



UPPER ST. CLAIR SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

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

SCHOOL BOARD MEETING MINUTES

Wednesday September 3, 2025 @ 7:00pm

Executive Session @6:30 (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 3, 2025 in the District Administration Board Room.

School Board Members:

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

School Personnel:

Dr. John Rozzo, Superintendent (in-person)
Dr. Amy Pfender, Deputy Superintendent (in-person)
Mr. Scott Burchill, Director of Business & Finance (in-person)
Dr. Rachel Andler, Director of Special Education (in-person)
Dr. Lou Angelo, Director of Administrative Services (in-person)
Mr. Raymond Berrott, Director of Technology (not in attendance)



Ms. Aimee Mack, Human Resources Manager (in-person)

Dr. Lauren Madia, Director of Pupil Services (in-person)

Mr. Daniel Snyder, Director of Operations & Facilities (in-person)

Mr. Bradley Wilson, Director of Strategic Initiatives (in-person)

Mrs. Jocelyn Kramer, Solicitor (in-person)

Mrs. Sarah MacDonald, Board Stenographer (virtual)

Ms. Isabella Donnelly, Student Board Representative (in-person)

Mr. Anthony Rozzo, Student Board Representative (in-person)

Call to Order & Pledge of Allegiance

(Wetzel, School Board President)

Dr. Wetzel called the meeting to order at approximately 7:05pm.

National Anthem

(Wetzel, School Board President)

High School Viola Players:

Ethan Fibbi, Ava Liu, Sunny Liu, Josh Mukherjee, and Matthew Pfeiffer

The High School viola players played the National Anthem.

Dr. Wetzel thanked the students and asked each of them to say a few words about themselves.

Roll Call of School Board

(Solicitor, Kramer)

Solicitor Kramer took a roll call of the School Board. Dr. Gans and Mr. Lamber were not in attendance.

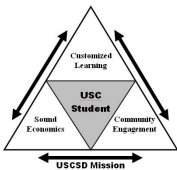
Solicitor Kramer announced that seven Board members were present and two were absent.



Reading of the Mission:

(Wetzel, School Board President)

Mr. Mascaro 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.

Residents' Comments - (Regarding Any District Related Items)

(Wetzel, 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 were no resident comments during this time.

Approval of Minutes

(Wetzel, School Board President)

MOTION: BY BOLAS: I move that the Board approve the Meeting Minutes of the August 4, 2025 Board Meeting, as attached. Seconded by Mascaro and carried by unanimous voice vote.

Student Board Representative Report

Ms. Isabella Donnelly and Mr. Anthony Rozzo

(Wagner, High School Principal)

Dr. Wagner thanked the Board and advised he was excited to be at the meeting to introduce the Student Board Representatives. Dr. Wagner introduced Isabella and Anthony and gave a brief overview of both of their interests, activities, and reasons for joining the board. Dr. Wetzel thanked Dr. Wagner for the introductions and explanations.

Anthony reported on athletics and academics and Isabella reported on arts and activities.



Dr. Wetzel asked the Student Board Reps how the freshman students are doing as they transition into the High School. Anthony answered and explained that the freshman students are pretty situated now and doing well.

Superintendent's Report

(Rozzo, Superintendent of Schools)

a. District Update

(Rozzo, Superintendent of Schools)

Dr. Rozzo thanked everyone for their reports and recognized Dr. Wagner, Dr. O'Rourke, and Chief Bryson for all of their hard work and the vital roles that they play behind the scenes. Dr. Rozzo also reported on the start of school, noting key dates during the first few months. He also congratulated Dr. Daniel Beck for authoring an article in the September 2025 Principal Leadership magazine. Finally, he gave a parking update and advised that he looks forward to sharing more details about parking at the next Board meeting and thanked Chief Bryson for all of his hard work with the parking details.

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

(Rozzo, Superintendent of Schools)

Dr. Rozzo requested approval for the Board to cast votes in the PSBA Officer elections. He asked that if any Board member has any recommendations to please contact him or Dr. Wetzel.

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



Administrator's Report

(Rozzo, Superintendent of Schools)

a. Approval of Personnel Listings

(Mack, Human Resources Manager)

Ms. Mack requested approval of the personnel listing, noting that the Human Resources Department recently had a successful career event. She explained that out of 31 attendees at the career event, offers were made to twelve individuals, in areas that the District really needs to fill. Ms. Mack thanked everyone who attended the event and helped plan the event.

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 and carried by unanimous voice vote.

b. Second Reading and Adoption of Revised School Board Policies

(Pfender, Deputy Superintendent and Kramer, Solicitor)

- i. 113 - Special Education**
- ii. 317 - Conduct Disciplinary Procedures**
- iii. 626 - Federal Fiscal Compliance**
- iv. 626.1 - Travel Reimbursement - Federal Programs**
- v. 717 - Cellular Telephones and Electronic Devices (*name change*)**

Dr. Pfender reviewed the policies listed for a second reading and adoption, noting there have been no changes to the policies, since the first reading at the August 4th Board Meeting.

MOTION: BY SCHNORE: I move that the Board approve the above-listed policies (items i. through v.), as presented. Seconded by Snyder and carried by unanimous voice vote.



c. Approval of Consultant Agreement

(Madia, Director Pupil Services)

Dr. Madia requested approval of a consultant agreement with Classrooms on the Move Consulting.

MOTION: BY PETERSEN: I move that the Board approve the Consultant Agreement with Classrooms on the Move Consulting, LLC (Dr. Bethany Fogle), to provide professional and administrative services, for the 2025-2026 school year, at fees and expenses listed on the agreement, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Schnore and carried by unanimous voice vote.

d. Approval of the following Special Education Agreements:

(Andler Plovic, Director of Special Education)

- i. **MB Therapy, LLC Consultant Agreement:** speech therapy services for students being served under an IEP, for a term of August 20, 2025 through December 11, 2025, at fees and expenses listed on the Agreement.
- ii. **PA Connecting Communities (PACC) Memorandum of Understanding (MOU):** services to facilitate the movement from school to post-school activities (i.e., special education transition services) for students being served under an IEP, for the 2025-2026 school year, at fees and expenses listed on the MOU.

Dr. Andler requested approval to renew the above-listed agreements for students with IEPs.

MOTION: BY MASCARO: I move that the Board approve the above-listed Special Education Agreements (items i. through ii.), subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Petersen and carried by unanimous voice vote.



e. Approval of Addenda with RuthRauff Service, LLC

(Snyder, Director of Operations & Facilities)

Dr. Snyder requested approval of the addenda with RuthRauff Service, LLC. He advised that the addenda will not extend the actual contract with RuthRauff or change the terms.

MOTION: BY BOLAS: I move that the Board approve four Addenda with RuthRauff Service, LLC, for a total amount not to exceed \$27,977.00, for the existing term, for HVAC preventative maintenance services throughout District buildings, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Mascaro and carried by unanimous voice vote.

f. Approval of Memorandum of Understanding (MOU) with Upper St Clair Athletic Association (USCAA)

(Angelo, Director of Administrative Services)

Dr. Angelo requested approval to renew the MOU with the USCAA.

MOTION: BY HANNA: I move that the Board approve the renewal of the MOU with the USCAA, for the continued use of the District's facilities on Sundays, with automatic renewals upon consent of both parties, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Bolas and carried by unanimous voice vote.

