the following training annually, in addition to all other training required by Title IX and this policy:[28]

1. **Specific responsibilities of the Title IX Coordinator, in accordance with law and Board policy and procedures.**
2. **The district's recordkeeping system and requirements for recordkeeping in accordance with Title IX and Board policy and administrative regulations.[40][46]**
3. **Any other training required to coordinate the district's compliance with Title IX and other applicable laws, regulations and Board policy.**

All training materials shall be **retained for at least seven (7) years and must be made available for inspection upon request from a member of the public.[28][46][47]**

Disciplinary Consequences

An employee who violates this policy, **including a determination of sex-based harassment**, shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[30][31]

Handling of Reports

All reports of discrimination or Title IX sex-based discrimination or harassment shall be handled in accordance with the Grievance Procedures attached to this policy.

This policy is based on conduct that occurred on or after August 1, 2024. Complaints based on conduct before that date may be addressed under the version of Policy 104 and its attachments in effect on the date of the reported incident. In addition, under other circumstances, such as a court order prohibiting the application of current federal regulations to certain schools or individuals, the School District may apply the version of Policy 103/104 and its attachments in effect immediately prior to August 1, 2024. Copies of prior versions of Policy 103/104 and its attachments are available from the Title IX Coordinator(s) upon request.

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Legal

- [2. 43 P.S. 951 et seq](#)
- [3. 34 CFR Part 106](#)
- [4. 20 U.S.C. 1681 et seq](#)
- [5. 29 U.S.C. 206](#)
- [6. 29 U.S.C. 621 et seq](#)
- [7. 29 U.S.C. 794](#)
- [8. 42 U.S.C. 1981 et seq](#)
- [9. 42 U.S.C. 2000e et seq](#)
- [10. 42 U.S.C. 2000ff et seq](#)
- [11. 42 U.S.C. 12101 et seq](#)
- [12. 29 CFR Part 1636](#)
- [13. U.S. Const. Amend. XIV, Equal Protection Clause](#)
- [14. 34 CFR 106.2](#)
- [15. 29 CFR 1636.3](#)
- [16. 16 PA Code 41.204](#)
- [17. 34 CFR 106.71](#)
- [18. 16 PA Code 41.205](#)
- [19. 16 PA Code 41.207](#)
- [20. 16 PA Code 41.206](#)
- [21. 34 CFR 106.10](#)
- [22. 34 CFR 106.31](#)
- [23. 34 U.S.C. 12291](#)
- [24. 20 U.S.C. 1092](#)
- [25. 34 CFR 106.11](#)
- [26. 34 CFR 106.44](#)
- [27. 34 CFR 106.45](#)
- [28. 34 CFR 106.8](#)
- [29. 34 CFR 106.41](#)
30. Pol. 317
31. Pol. 317.1
- [32. 29 CFR 1630.1 et seq](#)
- [33. 29 CFR 1636.4](#)
34. Pol. 335
35. Pol. 336
36. Pol. 339
- [37. 20 U.S.C. 1232g](#)
- [38. 34 CFR Part 99](#)
39. Pol. 216
40. Pol. 324
41. Pol. 103

42. Pol. 113.4

[43. 29 CFR 1636.5](#)

44. Pol. 806

45. Pol. 824

46. Pol. 800

47. Pol. 801

[18 Pa. C.S.A. 2709](#)

[16 PA Code 41.201 et seq](#)

[28 CFR 35.140](#)

[28 CFR Part 41](#)

[29 CFR Parts 1600-1691](#)

[U.S. Equal Employment Opportunity Commission Questions and Answers on Religious Discrimination in the Workplace](#)

[U.S. Equal Employment Opportunity Commission \(EEOC\) Enforcement Guidance on Harassment in the Workplace \(2024\)](#)

Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)

Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)

Groff v. DeJoy, 600 U.S. 447 (2023)

Pol. 320

Pol. 815

[104 Report Form.pdf \(322 KB\)](#) [104-Discrimination Complaint Procedures.docx \(49 KB\)](#)

[104-Grievance Procedures.docx \(85 KB\)](#)



Book	Policy Manual
Section	800 Operations
Title	Opening Exercises/Moment of Silence/Flag Displays
Code	807
Status	Second Reading and Adoption: September 16, 2024

Purpose

The Board adopts this policy to ensure that all district schools comply with state and federal laws concerning flag displays, opening exercises **and the moment of silence on the anniversary of September 11**, while respecting the rights of individuals.

