

**Avonworth School District
258 Josephs Lane
Pittsburgh, PA 15237
Avonworth Board of School Directors
Minutes – Work Session/General Purpose Meeting – March 5, 2018
Avonworth School District – Board Room
7:30 P.M.**

MEMBERS PRESENT:

Mr. Beau Blaser, Ms. Sandra Bolain, Mr. John Brandt, Ms. Vicki Carlson, Ms. Kathryn Monti, Mr. David Oberdick, Mr. Patrick Stewart, Ms. Kristin Thompson

MEMBERS ABSENT

Mr. Jeff Carraway

OTHERS PRESENT

**Dr. Thomas Ralston, Superintendent
Mr. Brad Waters, Director of Fiscal Management
Ms. Jessica Taylor, Director of Student Services
Dr. Jeff Hadley, Assistant Superintendent
Corp. Chris Simcoviak, Ohio Twp./School Resource Officer
Ms. Tatiana Glasgow, Parent
Ms. Tracy Kephart, Parent
Mr. Dave Bartolac, Teacher
Ms. Nancy White, *The Citizen*
Ms. Cindy Donovan, Board Secretary**

Call to Order

Board Vice President, David Oberdick, called the Work Session/General Purpose Meeting to order at 7:33 P.M.

The Buildings & Grounds Committee met on February 28, 2018 at 6:30 PM in the Board Room to discuss building matters.

The Curriculum Committee met March 1, 2018 at 7:15 AM in the Board Room to discuss curriculum matters.

The Athletic Committee met this evening at 7:00 PM to discuss athletic matters.

Visitors' Comments

Ms. Tatiana Glasgow discussed safety concerns of children playing outside the Primary Center during recess. She also asked about putting Safety Committee information on the website. Dr. Ralston met with Mr. and Mrs. Glasgow earlier in the day and gave them Mr. Hall's contact information. Ms. Tracy Kephart, Elementary Chess Club sponsor, discussed her safety concerns with after-school programs. She also asked if after-school sponsors could be briefed on safety protocol. Corp. Simcoviak will assist with this. The Board will consider suggestions made at the meeting.

VOTED UPON THIS EVENING

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

Motion: P. Stewart; **Second:** J. Brandt; **Motion Carried:** Unanimous voice vote to approve Item #1:

1. To accept the proposal from HHS DR Architects to provide architectural services (specifications and bid documents) for the renovation of the restrooms (original) at elementary school at a cost not to exceed \$16,100. *AES Restroom*

Discussed relocating the gate that is currently near the restroom so the restroom can be made available for after school events and activities.

The following items were discussed for placement on the agenda of the Regular Meeting to be held Monday, March 12, 2018:

Approval of the Minutes of the February 5, 2018 Work Session/General Purpose Meeting and the February 12, 2018 Regular Meeting. (Voice Vote)

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

- 1.1 Ratify payment of General Fund bills for February, 2018, beginning with Check #43569 and ending with Check #43756 in the total amount of \$2,735,617.96.
- 1.2 Ratify the February, 2018 payroll in the amount of \$1,092,830.31.
- 1.3 Treasurer’s Report for January, 2018.
- 1.4 Ratify payment of Food Service Fund bills for January, 2018, beginning with Check #2521 and ending with Check #2531 in the total amount of \$24,065.71.
- 1.5 To ratify Capital Project Fund payments in the amount of \$77,900.

2. To approve the Deputy Tax Collector Appointment of Jordan Tax Service, Inc. and the Deputization Agreement for the term ending December 31, 2021 for the collection of real estate taxes for the following municipalities:
 1. Ben Avon Heights Borough (appointed by Denise Raves, elected Tax Collector)
 2. Ben Avon Borough (appointed by Lisa Cronin, appointed Tax Collector)
 3. Kilbuck Township (appointed by Kerry Dunseath, elected Tax Collector)

3. To approve the Memorandum of Understanding with the Allegheny County Department of Human Services as attached.

4. To approve the Allegheny Intermediate Unit 2018-2019 Services Agreement, IDEA Use of Funds Agreement, and Notice of Adoption of Policies, Procedures, and Use of Funds.

