

FOX CHAPEL AREA SCHOOL DISTRICT

REORGANIZATION MEETING

DECEMBER 2, 2025

**CALL TO ORDER**

The reorganization meeting of the Board of Directors of the Fox Chapel Area School District was called to order by holdover member, Marybeth Dadd, at 7:02 p.m. on December 2, 2025, in the LGI room at Fox Chapel Area High School. Prior to tonight's public meeting, members of the Board met in executive session to discuss several topics. The Board reviewed and discussed matters related to a labor relations or contractual matter. The Board also reviewed with counsel information or strategy in connection with pending tax appeal and litigation matters. Finally, the Board reviewed a confidential student matter, that if discussed in public, would lead to the disclosure of information protected by law.

The meeting was opened with the Pledge of Allegiance to the Flag.

**ROLL-CALL**

The holdover Board members present at roll call were Ms. Dadd, Ms. Findley, Mr. Frank, Mr. Hamilton, and Mrs. Lynch. Also present were Dr. Reljac, Dr. McCommons, Mr. Giuffre, and Mrs. Anuszek. Other members of the public were present.

**FIRST PUBLIC COMMENT PERIOD**

There were no comments.

**ELECTION OF TEMPORARY PRESIDENT**

Ms. Dadd called for nominations of Temporary President. Mrs. Cooper nominated Mr. Hamilton, seconded by Mr. Frank.

Seeing no further nominations, and no objections, Ms. Dadd declared the nominations closed and called for a vote.

It was unanimously resolved to elect Mr. Hamilton for Temporary President.

Mr. Hamilton was seated as Temporary President.

**READING OF CERTIFICATES OF ELECTION**

The certificates of election for elected Board members Amy Cooper; Adam Goode; Jessica Haselkorn, Ph.D.; and Ariel Zych were read by the Board secretary.

**OATH OF OFFICE**

The oath of office for elected Board members Amy Cooper; Adam Goode; Jessica Haselkorn, Ph.D.; and Ariel Zych was administered by the Honorable Matthew V. Rudzki, Magisterial District Judge, District Court 05-2-04, as attached.

The elected Board members took their seats.

**PRESENTATION OF LIST OF MEMBERS TO THE BOARD OF SCHOOL DIRECTORS**

The Board secretary presented a list of qualified members to the Board of School Directors.

**ELECTION OF PRESIDENT**

Mr. Hamilton called for nominations of President. Mr. Frank nominated Ms. Dadd, seconded by Mrs. Lynch.

Seeing no further nominations, and no objections, Mr. Hamilton declared the nominations closed and called for a vote.

It was unanimously resolved to elect Ms. Dadd for President.

**ELECTION OF VICE PRESIDENT**

Mr. Hamilton called for nominations of Vice President. Mr. Goode nominated Mr. Frank, seconded by Ms. Findley.

Seeing no further nominations, and no objections, Mr. Hamilton declared the nominations closed and called for a vote.

It was unanimously resolved to elect Mr. Frank for Vice President.

**ELECTION OF ASSISTANT SECRETARY**

Mr. Hamilton called for nominations of Assistant Secretary. Ms. Dadd nominated Mrs. Lynch, seconded by Dr. Haselkorn.

Seeing no further nominations, and no objections, Mr. Hamilton declared the nominations closed and called for a vote.

It was unanimously resolved to elect Mrs. Lynch for Assistant Secretary.

Mr. Hamilton turned over the meeting to Ms. Dadd, who assumed the President's chair and continued with the meeting.

**REORGANIZATION BUSINESS**

The superintendent recommended that action be taken on the following items of business:

**A. Appointments**

- 1. Nominations for representatives to the A.W. Beattie Board Joint Operating Committee (Two representatives to be appointed.)**

Ms. Dadd called for self-nominations for representatives to the A.W. Beattie Board Joint Operating Committee. Mr. Frank nominated himself. Mrs. Cooper nominated herself. Ms. Findley nominated herself.

Seeing no further nominations, and no objections, Ms. Dadd declared the nominations closed and called for a vote.

Mr. Frank received 9 votes. Mrs. Cooper received 5 votes. Ms. Findley received 4 votes. It was resolved to appoint Mr. Frank and Mrs. Cooper as representatives to the A.W. Beattie Board Joint Operating Committee.

