

**Avonworth School District
Regular Meeting – January 13, 2020**

BOARD NOTES

The following items were approved at this meeting:

- Ratify payment of General Fund bills for December, 2019, beginning with Check #48028 and ending with Check #48187 in the total amount of \$589,924.21.
- Ratify the December, 2019 payroll in the amount of \$1,184,103.05.
- Treasurer’s Report for November, 2019.
- Ratify payment of Food Service Fund checks for December, 2019, beginning with Check #2695 and ending with Check #2705 in the total amount of \$24,397.47.
- To approve **Ms. Kaitlin Remensky** to write a Botvin LifeSkills Training High School Program (foundation) grant for up to \$2,500 and a stipend in the amount of \$75.00 to **Ms. Remensky** for writing the grant.
- To approve **Dr. Jeff Hadley** to write a Teacher in the Work Force (State) grant in the amount of \$25,000 and a stipend in the amount of \$100.00 to **Dr. Hadley** for writing the grant.
- To approve **Dr. Jeff Hadley** to write a PAsmart Targeted Computer Science and STEM Education Grant (153) (State) grant in the amount of \$32,142 and a stipend in the amount of \$115.00 to **Dr. Hadley** for writing the grant.
- To approve **Ms. Tara Wahl** and **Ms. Lucy Negron** to attend the Annual Statewide PA Department Bureau of Special Education Conference March 9-11, 2020 in Hershey, PA at a cost not to exceed \$950.
- To approve **Ms. Kaitlin Remensky** and **Ms. Colleen Barcaskey** to attend the annual PASAP Conference at Penn State from February 23-25, 2020, at a cost not to exceed \$1,250.
- To approve **Dr. Thomas Ralston**, **Dr. Jeff Hadley**, and a third staff member to be determined to attend the South x Southwest EDU Conference March 9-12, 2020 in Austin, TX, at no cost to the District. Funding is provided by the 20/20 grant.
- To approve **Dr. Thomas Ralston** and **Dr. Jeff Hadley** to attend the 20/20 Superintendents’ Innovation School Tour in San Diego, CA February 3-5, 2020 at no cost to the District. Funding is provided by the 20/20 grant.
- To approve **Ms. Kerri Villani** and **Mr. Dave Como** to attend an Art Therapy Conference February 27, 2020 in Pittsburgh at a cost not to exceed \$440 plus \$132 for one substitute.
- To approve **Mr. Mike Hall**, **Mr. Ahmed Affaneh**, and **Ms. Katy Straley** to attend the annual PAMLE Conference at the Toftrees Golf Resort in Penn State, May 1-3, 2020, at a cost not to exceed \$2,000, which includes the cost of one substitute.
- To approve **Dr. Thomas Ralston** and **Dr. Jeff Hadley** to attend the League of Innovative Schools Spring 2020 Meeting (Digital Promise) in Los Angeles, CA, March 23-25, 2020. A portion of the expense will be reimbursed by the League of Innovative Schools.
- To approve the Affiliation Agreement between Point Park University and the Avonworth School District. The term of this agreement is five (5) years from the date of execution.
- To approve the 2018-2019 Audited Financial statements as presented by Hosack, Specht, Muetzel, & Wood, LLC.
- To authorize the district’s solicitor (Andrews & Price) to continue the residential and commercial property assessment appeal program using the criteria detailed in their letter of January 2, 2020.
- To approve a change in assignment for **Mr. John Tadler** from Substitute Food Service Worker to General Food Service Worker at the Middle/High School 7:30 A.M. – 1:30 P.M. (6 hours/day), retro-active to January 2, 2020
- To hire **Ms. Mary Winghart** as a General Food Service worker at the Elementary School from 8:15 A.M. – 1:15 P.M. (5 hours/day) retroactive to January 2, 2020, pending requirements of the District, as per the terms of the AESPA agreement.
- To approve **Ms. Kathryn Abramowich** as a substitute Nurse at the daily rate established by the District, pending requirements of the District.