Business & Finance

(Burchill, Director of Business & Finance)

a. Approval of Supplemental Report - September 3, 2025

(Burchill, Director of Business & Finance)

Mr. Burchill reviewed the supplemental report dated September 3, 2025. He noted that at the October Board meeting, the treasurers report for July and August will be presented.



MOTION: BY SNYDER: I move that the Board approve the Supplemental Report including approval of total bill list and check file listing, as follows.
Seconded by Hanna and carried by unanimous voice vote:

Fund 10 (General Fund): \$3,139,303.80

Fund 32 (Capital Reserve Fund): \$633,117.27

Fund 39 (Construction Fund): \$1,506,310.00

Fund 50 (School Lunch Fund): \$56,711.10

b. Correction to Motion Approving Substitute Support Employee Pay Rate Increases

(Burchill, Director of Business & Finance)

Mr. Burchill requested approval to correct the August 4, 2025 motion approving substitute support employee pay rates. He explained that the motion in August only listed cafeteria and custodian workers, when actually the pay rate increases are for all substitute employees.

MOTION: BY SCHNORE: I move that the Board amend the motion from the August 4, 2025 School Board Agenda (item 12 c.) and approve the Support Employee pay rates increases for all support groups, not just cafeteria workers and custodians, as attached, effective August 16, 2025. Seconded by Snyder and carried by unanimous voice vote.

Committee Reports

(Wetzel, School Board President)

Mrs. Snyder gave a Committee Report from Pathfinder. She advised about Pathfinder's first week of school and also explained that the school is currently in need of nine Special Education teachers.

Mrs. Bolas gave a Committee Report from PSBA. She advised about PSBA's upcoming School Safety Summit.

Ms. Petersen gave a Committee Report from Parkway West. She advised that Parkway had its first meeting and that for the first time in the school's history, students were turned away from the cosmetology program.



Matters of Information/Other

(Rozzo, Superintendent of Schools)

There were no matters of information during this time.

Announcement Regarding Executive Session

(Wetzel, School Board President)

Dr. Wetzel made the following announcement:

- a. **Executive Session was held at 6:00 pm on Thursday, August 28, 2025 for personnel and Wednesday, September 3, 2025 at 6:30pm for legal matters.**

Adjournment

(Wetzel, School Board President)

Dr. Wetzel adjourned the meeting at approximately 7:52pm, on a motion from Mr. Mascaro.

Signed by:

Danielle Z. Wetzel

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Dr. Danielle Z. Wetzel, 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



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Dr. John T. Rozzo, Superintendent ↔ Mrs. Jocelyn P. Kramer, Solicitor

SCHOOL BOARD MEETING

Monday, August 4, 2025 @ 7:00pm
Executive Session @5:45pm (legal matters and personnel)
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 4, 2025 in the District Administration Board Room.

School Board Members:

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

School Personnel:

Dr. John Rozzo, Superintendent (in-person)
Dr. Amy Pfender, Deputy Superintendent (in-person)
Mr. Scott Burchill, Director of Business & Finance (in-person)
Dr. Rachel Andler, Director of Special Education (in-person)
Dr. Lou Angelo, Director of Administrative Services (not in attendance)
Mr. Raymond Berrott, Director of Technology (in-person)
Ms. Aimee Mack, Human Resources Manager (in-person)
Dr. Lauren Madia, Director of Pupil Services (in-person)
Mr. Daniel Snyder, Director of Operations & Facilities (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

(Wetzel, School Board President)

Dr. Wetzel called the meeting to order at approximately 7:04pm.

Moment of Silence for Summer Custodian, Ms. Kayleigh Erin Brosius

(Rozzo, Superintendent of Schools)

Dr. Rozzo asked for a moment of silence for the District's summer custodian, Ms. Kayleigh Erin Brosius. Kayleigh was tragically killed in a car accident this summer. Dr. Rozzo noted that Kayleigh was in nursing school and a volunteer fire fighter and was a wonderful person who will be greatly missed.

Roll Call of School Board

(Solicitor, Kramer)

Solicitor Kramer took a roll call of the School Board. Eight members were present, and one member was not in attendance (Mr. Lamber).

Reading of the Mission:

(Wetzel, School Board President)

Mr. Mascaro 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.

Residents' Comments - (Regarding Any District Related Items)

(Wetzel, 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. Joe Krebs - YMCA Princesses and Guides program



Approval of Minutes

(Wetzel, School Board President)

MOTION: BY BOLAS: I move that the Board approve the Meeting Minutes of the June 11, 2025 Board Meeting, as attached. Seconded by Mascaro and carried by unanimous voice vote.

Superintendent's Report

(Rozzo, Superintendent of Schools)

a. District Update

(Rozzo, Superintendent of Schools)

Dr. Rozzo gave a District update on several items. He reported it has been a busy summer at the District for summer projects. He also announced that a record number of High School students were recognized as advanced placement scholars. He gave an update on summer hiring and thanked the Administrative team for doing an excellent job in hiring. Finally, he advised that next week will be the welcome back for staff, with the opening day on August 14th. He invited the members of the Board to attend if their schedule allows.

Mrs. Snyder asked if the gymnasium bleacher project is now completed. Dr. Rozzo advised that yes the large and small gymnasiums are now completed with bleachers and scoreboards.

Dr. Rozzo gave a presentation on the development of updated guidelines for student cell phone usage.

Mr. Marscaro thanked Dr. Rozzo and his team for the research and guidelines and advised that he feels the District is moving in the right direction. He asked what measurables and standards will be used in order to shift the guidelines if we start seeing things that need to be addressed. Dr. Madia answered his questions.

Mrs. Petersen stated that if it is universally enforced and all the teachers are following the guidelines, it enables the teacher to say this is the rule of the school.

Dr. Wetzel advised that when sending the letter to families to state what is new and not new information in regards to cell phone usage. She also commented on how students need to create cognitive flow without their phones.

Dr. Gans advised that the safety and security aspect of cell phone usage should be addressed and



staff should be prepared for those types of comments and questions.

b. Approval of the following Staffing Resolutions

(Mack, Human Resources Manager and Pfender, Deputy Superintendent)

- i. **Increase: 1.0 Streams Elementary Teacher**
(Resolution 2025-18)
- ii. **Increase: .10 Boyce ESL Teacher**
(Resolution 2025-19)
- iii. **Increase: .40 Eisenhower ESL Teacher**
(Resolution 2025-20)
- iv. **Increase: 1.0 Baker Elementary Teacher**
(Resolution 2025-21)
- v. **Increase: 1.0 Bus Driver**
(Resolution 2025-22)
- vi. **Increase: .25 German Teacher**
(Resolution 2025-23)

Dr. Pfender reviewed the above-listed staffing resolutions, stating the resolutions are based on student needs and enrollment and will help prepare the District for the start of the new school year.

MOTION: BY GANS: I move that the Board approve the above-listed staffing Resolutions (2025-18 through 2025-23), as listed above. Seconded by Bolas and carried by unanimous voice vote.

c. Approval of Personnel Listings

(Mack, Human Resources Manager)

Dr. Rozzo introduced Mrs. Aimee Mack who is the Human Resources Manager and has worked for the District for several years now. He noted that she has done a tremendous job in recruiting efforts for the District. He reported that this personnel listing is filled with many new hires. Mrs. Mack reviewed the personnel listing and advised about the new positions that were filled.