**2. Nominations for representative to be the PSBA legislative representative (One representative to be appointed.)**

Ms. Dadd called for self-nominations for representative to be the PSBA legislative representative. Ms. Zych nominated herself.

Seeing no further nominations, and no objections, Ms. Dadd declared the nominations closed and called for a vote.

It was unanimously resolved to appoint Ms. Zych to be the PSBA legislative representative.

On motion by Ms. Dadd and seconded by Cooper, and after a discussion, it was unanimously resolved to approve the following Reorganization Business items B, C, and D:

**B. Calendar of 2026 School Board Meetings**

Pursuant to Public School Code §421, the calendar of 2026 school board meetings is approved as follows:

DATE	MEETING	LOCATION
January 12, 2026	Combined Agenda Study Session and Regular Business Meeting	FCAHS LGI Room
February 2, 2026	Agenda Study Session	FCAHS LGI Room
February 9, 2026	Regular Business Meeting	FCAHS LGI Room
March 2, 2026	Agenda Study Session	FCAHS LGI Room
March 9, 2026	Regular Business Meeting	FCAHS LGI Room
Tuesday, April 7, 2026	Combined Agenda Study Session and Regular Business Meeting	FCAHS LGI Room
May 4, 2026	Combined Agenda Study Session and Regular Business Meeting	FCAHS LGI Room
June 1, 2026	Agenda Study Session	FCAHS Auditorium
June 8, 2026	Regular Business Meeting	FCAHS LGI Room
August 10, 2026	Combined Agenda Study Session and Regular Business Meeting	FCAHS LGI Room
September 14, 2026	Combined Agenda Study Session and Regular Business Meeting	FCAHS LGI Room
October 5, 2026	Agenda Study Session	FCAHS LGI Room
October 12, 2026	Regular Business Meeting	FCAHS LGI Room
November 2, 2026	Agenda Study Session	FCAHS LGI Room
November 9, 2026	Regular Business Meeting	FCAHS LGI Room
December 7, 2026	Reorganization Meeting & Combined Agenda Study Session and Regular Business Meeting	FCAHS LGI Room

All meetings begin at 7 p.m. There are no meetings in July.

The December 7 Reorganization Meeting will begin at 7 p.m., followed immediately by the Combined Agenda Study Session and Regular Business Meeting.

**C. Authorization for Proper Signatures**

Authorization is given to make any required change of signatures on all bank accounts and to execute signature cards as necessary to implement this action.

**D. Facsimile Signatures**

The use of facsimile signatures of the Board President, Board Secretary, and Board Treasurer is authorized for signing checks.

**SECOND PUBLIC COMMENT PERIOD**

There were no comments.

**BOARD COMMENTS**

There were two comments. Mr. Frank and Ms. Dadd commented.

**ADJOURNMENT**

It was unanimously resolved to adjourn the meeting at 7:21 p.m.



Kathleen Anuszek  
Board Secretary

**BOARD OF SCHOOL DIRECTORS  
OF THE  
Fox Chapel Area  
SCHOOL DISTRICT**

**OATH OF OFFICE AS SCHOOL DIRECTOR**

I, Amy Cooper, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

Date: December 2, 2025

*Amy Cooper*  
Signature

**Certificate of Temporary President or other authorized official administering the oath  
(Revised Uniform Law on Notarial Acts, 57 Pa.C.S. § 315)**

State of Pennsylvania }  
County of Allegheny }

On this date, December 2, 2025, in accordance with Section 321 of the Public School Code of 1949, I administered the foregoing oath of office to the person whose name and signature appear above, who appeared before me in person, who was known to me (or satisfactorily proven) to be such person, and whose signature subscribing to this oath I witnessed, all immediately preceding the issuance of this certificate.

Name of Person Administering Oath (print): Matthew V. Rudzki

Title: Magisterial District Judge, District Court 05-2-04

Signature of Person Administering Oath: *Matthew V. Rudzki*

My commission expires: 11/3/28  
[Expiration date of commission is required only if the oath was administered by a notary public]

MATTHEW V. RUDZKI,  
MAGISTERIAL DISTRICT JUDGE  
MAGISTERIAL DISTRICT 05-2-04  
MY COMMISSION EXPIRES ON THE  
FIRST MONDAY IN JANUARY, 2028

**For notary public only:**

\*\*I administered this oath of office  in person [ ] remotely, using communication technology.