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- To approve a change in assignment for **Mr. James Funderwhite** from Food Service Worker and Part Time Custodian to full time Custodian, retroactive to January 2, 2020.
- To accept the resignation of **Ms. Lauren Pearce**, Speech and Language Therapist, retroactive to January 10, 2020.
- To approve **Ms. Mackenzie Wetzel** as a Primary Center Paraprofessional commencing January 21, 2020, according to the current AESPA contract, pending requirements of the District.
- To accept the proposal from Stephen Parks & Associates to provide architectural and design services for the addition of bleachers at Lenzner Field at a cost not to exceed \$5,675.00.
- To authorize Administration to solicit bids for Lenzner Field bleacher addition.
- To approve the agreement with ERC (Eric Ryan Corp.) to audit District utility and telecommunication bills beginning January, 2020.
- To approve IKM to develop a Facilities Master Plan at a cost not to exceed \$50,000.
- To declare eight exercise bikes obsolete and to sell or dispose of them accordingly.
- To approve the purchase of additional student books for the K-5 Wit & Wisdom Reading program at a cost not to exceed \$40,000.
- To approve the Administration to solicit bids for music instruments which are requested in the 2020-2021 budget.
- To approve the addition of a section of Symphonic Band for the High School weighted at 4.5.
- To approve **Mr. Ross Addler** as Grade 7 Grade Level Chair beginning January 13, 2020.
- To approve replacing the ProSoft Student Information System and Go.edustar Gradebook with Alma for a three year period beginning July 1, 2020 at a cost not to exceed \$102,831.56.
- Approval of the Kindergarten Program Guide for the 2020-2021 School Year. (*Informational note: No major educational content changes were made this year, only annual dates, times, etc. were updated*)
- To approve **Mr. Thomas Dominytus** as a school bus driver who has qualified under the laws and regulations as required by PA State Regulations.
- To approve the changes to Policy 011 Principles for Effective Governance and Leadership as attached.
- To approve the changes to Policy 913.1 Flyer Distribution Guidelines as attached.
- To approve the increase from a 4.0 to a 4.5 weighted credit for High School students selected to Chamber Choir.

Board Notes – Regular Meeting January 13, 2020

Book: Policy Manual
Section: 000 Local Board Procedures
Title: Principles for Governance and Leadership
Code: 011
Status: Adopted April 13, 2009

This Board policy supports the Principles for Governance and Leadership adopted by the Board and signed by individual school directors.

Pennsylvania school boards are committed to providing **every** student the opportunity to grow and achieve. The actions taken by the board ultimately have both short and long-term impact in the classroom. Therefore, school directors collectively and individually will . . .

Advocate Earnestly

- Promote public education as a keystone of democracy
- Engage the community by seeking input, building support networks, and generating action
- Champion public education by engaging members of local, state and
- federal legislative bodies

Lead Responsibly

- Prepare for, attend and actively participate in board meetings
- Work together in a spirit of harmony, respect and cooperation
- Participate in professional development, training and board retreats
- Collaborate with the Superintendent as the Team of 10

Govern Effectively

- Adhere to an established set of rules and procedures for board operations
- Develop, adopt, revise and review policy
- Align decisions to policy
- Differentiate between governance and management, delegating management tasks to administration
- Allocate finances and resources
- Ensure compliance with local, state and federal laws

Plan Thoughtfully

- Adopt and implement a collaborative comprehensive planning process, including regular reviews
- Set annual goals that are aligned with the comprehensive plan
- Develop a financial plan that anticipates both short and long-term needs
- Formulate a master facilities plan conducive to teaching and learning

Evaluate Continuously

- Utilize appropriate data to make informed decisions
- Use effective practices for the evaluation of the Superintendent
- Assess student growth and achievement
- Review effectiveness of the comprehensive plan

Communicate Clearly

- Promote open, honest and respectful dialogue among the board, staff and community
- Encourage input and support for the district from the school community
- Protect confidentiality
- Honor the sanctity of executive session

Act Ethically

- Never use the position for improper benefit to self or others
- Act to avoid actual or perceived conflicts of interest
- Recognize the absence of authority outside of the collective board
- Respect the role, authority and input of the Superintendent
- Balance the responsibility to provide educational programs with being stewards of community resources
- Abide by the majority decision