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



d. Approval of Bus Stops for 2025-2026

(Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed the approval of bus stops for the 2025-2026 school year. He noted that this is an annual agenda item.

MOTION: BY SNYDER: I move that the Board approve the 2025-2026 Bus Stops, subject to any adjustments deemed necessary by the Superintendent. Seconded by Hanna and carried by unanimous voice vote.

e. Approval to Ratify the following Items:

(Rozzo, Superintendent of Schools)

i. Individual with Disabilities in Education Act (IDEA) - Section 619 Pass Through Funds Use of Funds Agreement 2025-2026

(Andler Plovic, Director of Special Education)

Implementation of IDEA Section 619 by Allegheny Intermediate Unit (AIU), for a term of July 1, 2025 through June 30, 2026, to support services for school age children who are eligible for services.

ii. Wesley Family Services Agreement

(Andler Plovic, Director of Special Education)

Wesley Family Services Professional Services Agreement for student services, in the amount of \$180/session, for the 2025-2026 school year.

iii. Accept Moonshot Grant

(Pfender, Deputy Superintendent)

Acceptance of the Moonshot Grant, in the total amount of \$15,000.00.

Dr. Andler Plovic and Dr. Pfender reviewed the above-listed items for ratification.

MOTION: BY SCHNORE: I move that the Board approve ratification of the above-listed items (i. through iii.), subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Snyder and carried by unanimous voice vote.



Administrator's Report

(Rozzo, Superintendent of Schools)

a. First Reading of Revised School Board Policies

(Pfender, Deputy Superintendent and Kramer, Solicitor)

- i. **113** - Special Education
- ii. **317** - Conduct Disciplinary Procedures
- iii. **626** - Federal Fiscal Compliance
- iv. **626.1** - Travel Reimbursement - Federal Programs
- v. **717** - Cellular Telephones and Electronic Devices (*name change*)

Dr. Pfender reviewed the above-listed revised school board policies, which are presented for a first reading and not voted on during this meeting.

b. Approval of Agreement with Music Theater International (MTI)

(Pfender, Deputy Superintendent)

Dr. Pfender reviewed the agreement with MTI for approval. She reported that the Agreement is for the High School Spring Musical and that Dr. Torquato will begin planning for the Spring Musical this Fall. She also noted that Dr. Torquato added a fifth show to the musical this year.

MOTION: BY PETERSEN: I move that the Board approve the agreement with MTI for the High School Musical, in an amount not to exceed \$9,400.00, for the High School Spring Musical, subject to final terms and agreements acceptable to the Superintendent and Solicitor. Seconded by Schnore and carried by unanimous voice vote.

c. Agreement with New York Life

(Mack, Human Resources Manager)

Mrs. Mack reviewed the Agreement with New York Life for whole life insurance. She advised that the Agreement is at no extra cost and no additional workload to the District.

MOTION: BY MASCARO: I move that the Board approve an Agreement with New York Life to offer Whole Life Insurance to employees, with no extra cost to the District, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Petersen and carried by unanimous voice vote.



d. Approval of the following Pupil Services Agreements

(Madia, Director of Pupil Services)

- i. **District School Physician and School Dentist:** 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
- ii. **Approval of Local Education Agency (LEA) Letter of Agreement Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program Roles and Responsibilities:** LEA Letter of Agreement for Pennsylvania's ECYEH roles and Responsibilities and authorize the Superintendent or Designee to execute any additional agreements with the County to facilitate implementation and billing, to increase educational stability for students experiencing homelessness in Pennsylvania in accordance with federal law.
- iii. **Memorandum of Understanding (MOU) with Southwood Hospital:** Establish and articulate the relationship between the District and Southwood Hospital relative to responsibilities of each party, to ensure the provision of education services to students are in acute care.
- iv. **Associated Occupational Therapists, Inc. (AOT) Contract Renewal:** occupational and physical therapy student services at Southwood Psychiatric Hospital, Inc., as required by IEPs for special education students, at fees and expenses listed on the contract, for the 2025-2026 school year.

Dr. Madia reviewed the above-listed pupil services agreements for approval.

Dr. Wetzel thanked Dr. Madia for her review and for the Southwood explanation.

MOTION: BY BOLAS: I move that the Board approve the above-listed items (items i. through iv.), subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Mascaro and carried by unanimous voice vote.



e. Approval of the following Student Support Services Agreements

(Andler Plovic, Director of Special Education)

- i. Memorandum of Understanding - Middle School Unified Bocce Program:** Partnership between Special Olympics of Pennsylvania and Fort Couch Middle School for the Unified Champions Schools Bocce Program, for the 2025-2026 school year, at fees and expenses listed on the MOU.

- ii. Watson Institute Agreement:**

Services Agreement with the Watson Institute, for student services, for the 2025-2026 school year, at fees and expenses listed on the Agreement.

Dr. Andler Plovic reviewed the above-listed student support services agreements for approval.

MOTION: BY GANS: I move that the Board approve the above-listed student support services agreements (items i. through ii.), subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Bolas and carried by unanimous voice vote.

f. Approval to Accept Bid and Award Agreement to Bronder Technical Services

(Snyder, Director of Operations & Facilities)

Mr. Snyder reviewed the acceptance of a bid and the awarding of an Agreement to Bronder Technical Services for Dr. Angelo, as Dr. Angelo was in attendance at the meeting.

Snyder - reviewed for Dr. angelo

MOTION: BY HANNA: I move that the Board approve accepting the bid and award the Agreement for Fort Couch School zone signage, to Bronder Technical Services, for a total cost not to exceed \$38,604.13, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Gans and carried by unanimous voice vote.



g. Approval of Transportation Services Agreement with Matthews Bus Company

(Burchill, Director of Business & Finance)

Mr. Burchill reviewed the Transportation Services Agreement with Matthews Bus Company for Dr. Angelo, as Dr. Angelo was not in attendance at the meeting.

MOTION: BY SNYDER: I move that the Board approve the Transportation Services Agreement with Mathews Bus Company, for a term of five years, for up to fifteen vans annually, with estimated daily costs during the 2025-2026 school year of \$4,102.00, subject to final terms and conditions acceptable to the Superintendent and Solicitor. Seconded by Hanna and carried by unanimous voice vote.

Business & Finance

(Burchill, Director of Business & Finance)

a. Approval of the Supplemental Report

(Burchill, Director of Business & Finance)

Mr. Burchill reviewed the expenditures for the supplemental report.

MOTION: BY SCHNORE: I move that the Board approve the payments listed on the Supplemental Report, dated August 4, 2025, as presented. Seconded by Snyder and carried by unanimous voice vote.

Fund 10 (General Fund): \$7,124,903.58

Fund 32 (Capital Reserve Fund): \$239,917.45

Fund 39 (Construction Fund): \$526,749.66

Fund 51 (Food Service Fund): \$201,126.08



b. Authorize Filing of Annual Tax Assessments Appeals

(Burchill, Director of Business & Finance and Kramer, Solicitor)

Mr. Burchill and Solicitor Kramer reviewed the authorization to file annual tax assessment appeals, noting that the motion is just a general authorization to carry on the appeal program, which has been in place for decades.

