

**Avonworth School District**  
**258 Josephs Lane**  
**Pittsburgh, PA 15237**  
**Avonworth Board of School Directors**  
**Minutes – Work Session/General Purpose Meeting – September 8, 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. Kristin Thompson, Ms. Danielle White

**MEMBERS PRESENT VIRTUALLY (Roll Call Taken & Verified by Voice/Photo):**

Ms. Sandra Bolain

**OTHERS PRESENT IN THE BOARD ROOM:**

Dr. Thomas Ralston, Superintendent  
Dr. Jeff Hadley, Asst. Superintendent  
Ms. Cindy Donovan, Board Secretary

Mr. Brad Waters, Director, Fiscal Mgmt.  
Ms. Andrea Patton, Athletic Director

**OTHERS PRESENT VIRTUALLY:**

Ms. Rachael MacKenzie, Parent  
Mr. Jared Quinn, Parent  
Ms. Melanie Quinn, Parent  
Mr. Marijane Antkiewicz, Parent  
Ms. Nicole Hahna, Parent  
Ms. Keera Dwulit, High School Principal  
Ms. Nancy Whyte, *The Citizen*

Ms. Morgan Carpenter-Panuski, Parent  
Mr. Ronald Antkiewicz, Parent  
Ms. Carol Loutzenhiser, Parent  
Mr. Steve Ezar, Parent  
Ms. Anne Blaser, Parent  
Ms. Kaitlin Remensky, MS/HS Asst. Principal

**Call to Order**

*Board President, Mr. Beau Blaser, called the Work Session/General Purpose Meeting to order at 7:35 P.M.*

**Visitors' Comments**

*No visitor comments*

*Mrs. Andrea Patton, Athletic Director, discussed the Athletic Facility/Event COVID-19 Management Plan. The six senior football players will receive five guest passes each that are valid for the three home games of the season. The Band will perform prior to the game for twenty minutes with their parents in attendance and then they will leave. The Pep Band will stay. This Friday's football game will be live streamed by the Pittsburgh Tribune Review. We have contracted with NFHS to broadcast football games and if the contract is not in place in time, we will broadcast over You Tube. Dr. Ralston said hand sanitizing stations and port-a-johns will be available. For JV football, soccer, cross country and Middle School sports, parents may attend using masks and social distancing. No spectators will be allowed to attend volleyball games until further notice and games will be live streamed on the NFHS website.*

*Dr. Ralston and Dr. Hadley presented the final 2020-2025 Strategic Plan. D. Ralston explained that planning began in 2019 which included surveys sent to parents and*

*staff for feedback on the previous Plan and what they wanted going forward. Three of the four planning sessions were held but the fourth was cancelled due to the Coronavirus outbreak. The Administrative team completed the work. Mission statement is being changed to: The Avonworth School District empowers students through authentic experiences to become innovative thinkers and creative contributors to our world. Dr. Hadley discussed the five focus areas of the Plan: Curriculum & Instruction; Culture, Communications, & Relationships; Diversity, Equity & Inclusion; Mental Health & Social-Emotional Development; and Career Readiness. This plan will be reviewed and progress measured. Mrs. Carlson asked if a mentoring plan was in place and Dr. Hadley responded that teachers do mentor groups of students. Dr. Ralston said that a mentorship has been developed with community members for career readiness. Mr. Stewart asked what really resonated with Dr. Ralston and Dr. Ralston said the power of relationships and belonging has an impact on mental health. Dr. Ralston will hold an Administration meeting tomorrow. Teachers have learned so much over what has happened that will affect their teaching moving forward. Mr. Thompson asked how literacy was evaluated in the curriculum. Dr. Hadley said in the curriculum cycle we will look at the curriculum and ask questions about the resources we are using and evaluate where we need to be making changes. Dr. Ralston said we do an audit of all of our practices and will identify a person to do that.*

**FOR VOTE THIS EVENING**

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

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

1. To ratify hiring **Ms. Danielle Wilkinson** as a Long Term Substitute for Grade 4 Math/Science/Social Studies with benefits for the first semester of the 2020-2021 School Year at Category M, Step 2 from August 20, 2020 through January 21 2021. *Hire LTS*
  
2. To ratify hiring of **Ms. Nicole Findon** as a Professional Employee with an assignment as a Middle School STEM/Computer Teacher commencing August 21, 2020, at Category B+24, Step 6 with benefits, according to the current AEA contract, pending requirements of the District. *Hire Teacher*

**The following items were discussed for placement on the agenda of the Regular Meeting to be held Monday, September 14, 2020:**

*Approval of the Minutes of the August 3, 2020 Work Session/General Purpose Meeting and the Minutes of the August 10, 2020 Regular Meeting. (Voice Vote)*

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

- 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.
- 1.2 Ratify the August, 2020 payroll in the amount of \$959,539.97.
- 1.3 Treasurer’s Report for July, 2020.
- 1.4 To approve yearend June, 2020 Budget Transfers as attached.
- 1.5 To approve capital project payments of \$119,403.00.
  
