

Avonworth School District
258 Josephs Lane
Pittsburgh, PA 15237
Avonworth Board of School Directors
Minutes – Regular Meeting – September 14, 2020
Avonworth School District – LGI Room & Virtually
7:30 P.M.

MEMBERS PRESENT IN THE BOARD ROOM (Roll Call Taken):

Mr. Beau Blaser, Mr. John Brandt, Ms. Vicki Carlson, Ms. Yu-Ling Cheng, Ms. Kathryn Monti, Mr. Patrick Stewart, Ms. Danielle White

MEMBERS PRESENT VIRTUALLY (Roll Call Taken & Verified by Voices):

Ms. Sandra Bolain, Ms. Kristin Thompson

OTHERS PRESENT IN THE BOARD ROOM:

Dr. Thomas Ralston, Superintendent
Dr. Jeff Hadley, Asst. Superintendent
Mr. William Andrews, Esq., Solicitor

Mr. Brad Waters, Director, Fiscal Mgmt.
Ms. Cindy Donovan, Board Secretary

OTHERS PRESENT VIRTUALLY:

Ms. Rachael MacKenzie, Parent
Ms. Tracy Kephart, Parent
Ms. Beth Schuster, Parent
Mr. Jared Quinn, Parent
Ms. Lauren Zivic, Teacher
Ms. Nancy Whyte, *The Citizen*

Ms. Morgan Carpenter-Panuski, Parent
Ms. Omolara Fatukasi, Parent
Mr. Dan Cleary, Parent
Ms. Kristin Schleis, Parent
Mr. Michael Warren, former ASD Teacher

Call to Order

Board President, Mr. Beau Blaser, called the Regular Meeting to order at 7:33 P.M.

Visitors' Comments

Mr. Jared Quinn asked for an update on the property recently purchased by the District. Dr. Ralston said we are developing the Facilities Master Plan which encompasses our campus and the elementary campus. Mr. Waters said two items were on last week's agenda for discussion of two concepts from Gateway Engineers – one with a retaining wall and a gain of 50 parking spaces and the other with 177 parking spaces at a lower cost. A motion is on tonight's agenda for approval of the lower cost concept. Dr. Ralston said the planning committee, made up of school and community members, met last week and it will be 1-2 months before we are ready to complete that plan and bring before the Board.

Mr. Michael Warren, former ASD Music Teacher, thanked the Board for hiring him as a Music Teacher in July of 2017. He thanked the District for investing in him and commended the District on the work we're doing.

Report of Administration – Dr. Thomas Ralston, Superintendent

Dr. Ralston said we had a tremendous start to the new school year and commended teachers for their efforts teaching online. He also thanked Dr. Hadley for preparing the teachers for

the start of the school year. A survey was sent to parents and students on Friday asking for their general thoughts on how we're doing. 80% of high school parents feel satisfied with the education their children are receiving; 84% of Middle School parents, 90.8% of elementary parents, and 90.4% of primary center parents feel the same. They also had the opportunity to give us feedback on a personal level and we are looking for a common thread. One issue we have no control over is the traffic on Roosevelt Road near the elementary and primary center due to road construction. We will ask parents of virtual students for their intentions to get a sense of the numbers for our virtual model.

Dr. Ralston reported our first home football game went well. We are looking to expand the numbers for the Sto-Rox game. Members of the Marching Band will receive two guest passes, Pep Band members will increase to 50, and each player will receive two guest passes. We are following the Allegheny County Dept. of Health guidelines on how we can operate with pods of people. Changes for volleyball games include a limit of 25 persons. We will restrict spectators from other schools. Each volleyball player will receive two guest passes.

Report of the Assistant Superintendent – Dr. Jeff Hadley

Dr. Hadley recapped the Curriculum Committee meeting that was held this evening. He noticed in conversations with teachers their attitude of “it’s different but challenging” and they are trying to make things better. He is working on graduation requirement changes which he’ll have for Board approval in October. The Diversity, Equity & Inclusion meeting will be held virtually next Thursday evening at 7:00 PM.

Report of the Solicitor – Mr. William Andrews, Esq.