Section 1. Standards For Effective School Governance

~~To promote student growth and achievement, an effective School Board...~~

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a. ~~Advocates for a thorough and efficient system of public education by:~~

- ~~1. Promoting public education as a keystone of democracy.~~
- ~~2. Engaging and promoting community support by seeking input, building support networks and generating action.~~
- ~~3. Allocating resources in a manner designed to facilitate student achievement consistent with school district goals and plans.~~
- ~~4. Maintaining legislative awareness and communicating with members of local, state and federal legislative bodies.~~
- ~~5. Ensuring strong management of the school system by hiring, setting goals with and evaluating the Superintendent.~~
- ~~6. Employing qualified staff to meet student and program needs.~~

b. ~~Models responsible governance and leadership by:~~

- ~~1. Staying current with changing needs and requirements by reviewing educational literature, attending professional development opportunities prior to Board service and continuously during Board service, and preparing to make informed decisions.~~
- ~~2. Interacting with school officials in other districts and using resources provided by organizations and agencies committed to effective governance and management of public schools.~~
- ~~3. Leading with respect and taking full responsibility for Board activity and behavior.~~
- ~~4. Adopting and acting in accordance with the *PSBA Code of Conduct for Members of Pennsylvania School Boards*.~~
- ~~5. Engaging all community stakeholders.~~
- ~~6. Complying with Board policy and all applicable local, state and federal laws and regulations.~~
- ~~7. Operating as a collective Board in making decisions.~~
- ~~8. Participating in annual Board retreats.~~

c. ~~Governs through policy by:~~

- ~~1. Seeking input from stakeholders and following an established procedure for consideration.~~

2. Regularly reviewing and, as necessary, revising and adopting Board policy.
 3. Delegating to the Superintendent responsibility for implementation of Board policy.
 4. Ensuring public access to adopted Board policy.
 5. Purposefully linking its actions to applicable Board policies.
- d. Ensures that effective planning occurs by:
1. Adopting and implementing a collaborative strategic planning process, including regular reviews.
 2. Setting annual goals that are aligned with the Strategic Plan.
 3. Linking Board actions to the Strategic Plan.
 4. Adopting a financial plan that considers short term and long term needs.
 5. Adopting professional development plans for Board and staff.
 6. Adopting a plan to ensure evaluation of student growth and achievement using relevant data.
 7. Adopting a master facilities plan conducive to teaching and learning.
 8. Adopting a plan for curriculum review and development.
- e. Monitors results by:
1. Using data appropriately to make informed decisions.
 2. Ensuring effective practices for evaluation of staff, programs, plans and services.
 3. Evaluating its own performance.
 4. Assessing student growth and achievement.
 5. Evaluating the effectiveness of the Strategic Plan.
- f. Communicates with and engages the community by:
1. Distributing relevant information about the district.
 2. Providing methods of communication to the Board and appropriate staff.
 3. Seeking input through a variety of methods.
 4. Including stakeholders in all communications.

Section 2.—Code Of Conduct For School Board Members

- a. We, as members of our local Board of Education, representing all the residents of our school district, believe that:
1. Striving toward ideal conditions for effective School Board service to our community, in a spirit of teamwork and devotion to public education, is the greatest instrument for preserving and perpetuating our representative democracy.
 2. The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools.
 3. In order to maintain a free and strong country, our civic obligation to the community, commonwealth and nation is to maintain free and strong public schools in the United States of America, without surrendering our responsibilities to any other person, group or organization.

