

**UPPER ST. CLAIR BOARD OF SCHOOL DIRECTORS  
COMMITTEE OF THE WHOLE MEETING**



Customizing Learning,  
Nurturing Potential...  
**Delivering Excellence**

**MONDAY, FEBRUARY 8, 2016 - 7:00 P.M.  
CENTRAL OFFICE BOARD ROOM**

Notice having been advertised and posted and members duly notified, a Committee of the Whole meeting of the Board of School Directors was held on February 8, 2016 in the Central Office Board Room.

School Board Members in attendance:

Mrs. Buffy Z. Hasco, President  
Mrs. Angela B. Petersen, Vice President  
Mrs. Amy L. Billerbeck  
Mrs. Barbara L. Bolas  
Mr. Phillip J. Elias  
Mr. Patrick A. Hewitt  
Mr. Frank J. Kerber  
Mr. Louis P. Mafrice, Jr.

School personnel in attendance:

Dr. Patrick O'Toole, Superintendent of Schools  
Dr. Sharon Suritsky, Assistant/Deputy Superintendent  
Dr. John Rozzo, Assistant Superintendent  
Ms. Frosina C. Cordisco, Director of Business & Finance  
Dr. Judith Bulazo, Director of Curriculum & Professional Development  
Mr. Raymond Berrott, Director of Technology  
Mrs. Amy Pfender, Director of Student Support Services  
Mrs. Mary Ann Stabile, Stenographer  
Mr. Robert Prorok, Solicitor

**CALL TO ORDER/PLEDGE OF ALLEGIANCE (Petersen)**

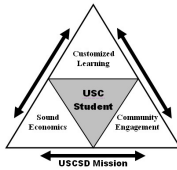
Mrs. Petersen called the meeting to order at approximately 7:00 p.m.

**MOMENT OF SILENCE IN MEMORY OF TEYAMO MARTINEZ, HIGH SCHOOL STUDENT**

Mrs. Petersen requested a moment of silence in memory of Teyamo Martinez, High School Student, who passed away recently.

## READING OF THE MISSION

Mr. Elias read the following School District Mission Statement:



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

## SHARED BELIEF STATEMENT #21 FROM STRATEGIC PLAN

Mrs. Bolas read the following Shared Belief Statement #21 from the Strategic Plan:

*We believe that:*

*citizens and leaders of tomorrow need to be able to function successfully in a global and technological society.*

## RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)

There were no residents' comments at this time.

## APPROVAL OF AGENDA (Petersen)

MOTION: By Kerber: I move that the Board approve the agenda as presented. Seconded by Bolas, and carried on unanimous voice vote.

## REPORT FROM STUDENT BOARD REPRESENTATIVES (Dan Quiroga/Allie Ryave)

Dan Quiroga and Allie Ryave, Student Board Representatives, reported on the student trip to the Dominican Republic with the Kids Helping Kids Program. They also shared information regarding various activities that had occurred at the High School.

## SUPERINTENDENT'S REPORT (O'Toole)

### 2016-17 STATE BUDGET UPDATE (O'Toole/Cordisco)

Dr. O'Toole stated that Governor Wolf would be presenting his 2016-17 state budget on February 9 and noted that there is still no closure on the 2015-16 state budget. He explained that concerns continue regarding how education is being funded by local school districts. Dr. O'Toole reviewed information regarding various programs partially funded by state and federal monies.

Ms. Cordisco stated that she would be attending a local meeting on Thursday, February 11 where state budget estimates for the 2016-17 school year would be provided.

Dr. O'Toole and Ms. Cordisco responded to questions and comments from Board members.

### PRESENTATION OF FIRST READING OF 2016-17 SCHOOL CALENDAR - ATTACHED

Dr. O'Toole presented a first reading of the 2016-17 Proposed School Calendar. He explained that the calendar will be shared with the community for public input prior to the approval of the 2016-17 School Calendar, which is anticipated to occur at the March Board meeting.