Mr. Andrews had no report at this time but will have his Quarterly Report in October.

Beattie Key Notes/AIU News – Ms. Kate Monti

Mrs. Monti said AWBCC had a good start to their new school year. The Kiddie Tech program is up and running well.

Mr. Blaser noted the Curriculum Committee met this evening at 6:30 PM in the LGI Room.

Motion: P. Stewart; **Second:** K. Monti; **Motion Carried:** Unanimous voice vote to approve the Minutes of the August 3, 2020 Work Session/General Purpose Meeting and the Minutes of the August 10, 2020 Regular Meeting. (Voice Vote)

NOTE: When voicing their votes, Board members also raised their hands to signify their vote so virtual attendees could see them.

FINANCE – D. White/P. Stewart, Co-Chairs

Motion: D. White; **Second:** K. Monti; **Motion Carried:** Unanimous voice vote to approve items 1.1-1.5 and 2-12:

- | | | |
|------------|--|-------------------------|
| 1.1 | Ratify payment of General Fund bills for August, 2020, beginning with Check #49393 and ending with Check #49523 in the total amount of \$1,040,411.34. | <i>General Funds</i> |
| 1.2 | Ratify the August, 2020 payroll in the amount of \$959,539.97. | <i>Payroll</i> |
| 1.3 | Treasurer’s Report for July, 2020. | <i>Treasurer’s Rpt.</i> |
| 1.4 | To approve yearend June, 2020 Budget Transfers as attached. | <i>Budget Transfers</i> |
| 1.5 | To approve capital project payments of \$119,403.00. | <i>Capital Projects</i> |

Finance, continued

2. To approve the EITC Letter of Support for the Audubon Society to accompany their application for inclusion for educational improvement organizations to the Dept. of Community and Economic Development. *EITC*
3. To approve the Title IIA Non-Public Agreement with the Allegheny Intermediate Unit for non-public services during the 2020-2021 School Year at a cost of \$1,872.10 (to be paid using allocated Title II funds). (Annual contract for services of students who reside in our district but attend non-public schools.) *Title IIA*
4. To retroactively approve **Mr. Bill White** to write a Project Lead The Way (Corp.) Grant in the amount of \$10,000.00 and to approve **Mr. White** receive stipends in the amount of \$85 for writing the grant and \$85 for monitoring the grant. *Grant*
5. To accept the award of \$10,000 for the Project Lead The Way (corporate) grant and approve payment to **Mr. Bill White** of \$500.00 for receipt of the grant. *Grant Award*
6. To accept the PCCD grant award of \$35,000 for the Security and Safety Upgrade (state) grant and approve payment to **Mr. Brad Waters** and **Mr. Mike Hall** of \$500.00 each for receipt of the grant. *Grant*
7. To accept the PCCD grant award of \$184,811.00 for the COVID-19 Re-Opening Plan (state) grant. *Grant Award*
8. To enter into an agreement with the Human Services Administration Organization to continue to provide services for the Student Assistance Program for the 2020-2021 School Year. *Human Svcs.*
9. To approve membership in the Pennsylvania Association of Rural and Small Schools Association (PARSS) for **Dr. Thomas Ralston** for the 2020-2021 School Year in the amount of \$750. *Membership*

ADDENDUM ITEMS (3)

10. To approve the contract with Pittsburgh Behavioral Services for a one-time assessment at a cost not to exceed \$2,000. *Pgh. Behavioral*
11. To approve the EITC Letter of Support for the LaRoche University Scholar Program to accompany their application for inclusion for educational improvement organizations to the Dept. of Community and Economic Development. *EITC*
12. To approve the agreement with M3 Music Therapy, LLC at a cost not to exceed \$2,500 for the 2020-2021 School Year. *M3 Music Therapy*

PERSONNEL – K. Thompson/V. Carlson, Co-Chairs

Motion: K. Thompson; **Second:** J. Brandt; **Motion Carried:** Unanimous voice vote to approve items 1-22:

1. To approve the change in assignment for **Mr. Mike Lincoln** from Middle School Computer Teacher to High School Computer Teacher effective with the 2020-2021 School Year. *Chg. in Assignment*
2. To accept the letter of intent to retire from **Ms. Roberta Kelly**, Paraprofessional, effective August 13, 2020. *Retirement*
3. To accept the resignation of **Mr. Bill McMillion** as Lead Custodian, retroactive to August 12, 2020. (Please note he will continue to hold the position of Building Custodian.). *Lead Custodian
Resignation*
4. To accept the resignation of **Mr. Adam Lopour**, Paraprofessional, effective August 13, 2020. *Resignation*
5. To accept the resignation of **Mr. Michael Warren**, Music Teacher, effective August 26, 2020. *Resignation*
6. To approve the request of **Ms. Kim Rask**, Paraprofessional, for FMLA from September 16, 2020 through December 9, 2020. *FMLA*
7. To approve the request of **Ms. Bernice Arienzo**, Food Service Worker, for an unpaid leave from September 1, 2020 through approximately October 26, 2020. *Unpaid Leave*
8. To approve the request of **Ms. Stefani Machen**, Paraprofessional, for an unpaid leave of absence from August 31, 2020 until approximately November 4, 2020. *Unpaid Leave*
9. To approve the following mentors for the 2020-2021 School Year, retroactive to August 19, 2020 with a stipend per the current AEA contract: *Mentors*
 - A. **Ms. Jennifer Tracy** as mentor for **Ms. Brittney Covalt**, High School Science Teacher
 - B. **Ms. Sara Studt** as Mentor for **Ms. Sonia Ewell**, High School English Teacher
 - C. **Mr. Nick Mancini** as Mentor for **Ms. Alexandra Imbrogno**, High School Social Studies Teacher
 - D. **Ms. Kerri Villani** as Mentor for **Ms. Shelby James**, High School Art Teacher
 - E. **Ms. Jill Shumaker** as Mentor for **Ms. Nicole Findon**, Middle School STEM/Computer Teacher
 - F. **Ms. Jenna Muncie** as Mentor for **Ms. Danielle Wilkinson**, Long Term Substitute for Grade 4 Teacher

Personnel, continued

10. To approve the following as Teacher Leadership Council sponsors for the 2020-2021 School Year, retroactive to August 10, 2020, with a stipend similar to the Department Chair according to the current AEA contract:
 - A. **Ms. Molly Long**
 - B. **Ms. Tiffany White**
 - C. **Mr. Tony Cario**
 - D. **Ms. Julie Selep**
 - E. **Mr. Phil Coffin**
 - F. **Mr. Will Guess**

Teacher Leadership Council

11. To hire **Ms. Jill Stanton** as a Part-Time Food Service worker at the Primary Center for 3.75 hrs./day effective August 12, 2020, pending requirements of the District, as per the terms of the current AESPA agreement.

PT Fd. Svc. Worker

12. To approve **Mr. Nick Labella** as a full-time Lead Custodian retroactive to August 31, 2020, with salary and benefits according to the current AESPA contract, pending requirements of the District.

FT Lead Custodian

13. To approve **Mr. Isaac Panza** as a substitute custodian retroactive to September 1, 2020, 2020, at a rate of \$11.00/hour, with no benefits, pending requirements of the district.

Sub Custodian

14. To approve **Ms. Erin Currie** as a Middle School Paraprofessional commencing August 31, 2020, according to the current AESPA contract, pending requirements of the District.

MS Paraprofessional

15. To approve **Ms. Linda Morgan** as an Elementary School Paraprofessional commencing August 31, 2020, according to the current AESPA contract, pending requirements of the District.

ES Paraprofessional

16. To approve **Mr. Peter Yannopoulos** as a Primary Center Paraprofessional commencing August 31, 2020, according to the current AESPA contract, pending requirements of the District.

PC Paraprofessional

17. To approve **Mr. Nick Dizon** as a High School Paraprofessional commencing September 2, 2020, according to the current AESPA contract, pending requirements of the District.

HS Paraprofessional

18. To approve **Ms. Mallory Accamando** as an Elementary School Day-to-Day Virtual Substitute Teacher for the 2020-2021 School Year at \$140/day with no benefits, effective August 28, 2020, pending requirements of the District.