Authority

A United States flag shall be displayed in classrooms and on or near each school building during school hours, inclement weather and at other times determined by the Board.[\[1\]](#)

District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.[\[1\]](#)

Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.[\[1\]](#)[\[2\]](#)

The Board directs the district to annually provide, during instructional hours, a moment of silence for students and staff to observe the anniversary of September 11, 2001.[\[4\]](#)

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Legal

- [1. 24 P.S. 771](#)
- [2. 22 PA Code 12.10](#)
- [3. 24 P.S. 1516.1](#)
- [4. 24 P.S. 1555](#)



Book	Policy Manual
Section	800 Operations
Title	Use of Generative Artificial Intelligence in Education
Code	815.1
Status	NEW - Second Reading and Adoption: September 16, 2024

Purpose

The district recognizes that Generative Artificial Intelligence (Generative AI) may have the potential to enhance educational opportunities, streamline operations, and prepare students for a future that demands adaptability, critical thinking, and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support a dynamic working and learning experience.

This policy addresses guidelines for the proper management and responsible use of Generative AI in the district’s educational environment.

Authority

The Board directs that the use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), the Children’s Internet Protection Act (CIPA), the Children’s Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)[\[8\]\[9\]\[10\]\[11\]\[12\]\[13\]\[14\]\[15\]\[16\]\[17\]\[18\]\[19\]\[20\]\[21\]\[22\]\[23\]\[24\]\[25\]\[26\]\[27\]](#)

The availability of access to Generative AI tools and resources by students and staff does not imply endorsement by the district of the Generative AI tool or resource, nor does the district guarantee the accuracy of the information received from Generative AI tools or resources. The district shall not be responsible for any information that may be lost, damaged or unavailable when using a Generative AI tool or resource.

The district shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any Generative AI tool or resource. Nothing in this policy is intended to limit the district’s obligations under applicable law or regulations.

The district shall not be responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources.

Definitions

AI literacy – the ability to understand, use, and interact with AI systems effectively, efficiently and responsibly.

Artificial Intelligence (AI) – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns, and making decisions.

Generative Artificial Intelligence (Generative AI) – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio, and video data. Generative AI is the focus of this policy.

Open-source AI – AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside of the district.

Delegation of Responsibility

The district shall make every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. The effective integration of Generative AI into education requires a collaborative effort between administration, teachers, staff, students, and families.

The district shall inform staff, students, parents/guardians, and other users about this policy by posting on the district website and by other efficient methods.

Generative AI tools and resources used in district schools and programs shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards, and data security by designated administrators and curriculum leaders:[8][9][10][27][28]

The Board directs that only district-authorized Generative AI tools and resources may be used on district computers and in district schools and programs. Staff shall consult the district's list of authorized Generative AI tools and resources prior to implementation in the educational environment. Unauthorized Generative AI tools and resources may not adhere to required data privacy, monitoring, and security standards.[\[3\]](#)[\[25\]](#)[\[27\]](#)

The district will implement procedures to address student safety measures and to determine whether Generative AI tools and resources are being used for purposes prohibited by law or Board policy, including attempting to access sexually explicit materials.[\[2\]](#)[\[25\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[33\]](#)

Guidelines

AI Literacy

Staff –

The district shall provide staff with professional development opportunities addressing the effective and safe integration of Generative AI to enhance teaching and learning. Professional development opportunities may include, but not be limited to:

1. Ethical use of Generative AI.
2. The capabilities and limitations of Generative AI.

3. Critical analysis of content produced by Generative AI.
4. How to monitor and evaluate student inputs into Generative AI systems.
5. The parameters established by the district for integrating Generative AI tools into classroom instructional design.

Beyond formal professional development opportunities, the district permits staff to explore Generative AI to discover lesson plan ideas, create templates or assessments and to generate ideas for the personalization of student learning in accordance with Board policies and administrative regulations. Generative AI tools and resources shall also be used in accordance with applicable laws, regulations, and this Board policy.

Students –

The district may provide age-appropriate instruction regarding the use of Generative AI for students, which may include, but not be limited to:

1. Establishment of expectations regarding the ethical use of Generative AI.
2. The capabilities and limitations of Generative AI.
3. Critical analysis of content produced by Generative AI.
4. How to disclose use and cite Generative AI resources.
5. The importance of not disclosing personally identifiable information when using an open source Generative AI tool or resource.