**SECOND READING AND REQUEST APPROVAL OF REVISION TO POLICY  
#3002 - ORGANIZATIONAL CHART - ATTACHED**

Dr. O'Toole presented a second reading and requested approval of a revision to Policy #3002 - Organizational Chart AS ATTACHED.

The Committee will recommend approval, to be placed on the Consent Agenda.

**REQUEST APPROVAL OF FEBRUARY 22 PERSONNEL LISTINGS**

Dr. O'Toole requested approval of the February 22 Personnel Listings, pending receipt of all paperwork and required clearances.

The Committee will recommend approval, to be placed on the Consent Agenda.

**REQUEST APPROVAL OF FEBRUARY 8 PERSONNEL LISTINGS  
(Requires Board Vote at 2/8 Board Meeting - See Agenda Item #8f)**

Dr. O'Toole requested approval of the February 8 Personnel Listings, pending receipt of all paperwork and required clearances at a meeting to be convened this evening.

**CONVENE BOARD MEETING**

The Committee of the Whole meeting recessed at approximately 7:21 p.m. to convene a Board meeting.

The Committee of the Whole Meeting reconvened at approximately 7:23 p.m.

**ADMINISTRATOR'S REPORT**

**REQUEST APPROVAL OF TECHNOLOGY CONTRACTS (Berrott)**

In Mr. Berrott's absence, a voiceover presentation was shared with the Board regarding his request for approval of the following five technology contracts:

- Wireless Equipment Purchase
- High School Communications Cabling
- Core Network Switch
- Uninterruptible Power Supply Appliance
- Allegheny Connect Regional Wide Area Network

**BUSINESS & FINANCE (Cordisco)**

**REVIEW OF FINANCIAL & CASH FLOW STATEMENTS, BUDGET TRANSFERS &  
BILL LIST**

Ms. Cordisco reviewed the financial statements and requested approval of the Financial & Cash Flow Statements, Budget Transfers, and Bill List.

The Committee will recommend approval, to be placed on the Consent Agenda.

**REQUEST APPROVAL OF AGREEMENT WITH AMCA FOR RETIREE HEALTH CARE BILLING**

Ms. Cordisco requested approval of a contract with AMCA for retiree health care billing, starting with the 2016-17 school year, contingent upon documentation acceptable to the Superintendent and Solicitor.

The Committee will recommend approval, to be placed on the Consent Agenda.

**REQUEST APPROVAL OF AGREEMENT WITH PRIME PAY FOR ANNUAL NON-DISCRIMINATION TESTING OF CAFETERIA PLAN AND FSA**

Ms. Cordisco requested approval of a contract with PrimePay for non-discrimination testing of the District's Section 125 Cafeteria Plan and Flexible Spending Accounts for medical and dependent care at a cost not to exceed \$630, contingent upon documentation acceptable to the Superintendent and Solicitor.

The Committee will recommend approval, to be placed on the Consent Agenda.

**REQUEST APPROVAL OF 2016-17 PARKWAY WEST CAREER AND TECHNOLOGY CENTER OPERATING BUDGET**

Ms. Cordisco requested approval of the Parkway West Technology Center Operating Budget in the amount of \$5,919,322 and Building Rental Budget in the amount of \$476,534.

Mrs. Petersen commented that Mr. Darby Copeland, Executive Director of Parkway West, is doing an excellent job. She noted that vet tech and sports medicine programs have been added to the curriculum.

Dr. O'Toole added that the programs at Parkway West are of high interest to the students and that the enrollment of students from Upper St. Clair has increased to 30.

The Committee will recommend approval, to be placed on the Consent Agenda.

**REQUEST APPROVAL OF RENTAL AGREEMENT WITH AIU FOR DART PROGRAM**

Ms. Cordisco requested approval of a lease of one classroom at Baker Elementary School with the Allegheny Intermediate Unit for the DART Program for the 2016-17 school year at \$850.00 per month.

The Committee will recommend approval, to be placed on the Consent Agenda.