ES DTD Virtual Sub

19. To approve **Mr. Frank Cardone** as an Elementary School Day-to-Day Virtual Substitute Teacher for the 2020-2021 School Year at \$140/day with no benefits, effective August 31, 2020, pending requirements of the District.

ES DTD Virtual Sub

Personnel, continued

20. To approve the transfer of 8.5 sick days for **Ms. Sonia Ewell** which were accumulated during her employment with the Duquesne City School District. *Sick Day Transfer*

ADDENDUM ITEMS (2)

21. To approve **Ms. Kelsey Belko** as a Middle School Paraprofessional commencing August 31, 2020, according to the current AESPA contract, pending requirements of the District. *MS Paraprofessional*
22. To approve the agreement with KeySolution Staffing, L.L.C. for Social Work Services at an amount not to exceed \$52,500 per year. *Social Work Svcs.*

CURRICULUM – V. Carlson/J. Brandt – Co-Chairs

Motion: V. Carlson; **Second:** J. Brandt; **Motion Carried:** Unanimous voice vote to approve item 1:

1. To approve the original Level I curriculum for the full-year course of ELA Civics and payment of \$962.00 each to **Ms. Julie Raitano** and **Mr. Jason Smith** for writing the curriculum. *ELA Civics Curriculum*

ATHLETICS & ACTIVITIES – J. Brandt/B. Blaser, Co-Chairs

Motion: J. Brandt; **Second:** V. Carlson; **Motion Carried:** Unanimous voice vote to approve items 1-6:

1. To accept the resignation of **Ms. Kerri Villani** as sponsor of the Middle School Art Club. *Art Club Resignation*
2. To approve **Mr. Patrick Knipp** as a volunteer Middle School Assistant Football Coach for the 2020-2021 School Year, with no benefits. *Vol. MS Asst. Football Coach*
3. The Administration recommends approval of the following Fall coaches and supplemental sponsors for the 2020-2021 School Year. In the event that an athletic season or other activity is shortened or cancelled in its entirety, payment for the affected supplemental positions(s) shall be reduced on a pro rata basis. This appointment does not guarantee any of the persons listed below that his/her position will be needed and in place or that it will continue uninterrupted during the 2020-2021 School Year. *Coach & Supplemental Sponsors*
- A. To approve **Ms. Denise Hauser** as Interim AM Bus Duty Monitor at the Primary Center for the 2020-2021 School Year.
 - B. To approve **Mr. Zachary Chandler** as a half-time Assistant Varsity Football Coach for the 2020-2021 School Year, pending requirements of the District.

Athletics & Activities, continued

- C. To approve a change in status for **Mr. Lance Hilyard** from a volunteer Assistant Varsity Football Coach to a paid half-time Varsity Assistant Football Coach for the 2020-2021 School Year, pending requirements of the District.
- 4. To amend the motion of August 10, 2020 and approve **Ms. Jill Shumaker** as sponsor of the Provisional eSports Club for the 2020-2021 School Year with a stipend according to the current AEA contract. *(Stipend was originally to be paid by the Emerald Foundation)* *eSports Club*

ADDENDUM ITEMS (2)

- 5. To rescind the motion of August 10, 2020 approving **Ms. Kristen Buttenfield** and **Ms. Laurie Parker** as shared Elementary AM Bus Duty monitors for the 2020-2021 School Year. *Rescind Motion ES
AM Bus Duty Bus*
- 6. The Administration recommends approval of the following Fall coaches and supplemental sponsors for the 2020-2021 School Year. In the event that an athletic season or other activity is shortened or cancelled in its entirety, payment for the affected supplemental positions(s) shall be reduced on a pro rata basis. This appointment does not guarantee any of the persons listed below that his/her position will be needed and in place or that it will continue uninterrupted during the 2020-2021 School Year. *Coach & Supplemental
Sponsors*
 - A. To approve **Ms. Shelby James** as sponsor of the Middle School Art Club for the 2020-2021 School Year with a stipend per the current AEA contract.
 - B. To approve **Mr. Ronnie Ziccardi and Ms. Monica Swartz** for Elementary School Parent Pick-Up for the 2020-2021 School Year with a stipend per the current AEA contract.
 - C. To approve **Ms. Erin Funwela** for Elementary School PM Bus duty for the 2020-2021 School Year with a stipend per the current AEA contract.
 - D. To approve **Ms. Kristen Buttenfield** for Elementary School PM Bus Duty for the 2020-2021 School District with a stipend per the current AEA contract.
 - E. To approve **Mr. Robert Southall** as a volunteer Middle School Football Coach for the 2020-2021 School Year, with no benefits, pending requirements of the District.
 - F. To approve **Mr. Brandon Wasko** as an Assistant Middle School Football Coach for the 2020-2021 School Year, pending requirements of the District.