MOTION: BY PETERSEN: I move that the Board authorize the filing of annual tax assessment appeals, on terms and conditions authorized by the Superintendent, Director of Business & Finance, and Solicitor. Seconded by Schnore and carried by unanimous voice vote.

c. Approval of Substitute Support Employee Pay Rates

(Burchill, Director of Business & Finance)

Mr. Burchill reviewed the substitute support employee pay rates increase. He advised the District is recommending pay increases by job category.

MOTION: BY MASCARO: I move that the Board approve the Substitute Pay Rate increases for cafeteria workers and custodians, as attached, effective July 1, 2025. Seconded by Petersen and carried by unanimous voice vote.

Committee Reports

(Wetzel, School Board President)

Mrs. Bolas gave a Committee Report from PSBA.



Matters of Information/Other

(Rozzo, Superintendent of Schools)

Dr. Rozzo reviewed the below back to school timeline:

a. Upcoming Back to School Timeline

- August 11, 2025: New Teacher Orientation
- August 12, 2025: Induction
- August 14, 2025: Staff Opening Day (Inservice Day)
- August 15, 18, and 19, 2025: Inservice Days
- August 20, 2025: First Day of School (grades 1-12)
- August 20-21, 2025: Kindergarten Screening Days
- August 22, 2025: Kindergarten First Day of School
- September 1, 2025: Labor Day, District closed

Announcement Regarding Executive Session

(Wetzel, School Board President)

Dr. Wetzel announced the following Executive Session:

- a. Executive Session was held at 5:45 pm on Monday, August 4, 2025 for legal matters and personnel.**

Adjournment

(Wetzel, School Board President)

Dr. Wetzel adjourned the meeting at approximately 8:49pm, on a motion from Mr. Mascaro.



Dr. Danielle Z. Wetzel, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Sarah MacDonald
SCHOOL BOARD STENOGRAPHER

Board Meeting

Personnel List

September 3, 2025

ELECTION

Staff Name	Location	New Assignment	New Assignment Status	Effective Date
Althaus, Bryan	High School	Assistant Coach: High School Football	ECA	08-04-25 through 10-24-25
Antos, Sophia	Substitute	1.0 Art Teacher (Per Diem Sub E. Valentine)	Per Diem Sub	09-03-25 through 10-07-25
Bickel, Jennifer	High School	Nutrition Center General Worker	PT	08-20-25
Chen, Kelly	Boyce/Fort Couch	FLL Volunteer Parent Coach	Volunteer	2025-2026 School Year
Damon, Michael	High School	Fall Play: Musical Assistant/Carpenter	ECA	TBD
Dekkar, Tiffany	High School	Nutrition Center General Worker	PT	08-12-25
Dugan, Maria	Fort Couch	Nutrition Center General Worker	PT	08-20-25
Folino, Domenico	Fort Couch	Coach: Middle School Football	ECA	08-18-25 through 10-17-25
Gilhooly, Michelle	High School	1.0 School Psychologist (TPE)	FT	08-20-25
Glancy, Malorie	High School	Assistant Production Technical Specialist	ECA	09-03-25 through 06-30-25
Glancy, Malorie	Fort Couch	1.0 Social Studies- LTS	LTS	09-03-25 through LDTR
Grape, Michael (Eli)	Fort Couch	Coach: Middle School Football	ECA	08-18-25 through 10-17-25
Hatfield, Nichole	Boyce	Nutrition Center General Worker	PT	08-20-25
Homerosky, Donna	Boyce	Nutrition Center General Worker	PT	09-02-25
Kirk, Jessica	Fort Couch	Custodian	FT	09-08-25
Kusuma, Victor	Boyce/Fort Couch	FLL Volunteer Parent Coach	Volunteer	2025-2026 School Year
LeBau, Dustin	High School	Assistant Coach: High School Boys Soccer	ECA	08-11-25 through 10-24-25
Matharu, Mallika	High School	Assistant Coach: Speech & Debate	ECA	TBD
McNeish, Justin	High School	Assistant Coach: High School Girls Golf	Volunteer	08-11-25 through 10-24-25
Nerone, Elizabeth	Substitute	Substitute Teacher (Certified)	Substitute	08-20-25
Oliver, Michelle	Fort Couch	Custodian	FT	09-16-25
Oshetsky, Lauren	Baker	1.0 Elementary Teacher - LTS (J. Covelli)	LTS	TBD
Peters, Benjamin	Substitute	Substitute Teacher (Certified)	Substitute	08-28-25
Phillips, Kara	High School	Nutrition Center General Worker	PT	TBD
Rametta, Ryan	Substitute	Substitute Teacher (Certified)	Substitute	08-25-25
Rubican, Grace	Substitute	Substitute Teacher (Certified)	Substitute	08-29-25
Scheel, Noah	Substitute	Substitute Teacher (Certified)	Substitute	08-25-25
Sharrow, James Scott	Boyce/Fort Couch	FLL Volunteer Parent Coach	Volunteer	2025-2026 School Year
Sharrow, Kate	Boyce/Fort Couch	FLL Volunteer Parent Mentor	Volunteer	2025-2026 School Year
Taylor, Ever	High School	Custodian	FT	TBD
Turgut, Rukiye	Fort Couch	Nutrition Center General Worker	PT	09-02-25
Wagner, Lily	Substitute	Substitute Teacher (Certified)	Substitute	08-25-25
Wezowicz, Brian	Boyce/Fort Couch	FLL Volunteer Parent Coach	Volunteer	08-28-25

CHANGE OF STATUS

Staff Name	Location	Current Assignment	Current Assignment Status	New Assignment	New Assignment Status	Effective Date
Covelli, Jacqueline	Baker	1.0 Elementary Teacher/ELA Elementary Curriculum Leader Grades 3-4	FT	Personal Leave of Absence	Leave	08-20-25 through TBD
Dahlem, Ethan	High School	Assistant Coach: High School Football	Volunteer	Assistant Coach: High School Football	ECA	08-04-25 through 10-24-25
Friedman, Maria	Baker	1.0 Technical Instructional Aide	FT	1.0 Technical Instructional Aide	FT	Change from TBD to 08-11-25
Goss, Kyle	Substitute	Summer Substitute Custodian	Substitute	Substitute Teacher (Certified)	Substitute	08-29-25
Hindmarch, Lois	Eisenhower	1.0 Custodian	FT	Personal Leave of Absence	Leave	Beginning 07-07-25 through 08-18-25
Janz, Alice	High School	Nutrition Center General Worker	PT	Custodian	FT	08-25-25
Gluckman, Lauren	Boyce	.5 German Teacher	FT	.75 German Teacher	FT	08-14-25
Kushner, Carrie	Eisenhower	1.0 Elementary Teacher	FT	Personal Leave of Absence	Leave	Beginning 08-14-25 through 09-12-25
Lopez, Sarah	Baker	Substitute Teacher (Certified)	Substitute	1.0 Elementary Teacher (Per Diem Sub A. Tipton)	Per Diem Sub	08-14-25 through 10-13-25
Mathie, Elizabeth	Eisenhower	Substitute Teacher (Certified)	Substitute	1.0 Elementary Teacher (Per Diem Sub C. Kushner)	Per Diem Sub	08-14-25 through 09-17-25
McDonnell, Emma	Fort Couch/High School	Substitute Teacher (Certified)	Substitute	1.0 Gifted Teacher (LTS- A. Vizzini)	LTS	08-14-25
Radicic, Lisa	Baker	Substitute Teacher (Certified)	Substitute	1.0 Elementary Teacher (Per Diem Sub J. Covelli)	Per Diem Sub	08-14-25 through TBD
Seman, Robert	Bus Garage	Bus Driver	PT	Substitute Bus Driver	Substitute	08-11-25
Taylor, Michael	Substitute	Nutrition Center General Worker	PT	Substitute Nutrition Center Worker	Substitute	08-20-25
Santoline, Jeffrey	Boyce	1.0 Custodian	FT	Personal Leave of Absence	Leave	Change FROM beginning 06-11-25 to beginning 06-10-25 through 08-11-25
Schade, Carrie	Streams	1.0 Elementary Teacher	FT	Personal Leave of Absence	Leave	Beginning 12-10-25 through 03-17-26
Watkinson, Christopher	High School	1.0 Chemistry/Physics	FT	Personal Leave of Absence	Leave	Beginning 09-02-25 through 09-15-25

