

**Avonworth School District
258 Josephs Lane
Pittsburgh, PA 15237
Avonworth Board of School Directors
Minutes – Regular Meeting – December 4, 2017
Avonworth School District – Board Room
7:43 P.M.**

MEMBERS PRESENT:

Mr. Beau Blaser, Ms. Sandra Bolain, Mr. John Brandt, Ms. Vicki Carlson, Mr. Jeff Carraway, Ms. Kathryn Monti, Mr. David Oberdick, Mr. Patrick Stewart (*arrived 8:20 PM*), Ms. Kristin Thompson

OTHERS PRESENT

Members of Cub Scout Troop #321:

Reed Reagan	Marshall McCall
Conrad Leiss	Luke Maddalena
Ben Hebor	Mitchell Knox
Jack Salisbury	Aiden Pill
Ms. Robin Leiss, Parent	Ms. Dyan McCall, Parent
Mr. Roger Maddalena, Parent	Mr. Steve Knox, Parent
Mr. Richard Salisbury, Parent	Mr. Michael Hebor, Parent
Mr. Clarence Reagan, Parent	Mr. Norman Dill, Parent
Miss Ava Bolain, Student	
Mr. Austin Bolain, Student	
Mr. Adam Bolain, Parent	
Dr. Thomas Ralston, Superintendent	
Dr. Ken Lockette, Assistant Superintendent	
Mr. Brad Waters, Director of Fiscal Management	
Mr. James Berent, Esquire, Andrews & Price LLC	
Ms. Jessica Taylor, Director of Student Services	
Ms. Megan Robbbaro, Student Representative	
Nancy White, <i>The Citizen</i>	
Ms. Cindy Donovan, Board Secretary	

Call to Order

Board President, David Oberdick, called the Regular Meeting to order at 7:43 P.M.

Cub Scout Troop # 321 attended the Board meeting in order to meet one of their Scouting requirements. Each Scout introduced themselves and the Board welcomed them and any questions they may have.

Mr. Oberdick read the following: The November 28, 2017 Board Work Session/General Purpose Meeting had been cancelled. Board members attended Diversity Training on November 28 at 6:30 PM in the Jeffrey Boggess Collaboration Center. Tonight's Curriculum Committee Meeting was cancelled.

Report of Student Representative – Ms. Megan Robbbaro

Plans are underway for the Children's Hospital Auction. A mock crash was conducted today at the High School to raise awareness of the dangers of driving while impaired. Students were also reminded not to text while driving. The mock crash was very realistic, with a Life Flight helicopter landing on the baseball field, EMS and police present, and a funeral

Minutes – Regular Meeting December 4, 2017

that was set in the auditorium. Spring musical auditions for the high school are tomorrow and middle school on Wednesday. Dr. Ralston said KDKA TV News ran a story and video about the mock crash on the Noon news. He will share the video to Board members. Mr. Lincoln's computer class documented the mock crash with different camera angles. They will enter the edited video in a state contest "Talk to Your Senator."

Report of Administration – Dr. Thomas Ralston, Superintendent

Dr. Ralston complimented everyone involved in the Mock Crash. He showed the Board the 2017 Winter edition of IN Sewickley magazine which featured the Avonworth Band on the cover. Dr. Ralston noted that Junior, Lukas Helsel, was in Orlando last week representing Avonworth at the 2017 NAFME All-National Honor Ensemble. Last Week Dr. Ralston attended the Superintendents' Forum which focused on social media and the FBI provided workshops regarding exploited children and child trafficking. Jennifer Eehalt, area representative for Common Sense Media, spoke. She works with schools and teaches about responsible use of social media. A visitor asked Dr. Ralston how the school educates students about social media. He discussed the three lessons: learning appropriate use of computers, the dangers of the internet, and social media for administrators and their district. He said college admission counselors look for more than test scores when admitting students. They also look at the student's footprint on the internet and will not admit them because of things they've done on the internet.

Report of the Solicitor – Mr. James Berent, Esq.

No report at this time.

Beattie Key Notes/AIU News – Mr. Jeff Carraway/Mr. Beau Blaser

Mr. Blaser reported AWBCC students attended a Skills USA Leadership workshop at Seven Springs. Senior, Cameron Galloway, represented Avonworth in the carpentry program. AWBCC recently hosted a successful craft show with 125 vendors. Mr. Blaser said Mr. Heasley is concerned with the lack of substitute teachers. Dr. Ralston spoke of the AIU's SmartStart program where anyone with a Bachelor's degree can receive training and be certified to sub through this program. A visitor asked if manufacturers can reach out to AWBCC and she was assured they could. Mr. Blaser will discuss with her. AWBCC's auto program helped North Hills Community Outreach by preparing their vehicles for a safety inspection. Superintendents reviewed the AWBCC preliminary budget at their Nov. 10 meeting.

