

**Avonworth School District  
258 Josephs Lane  
Pittsburgh, PA 15237  
Avonworth Board of School Directors  
Minutes – Regular Meeting – February 12, 2018  
Avonworth School District – Board Room  
7:30 P.M.**

**Call to Order**

*Board President, David Oberdick, called the Regular Meeting to order at 7:30 P.M.*

**MEMBERS PRESENT:**

**Ms. Sandra Bolain, Mr. John Brandt, Mr. Jeff Carraway, Ms. Kathryn Monti,  
Mr. David Oberdick, Ms. Kristin Thompson**

**MEMBERS ABSENT:**

**Mr. Beau Blaser, Ms. Vicki Carlson, Mr. Patrick Stewart**

**OTHERS PRESENT**

**Dr. Thomas Ralston, Superintendent  
Mr. Brad Waters, Director of Fiscal Management  
Ms. Keera Dwulit, High School Principal  
Mr. Bill White, AHS Teacher/AEA Representative  
Ms. Jessica Taylor, Director of Student Services  
Mr. James Berent, Esquire, Andrews & Price LLC  
Dr. Jeffrey Hadley, Asst. Superintendent Candidate  
Ms. Nancy White, *The Citizen*  
Ms. Cindy Donovan, Board Secretary**

**MOTION TO RECESS:** J. Carraway; **Second:** J. Brandt; **Motion Carried:** Unanimous voice vote to recess to an Executive Session at 7:33 PM to discuss student and personnel matters.

**RECONVENE:** The Regular Meeting reconvened at 8:10 PM.

**Visitors' Comments**

*No Visitor Comments*

*Mr. Oberdick read the following: The Athletic Committee met February 5, 2018 at 7:00 PM in the Board Room to discuss athletic matters.*

*Report of Student Representative – No report*

*Report of Administration – Dr. Thomas Ralston, Superintendent*

*Dr. Ralston will share results of the survey taken from the recent "90 Days Down the Path" meeting. Dr. Ralston announced that our Choral Director, Mr. Michael Warren, will sing the Canadian and U.S. National Anthems at the February 17 Penguin game in Canada.*

Minutes – Regular Meeting February 12, 2018

*Ms. Dwulit provided an update on 2018-2019 course descriptions, scheduling, and College-in-High School. A Parent Night will be held February 13 regarding scheduling. She held a Principal’s Coffee last week to discuss scheduling. She will also put together a video update for parents on scheduling. Ms. Dwulit said Assistant Principal, Ms. Kaitlin Remensky, is putting together a 2-day drug and alcohol summit for students. Juniors and Seniors will attend one day and Freshmen and Sophomores the next. Ms. Dwulit is designing a survey that will go out to parents in the spring asking how we are doing as a high school. Ms. Dwulit also discussed the National Arts Honor Society proposed by two high school students as their senior project. The NAHS will have eight members. Students are currently building the bylaws and have applied for membership.*

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. Carraway reported at the last AWBCC meeting they discussed the clubs and activities that students could join. The AWBCC budget was also discussed. Dr. Ralston noted AWBCC has decided to end the Mandarin Chinese program due to not having enough students.*

**Motion:** J. Brandt; **Second:** J. Carraway; **Motion Carried:** Unanimous voice vote to approve the Minutes of the January 8, 2018 Work Session/General Purpose Meeting and the January 15, 2018 Regular Meeting. (Voice Vote)

**Motion:** J. Carraway; **Second:** J. Brandt; **Motion Carried:** Unanimous voice vote to approve items 1.1-1.6 and items 2-5.

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

- |            |  |  |
|------------|--|--|
| <b>1.1</b> | Ratify payment of General Fund bills for January, 2018, beginning with Check #43397 and ending with Check #43568 in the total amount of \$486,502.77.  | <i>General Fund</i>                    |
| <b>1.2</b> | Ratify the January, 2018 payroll in the amount of \$1,086,340.86.  | <i>Treasurer’s Report</i>              |
| <b>1.3</b> | Treasurer’s Report for December, 2017.   |  |
| <b>1.4</b> | Ratify payment of Food Service Fund bills for December, 2017, beginning with Check #2515 and ending with Check #2520 in the total amount of \$19,091.15.   | <i>Fd. Svc. Fund</i>                   |
| <b>1.5</b> | Approval of Capital Project Fund payments in the amount of \$1,080.00.   | <i>Capital Projects</i>                |
| <b>1.6</b> | Budget transfers as attached.  | <i>Budget Transfers</i>                |
| <b>2.</b>  | Approval of the proposed 2018-2019 Allegheny Intermediate Unit Program of Services Budget in the amount of \$2,086,109.00. The Allegheny County (AIU3) school districts’ total contribution to the budget is \$1,765,288.00. The Avonworth School District’s contribution to the Program of Services Budget is estimated to be \$28,410.00 and will be determined by PDE according to District Aid Ratio and Weighted Average Daily Membership (WADM). | <i>AIU Prog. of Studies<br/>Budget</i> |
| <b>3.</b>  | To approve the EITC letter in support of Pittsburgh Filmmakers/Pittsburgh Center for the Arts’ proposal to The Grable Foundation for its new summer youth intensives retroactive to January 31, 2018.  | <i>EITC</i>                            |