REAPPOINTMENT

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Bowers, Andrew	Fort Couch	1:1 FC Learning Initiative Facilitator	ECA	07-01-25 through 06-30-25
Maley, Rebecca	Fort Couch	Student Council Co-Sponsor	ECA	2025-2026 School Year
Neely, Ali	Fort Couch	Student Council Co-Sponsor	ECA	2025-2026 School Year
Schon, Gisela	Substitute	Substitute Paraprofessional	Substitute	08-11-25
Shaikh, Naheeda	Substitute	Nutrition Center General Worker	Substitute	08-05-25

RESIGNATION

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Berger, Jessica	Substitute	Substitute Teacher (Certified)	Substitute	08-07-25
Bishop, Lucas	DAB	Technology Support Intern	PT	08-22-25
Braddock, Jacob	High School	Assistant Coach: High School Wrestling (JV)	ECA	08-18-25
Buccino, Gabrielle	Substitute	Substitute Teacher (Certified)	Substitute	08-07-25

Cagni, Nikolas	Substitute	Substitute Summer Custodian	Substitute	08-22-25
Carter, Lee	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Cassano, Tisa	Baker	1.0 Paraprofessional	FT	08-15-25
Cecere, Denise	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Conte, Michael	DAB	Technology Student Worker	PT	08-05-25
Cushey, Sara (Eileen)	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Deep, Bryan	DAB	Technology Student Worker	PT	08-08-25
Donnelly, Ashlee	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Duncan, Abigail	Substitute	Substitute Teacher (Certified)	Substitute	08-07-25
Forney, Cadence	DAB	Technology Student Worker	PT	07-29-25
Gaussa, Aidan	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Haerr, Hayden	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Hertzog, John	Substitute	Summer Substitute Custodian	Substitute	08-08-25
Janz, Alice	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Kreutzer, Colleen	High School	Nutrition Center General Worker	PT	08-12-25
Loomis, Annabelle	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Lucas, Brayden	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Miller, Quinton	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Morris, Alise	Substitute	Substitute Teacher (Certified)	Substitute	08-07-25
Mosley, Zora	Boyce	1.0 Middle School Teacher	FT	08-05-25
Reeder, Samuel	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Riemer, Tyler	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Rossa, Carole	Ft. Couch	1.0 Paraprofessional	FT	08-13-25
Sabolick, Beth	Substitute	Substitute Summer Custodian	Substitute	08-01-25
Schnore, Benjamin	DAB	Technology Student Worker	PT	08-07-25
St. Cyr, Kelly	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Starkey, Ella	Fort Couch	Assistant Coach: Middle School Wrestling	ECA	08-18-25
Turner, Cassidy	High School	Nutrition Center General Worker	PT	08-13-25
Turner, Cassidy	Substitute	Substitute Summer Custodian	Substitute	08-15-25
Von Briel, Alexandra	Substitute	Substitute Teacher (Certified)	Substitute	08-07-25
Wagner, Noah	Substitute	Summer Substitute Custodian	Substitute	08-15-25



Book	Policy Manual
Section	100 Programs
Title	Special Education
Code	113
Status	Second Reading and Adoption: September 3, 2025

Purpose

The district shall offer each student with a disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the district's general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with disabilities. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Definitions

Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services. School-aged children who have identified disabilities but do not require special education may be entitled to accommodations or services or to enroll in courses of study in the district which serve students with disabilities pursuant to other law or Board policy. [\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Individualized Education Program (IEP) - the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. [\[12\]](#)[\[13\]](#)

Parent/Guardian - for purposes of this policy and Board policies related to special education, parent/guardian shall have the definition of **parent** in IDEA statute and regulations, which includes a biological or adoptive parent of a child; a foster parent, unless prohibited by state law or regulations; a guardian authorized to act as the child's parent, in accordance with law or regulations; an individual acting in the place of a parent, including a grandparent or other relative, with whom the child lives or an individual legally responsible for the child's welfare; or an appointed surrogate parent, in accordance with law and regulations. [\[9\]](#)[\[14\]](#)

Authority

The Board directs that all students with disabilities shall be identified, evaluated, and provided with appropriate educational programs and services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and parent/guardian notification as part of its special education

plan.[\[1\]\[2\]\[15\]\[16\]\[17\]\[18\]\[19\]\[20\]\[21\]](#)

The district shall develop and submit a special education plan to the Department of Education for approval every three (3) years, and shall implement such plan as required by law and regulations. The district's special education plan shall include procedures for identifying and educating students with disabilities and describe the elements required by law, regulations and Board policy. Prior to approval by the Board and submission to the Department of Education, the special education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[\[5\]\[22\]\[23\]](#)

The district's special education plan shall comply with the requirements of state and federal laws and regulations, and shall be submitted in accordance with the guidelines and in the form established by the Department of Education. The district shall establish procedures to ensure the plan is updated and implemented as necessary.[\[5\]\[22\]\[24\]](#)

The Board shall determine the facilities, programs, services and staff that shall be provided by the district for the instruction of students with disabilities, based upon the identified needs of the district's special education population.[\[5\]\[15\]](#)

In order to maintain an effective special education plan, the Board may participate in special education programs of Allegheny Intermediate Unit No. 3.[\[5\]](#)

Delegation of Responsibility

The Superintendent or designee is directed to annually recommend to the Board the employment and retention of necessary, qualified staff and provision of required facilities, programs and services to provide for the needs of students with disabilities.

The Superintendent or designee shall develop procedures for evaluating the effectiveness of the district's special education plan and shall periodically report to the Board the criteria and results of such evaluation.

Guidelines

Each student with a disability shall be educated pursuant to an IEP which shall provide an appropriate education in the least restrictive environment, in accordance with federal and state laws and regulations.[\[1\]\[25\]\[26\]\[27\]](#)

The district prohibits discrimination based on disability. Students with disabilities are entitled to receive services and accommodations which will permit them to participate in district programs, services and activities as required by law.[\[11\]\[28\]](#)

If the district is identified with significant disproportionality, the special education plan shall include prevention measures for inappropriate overidentification and disproportionate representation by race or ethnicity of children with disabilities.[\[5\]](#)

Fiscal and Program Compliance

The Superintendent or designee shall establish procedures to ensure that the district complies with all federal and state laws and regulations and program requirements for special education related funding and reimbursement.