**COMMITTEE REPORTS**

Mrs. Billerbeck reported that the Parent Teacher Council (PTC) shares their appreciation to the Board members for their service to the School District during School Director Recognition Month. She stated that PTC is interested in having Mr. Darby Copeland, Executive Director at Parkway West Career & Technology Center, speak at a Fort Couch PTSO Meeting. Mrs. Billerbeck also reported that students at the High School are initiating a STEAM Club.

## **CAPITAL PROJECTS REVIEW AD HOC COMMITTEE UPDATE (O'Toole)**

Dr. O'Toole reported that the Capital Projects Review Ad Hoc Committee held two meetings. At the first meeting, the Committee reviewed the proposed projects, and Mr. Dave McLean, architect, attended the second meeting to answer questions and clarify information for the Committee members. Dr. O'Toole thanked the Board members who are serving on the Capital Projects Review Ad Hoc Committee and noted that the Committee is on target to report back to the Board in March.

## **MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION**

### **UPDATE REGARDING STADIUM TURF REPLACEMENT AND PARKING LOT PAVEMENT**

Dr. O'Toole updated the Board regarding the bids for the stadium turf replacement and parking lot pavements for Streams Elementary School and Panther Pass at the High School. He stated that recommendations regarding the bid awards will be presented to the Board in March.

### **REPORT FROM JOINT BOARD MEETING (PASA, PSBA, PASBO, PPA)**

Dr. O'Toole reported that he attended a joint board meeting with the Pennsylvania Association of School Administrators, along with PSBA, PASBO, and PPA. Governor Tom Wolf attended and spoke regarding the state funding of education. Dr. O'Toole stated that many groups are working to support additional funding, as well as fair and equitable funding, for education.

### **AWARD FOR \$20,600 SAFE SCHOOLS INITIATIVE TARGETED GRANT - NAVIGATE**

Dr. O'Toole announced that the School District received a Safe Schools Initiative Targeted Grant in the amount of \$20,600. The grant assists with safety and security planning, and the School District is looking at the Navigate program. Dr. O'Toole thanked Dr. Suritky and Ms. Gorgonio for their efforts in securing the grant.

### **KEYSTONE EXAMS UPDATE**

Dr. O'Toole explained that the requirement of passing the Keystone Exams in order to graduate has been postponed for two years. He stated that Dr. Angelo will be communicating this change to the parents. Dr. O'Toole commented that school districts should have local control on graduation requirements.

### **USC HIGH SCHOOL RANKS #1 IN PITTSBURGH REGION ON SAT EXAMS**

Dr. O'Toole stated that he is proud to announce that the High School ranks #1 in the Pittsburgh region on the SAT Exams and #6 in Pennsylvania.

### **REPORT FROM BOARD BREAKFAST WORKSHOP - FEBRUARY 4**

Dr. O'Toole reported that a Board Breakfast Workshop was held on February 4. The staff and Board members spent time reviewing the progress of the Strategic Plan.

### **PRESENTATION BY MR. DARBY COPELAND REGARDING PARKWAY WEST CAREER AND TECHNOLOGY CENTER - FEBRUARY 22**

Dr. O'Toole stated that Mr. Darby Copeland will be presenting information at the February 22 Board meeting regarding Parkway West Career and Technology Center.

**ADJOURNMENT**

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 8:05 p.m.

**EXECUTIVE SESSION - NEGOTIATIONS AND STUDENT MATTERS**

The Committee adjourned into executive session to discuss negotiations and student matters.

Respectfully submitted,

Mary Ann L. Stabile  
School Board Stenographer

# UPPER ST. CLAIR SCHOOL DISTRICT 2016-17 PROPOSED SCHOOL CALENDAR

**2016**

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

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

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

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

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

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

**2017**

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

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

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

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

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

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

○ = Teacher Inservice/  
No School for Students      ✕ = No School

◇ = Half Day Early Dismissal for Students  
✕ = Snow Make-Up Day  
■ = Early Dismissal