\* It is recommended that this form be appended to the minutes of the meeting at which the oath was administered, or at which the certificate was presented if the oath was taken at another time. An explanation of applicable provisions of law is provided on the reverse side of this certificate.

## ***Explanation of Applicable Provisions of Law***

*Section 321 of the School Code requires that a school director "shall take and subscribe to" the oath of office, the prescribed wording of which is set forth in Section 321, 24 P.S. § 3-321. "Subscribe" means to place a signature on a document. This certificate form was developed by the Pennsylvania School Boards Association for this purpose because no other specific official form has been designated.*

*Section 402 of the School Code empowers the Temporary President at the annual organization meeting of a school board to administer the oath of office to school directors who have not already been sworn, 24 P.S. § 4-402. When the oath is administered at times other than the annual organization meeting in December, there is no authority for a Temporary President of a school board to administer the oath, and another official with such power is needed for that function.*

*It is not necessary for a newly elected or re-elected school director to wait until the organization meeting to take the oath of office, and the oath can be administered at any time after the individual receives the certificate of election from the county by any official having the general power to administer oaths. Such officials include judges or other judicial officers, clerks of court, designated staff of the county prothonotary, and commissioned notaries public, 42 Pa.C.S. § 327; 42 Pa.C.S. § 2737; 57 Pa.C.S. § 310.*

*If a newly elected or re-elected school director fails to take the oath of office within ten days after the beginning of the term of office (first Monday of December following the election), the school board can declare the seat vacant and appoint a replacement, 24 P.S. § 3-319.*

*The lower part of the form, to be completed by the Temporary President or other person administering the oath, is required as a result of Act 73 of 2013, which adopted the Revised Uniform Law on Notarial Acts (RULONA) for Pennsylvania. Effective October 26, 2017, under RULONA any person administering an oath is deemed to be acting as a "notarial officer" performing a "notarial act", even if not a commissioned notary public, 57 Pa.C.S. § 302. RULONA requires such notarial officers to sign and issue a certificate documenting each notarial act performed, 57 Pa.C.S. § 315.*

*Accordingly, RULONA now requires any person administering an oath of office to sign and issue a certificate of doing so for each person to whom the oath is administered, including when the Temporary President does so at a school board's annual organization meeting. Completion of the lower portion of this oath certificate form is necessary to meet the requirements of RULONA.*

### ***\*\*Remote Notarization and Use of Communication Technology –***

*Section 306 of RULONA generally requires that an individual for whom a notarial act is being performed appear in person before the notarial officer performing the act. Act 97 of 2020 added an exception to RULONA at 57 Pa.C.S. § 306.1 allowing a Pennsylvania notary public to perform a notarial act for a remotely-located person using communication technology, provided that the technology provider has been approved by the Pennsylvania Department of State, the notary public has given notice to the Department identifying the communication technology the notary intends to use for this purpose and various further recordkeeping and other conditions are satisfied. Among these are that RULONA now requires the certificate of a notarial act to indicate whether the act was performed remotely using communication technology. The check boxes for that purpose on this certificate are marked "notary public only" because the new provisions of RULONA do not authorize notarial acts to be performed remotely by other types of notarial officers such as the Temporary President, judges or other court officials (unless they have a notary public commission).*

**BOARD OF SCHOOL DIRECTORS  
OF THE  
Fox Chapel Area  
SCHOOL DISTRICT**

**OATH OF OFFICE AS SCHOOL DIRECTOR**

I, Adam Goode, do solemnly swear  
(or affirm) that I will support, obey and defend the Constitution of the  
United States and Constitution of this Commonwealth, and that I will  
discharge the duties of my office with fidelity.

Date: December 2, 2025

  
Signature

**Certificate of Temporary President or other authorized official administering the oath  
(Revised Uniform Law on Notarial Acts, 57 Pa.C.S. § 315)**

State of Pennsylvania }  
County of Allegheny }

On this date, December 2, 2025, in accordance with Section 321 of the Public School Code of  
1949, I administered the foregoing oath of office to the person whose name and signature appear above, who  
appeared before me in person, who was known to me (or satisfactorily proven) to be such person, and whose  
signature subscribing to this oath I witnessed, all immediately preceding the issuance of this certificate.