The district may coordinate with Allegheny Intermediate Unit No. 3 to establish procedures, fulfill reporting requirements and participate in applicable programs.

Child Find/Outreach

The Superintendent or designee shall ensure that the district annually conducts awareness and outreach programs and activities designed to reach district residents including parents/guardians of students with disabilities who are enrolled in the district, preschool-aged children, students who attend private schools, homeless children and children who are wards of the state. [\[29\]](#)[\[30\]](#)

The district's public awareness activities shall include annual publication of a written notice in newspapers and other media notifying residents about child identification activities; available special education services and programs and how to request them; and procedures used to ensure confidentiality of student information. Written information shall be published in district handbooks and on the district website. Public awareness activities must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.

The Intermediate Unit shall be responsible for conducting child find activities necessary to provide equitable participation services to students with disabilities who are enrolled by their parents/guardians in private schools.

Screening

The district shall establish a system of screening, including hearing and vision screenings. Screenings shall be conducted at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects. [\[31\]](#)[\[32\]](#)

Confidentiality

The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing and destroying student records. [\[33\]](#)[\[34\]](#)[\[35\]](#)

District staff shall maintain the confidentiality of student records and personally identifiable information, as required by law, regulations and Board policy.

Recording of Meetings

Recording of meetings without prior permission, including recording using artificial intelligence recordings in virtual or in-person meetings for the purpose of generating summaries or meeting notes, is strictly prohibited.

The district ~~shall~~ **may** permit audio recording of a meeting between parents/guardians and district teachers, paraprofessionals, program specialists, consultants or administrators when the parent/guardian submits **a written request to audio record** at least five (5) days prior to the meeting. ~~notification to the building principal of the intent to record the meeting and all necessary participants of the meeting must consent to the recording in writing.~~

Recording of a meeting may be permitted to permit meaningful parental participation when due to a disability a parent/guardian is in need of the reasonable accommodation of audio/video recording. If an accommodation request is submitted and all meeting participants do not consent to be recorded, the District will meet with the family to determine how to ensure meaningful participation.

When permission to record a meeting is granted, the district employee responsible for the meeting shall arrange to record the meeting by similar means. ***When maintained by the District***, such recording shall be considered part of the student's educational record and be subject to relevant law and regulations.

When the above procedures are followed, the district may **also** permit videotaping of a meeting when written consent is given by all participants at the meeting.

If notification is not submitted five (5) days prior to a meeting, audio recording/videotaping will not be permitted.

Adopted February 22, 2021

Legal

- [1. 22 PA Code 4.28](#)
- [2. 22 PA Code 12.1](#)
- [3. 22 PA Code 12.4](#)
- [4. 22 PA Code 14.102](#)
- [5. 22 PA Code 14.104](#)
- [6. 34 CFR 300.1](#)
- [7. 24 P.S. 502](#)
- [8. 22 PA Code 14.101](#)
- [9. 20 U.S.C. 1401](#)
- [10. 34 CFR 300.8](#)
- [11. Pol. 103.1](#)
- [12. 22 PA Code 14.131](#)
- [13. 34 CFR 300.320-300.324](#)
- [14. 34 CFR 300.30](#)
- [15. 24 P.S. 1372](#)
- [16. 22 PA Code 12.41](#)
- [17. 22 PA Code 14.101 et seq](#)
- [18. 20 U.S.C. 1400 et seq](#)
- [19. 29 U.S.C. 794](#)
- [20. 42 U.S.C. 12101 et seq](#)
- [21. 34 CFR Part 300](#)
- [22. 22 PA Code 4.13](#)
- [23. Pol. 100](#)
- [24. 34 CFR 300.201 et seq](#)
- [25. 22 PA Code 14.145](#)
- [26. 20 U.S.C. 1414](#)

[27. 34 CFR 300.320-300.327](#)

[28. Pol. 103](#)

[29. 22 PA Code 14.121](#)

[30. 34 CFR 300.111](#)

[31. 22 PA Code 14.122](#)

[32. Pol. 209](#)

[33. 22 PA Code 15.9](#)

[34. 34 CFR 300.611-300.627](#)

[35. Pol. 113.4](#)

[24 P.S. 1371](#)

[Pennsylvania Training and Technical Assistance Network](#)

[\(PaTTAN\) Pol. 113.1](#)

[Pol. 113.2](#)

[Pol. 113.3](#)

[Pol. 202](#)

[Pol. 216](#)

Pol. 914

Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317
Status	Second Reading and Adoption: September 3, 2025
Legal	1. 22 PA Code 235.10 2. Pol. 824 3. 24 P.S. 510 4. 24 P.S. 514 5. 24 P.S. 1121 6. 24 P.S. 1122 7. 24 P.S. 1126 8. 24 P.S. 1127 9. 24 P.S. 1128 10. 24 P.S. 1129 11. 24 P.S. 1130 12. 2 Pa. C.S.A. 551 et seq 13. Pol. 351 14. 24 P.S. 1151 15. 24 P.S. 111 16. 24 P.S. 2070.9a 17. 23 Pa. C.S.A. 6344.3 18. U.S.C.A. Const.Amend. 1 24 P.S. 2070.1a et seq 22 PA Code 235.1 et seq 23 Pa. C.S.A. 6301 et seq

Authority

All employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[\[1\]](#)[\[2\]](#) **District employees are expected to set a good example to students and shall not engage in conduct unbecoming of a school employee.**

The Board directs that all district employees shall be informed of conduct that is required and is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[3\]](#)[\[4\]](#)

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and classified employees may be entitled to a Local Agency Law hearing, at the employee's request.[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Delegation of Responsibility

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[\[3\]](#)

Certificated employees shall comply with the Code of Professional Practice and Conduct for Educators, in accordance with applicable law and regulations.[\[1\]](#)

When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.[\[2\]](#)

3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[13]
6. Use of profane or abusive language.
7. Breach of **student, staff or district** confidential information.
8. Lead students in religious activities that are not objective, secular parts of the curriculum, or use their authority to attempt to persuade or compel students to participate in prayer or other religious activities.[18]
9. Failure to comply with directives of district officials, security officers, or law enforcement officers.[6]
10. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
11. Violation of Board policies, administrative regulations, rules or procedures.[6]
12. Violation of federal, state, or applicable municipal laws or regulations.[6]
13. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.
14. Failure to be truthful in any investigation or disciplinary proceeding.

Employee conduct outside of school and/or assigned job functions may form the basis for discipline if permitted by law.

The district may take disciplinary action for employee conduct that occurs during or outside of assigned duties when such conduct has a direct nexus to or obstructs, disrupts, or interferes with the teaching, research, service, operations, administrative or disciplinary functions of the district, or any district-sponsored activity, or as may otherwise be permitted by law.

The Superintendent or designee shall implement this policy consistent with laws and any applicable collective bargaining agreement or individual agreement.

Prior to initiating the demotion or dismissal of an employee, the Superintendent or designee shall investigate allegations that an employee has violated Board policies, administrative regulations, rules or procedures shall recommend appropriate action to the Board, in accordance with applicable law and regulations.[4][6][8][9]

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a Board hearing shall be scheduled as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.[\[4\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

Professional discipline less than demotion or dismissal may be implemented as deemed appropriate by the Superintendent or designee.