**Finance, continued**

4. To approve payment of \$1,000 to Dr. Ken Lockette for receipt of the check from the Grable Foundation/Studio A 2018: Designing Creative PBL Regional Teacher Summer Institute foundation grant in the amount of \$58,590. *Grant Pmt.*
5. To approve Dr. Thomas Ralston to attend the League of Innovative Schools Professional Development Conference April 24 – April 27, 2018 in Charlotte, North Carolina at a cost not to exceed \$1,300. Digital Promise will reimburse the District a portion of the travel cost. *Prof. Dev. Conf.*

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

**Motion:** K. Thompson; **Second:** J. Carraway; **Motion Carried:** Unanimous voice vote to approve items 1-9:

1. To approve **Ms. LeeAnne Ward Stahl** as a Paraprofessional retroactive to February 5, 2018, with a primary assignment to the Elementary School, according to the current AESPA contract. Clearances are on file in the District Office. *Paraprofessional*
2. To approve **Ms. Amanda Zabinski** as a substitute Paraprofessional for the 2017-2018 School Year, at a rate of \$11.43/hour, pending requirements of the district. *Sub Paraprofessional*
3. To approve a change in assignment for **Ms. Darlene Kuban**, from Substitute Cafeteria Worker to General Food Service Worker from 9:00 A.M. – 1:15 P.M. (4.25 hours/day) at the Avonworth Elementary School Cafeteria retroactive to January 29, 2018. Clearances are on file in the District office. *Fd. Svc. Chg. in Assignmt.*
4. To approve a change in assignment for **Ms. Robin Leiss**, from Substitute Cafeteria Worker to General Food Service Worker from 9:30 A.M. – 1:15 P.M. (3.75 hours/day) at the Avonworth Elementary School Cafeteria retroactive to January 29, 2018. Clearances are on file in the District office. *Fd. Svc. Chg. in Assignmt.*
5. To approve a change in assignment for **Ms. Jennifer Young**, from Substitute Cafeteria Worker to General Food Service Worker from 9:15 A.M. – 1:15 P.M. (4 hours/day) at the Avonworth Middle/High School Cafeteria retroactive to January 29, 2018. Clearances are on file in the District office. *Fd. Svc. Chg. in Assignmt.*
6. To approve an extension for FMLA for **Ms. Sarah Flower** from January 22, 2018 to January 29, 2018. *FMLA*
7. To approve **Ms. Sherah Rothman** as a Mentor for the Long-Term Substitute Health Teacher for the second semester of the 2017-2018 School Year, per the current AEA contract. *Mentor*

**Personnel, continued**

8. To approve the contract with Pittsburgh Behavioral Services to help build staff capacity in dealing with student behavioral concerns. *Pgh. Behavioral Svcs.*

**ADDENDUM ITEM**

9. To approve **Dr. Jeffrey Hadley**, for the position of Assistant Superintendent at a salary of \$118,000 for a three year, three month term, subject to signing an appropriate contract prepared and approved by the Avonworth solicitor, with a tentative effective date of April 2, 2018. *Asst.Sup't. Hire*

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

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

1. Approval to move College in High School Macro-Economics to a course offered in 2018-2019, instead of 2019-2020, with **Mr. Jeff Shirey** and LaRoche College. *College in HS*

**ATHLETICS & ACTIVITIES – D. Oberdick/K. Thompson, Co-Chairs**

**Motion:** D. Oberdick; **Second:** J. Carraway; **Motion Carried:** Unanimous voice vote to approve items 1-7:

1. To approve **Ms. Jennifer Tracy** as interim co-sponsor Graduation Project Coordinator from February 1, 2018 through the end of the 2017-2018 School Year, per the current AEA contract. *Interim Co-Sponsor Grad Proj.*
2. To approve **Mr. Ronald Ziccardi** as Elementary School Concert Band Director for the 2017-2018 School Year at a stipend according to the current AEA contract. *AES Concert Band Dir.*
3. To accept the resignation of **Ms. Nina Spagnolo** as Assistant Softball Coach, retroactive to January 10, 2018. *Coach Resignation*
4. The following coaches for the 2017-2018 spring sports: *Spring Coaches*

<b>7/8 Girls' Volleyball – Head</b>	<b>Mr. Doug Vandervort</b>
<b>7/8 Girls' Volleyball – Assistant</b>	<b>Ms. Melissa Costantino</b>
<b>Baseball Varsity – Head</b>	<b>Mr. Dan Pomposelli</b>
<b>Baseball – Volunteer</b>	<b>Mr. Blake Hoskins</b>
<b>MS Baseball – Head</b>	<b>Mr. Brian Miller</b>
<b>7/8 Baseball – Assistant</b>	<b>Mr. Jason Smith</b>
<b>7/8 Baseball – Volunteer</b>	<b>Mr. Ryan Gracey</b>
<b>Softball Varsity – Head</b>	<b>Ms. Jenna Muncie</b>
<b>Softball – Assistant</b>	<b>Mr. David Bibey</b>