Ethical Considerations

The district shall prioritize the educational value in the use of Generative AI tools and resources and will take measures to mitigate associated risks. The district shall only authorize Generative AI systems and platforms appropriately equipped for preventing breach of personally identifiable information and addressing the district's prohibitions against discrimination, harassment, bullying, bias, and access to sexually explicit materials, or those which are harmful to minors or prohibited by Board policy.[8][9][10][20][25]

The district's technology protection measures shall be enforced during use of Generative AI on district computers and network resources.[25]

The district shall provide additional training, when needed, and address accessibility needs to provide equitable access to Generative AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students.[8][9][10][11][36]

The district prohibits the use of Generative AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion, or dismissal.[10]

The district prohibits the use of Generative AI in making final determinations on student assessments and evaluations.[8][9][11][14][37][38]

Academic Integrity –

The use of Generative AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students will be notified in advance of the parameters for use of Generative AI in assignments and assessments, as applicable.

Students and staff shall receive training and be expected to appropriately cite original sources for quotations, facts, information, statistics, dates, or the paraphrased statements of others. A Generative AI resource shall be cited when the system's generated content is quoted, paraphrased, or otherwise used in the student's work. Lack of citation to AI generated work improperly implies that the work is entirely that of the student.[16]

The Board permits the use of AI detection tools approved by the Superintendent or designee as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.

Copyright –

Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials.[\[4\]](#)[24]

AI-Generated Content Verification -

Individuals using Generative AI tools and resources have a responsibility to apply proper oversight and evaluation of generated information. Generative AI tools shall not be the sole determining factor used to make decisions related to student learning, assessment, academic integrity, or conduct. Staff and students should critically evaluate content produced by Generative AI for potential biases or inaccuracies and understand the importance of cross-referencing with trusted resources.

Evaluation and Monitoring of Generative AI

Administrators, network supervisors, and teaching staff may establish processes for ongoing evaluation and monitoring of Generative AI tools and resources used within the district and on district computers and network resources, including periodic assessments of the impact on student learning. Issues identified during the evaluation and monitoring process shall be reported to the Director of Technology and/or building principal.

Consequences for Inappropriate Use

Failure to comply with this policy or district rules regarding appropriate use of Generative AI including, but not limited to, acceptable use of computer and network resources, shall result in usage restrictions, loss of access privileges, disciplinary action, and/or referral to legal authorities. [12][16][21][25][40]

Students and staff must immediately report any violations or suspicious activity to the building principal or designee.

Users of Generative AI shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate, malicious, or willful acts.[25][\[41\]](#)

Illegal use of Generative AI; intentional modification without permission or damage to files or data belonging to others; copyright violations; and theft of services may be reported to

the appropriate legal authorities for possible prosecution.

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as permitted by law and Board policies relating to students.[12][16][25][40]

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Legal

[1. 24 P.S. 4601 et seq](#)

[2. 47 U.S.C. 254](#)

[3. 15 U.S.C. 6501 et seq](#)

[4. 17 U.S.C. 101 et seq](#)

[5. 20 U.S.C. 1232g](#)

[6. 20 U.S.C. 1400 et seq](#)

[7. 42 U.S.C. 12101 et seq](#)

8. Pol. 103

9. Pol. 103.1

10. Pol. 104

11. Pol. 113

12. Pol. 113.1

13. Pol. 113.4

14. Pol. 114

15. Pol. 216

16. Pol. 218

17. Pol. 220

18. Pol. 237

19. Pol. 247

20. Pol. 249

21. Pol. 317

22. Pol. 320

23. Pol. 324

24. Pol. 814

25. Pol. 815

26. Pol. 830

27. Pol. 830.1

28. Pol. 105

[29. 18 Pa. C.S.A.](#)

[5903](#)

[30. 18 Pa. C.S.A.](#)

[6312](#)

[31. 18 U.S.C. 2256](#)

[32. 20 U.S.C. 7131](#)

[33. 47 CFR 54.520](#)

34. Pol. 308

35. Pol. 818

36. Pol. 138

37. Pol. 113.3

38. Pol. 127

39. Pol. 111

40. Pol. 233

[41. 24 P.S. 4604](#)

[18 Pa. C.S.A.](#)

[2709](#)

[29 U.S.C. 794](#)

[28 CFR Part 35](#)

[28 CFR Part 36](#)

[34 CFR Part 99](#)

[34 CFR Part 104](#)

[34 CFR Part 300](#)

Pol. 304

Pol. 824

Memo



To: USC Board of School Directors, Dr. Rozzo & Mr. Carson
From: Dr. Lou Angelo
Date: September 4, 2024
RE: Surplus or Obsolete Equipment

The administration recommends that the Board declare the following equipment surplus and authorize the administration to sell, exchange, dispose of, or donate under the provisions in Board Policy #706.1, Sale or Disposal of Surplus Property, Equipment, Supplies, and Textbooks.