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[15\]](#)[\[16\]](#)

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[17\]](#)

The Superintendent may also receive notice from the PA Department of Education when a certificated educator has a pending record of arrest, indictment or charge entered upon their state record in the Teacher Information Management System (TIMS).

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[\[15\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[17\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[15\]](#)[\[17\]](#)

Clearances

Pennsylvania School Law requires that all District employees in public schools obtain, maintain, and submit required clearances (State and FBI Criminal History Reports and Child Abuse Certification), and renewals required by law. Clearance renewals must be submitted no less than five (5) school days prior to the expiration of the employee's current clearances. An employee who fails to submit updated clearances at least five (5) school days prior to expiration

will be placed on paid administrative leave pending a hearing. Failure to submit clearance renewals prior to expiration will result in the imposition of an unpaid suspension pending further discipline, as appropriate.

REVISED Adoption: November 28, 2022

Adopted: February 24, 2020



Book	Policy Manual
Section	600 Finances
Title	Federal Fiscal Compliance
Code	626
Status	Second Reading and Adoption: September 3, 2025

Authority

The Board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Guidance.[\[1\]](#)

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

Delegation of Responsibility

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

The Superintendent or designee, in collaboration with the Federal Programs Coordinator and Director of Business & Finance, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.[\[1\]](#)

The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, may approve additional procedures as attachments to this policy.

Guidelines

The district's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

The district's financial management system is subject to periodic internal and external audits. For any fiscal year in which the district expends \$1,000,000 or more in federal awards, the district is required to have a single or program-specific audit in compliance with federal requirements.[\[2\]](#)

District financial management standards and procedures shall **include requirements for the following:**

1. Identification – The district must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.

2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of **federal regulations**.
3. Accounting Records – The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
4. Internal Controls – Effective control and accountability, including segregation of duties, must be maintained for all funds, real and personal property and other assets. The district must adequately safeguard all such property and **take steps to ensure** that it is used solely for authorized purposes. **Reasonable cybersecurity and other measures must be in place to protect personally identifiable information and other types of information**.
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The district shall maintain written procedures to implement the cash management requirements found in **federal regulations**.
7. Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

Standards of Conduct

The district shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award and administration of contracts. [3][4][5]

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[6]

Employees - Time and Effort Reporting

All district employees paid with federal funds shall document **their time working** in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.[7]

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[8]

The district shall establish and maintain employee policies and procedures on hiring, benefits and leave and outside activities, as approved by the Board. District procedures on payment of staff shall apply to employees paid with federal funds and shall include payment in extenuating or emergency conditions, in accordance with applicable law, regulations or emergency declarations by state or federal authorities.[9][10][11][12][13][14][15][16]

Record Keeping

The district shall develop and maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.[17][18]

The district shall comply with federal record conversion and quality control review requirements to safeguard the integrity of electronic records.[19]

The district shall ensure the proper maintenance of federal fiscal records documenting:[18][\[20\]](#) [\[21\]](#)[\[22\]](#)

1. Amount of federal funds.
2. How funds are used.
3. Total cost of each project.
4. Share of total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements.
7. Significant project experiences and results **to:**
 - a. **Determine progress.**
 - b. **Inform periodic review and continuous improvement of project plan.**
 - c. **Revise project objectives, if necessary.**

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents.[\[23\]](#)

Records shall be retained for a minimum of **three (3)** years from the date **of submission of the final financial report**, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.[\[20\]](#)

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.[\[20\]](#)

Records for property and equipment acquired with federal funds shall be retained for three (3) years after final disposition of the property or equipment.[\[20\]](#)

As part of the Records Management Plan, the district shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.[18]

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.[18] [\[20\]](#)

The district shall ensure that all personally identifiable data protected by law or regulations

is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations.[24][25][26][27][28]

Subrecipient Monitoring

In the event that the district awards subgrants, the district shall establish **written** procedures to:[29]

1. Assess the risk of **fraud and** noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and procedures.
3. Ensure the district's record retention schedule addresses document retention on assessment and monitoring.[18]

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.[30][31]

Mandatory Reporting of Violations

An applicant, recipient or subrecipient of a federal award must promptly disclose whenever, in connection with the federal award (including any related activities or subawards) it has credible evidence of a violation of federal criminal law involving fraud, conflict of interest, bribery or gratuity violations under Title 18 of the United States Code or a violation of the federal civil False Claims Act. The written disclosure must be made to the federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). Recipients and subrecipients are also required to report issues related to a recipient integrity and performance in accordance with Appendix XII to 2 CFR Part 200. Failure to make required disclosures can result in compliance violations.[32]

Whistleblower Protections

District employees may not be discharged, demoted or otherwise discriminated against as a reprisal for making a protected disclosure of information that the employee reasonably believes to be:[33][34]

1. **Evidence of gross mismanagement of a federal contract or grant;**
or
2. **Gross waste of federal funds; or**
3. **An abuse of authority relating to a federal contract or grant; or**
4. **A substantial and specific danger to public health or safety; or**
5. **A violation of law, rule or regulation related to a federal contract, including the competition for or negotiation of a contract or grant.**

District employees may disclose such information to any of the following:

1. **The Superintendent or designee authorized to investigate, discover or address such misconduct.**
2. **A federal employee responsible for contract or grant oversight or management of the relevant agency.**
3. **An authorized official of the United States Department of Justice or other law enforcement agency.**
4. **A member of Congress or a representative of a committee of Congress.**
5. **A federal Inspector General.**
6. **The federal Government Accountability Office.**
7. **A court or grand jury, including providing evidence of misconduct in any judicial or administrative proceeding relating to waste, fraud or abuse on a federal contract or grant.**

A district employee who believes that they have been subjected to a reprisal for making a protected disclosure may submit a complaint to the Inspector General of the federal executive agency that is responsible for the relevant federal funding or federal contract. The federal agency and the agency's Inspector General have the authority to investigate such complaints and provide appropriate remedies for substantiated complaints.

The district shall provide written notification to employees of their rights and protections under the Whistleblower Law by posting notices on the district's website.

Adopted: October 25, 2021

Legal [1. 2 CFR Part 200](#)

[2. 2 CFR 200.501](#)

[3. 2 CFR 200.318](#)

4. Pol. 827

5. Pol. 828

6. Pol. 317

[7. 2 CFR 200.430](#)

8. Pol. 626.1

[9. 24 P.S. 1153](#)

10. Pol. 304

11. Pol. 319

12. Pol. 336

13. Pol. 337

14. Pol. 624

- 15. Pol. 805
- 16. Pol. 813
- [17. 2 CFR 200.334-200.338](#)
- 18. Pol. 800
- [19. 2 CFR 200.336](#)
- [20. 2 CFR 200.334](#)
- [21. 34 CFR 75.730-75.732](#)
- [22. 34 CFR 76.730-76.732](#)
- [23. 2 CFR 200.337](#)
- 24. Pol. 113.4
- 25. Pol. 216
- 26. Pol. 324
- 27. Pol. 830
- 28. Pol. 830.1
- [29. 2 CFR 200.331-200.332](#)
- [30. 2 CFR 200.339](#)
- [31. 2 CFR 200.340](#)
- [32. 2 CFR 200.113](#)
- [33. 2 CFR 200.217](#)
- [34. 41 U.S.C. 4712](#)
- Pol. 610
- Pol. 611
- Pol. 612
- Pol. 613
- Pol. 625