Mr. Oberdick administered the Oath of Office to Mr. Patrick Stewart.

Motion: J. Carraway; **Second:** J. Brandt; **Motion Carried:** Unanimous voice vote to approve the Minutes of the Work Session of November 6, 2017 and the Regular Meeting of November 13, 2017. (Voice Vote)

FINANCE – J. Carraway/P. Stewart, Co-Chairs

Motion: J. Carraway; **Second:** P. Stewart; **Motion Carried:** Unanimous voice vote to approve items 1.1-1.5 and items 2-7. The Board will discuss Item 8 in an Executive Session before voting.

1.1 Ratify payment of General Fund bills for November, 2017, beginning with Check #42996 and ending with Check #43238 in the total amount of \$680,323.22.

General Fund

Finance, continued

- | | | |
|--|---|--|
| 1.2 | Ratify the November, 2017 payroll in the amount of \$1,117,527.25. | <i>Payroll</i> |
| 1.3 | Treasurer’s Report for October, 2017. | <i>Treasurer’s Rpt.</i> |
| 1.4 | Ratify payment of Food Service Fund bills for October, 2017, beginning with Check #2499 and ending with Check #2505 in the total amount of \$23,721.72. | <i>Fd. Svc. Bills</i> |
| 1.5 | Approval of Capital Project Fund payments in the amount of \$98,100. | <i>Capital Projects</i> |
| 2. | To retroactively approve applying the Disabled Veteran Exemption status for the years 2016 and 2017 on Parcel ID #424-H-140-023 (Gerald Marshall). | <i>Disabled Veteran
Tax Exemption</i> |
| 3. | To accept the award from The Grable Foundation for the Studio A 2018: Designing Creative PBL Regional Teacher Summer Institute foundation grant in the amount of \$58,590 and payment of \$115.00 to Dr. Lockette for monitoring the grant. The check from The Grable Foundation will be released once the award has been Board approved. | <i>Grable Grant Award</i> |
| 4. | To approve the agreement with eSchoolView for website services from July 1, 2018 through June 30, 2023. | <i>New Website</i> |
|
<i>Dr. Ralston said our new website would be built and transitioned over the summer. Ms. Taylor said the new site is easily accessible and there is no longer a need for an app.</i> | | |
| 5. | To approve the agreement with TransPerfect Remote Interpreting through the AIU for services from February 10, 2018 through February 10, 2019. | <i>Interpreting Svc.</i> |
|
<i>Mr. Brandt asked how often an interpreting service was used. Ms. Taylor said it was very helpful to call and have a translator on the phone while meeting with a parent. In the last six months, the service was used to translate Spanish, Arabic, and Korean languages.</i> | | |
| 6. | To approve: | |
| a. | The agreement with Crossroads Speech & Hearing, Inc., retroactive to August 22, 2017 to provide speech and language services at a rate of \$55/hour through December 22, 2017. | <i>Crossroads Speech &
Hearing 8/22-12/22/17</i> |
| b. | The agreement with Crossroads Speech & Hearing, Inc., effective January 2, 2018 to provide speech and language services for 1 full-time and one half time Speech Therapist through June 1, 2018 at a cost of \$60,000. | <i>Crossroads Speech &
Hearing 1/2-6/1/18</i> |
| 7. | To approve payment of \$170 to the Pennsylvania School Boards Association for New School Director training for new Board member, Ms. Sandra Bolain. | <i>Board Member Training</i> |

Item #8 to be discussed in Executive Session before vote.

8. To approve settlement with Beattie Technical Education Association, et al. subject to approval by all participating Districts, in the amount of \$19,208.00, as recommended by the Solicitor.

PERSONNEL – K. Thompson/D. Oberdick, Co-Chairs

Motion: K. Thompson; **Second:** B. Blaser; **Motion Carried:** Unanimous voice vote to approve items 1-12:

1. To approve **Ms. Amanda Zabinski** as a Day-To-Day substitute for Grade 3 retroactive to October 16, 2017 at \$140/day with no benefits, pending requirements of the District. *DTD Sub Gr. 3*
2. To approve a change in assignment for **Ms. Ethel Stanley**, General Food Service Worker from 9:30 A.M. – 1:15 P.M. (3.75 hours/day) at the Avonworth Primary Center Cafeteria to 9:00 A.M. – 1:15 P.M. (4.25 hours/day) retroactive to October 31, 2017. *Chg. in Assignmt. Fd. Svc.*
3. To accept the resignation of Assistant Superintendent, Dr. Ken Lockette, effective January 2, 2018. *Asst. Supt. Resignation*