**Athletics & Activities, continued**

<b>Softball – Assistant</b>	<b>Ms. Casey Scott</b>
<b>7/8 Softball – Head</b>	<b>Mr. Bill Kuban</b>
<b>7/8 Softball – Assistant</b>	<b>Ms. Alexandra Kleer</b>
<b>Track &amp; Field – Head</b>	<b>Mr. Brian Hoffman</b>
<b>Track &amp; Field – Assistant</b>	<b>Mr. Brian Veshio</b>
<b>Track &amp; Field – Assistant</b>	<b>Mr. Frank Nesko</b>
<b>Track &amp; Field – Assistant</b>	<b>Mr. Sean Buzzard</b>
<b>Track &amp; Field – Assistant</b>	<b>Mr. Craig Lawhead</b>
<b>Track &amp; Field – Volunteer</b>	<b>Ms. Carolyn Binnig</b>

5. To accept the resignation of **Mr. Ian Overbaugh** as Assistant Baseball Coach retroactive to February 5, 2018 and approve him as a Volunteer Assistant Baseball Coach for the 2017-2018 School Year. *Coach Resignation*

**ADDENDUM ITEMS (2)**

6. To approve the following coaches for the 2017-2018 School Year: *MS Track Coaches*  
**Middle School Track – Head** **Mr. Steve Tinker**  
**Middle School Track - Assistant** **Ms. Julie Raitano**
7. To approve **Mr. Andy Maddix** as Assistant Baseball Coach for the 2017-2018 School Year, with a stipend according to the current AEA contract, pending requirements of the District. *Asst. Baseball Coach*

**PUBLIC RELATIONS – K. Monti/K. Thompson, Co-Chairs**

**Motion:** K. Monti; **Second:** J. Carraway; **Motion Carried:** Unanimous voice vote to approve items 1-2:

1. Approve the contract agreement with **Root & All LLC** for public relations services in the amount of \$2,600 for support for Pathways to the Future initiative retroactive to January 26, 2018. *Root & All Contract*
2. To approve the amount of \$1,300 to cover the cost of meals for the Senior Citizen dress rehearsal of the Spring Musical, **1776**, based on the book by Peter Stone with music and lyrics by Sherman Edwards, on Thursday, April 12, 2018. *(First Student has once again generously offered to donate a bus to transport senior citizens from the Emsworth Borough Building to the dress rehearsal and back.)* *Sr. Citizen Dress Rehearsal*

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

**Motion:** K. Monti; **Second:** J. Carraway; **Motion Carried:** Unanimous voice vote to approve items 1-7:

1. Acceptance of State Audit Report (Limited Procedures Engagement) conducted by the Commonwealth of Pennsylvania, Department of Auditor General, for the years ending June 30, 2013, 2014, 2015 and 2016 and subsequent approval of the Corrective Action Plan in response to Audit Findings #1 and 2 identified in the report. *State Audit Report*
  
2. To approve the creation of a National Arts Honor Society beginning with the 2017-2018 School Year. *Nat'l. Arts Honor Soc.*
  
3. The first reading of new Policy #827 Conflict of Interest: *New Policy 827*

**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:

Public notice of the intent to contract for goods or services;

A reasonable amount of time for potential contractors to consider whether to offer quotes; and

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

4. To nominate **Mr. Pat Stewart** as a School Board Trustee for the Northern Region of the Allegheny County Schools Health Insurance Consortium.

*School Bd. Trustee  
Health Ins. Consortium*

**ADDENDUM ITEMS (2)**

5. To approve a one-day field trip for Drama students to Philadelphia, PA on Friday, February 23, 2018 with a departure time of 4:00 A.M. and to return at approximately 11:00 P.M. Trip will be chaperoned by **Ms. Deb Frauenholz**, and parent volunteers who have current clearances. Staff and students will miss one day of school. One substitute teacher will be needed. Cost is \$87/student/chaperone, paid by students/chaperones and includes transportation, museum admission, breakfast and lunch. *Drama Trip*

6. To approve the adjudication of Student #021218 *Student Adjudication*

**Old Business**

*Dr. Ralston and Mr. Waters discussed the renovation of two elementary school bathrooms. Looking at how much those bathrooms are currently being used. There are bathrooms by the gyms that are used by students and visitors. They hope to have a recommendation for the Board at the March meeting.*

*Dr. Ralston said Mr. Hall will set up parent workshops for ECHO. Some student work can be seen on ECHO along with teacher comments.*

*Progress is being made on the new website with details being finalized and it will rollout for the new school year. The student information and budgeting systems will remain unchanged. A teacher/parent committee will be developed to assist with the selection of the new grade book program to replace Edline..*

**New Business**

*A revised 2017-2018 School Calendar showing school closings due to weather conditions will be provided for vote at the March Board meeting.*

**Adjournment**

**Motion:** J. Carraway; **Second:** J. Brandt; **Motion Carried:** Unanimous Voice Vote to adjourn the Regular Meeting at 9:05 P.M.

Respectfully submitted,

Cindy S. F. Donovan,  
Board Secretary