QTY	Item	Make	Model	Description
1	Blotter Machine	Mimaki	CJV30-130	Serial# M945E794 UPurchased in 2014
59	Wooden Chairs	No Markings	No Markings	Boyce Library Furniture
15	Tables	No Markings	No Markings	Boyce Library Furniture 9 - 42"x42" Square & 6 - 48" Round



Memo

Upper St. Clair School District
Unity - Success - Character

To: Dr. John Rozzo, USC Board Members

From: Scott P. Burchill *SPB*

Date: September 16, 2024

RE: FINANCIAL SUMMARY AND PRELIMINARY FINANCIAL STATEMENTS FOR THE PERIOD ENDED AUGUST 31, 2024 (PRELIMINARY AND UNAUDITED)

Financial statements for the General Fund, Food Service Fund, Capital Reserve Fund and Construction Fund for the period ended August 31, 2024, are enclosed for your review. The reports reflect the realized revenues and expenses incurred from July 1, 2024, through August 31, 2024.

GENERAL FUND

	2024-25	2024-25 through August 31, 2024		2023-24	2023-24 through August 31, 2023	
<i>(in millions of dollars)</i>	Budgeted	Actual	% of Budget	Budgeted	Actual	% of Budget
Current Real Estate Revenues	\$67.45	\$50.94	76%	\$67.45	\$51.07	76%
EIT	\$6.77	\$1.08	16%	\$6.77	\$1.15	17%
All Other Local Revenues	\$4.62	\$0.68	15%	\$4.62	\$0.61	13%
State Revenues	\$20.84	\$2.89	14%	\$20.84	\$1.54	7%
Federal Revenues	\$0.47	\$0.00	0%	\$0.47	\$0.00	0%
All Other	\$0.10	\$0.00	0%	\$0.10	\$0.00	0%
Total Revenues	\$100.25	\$55.59	55%	\$100.25	\$54.37	54%
Expenditures	\$100.250	\$8.56	9%	\$100.250	\$7.57	8%
Revenues less Expenditures	\$0.000	\$47.03		\$0.000	\$46.80	

Balance Sheet	As of June 30, 2023 (Audited)	As of August 31, 2024 (Unaudited)
Cash and Marketable Securities	\$22,913,179	\$66,567,482
Total Assets	\$28,147,150	\$71,295,750
Total Liabilities	\$16,629,372	\$13,002,364
Nonspendable Reserves	\$398,380	\$398,380
Adjustment to Fund Balance		\$45,600,931
Fund Balance	\$11,119,398	\$12,294,075

Of note, the General Fund revenue is slightly ahead of last year on a percentage basis.

FOOD SERVICE FUND

	2024-25	2024-25 through August 31, 2024	2023-24	2023-24 through August 31, 2024
<i>(in millions of dollars)</i>	Budgeted	Actual	Budgeted	Actual
Revenues	\$2,311,138	\$216,843	\$2,236,444	\$14,511
Expenditures	\$2,341,592	\$85,249	\$2,203,510	\$93,681
<i>Net</i>	<i>(\$30,454)</i>	<i>\$131,594</i>	<i>\$32,934</i>	<i>(\$79,170)</i>

	As of June 30, 2023 (Audited)	As of August 31, 2024 (Unaudited)
Cash and Marketable Securities	\$1,038,661	\$1,992,363
Total Assets	\$1,176,372	\$2,239,856
Total Liabilities	\$689,357	\$1,067,015
<i>Unassigned Fund Balance</i>	<i>\$487,015</i>	<i>\$1,172,841</i>

CAPITAL RESERVE FUND

	2024-25	2024-25 through August 31, 2024	2023-24	2023-24 through August 31, 2023
Revenues	\$1,655,000	\$1,664,614	\$270,000	\$4,456
Expenditures	\$1,655,282	\$156,602	\$276,497	\$384,312
<i>Net</i>	<i>(\$282)</i>	<i>\$1,508,012</i>	<i>(\$6,497)</i>	<i>(\$379,856)</i>

	As of June 30, 2023 (Audited)	August 31, 2024 (Unaudited)
Cash and Marketable Securities	\$629,973	\$918,530
Total Assets	\$1,483,221	\$1,413,735
Total Liabilities	\$246,054	\$0
Encumbrances	\$0	\$0
Adjustment to Fund Balance	\$0	(\$146,988)
Assigned Fund Balance	\$1,237,167	\$1,560,724
<i>Total Reserves</i>	<i>\$1,237,167</i>	<i>\$1,413,736</i>