RECESS

Motion: P. Stewart; **Second:** K. Monti; **Motion Carried:** Unanimous Voice Vote to recess the Regular Meeting at 8:20 P.M. to an Executive Session to discuss contract matters. *RECESS*

RESUME

The Regular meeting resumed at 8:50 PM. *RESUME*

BUILDINGS & GROUNDS – P. Stewart/S. Bolain – Co-Chairs

Motion: P. Stewart; **Second:** J. Brandt; **Motion Carried:** Unanimous voice vote to approve items 1-3:

1. To declare several Elementary School library books as obsolete and to donate/dispose of accordingly. *ES Obsolete
Library Books*
2. To declare Envision Math curriculum materials for Grades 3-5 as obsolete and to donate/dispose of accordingly. *ES Obsolete Math
Materials*
3. To declare the Middle/High School Library lounge sofas as obsolete and dispose of them accordingly. *Obsolete Library
Sofas*

The Board postponed voting on Item #4 until after a Buildings & Grounds meeting has been held.

4. To enter into an agreement with Gateway Engineers at a cost not to exceed \$41,500.00 (approximately 4% of cost estimate) to develop documents to construct a parking lot on the high school expansion property.

PUBLIC RELATIONS – Y. Cheng/K. Thompson, Co-Chairs

Motion: Y. Cheng; **Second:** V. Carlson; **Motion Carried:** Unanimous voice vote to elect and approve candidates in item 1 as follows:

1. **PENNSYLVANIA SCHOOL BOARDS – ELECTION OF OFFICERS** *PSBA Officer Election*

For President-elect (One Year Term): David Hein, Parkland SD (Lehigh Valley Co.)

Declare Mr. David Hein as the Avonworth School Board choice for President –elect of PSBA Board.

For Vice President (One Year Term): Sabrina Backer (Franklin Area SD); Daniel O’Keefe, Northgate SD

Declare Ms. Sabrina Backer as the Avonworth School Board choice for Vice President of PSBA Board.

For Treasurer: Michael Gossert, Cumberland Valley SD (Cumberland Co.)

Declare Mr. Michael Gossert as the Avonworth School Board choice for Treasurer of the PSBA Board.

For Western at Large: Marsha Pleta (Washington SD)

Declare Ms. Marsha Pleta as the Avonworth School Board choice for Western at Large of the PSBA Board.

Public Relations, continued

PENNSYLVANIA SCHOOL BOARDS – ELECTION OF PSBA INSURANCE TRUSTEES

Trustee (Term ends Dec. 31, 2023)

- Mr. Michael Faccinetto, Bethlehem Area School District

Trustee (Term ends Dec. 31, 2023)

- Ms. Marianne Neel, PSBA Past President

Declare : Mr. Michael Faccinetto and Ms. Marianne Neel, as the Avonworth School Board choices for PSBA Insurance Trustees.

PENNSYLVANIA SCHOOL BOARD SECRETARIES FORUM STEERING COMMITTEE

Term ends Dec. 31, 2022.

- Mr. Stephen Skrocki (North Penn SD)
- Ms. Tracy Long (Keystone Central SD)

Declare: Mr. Stephen Skrocki and Ms. Tracy Long, as the Avonworth School Board choices for PSBA Secretaries Forum Steering Committee.