**UPPER ST. CLAIR SCHOOL DISTRICT  
2016-17 PROPOSED SCHOOL CALENDAR**

			<u>Student</u>	<u>Teacher</u>
August 9	New Teacher Orientation			
August 10	New Teacher Induction			
August 18	Teacher Inservice #1 (Staff Opening Day)*			
August 19	Teacher Inservice #2 (Act 80)*			
August 22	Teacher Inservice #3 (Classroom Management #1/Flex)*	August	7	10
August 23	FIRST DAY OF SCHOOL FOR STUDENTS	September	21	21
September 5	NO SCHOOL - LABOR DAY	October	20	21
September 8	Elementary Open Houses (Early Dismissal @ 12:45 pm)	November	18	20
September 15	High School Open House (Early Dismissal @ 12:35 pm)	December	16	16
September 22	Boyce Open House (Early Dismissal @ 1:15 pm)	January	20	21
September 26	First Marking Period Progress Reports	February	18	19
September 29	Fort Couch Open House (Early Dismissal @ 1:15 pm)	March	22	23
October 7	Half Day Early Dismissal for Students - Act 80** (Teachers' Professional Development)	April	14	15
		May	22	22
October 28	First Marking Period Ends	June	5	6
October 31	Teacher Inservice #4 (Classroom Management #2)*			
November 1	Teacher Inservice #5 (Parent/Teacher Conferences/Inservice) - Act 80*	<b>Total Days</b>	<b>183</b>	<b>194</b>
November 8	Teacher Inservice #6 (Parent/Teacher Conferences/Inservice) - Act 80*			
November 11	First Marking Period Report Cards			
November 23	Early Dismissal for Thanksgiving Recess			
November 24 & 25	NO SCHOOL - THANKSGIVING RECESS			
December 5	Second Marking Period Progress Reports			
December 23 - January 2	NO SCHOOL - WINTER RECESS			
January 13	First Semester & Second Marking Period Ends			
January 16	Teacher Inservice #7 (Classroom Management #3)*			
January 17	Second Semester Begins			
January 27	Second Marking Period Report Cards			
February 16	Third Marking Period Progress Reports			
February 17	Teacher Inservice #8 (Act 80)			
February 20	NO SCHOOL - PRESIDENTS' DAY			
March 23	Third Marking Period Ends			
March 24	Teacher Inservice #9 (Classroom Management #4)*			
April 6	Third Marking Period Report Cards			
April 10 - April 14	NO SCHOOL - SPRING RECESS			
April 17	Teacher Inservice #10 (Flex)			
May 4	Fourth Marking Period Progress Reports			
May 4	Fort Couch Celebration of Learning (Early Dismissal @ 1:15 pm)			
May 5	Half Day Early Dismissal for Students - Act 80**			
May 11	Elementary Schools S.T.A.R. Night (Early Dismissal @ 12:45 pm)			
May 17	Snow Make-Up Day #1			
May 25	Boyce Celebration of Learning (Early Dismissal @ 1:15 pm)			
May 29	NO SCHOOL - MEMORIAL DAY			
June 7	Second Semester & Fourth Marking Period Ends - Pending Snow Make-Up Days			
June 7	LAST DAY OF SCHOOL FOR STUDENTS - Pending Snow Make-Up Days			
June 8	Teacher Inservice #11 (Classroom Management #5) - Pending Snow Make-Up Days (Snow Make-Up Day #2)			
June 8	High School Commencement			
June 9	Snow Make-Up Day #3			
June 19	Kennywood Day			
June 21	Report Cards Available on USC Parent Portal for High School and Middle Schools/Mailed for Elementary Schools			

\*No School for Students on Teacher Inservice Days

\*\*Half Day Early Dismissal Times for Students

October 7 and May 5:

High School - 10:55 a.m.

Elementary Schools - 11:30 a.m.

Middle Schools - 11:55 a.m.