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

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

1. To approve the PA Council on the Arts agreement for the 2017-2018 School Year for the Long-Term Residency Project at the Primary Center retroactive to November 16, 2017. *PA Council on Arts*

ATHLETICS & ACTIVITIES – D. Oberdick/E. Templin, Co-Chairs

Motion: D. Oberdick; **Second:** P. Stewart; **Motion Carried:** Unanimous voice vote to approve item 1:

1. To approve **Ms. Stefanie Wiegand** as a volunteer Assistant Softball Coach for the 2017-2018 School Year, with no benefits, pending requirements of the District. *Vol. Asst. Softball Coach*

PUBLIC RELATIONS – P. Stewart/K. Thompson, Co-Chairs

Motion: P. Stewart; **Second:** J. Carraway; **Motion Carried:** Unanimous voice vote to approve item 1:

1. To approve the Avonworth School Calendar for 2018-2019 as attached. *School Calendar*

POLICY – V. Carlson/K. Monti, Co-Chairs

The Board discussed new Policy #827 but did not vote. They would like to see similar district policies.

1. The first reading of new Policy #827 Conflict of Interest:

827 CONFLICT OF INTEREST

Purpose

-

This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

-

Definitions

-

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information. [\[1\]](#)

Conflict or Conflict of interest shall mean use by a Board member or district employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or district employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. [\[1\]](#)

-

De minimis economic impact shall mean an economic consequence which has an insignificant effect. [\[1\]](#)

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness. [\[1\]](#)

-

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact. [\[1\]](#)

-

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister. [\[1\]](#)

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Delegation of Responsibility

-

Each employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and district employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

Guidelines

- All Board members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

Disclosure of Financial Interests

- No Board member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.[2]

- The district solicitor and designated district employees shall file a statement of financial interests as required by law and regulations.[3][4]

Standards of Conduct

- The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Board members engaged in the selection, award and administration of contracts.[5]

- No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Board member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[5]

- The district shall not enter into any contract with a Board member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[1]

- When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
-
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
-
3. Post-award public disclosure of who made bids or quotes and who was chosen.

- Any Board member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record.[1]

- No public official or public employee shall accept an honorarium.[1]

Board members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy. [5][6]

-
Improper Influence

-
No person shall offer or give to a Board member, employee or nominee or candidate for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby. [1]

-
No Board member, employee or nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, employee or nominee or candidate that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby. [1]

-
Organizational Conflicts

-
Organizational conflicts of interest may exist when due to the district's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the district may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization. [5]

-
In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee to determine whether it is likely that the district would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
-
2. Any district employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
-
3. A competitive bid, quote or other basis of valuation is considered; and
-
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

Reporting

-
Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

-
Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

-

Investigation

-

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

-

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.

-

Disciplinary Actions

-

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

-

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.[7]

-

Legal

1. 65 Pa. C.S.A. 1101 et seq

2. Pol. 004

3. 51 PA Code 15.2

4. 65 Pa. C.S.A. 1104

5. 2 CFR 200.318

6. Pol. 322

7. Pol. 317

Pol. 011

Pol. 319

Pol. 609

Pol. 702

Old Business

Dr. Ralston thanked everyone who attended the Diversity Training last week. He said additional training sessions will be scheduled.

New Business

Ms. Carlson asked for an update of Grade 7 PBL. Dr. Ralston said there is still traditional schoolwork within the project. There has been a lot of positive comments. Principal, Mike Hall, will provide the Board with an update.

RECESS

Motion: J. Carraway; **Second:** P. Stewart; **Motion Carried:** Unanimous Voice Vote to recess the Regular Meeting at 7:50 P.M. to an Executive Session to discuss litigation matters.

Minutes – Regular Meeting December 4, 2017

RECONVENE

The Regular Meeting reconvened at 9:10 PM.

FINANCE – J. Carraway/P. Stewart, Co-Chairs

Motion: J. Carraway; **Second:** P. Stewart; **Motion Carried:** Unanimous voice vote to approve item 8:

- 8.** To approve settlement with Beattie Technical Education Association, et al. subject to approval by all participating Districts, in the amount of \$19,208.00, as recommended by the Solicitor.

*Settlement w/Beattie
Tech. Ed. Assn. et al*

Adjournment

Motion: J. Brandt; **Second:** B. Blaser; **Motion Carried:** Unanimous Voice Vote to adjourn the Regular Meeting at 9:15 P.M.

Respectfully submitted,

Cindy S. F. Donovan,
Board Secretary