4. ~~Boards of School Directors share responsibility for ensuring a “thorough and efficient system of public education” as required by the Pennsylvania Constitution.~~
5. ~~Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.~~
6. ~~The public expects that our first and greatest priority is to provide equitable educational opportunities for all youth.~~

- b. ~~Accordingly:~~
 1. ~~The community should be provided with information about its schools and be engaged by the Board and staff to encourage input and support for the school system.~~
 2. ~~Devoting time, thought and study to our duties and responsibilities as School Board members is critical for rendering effective and credible service.~~
 3. ~~Board members should work together in a spirit of harmony, respect and cooperation, despite differences of opinion.~~
 4. ~~Personal decisions should be based upon all sufficient facts, we should vote our honest conviction without partisan bias, and we will abide by and uphold the majority decision of the Board.~~
 5. ~~Individuals have no legal authority outside the meetings of the Board, and should conduct their relationships with all stakeholders and media on this basis.~~
 6. ~~We will not use our positions as School Directors to benefit ourselves or any individual or agency.~~
 7. ~~School Boards must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.~~

 8. ~~We should recognize that the primary responsibility of the Board is to adopt policies by which the schools are to be administered.~~

 9. ~~We should respect that the Superintendent of Schools and his/her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.~~

 10. ~~Communication with all stakeholders and the media should be conducted in accordance with Board policy.~~

Board Notes – Regular Meeting January 13, 2020

Book: Policy Manual
Section: 900 Community
Title: Copy of Flyer Distribution Guidelines
Code: 913.1
Status: Review
Adopted: February 13, 2006

Purpose

The purpose of this policy is to improve communication with parents/guardians by distributing information that, while not generated by the schools, may be beneficial to students.

Guidelines

Effective ~~with the start of the 2006-2007 school year,~~ February 1, 2020, the district will adhere to ~~specific~~ the following guidelines for the distribution of flyers ~~information to students.~~

Only the following groups may request to have ~~handouts/~~flyers approved for electronic distribution:

1. School-related organizations (booster groups, PTAs, etc.).
2. Nonprofit service organizations that provide a beneficial service to students. ~~This does not include fundraisers for nonprofit organizations.~~
3. Local municipalities for sports registrations, Easter egg hunts, etc.
4. Other organizations that, in the judgment of the Superintendent or his/her designee, provide information beneficial to the district's families, students, or staff.

Requests for permission to distribute ~~printed materials or products~~ an electronic flyer must be submitted for approval via Peachjar, to the Superintendent in writing along with a copy of the printed flyer/material. Flyers for programs/events/activities that are not school-sponsored must include the following disclaimer, "The Avonworth School District does not sponsor or sanction this program/event/activity."

Flyers submitted for approval via Peachjar must adhere to the following:

- Programs, activities or services detailed in flyers must be beneficial to the educational, emotional, and developmental needs of Avonworth School District students.
- The material in a flyer must not advocate a religious or political viewpoint.
- The flyer must include the following disclaimer which Peachjar automatically adds to flyers from outside organizations:
 - *The Avonworth School District does not sponsor or sanction this program/event/activity. The Avonworth School District is not liable for any injuries that may potentially occur.*
- The flyer must be in PDF format, smaller than 6 MB and four pages or less.
- The flyer must contain the name and contact information of the sponsoring entity.
- The flyer must contain clear and legible text in at least size 12 font or larger.
- The flyer MUST NOT be a scanned or photocopied document.

Flyer approval does not constitute an endorsement. Approval simply means the material has been reviewed and meets the guidelines for district-wide electronic distribution. The district reserves the right to rescind approval to any organization or person if a complaint is received or the organization or person is found to be in violation of instructions from the Avonworth School District.

Requests must be submitted at least one week prior to the desired requested distribution date. Once a flyer is reviewed in Peachjar and approved for distribution, the district will distribute all approved flyers via Peachjar, which will email eflyers to school district contacts. The district will review, approve, and distribute flyers weekly.

~~Requests must be submitted at least one (1) week prior to the requested distribution date. Backpack flyer distribution will occur in grades K-5 on Wednesdays only. A school-wide announcement will alert students in grades 6-12 that the information is available for pick up in the office.~~

~~Once approval has been granted or denied, each building principal, secretary and clerk will receive a copy of the flyer indicating its approval status. Submitting organizations will also be notified of the decision.~~

~~Upon approval, organizations must reproduce the flyers, bundle them by homeroom classes, and deliver them to each building. The district will provide the organization with the classroom counts upon approval, or earlier if requested.~~