CONSTRUCTION FUND

	2024-25 through August 31, 2024		2023-24 through August 31, 2023	
Revenues	\$21,331		\$1,039	
Expenditures	\$623,107		\$283,476	
Net	(\$601,776)		(\$282,437)	

	As of June 30, 2023 (Audited)	As of August 31, 2024 (Unaudited)
Cash and Marketable Securities	\$236,986	\$3,983,578
Total Assets	\$236,985	\$4,081,078
Total Liabilities	\$0	\$0
Adjustments to Fund Balance	\$0	(\$601,776)
Restricted Fund Balance	\$0	\$0
Fund Balance	\$236,985	\$4,682,854

BUDGET TRANSFERS

Budget transfers for the 2024-25 school year will be presented for approval at the October 23, 2024 board meeting.

BILL LIST

The bill list is included in the supplemental financial report for your review and approval.

Memo



To: Dr. Rozzo, USC Board Members
 From: Scott P. Burchill
 Date: September 16, 2024
RE: SUPPLEMENTAL FINANCIAL REPORT

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

2024-25	GEN. FUND 10	CAP. RSV. FND. 32	CONSTRUCT. FND. 39	FOOD SVC. FND. 51
CHECK LIST-Board Mtg. 9/16/24	\$1,983,867.49			\$66,778.21
ACH PAYMENT-Board Mtg. 9/16/24	\$211,511.24	\$222,400.41	\$517,235.00	
ACH PAYMENT-ASCHIC AUG	\$952,601.12			
ACH PAYMENT-ASCHIC SEPT	\$972,791.43			
BOND PAYMENT TO ZION	\$6,752,428.38			
TOTAL	\$10,873,199.66	\$222,400.41	\$517,235.00	\$66,778.21

The credit card bill for July & August purchases:

BOYCE	\$ 148.25	HS SOCIAL STUDIES	\$ 171.44
ART	\$ 499.35	HUMAN RESOURCES	\$ 2,825.00
ATHLETICS	\$ 300.00	IB	\$ (70.00)
BAKER	\$ 325.00	LIBRARY	\$ 104.25
CURRICULUM DEVELOP	\$ 1,763.98	MARCHING BAND	\$ 7,070.27
ELEM MATH	\$ 46.98	MS SCIENCE	\$ 207.63
ELEM SCIENCE	\$ 434.04	MUSIC	\$ 142.80
ELEM SOCIAL STUDIES	\$ 319.97	OPS & MAINT	\$ 899.50
FT COUCH	\$ 6,286.82	OTHER SPEC. ED.	\$ 299.00
HIGH SCHOOL	\$ 920.20	STAFF DEVELOPMENT	\$ 563.08
HS FACS	\$ 44.59	SUMMERSCHOOL	\$ 4,229.17
HS LANGUAGE ARTS	\$ 39.50	SUPERINTENDENT	\$ 718.28
HS PHYS. ED.	\$ 528.85	TECHNOLOGY	\$ 3,649.65
HS SCIENCE	\$ 750.05	WORLD LANGUAGE	\$ 315.87
		JULY	\$ 33,533.52

ART	\$ 376.50	HS SCIENCE	\$ 225.00
ATHLETICS	\$ 212.67	HS SHOP @ USC	\$ 95.00
BO STEAM	\$ 1,150.00	HS SOCIAL STUDIES	\$ 557.63
BOARD SERVICES	\$ (344.52)	HS STEAM	\$ 1,893.21
BOYCE	\$ 415.00	HUMAN RESOURCES	\$ 381.45
BUSINESS OFFICE	\$ 2,065.00	LIBRARY	\$ 447.87
CURRICIULUM DEVELOPMENT	\$ 1,100.00	MARCHING BAND	\$ 2,324.17
ELEM MATH ESSER	\$ 55.63	MUSIC	\$ 320.89
ELEM PHYS ED	\$ 103.83	NURSING	\$ 1,287.18
ELEM STEAM CAMP	\$ 1,957.87	OPS & MAINTENANCE	\$ 525.19
FACS	\$ 51,433.16	SECURITY	\$ 46.43
FC CAPS	\$ 5,527.99	STREAMS	\$ 260.00
FC SHOP @ USC	\$ 75.00	STAFF DEVELOPMENT	\$ 1,848.99
FC STEAM	\$ 59.76	SUPERINTENDENT	\$ 907.97
FORT COUCH	\$ 4,945.29	TECHNOLOGY	\$ 7,510.49
HIGH SCHOOL	\$ 12,082.45	WORLD LANGUAGE	\$ 2,184.22
		AUGUST	\$ 51,433.16