POLICY – K. Monti/Y. Cheng, Co-Chairs

Motion: K. Monti; **Second**: J. Brandt; **Motion Carried**: Unanimous voice vote to approve items 1-5:

1. To approve the following updated handbooks for the 2020-2021 School Year: *Handbooks*
 - A. Avonworth Middle School Guidebook
 - B. Avonworth School District Faculty Handbook
 - C. Avonworth School District Student Handbook & Discipline Code
 - D. Avonworth High School Personal Pathways Program Handbook
 - E. Avonworth School District Booster Organization Procedures
 - F. Handbook for Parents of Student Athletes
 - G. Induction Handbook
2. To approve the addition of one High School AM/PM Bus Duty position for parent pick-up and drop-off facilitation through November 4, 2020. *(This is to help enforce safety protocols.)* *Add HS Bus Duty Positions*
3. To approve the addition of one Elementary School Parent Pick Up and one Bus Duty supplemental position beginning with the 2020-2021 School Year. *(This is to help enforce safety protocols.)* *Add ES Bus Duty Positions*
4. To accept the change to Policy 915 Relations With School-Affiliated Organizations (Booster Groups) as attached. *Pol. 915 Change*
5. To approve the 2020-2025 Strategic Plan. *Strategic Plan*

Old Business

Mr. Waters discussed the bond refinancing. This morning we went to market on the 2015-A-1's with a savings of \$904,000. Total combined savings from Series 2011, 2015-A-1 and 2015A-2 is \$1,381,000.00 and will be spread over the next ten years.

Mr. Brandt asked for an update on the bleacher project. Mr. Waters said the work could take 1-2 more weeks before it is complete.

New Business

Dr. Hadley and Board members discussed the upcoming Diversity, Equity & Inclusion and what the committee should look like. Discussion included having a smaller committee do the work and report back to the larger committee. So far 46 people have signed up to join the committee. Dr. Ralston noted that the AIU has proposed a Director of Diversity, Equity and Inclusion position to work on behalf of the member school districts. Dr. Hadley discussed "train the trainer" professional development. Mrs. Bolain feels an outline should be developed showing what we are already doing. D. Ralston said he had met with several graduates about what they went through and what they would like to see done. These graduates would like to stay involved.

The Board viewed Mrs. Patton's updated football and volleyball breakdown. Mr. Brandt said there's still the same number of seniors and feels they should each have the opportunity to see a game. Dr. Ralston said we want to open up attendance at games but must proceed safely and with common sense. He will discuss with Mrs. Dwulit and Mrs. Patton.

Adjournment

Motion: P. Stewart; **Second:** V. Carlson; **Motion Carried:** Unanimous Voice Vote to adjourn the Regular Meeting at 9:25 P.M. to an Executive Session to discuss personnel matters.

Respectfully submitted,

Cindy S. F. Donovan,
Board Secretary

Book: Policy Manual
Section: 900 Community
Title: Relations With School-Affiliated Organizations (Booster Groups)
Code: 915
Status:
Adopted: October 11, 2005

Purpose

The Board recognizes and appreciates the interest and support of school-affiliated organizations of parents/guardians and interested community residents. The Board also recognizes the need for a clear working relationship between these organizations and the schools. The following policy statements have been adopted in order to maintain current good relationships with existing school-establishment and operation of future organizations.

Definition

School-affiliated organizations are defined as those organizations that utilize the name of the school district or any of its schools or programs, conduct any part of their operation on district property, and either support or directly affect curricular or extracurricular programs operated by the schools.

Authority

Pennsylvania School Law establishes the local Board of Education as the sole local policy-making body. In matters of district policy and operating procedures, the Board will retain final authority. This authority must be recognized and respected by all school-affiliated organizations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

School-affiliated organizations must receive approval of the Board prior to using district or school names and operating in relation to district schools or programs.

Board approval should be requested through the Superintendent. Action by the Board will be taken at a public meeting after a review of the following information, which should be presented with the request for approval:

1. Statement of need for the organization.
2. Proposed name of the organization.
3. Proposed school or program affiliation.
4. Proposed constitution and/or bylaws.
5. Name of person(s) responsible for the conduct of the organization.