[626-Attach-AllowabilityofCosts.docx \(44 KB\)](#) [626-Attach-Procurement.doc \(143 KB\)](#)

[626-Attach-CashManagement.docx \(29 KB\)](#)

[626-Attach-Costs_Obligations_Property.docx \(46 KB\)](#)

[626-Attach-SubrecipientMonitoring.docx \(39 KB\)](#)



Book	Policy Manual
Section	600 Finances
Title	Travel Reimbursement - Federal Programs
Code	626.1
Status	Second Reading and Adoption: September 3, 2025

Authority

The Board shall reimburse administrative, professional and support employees, school officials, **and participants in federal awards** for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

A participant is generally an individual participating in or attending activities under a federal award such as training or conferences, but who is not responsible for implementation of the federal award. Participants can include, but are not limited to, community members, students and conference attendees.[\[4\]](#)

For purposes of this policy, **travel costs** shall mean the expenses for transportation, **airfare**, lodging, subsistence, and related items incurred by **individuals who are traveling on approved** official business as a federal grant recipient.[\[3\]](#)

Delegation of Responsibility

School officials, district employees **and participants** shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.[\[5\]](#)[\[6\]](#)

School officials and district employees shall acquire prior written approval to incur travel costs for official business related to a federal award.[\[3\]](#)

The validity of payments for travel ~~costs for all district employees and school officials shall~~ be determined by the Superintendent/**designee** and the Director of Business and Finance.

Guidelines

Reimbursement for travel costs related to official business as a federal grant recipient must be consistent with standard methods established in general travel reimbursement policies and administrative regulations.[\[3\]](#)[\[5\]](#)[\[6\]](#)

Travel costs shall be reimbursed on a mileage basis for travel using **a** personal vehicle and on an

actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district's nonfederally funded activities, and in accordance with the district's travel reimbursement policies and administrative regulations. [\[3\]](#)[\[5\]](#)[\[6\]](#)

Mileage reimbursements shall be at the rate approved by the Board for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Board.

All travel costs must be presented with an itemized, verified statement prior to reimbursement. [\[1\]](#)[\[2\]](#)

In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that: [\[3\]](#)[\[5\]](#)[\[6\]](#)

1. Participation of the individual is necessary to the federal award.
2. The costs are reasonable and consistent with the district's established policy.

Adopted: October 25, 2021

Replaces Policy #7021 - Travel Reimbursement - Federal Programs adopted

October 23, 2017

Legal

[1. 24 P.S. 516.1](#)

[2. 24 P.S. 517](#)

[3. 2 CFR 200.475](#)

[4. 2 CFR 200.1](#)

5. Pol. 004

6. Pol. 331



Book	Policy Manual
Section	700 Property
Title	Cellular Telephones and Electronic Devices
Code	717
Status	Active
Adopted	Second Reading and Adoption: September 3, 2025

Purpose

The Board recognizes that the use of cellular telephones **and/or electronic devices** by district employees may be appropriate and necessary to provide for the effective and efficient operation of the district. In addition, the use of cellular telephones **and/or electronic devices** can help to ensure the safety and security of district property, staff, students and others while on district property or engaged in district-sponsored activities.

Authority

The Board authorizes the purchase and employee use of cellular **and/or electronic devices** telephones.

Cellular telephones **and/or electronic devices** provided to employees by the district shall be used for authorized district business purposes. [\[1\]](#)

Guidelines

Use of cellular telephones **and/or electronic devices** by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.[\[2\]](#)

The District reserves the right to seek reimbursement for expenses that are attributed to personal use of district-provided cellular telephones **and/or electronic devices**.

1. Compliance with Policies and Laws:

- **Employees must adhere to Board policies, administrative regulations, and all applicable federal and state laws regarding cellular telephone use. Violations may result in disciplinary action.**

2. Prohibit the use of Audio/Videotaping:

- **Audio or video recording students or staff with cellular telephones and/or electronic devices is strictly prohibited. The recording of staff may only occur if all participants agree. Recording students on a limited basis may be authorized by a parent or legal guardian in writing for educational**

purposes only. Audio/video recording without required permission will result in disciplinary action, up to and including termination.

3. Reimbursement for Personal Use:

- **The District reserves the right to seek reimbursement for any expenses incurred due to personal use of district-provided cellular telephones and/or electronic devices. Employees are responsible for any costs associated with personal use beyond what is deemed acceptable.**

Delegation of Responsibility

The Board authorizes the Superintendent or designee to purchase employee cellular telephones **and electronic devices** and regulate the use of employee cellular telephones **and electronic devices**.

The Superintendent or designee shall determine which employees receive district provided cellular telephones **and/or electronic devices** for business purposes.

The Superintendent or designee may develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone **and/or electronic devices** needs, monitoring employee use, and reimbursement.

The Superintendent or designee may develop administrative regulations for staff use of privately owned cellular telephones **and/or electronic devices** for authorized district business.

Adopted: December 7, 2020

Legal

[1. Pol. 624](#)

[2. Pol. 317](#)

[26 U.S.C. 1 et seq](#)



Memo

To: Dr. Rozzo, USC Board Members

From: Scott P. Burchill

Date: September 3, 2025

RE: SUPPLEMENTAL FINANCIAL REPORT

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

2025-26	GEN. FUND 10	CAP. RSV. FND. 32	CONSTRUCT. FND. 39	FOOD SVC. FND. 51
CHECK LIST-Board Mtg. 09/03/25	\$1,975,114.94			\$56,711.10
ACH PAYMENT-Board Mtg. 09/03/25	\$159,514.43	\$633,117.24	\$1,506,310.00	
ACH PAYMENT-ACSHIC AUGUST	\$1,004,674.43			
TOTAL	\$3,139,303.80	\$633,117.24	\$1,506,310.00	\$56,711.10

The credit card bill for July purchases:

ART	\$ 177.03	SQUARE PAID SVCS	\$ 868.54
MUSIC	\$ 1,154.59	CURRICULUM DEVELOPMENT	\$ 1,888.03
STEAM	\$ 9,630.72	STAFF DEVELOPMENT	\$ 669.00
CAPS	\$ 4,965.30	SUPERINTENDENT	\$ 49.00
WORLD LANGUAGE	\$ 4.99	EIS PRINCIPAL	\$ 114.95
MS MATH	\$ 41.73	STREAMS PRINCIPAL	\$ 137.98
MS SCIENCE	\$ 101.75	BOYCE PRINCIPAL	\$ 137.98
PHYS ED.	\$ 2,028.60	HS PRINCIPAL	\$ 744.64
HS SCIENCE	\$ 787.37	BAKER PRINCIPAL	\$ 17.61
HS SOCIAL STUDIES	\$ 550.76	BUSINESS OFFICE	\$ 16.14
FACS	\$ 78.11	OPS & MAINT	\$ 1,970.65
MS SOCIAL STUDIES	\$ 14.99	HUMAN RESOURCES	\$ 57.94
WORLD LANGUAGE	\$ 357.30	ATHLETICS	\$ 300.00
HS MATH	\$ 175.00	SUMMER SCHOOL	\$ 6,156.39
GIFTED	\$ 487.96	JULY	\$ 33,685.05