Name of Person Administering Oath (print): Matthew V. Rudzki

Title: Magisterial District Judge, District Court 05-2-04

Signature of Person Administering Oath: 

My commission expires: 11/3/28

[Expiration date of commission is required only if the oath was administered by a notary public]

MATTHEW V. RUDZKI,  
MAGISTERIAL DISTRICT JUDGE  
MAGISTERIAL DISTRICT 05-2-04  
MY COMMISSION EXPIRES ON THE  
FIRST MONDAY IN JANUARY, 2028

**For notary public only:**

\*\*I administered this oath of office  in person  remotely, using communication technology.

*\* It is recommended that this form be appended to the minutes of the meeting at which the oath was administered, or at which the certificate was presented if the oath was taken at another time. An explanation of applicable provisions of law is provided on the reverse side of this certificate.*

### ***Explanation of Applicable Provisions of Law***

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*It is not necessary for a newly elected or re-elected school director to wait until the organization meeting to take the oath of office, and the oath can be administered at any time after the individual receives the certificate of election from the county by any official having the general power to administer oaths. Such officials include judges or other judicial officers, clerks of court, designated staff of the county prothonotary, and commissioned notaries public. 42 Pa.C.S. § 327; 42 Pa.C.S. § 2737; 57 Pa.C.S. § 310.*

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# BOARD OF SCHOOL DIRECTORS OF THE

Fox Chapel Area

## SCHOOL DISTRICT

### OATH OF OFFICE AS SCHOOL DIRECTOR

I, Jessica Haselkorn, Ph.D., do solemnly swear  
(or affirm) that I will support, obey and defend the Constitution of the  
United States and Constitution of this Commonwealth, and that I will  
discharge the duties of my office with fidelity.

Date: December 2, 2025

Signature 

#### Certificate of Temporary President or other authorized official administering the oath (Revised Uniform Law on Notarial Acts, 57 Pa.C.S. § 315)

State of Pennsylvania }  
County of Allegheny }

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Name of Person Administering Oath (print): Matthew V. Rudzki

Title: Magisterial District Judge, District Court 05-2-04

Signature of Person Administering Oath: 

My commission expires: 1/3/28

[Expiration date of commission is required only if the oath was administered by a notary public]

MATTHEW V. RUDZKI,  
MAGISTERIAL DISTRICT JUDGE  
MAGISTERIAL DISTRICT 05-2-04  
MY COMMISSION EXPIRES ON THE  
FIRST MONDAY IN JANUARY, 2028

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#### ***\*\*Remote Notarization and Use of Communication Technology –***

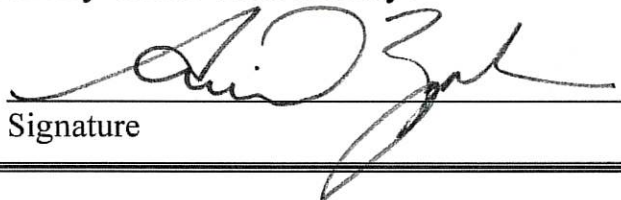
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# BOARD OF SCHOOL DIRECTORS OF THE Fox Chapel Area SCHOOL DISTRICT

## OATH OF OFFICE AS SCHOOL DIRECTOR

I, Ariel Zych, do solemnly swear  
(or affirm) that I will support, obey and defend the Constitution of the  
United States and Constitution of this Commonwealth, and that I will  
discharge the duties of my office with fidelity.

Date: December 2, 2025

  
Signature

### Certificate of Temporary President or other authorized official administering the oath (Revised Uniform Law on Notarial Acts, 57 Pa.C.S. § 315)

State of Pennsylvania }  
County of Allegheny }

On this date, December 2, 2025, in accordance with Section 321 of the Public School Code of 1949, I administered the foregoing oath of office to the person whose name and signature appear above, who appeared before me in person, who was known to me (or satisfactorily proven) to be such person, and whose signature subscribing to this oath I witnessed, all immediately preceding the issuance of this certificate.

Name of Person Administering Oath (print): Matthew V. Rudzki

Title: Magisterial District Judge, District Court 05-2-04

Signature of Person Administering Oath: 

My commission expires: 11/3/28  
[Expiration date of commission is required only if the oath was administered by a notary public]

MATTHEW V. RUDZKI,  
MAGISTERIAL DISTRICT JUDGE  
MAGISTERIAL DISTRICT 05-2-04  
MY COMMISSION EXPIRES ON THE  
FIRST MONDAY IN JANUARY, 2028

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