Board approval or disapproval will be acknowledged in writing by the Board Secretary. Copies of statements of Board approval will be filed in the official minutes of the Board and should be kept with the permanent documents of the respective organizations.

Approval of school-affiliated organizations may be revoked by the Board for reasons stated in writing, provided that the representatives of the organization have been given the opportunity to be heard prior to the Board's action. Revocation of approval by the Board will result in termination of all relationships with the district, school, and/or program.

Guidelines

Fiscal Matters

1. Accounts of all school-affiliated organizations shall be audited yearly by a committee of more than one person elected or appointed by the organization. A copy of the audit must then be forwarded by June 30th to the district’s Director of Fiscal Management and Support Services.
2. Written treasurer’s reports shall be prepared and presented to the membership of the organization no less than once per fiscal year.
3. Copies of the treasurer’s monthly and auditor’s yearly reports shall be provided to the building principal and to the ~~Athletic~~ Director ~~of Fiscal Management and Support Services~~ who will make them available to the Board.
4. Funds raised in the name of the school district for its schools or programs shall be used to benefit the students of the school district, unless otherwise specified in the budget of the organizations and approved by its membership and by the Board of School Directors.

Fundraising Activities

1. Fundraising activities conducted within the school system by students using the names of the school system or any of its respective schools and by school-affiliated organizations shall first be approved by the Superintendent.
2. All fundraising activities shall be conducted in compliance with existing district and school regulations.
3. Records of school fundraising activities shall be subject to audit, as are any other accounts within the school system.
4. Profits derived from any sale or drive by a school group or a school-affiliated organization shall be used only to benefit the students, directly or through school-affiliated organizations, or for worthy purposes designated by the students through their governmental structure.

Use of District Facilities

Use of district facilities shall be in accordance with the guidelines for Use of School Facilities.[7]

School-affiliated organizations shall be granted use of district facilities without charge under the provisions of School Use Policy.[7]

Whenever use of a facility is granted without charge, and regularly scheduled district personnel cannot cover the facility or the use, the using organization will be responsible for the costs of labor required of district personnel.

Use of facilities by school-affiliated organizations may be decided upon by the responsible principal(s) so long as the use complies with policy and is properly recorded on the district and building calendars.

Booster groups must provide adult supervision at all times when holding functions for school aged students. Additionally, the local police department must be notified of upcoming events utilizing school grounds or facilities in order to determine if police coverage is needed and to what extent it is needed. If needed, the booster group is responsible for all costs.

Delegation of Responsibility

The Superintendent shall be the chief liaison between the Board and school-affiliated organizations.

Building principals shall be involved in all decisions and planning affecting their respective students, programs, and facilities.

Copies of the following shall be provided, as requested or at least annually, and approved by the building principal and the Superintendent:

1. Constitution and/or bylaws.
2. Names of all officers.
3. Minutes of all meetings. (Only when prepared for general membership distribution or for the executive committee.)
4. All treasurer's and audit reports detailing where monies were expended for the previous year and detailing where monies will be expended by providing a projected budget for the new year.
5. All notices, etc. distributed by the organization.
6. Annual reports. (Include activities conducted during the previous year and activities planned for the new year.)
7. All recommendations to the Superintendent or Board.

Booster group members who utilize the school facility(ies), either for meetings or activities and who have direct contact with the students, must obtain Act 34 and Act 151 clearance at the expense of the booster group. Copies of the clearances must be submitted to the building administration.[\[8\]](#)[\[10\]](#)[\[11\]](#)

Insurance

Booster groups can sign a waiver accepting full responsibility for their actions and releasing the school district of any and all liability. The waiver is available through the Director of Fiscal Management and Support Services.

Legal

1. 24 P.S. 301

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2. 24 P.S. 407

3. 24 P.S. 510

4. 24 P.S. 511

5. Pol. 002

6. Pol. 003

7. Pol. 707

8. 24 P.S. 111

10. 22 PA Code 8.1 et seq

11. 23 Pa. C.S.A. 6301 et seq