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.
  
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 \$\_\_\_\_\_ (to be paid using allocated Title II funds). (Annual contract for services of students who reside in our district but attend non-public schools.)
  
4. To retroactively approve \_\_\_\_\_to write a Project Lead The Way (Corp.) Grant in the amount of \$10,000.00 and to approve \_\_\_\_\_receive stipends in the amount of \$85 for writing the grant and \$85 for monitoring the grant.
  
5. To accept the award of \$10,000 for the Project Lead The Way (corporate) grant and approve payment to \_\_\_\_\_ of \$500.00 for receipt of the grant.
  
6. To accept the PCCD grant award of \$35,000 for the Security and Safety Upgrade (state) grant and approve payment to \_\_\_\_\_ and \_\_\_\_\_ of \$500.00 each for receipt of the grant.
  
7. To accept the PCCD grant award of \$184,811.00 for the COVID-19 Re-Opening Plan (state) grant.
  
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.
  
9. To approve membership in the Pennsylvania Association of Rural and Small Schools Association (PARSS) for \_\_\_\_\_ for the 2020-2021 School Year in the amount of \$750.

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

1. To approve the change in assignment for \_\_\_\_\_ from Middle School Computer Teacher to High School Computer Teacher effective with the 2020-2021 School Year.

**Personnel, continued**

2. To accept the letter of intent to retire from \_\_\_\_\_, Paraprofessional, effective August 13, 2020.
3. To accept the resignation of \_\_\_\_\_ as Lead Custodian, retroactive to August 12, 2020. (Please note he will continue to hold the position of Building Custodian.).
4. To accept the resignation of \_\_\_\_\_, Paraprofessional, effective August 13, 2020.
5. To accept the resignation of \_\_\_\_\_, Music Teacher, effective August 26, 2020.
6. To approve the request of \_\_\_\_\_, Paraprofessional, for FMLA from September 16, 2020 through December 9, 2020.
7. To approve the request of \_\_\_\_\_ for an unpaid leave from September \_\_, 2020 through \_\_\_\_\_, 2020.
8. To approve the request of \_\_\_\_\_, Paraprofessional, for an unpaid leave of absence from August 31, 2020 until approximately November 4, 2020.
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:
  - A. \_\_\_\_\_ as mentor for **Ms. Brittney Covalt**, High School Science Teacher
  - B. \_\_\_\_\_ as Mentor for **Ms. Sonia Ewell**, High School English Teacher
  - C. \_\_\_\_\_ as Mentor for **Ms. Alexandra Imbrogno**, High School Social Studies Teacher
  - D. \_\_\_\_\_ as Mentor for **Ms. Shelby James**, High School Art Teacher
  - E. \_\_\_\_\_ as Mentor for **Ms. Nicole Findon**, Middle School STEM/Computer Teacher
  - F. \_\_\_\_\_ as Mentor for **Ms. Danielle Wilkinson**, Long Term Substitute for Grade 4 Math/Science/Social Studies Teacher
10. To approve the following as Teacher Leadership Council sponsors for the 2020-2021 School Year, retroactive to August 7, 2020, with a stipend similar to the Department Chair according to the current AEA contract:
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
  - D. \_\_\_\_\_
  - E. \_\_\_\_\_
  - F. \_\_\_\_\_

**Personnel, continued**

11. To hire \_\_\_\_\_ as a Part-Time Food Service worker at the Primary Center from \_\_\_\_\_ (\_\_\_ hrs./day) effective August 12, 2020, pending requirements of the District, as per the terms of the current AESPA agreement.
12. To approve \_\_\_\_\_ 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.
13. To approve \_\_\_\_\_ 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.
14. To approve \_\_\_\_\_ as a Middle School Paraprofessional commencing August 31, 2020, according to the current AESPA contract, pending requirements of the District.
15. To approve \_\_\_\_\_ as an Elementary School Paraprofessional commencing August 31, 2020, according to the current AESPA contract, pending requirements of the District.
16. To approve \_\_\_\_\_ as a Primary Center Paraprofessional commencing August 31, 2020, according to the current AESPA contract, pending requirements of the District.
17. To approve \_\_\_\_\_ as a High School Paraprofessional commencing September 2, 2020, according to the current AESPA contract, pending requirements of the District.
18. To approve \_\_\_\_\_ 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.
19. To approve \_\_\_\_\_ 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.
20. To approve the transfer of 8.5 sick days for \_\_\_\_\_ which were accumulated during her employment with the Duquesne City School District.

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

1. To approve the original Level I curriculum for the full-year course of ELA Civics and payment of \$962.00 each to \_\_\_\_\_ and \_\_\_\_\_ for writing the curriculum.