Finance, continued

5. To approve the following EITC letters:
 - A. National Endowment for the Arts on behalf of the Pittsburgh Filmmakers/ Pittsburgh Center for the Arts for its new summer youth intensives in environmental justice, design, and filmmaking retroactive to February 21, 2018.
 - B. The Department of Community and Economic Development on behalf of the Pittsburgh Filmmakers/Pittsburgh Center for the Arts through its Artist Residency Program retroactive to February 21, 2018.
 - C. In support of the LaRoche College Scholar Program retroactive to February 23, 2018.
6. To direct the Administration to solicit bids for General Supplies, Arts, and Athletics for the 2018-2019 School Year.
7. To approve _____ 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.
8. To approve _____ to attend the OCDEL Strengthening Partnership through Shared Leadership Event April 24-25, 2018 in Pocono Manor, PA. (Registration, meals, and materials provided by OCDEL.)
9. To approve _____ and _____ to attend the PA School Librarians Association Conference May 3-5, 2018, in Hershey, PA. Travel cost not to exceed \$900. Conference Registration paid by Title IV funds. A substitute is needed for each Librarian for 1.5 days.

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

1. To extend child care leave for _____ from January 8, 2018 through the end of the 2017-2018 school year.
2. To extend the assignment of _____, Elementary School Long Term Substitute (4th Grade) January 5, 2018 through June 1, 2018.
3. To hire _____ as a long term substitute Primary Center School Counselor for the first semester of the 2018-2019 School Year, commencing August 21, 2018 through January 11, 2019, at Category M, Step 1, with benefits per the current AEA contract. Clearances are on file with in the District Office.
4. To approve _____ as a mentor for the Long Term Substitute Primary Center School Counselor for the first semester of the 2018-2019 School Year with a stipend per the current AEA contract.

Personnel, continued

5. To amend the motion of February 12, 2018 and approve **Dr. Jeffrey Hadley** for the position of Assistant Superintendent with an effective date of March 30, 2018.
6. Approval of _____ as a substitute Paraprofessional at the daily rate established by the District (\$11.43/hour), retroactive to February 6, 2018, pending requirements of the District.

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

1. To declare various books from the Primary Center Library as obsolete and outdated and that they be donated/disposed of.

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

1. Split the Middle School Assistant Softball Coaching position between _____ and _____.

Mr. Oberdick noted several accomplishments by our sports teams:

- *Both boys' and girls' basketball teams made it to WPIAL championships. The boys' team lost after the first round and the girls lost after the second round.*
- *Four freshmen on our wrestling team qualified for WPIAL by placing fourth in their respective weight class.*
- *Our swim team boys are AA champions. There were a number of individual winners. We are waiting to hear the final number of swimmers who will go on to States.*

Mr. Oberdick also mentioned the Chase the Antelope 5K Run/Walk will take place at 9:00 AM on April 28. There is potential for Avonworth and OLSH to enter into a co-op agreement for boys' volleyball. 38 students signed up for the newly created Middle School track team. There are two dual meets and four invitationals scheduled.

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

1. To approve the updated 2017-2018 School Calendar showing the snow make-up days. *(See web folder)*

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

1. The second 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]

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

No Old Business

New Business

Dr. Ralston discussed creating a vehicle to recognize people who have come through Avonworth. Mr. Dick Herchenroether of BAAHA and Mr. Tom Steiner will assist. They will meet tomorrow at 6:30 PM in the Board Room to draw up the bylaws. The name for the organization is still to be determined. The group would reconnect with Avonworth graduates and staff to discuss career pathways with our students. Dr. Ralston asked if a Board member would like to be included in the group. Mr. Stewart mentioned many universities have a “Notable Alumni” group.

Dr. Ralston recently met with area superintendents to share practices. Our districts are all unique yet alike and our approaches should be unique to each district. What works for one district may not work for all.

Adjournment

Motion: P. Stewart; Second: J. Brandt; Motion Carried: Unanimous Voice Vote to adjourn the Work Session to an Executive Session at 8:35 P.M. to discuss contract matters.

Respectfully submitted,

Cindy S. F. Donovan,
Board Secretary