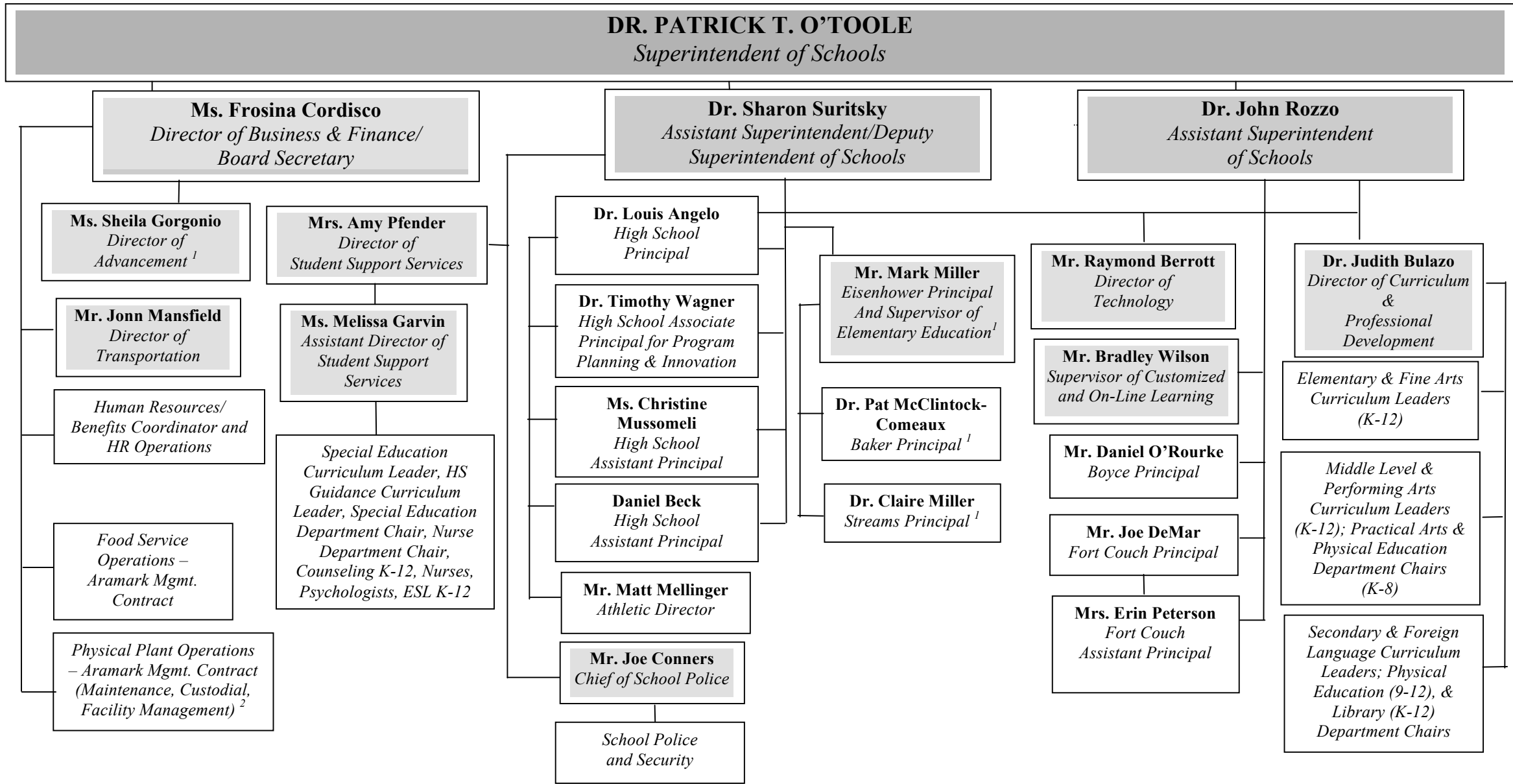
Winter Recess commences at the close of school on Thursday, December 22.

Spring Recess commences at the close of school on Friday, April 7.

In accordance with Basic Education Circular 24 P.S. §15-1502, Days Schools Not to be Kept Open, the following days are official local School District holidays: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, and Independence Day.



**3002 – Organizational Chart**



<sup>1</sup>- Additional supervision from Dr. Suritsky  
<sup>2</sup>- Additional supervision from Mr. DeMar