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

1. To accept the resignation of \_\_\_\_\_ as sponsor of the Middle School Art Club.
2. To approve \_\_\_\_\_ as a volunteer Middle School Assistant Football Coach for the 2020-2021 School Year, with no benefits.
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.
  - A. To approve \_\_\_\_\_ as Interim AM Bus Duty Monitor at the Primary Center for the 2020-2021 School Year.
  - B. To approve \_\_\_\_\_ as a half-time Assistant Varsity Football Coach for the 2020-2021 School Year, pending requirements of the District.
  - C. To approve a change in status for \_\_\_\_\_ from a volunteer Assistant Variety 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 \_\_\_\_\_ 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)*

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

1. To declare several Elementary School library books as obsolete and to donate/dispose of accordingly.
2. To declare Envision Math curriculum materials for Grades 3-5 as obsolete and to donate/dispose of accordingly.
3. To declare the Middle/High School Library lounge sofas as obsolete and dispose of them accordingly.
4. To enter into an agreement with Gateway Engineers at a cost not to exceed \$\_\_\_\_\_ *(cost will be provided at Regular Meeting)* to develop documents to construct a parking lot on the high school expansion property.

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

**1. PENNSYLVANIA SCHOOL BOARDS – ELECTION OF OFFICERS**

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

**Motion** to elect: \_\_\_\_\_ as President-elect of the PSBA Board

\_\_\_\_\_ **second**; Roll Call or Voice Vote

**Declare** \_\_\_\_\_ as the Avonworth School Board choice for President –elect of PSBA Board.

**For Vice President** (One Year Term): \_\_\_\_\_

**Motion** to elect: \_\_\_\_\_ as Vice President of the PSBA Board

\_\_\_\_\_ **second**; Roll Call or Voice Vote

**Declare** \_\_\_\_\_ as the Avonworth School Board choice for Vice President of PSBA Board.

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

**Motion** to elect: \_\_\_\_\_ as Treasurer of the PSBA Board

\_\_\_\_\_ **second**; Roll Call or Voice Vote

**Declare** \_\_\_\_\_ as the Avonworth School Board choice for Treasurer of the PSBA Board.

**PENNSYLVANIA SCHOOL BOARDS – ELECTION OF PSBA INSURANCE TRUSTEES.**

There are currently two seats open and two candidates. A school entity may vote for up to two individuals.

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

**Motion** to elect \_\_\_\_\_ and \_\_\_\_\_, as PSBA Insurance Trustees, \_\_\_\_\_

**second**; Roll Call or Voice Vote

**Declare** : \_\_\_\_\_ and \_\_\_\_\_, as the Avonworth School Board choices for PSBA Insurance Trustees.

**PENNSYLVANIA SCHOOL BOARD SECRETARIES FORUM STEERING COMMITTEE.**

Term ends Dec. 31, 2022. Choose up to three incumbents for a two year term.

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

**Motion to elect** \_\_\_\_\_ and \_\_\_\_\_, as PSBA Secretaries Forum Steering Committee, \_\_\_\_\_ **second;** Roll Call or Voice Vote

**Declare:** \_\_\_\_\_  
and \_\_\_\_\_, as the Avonworth School Board choices for PSBA Secretaries Forum Steering Committee.

(The Board Secretary will cast the PSBA online vote on behalf of the Avonworth School Board vote at the Regular Meeting.)

**POLICY – K. Monti/Y. Cheng, Co-Chairs**

1. To approve the following updated handbooks for the 2020-2021 School Year:
  - 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

*Dr. Hadley noted the Middle School Guidebook will have four things updated for the September 14 meeting. Ms. Patton noted she had a Zoom meeting with each booster president to review the Booster Procedures. Mr. Waters noted that we have told the groups they need to consult with a tax professional regarding their tax procedures.*

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.)*
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.) (See web folder)*
4. To accept the change to Policy 915 Relations With School-Affiliated Organizations (Booster Groups) as attached.



**Old Business**

*Mr. Waters noted that the updated 2020-2021 School Re-opening costs are covered by a grant. He gave an update on our bond refinancing which has held our rating at AA-. We closed on the 2011 and 15-A-2 on August 26 with a savings of 4.17% and 5.74%, respectively, for a \$216,000 saving on the 2011 bonds and \$194,000 savings on the 15-A-2's. The plan is to do the 15-A-1's on Monday. New money piece is estimated at \$5 million and will close at the end of the month.*

**New Business**

*Dr. Ralston said at his Administration meeting tomorrow, he will discuss evaluating how we are doing by surveying our parents and students. At the six-week mark we will ask the 9-week virtual families what they would like to do. Ms. Thompson asked if we would hold a flu clinic this year. Dr. Ralston said he feels the nurses want to do this again but it would look different.*

**Adjournment**

**Motion:** J. Brandt; **Second:** P. Stewart; **Motion Carried:** Unanimous Voice Vote to adjourn the Regular Meeting at 9:30 P.M. to an Executive Session to discuss real estate and 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 30<sup>th</sup> 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