



Fox Chapel Area
SCHOOL DISTRICT

Gene Freeman, Ed.D.
Superintendent
email: gene_freeman@fcsd.edu

David P. McCommons, Ed.D.
Deputy Superintendent
email: david_mccommons@fcsd.edu

Kimberly M. Pawlishak
Business Manager
email: kimberly_pawlishak@fcsd.edu

611 Field Club Road
Pittsburgh, PA 15238
(412) 963-9600
Fax: (412) 967-0697
Web: www.fcsd.edu

March 6, 2020

Ms. Kelly Caracciolo

Dear Ms. Caracciolo,

I am writing in response to your comment at the School Board Meeting on Monday, March 2, 2020, regarding the minutes.

Minutes are completed for all open meetings and are retained in accordance with District policy and Pennsylvania law. Minutes from regular, combined, and special meetings, where official action has been taken, are Board approved. It has not been the District's practice to have the minutes from agenda study sessions Board approved since no official action is taken. These minutes are available to the public upon request.

I appreciate your comment and hope this explanation helps. Thank you for taking the time to attend the School Board meetings.

Sincerely,



David P. McCommons, Ed.D.
Deputy Superintendent

cc: School Board

DM:ka