

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG  
LEGISLATIVE MEETING  
February 23, 2016**

The February 23, 2016 Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the Board President, Ed Donovan at 7:05 pm. The meeting was held in the Administration Building at 718 Wallace Avenue, starting with the Pledge of Allegiance. The following board members were in attendance: Klara K. Brown, Kathy Firestine, Michael A. Johnson, Joshua Miller, Debra Raubenstrauch, Beth Slaby, LaTonya Washington. Rick Liberto, Business Manager and the Gavin Robb, of the firm Tucker Arensberg, P.C., were also present.

**APPROVAL OF BOARD MINUTES**

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve the minutes of the January 26, 2016 Legislative Session.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Joshua Miller to approve the minutes of the February 16, 2016 Special Voting Session.

*The motion carried by unanimous vote.*

**PUBLIC FORUM**

none

**BOARD AGENDA ITEMS**

A motion was made by Joshua Miller, seconded by Beth Slaby to approve the contract for communications services with Alschuler Communications at a rate of \$3000 per month, not to exceed six months, upon review and consideration by the district solicitor. Expenses to be covered by the Partnership transition fund.

*Debra Raubenstrauch abstained. The motion carried.*

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve changes to the 2015-2016 School Calendar to accommodate the snow day on Tuesday, February 16, 2016. The snow make-up day will be Monday, March 28, 2016, which will now be a regular school day.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Joshua Miller to approve the Student Disciplinary Agreement for student A.

*The motion carried by unanimous vote.*

**TREASURER'S REPORT**

A motion was made by Michael Johnson, seconded by Joshua Miller to ratify and confirm the July 2015 General Fund payments of \$ 1,757,404.34 for benefits, and other operational expenses. *The motion carried by unanimous vote.*

The following reports as of July 30, 2015 will be made a matter of record in the minutes:

Year to Date Expenditure Summary - Function	<b>Attachment Bus. #2</b>
Year to Date Expenditure Summary – Object	<b>Attachment Bus. #3</b>
Year to Date Summary Report – Revenue	<b>Attachment Bus. #4</b>
Budget Comparison Graph Revenue & Expenditure	<b>Attachment Bus. #5</b>
Invoices Payables	<b>Attachment Bus. #6</b>
Statement of Revenue & Expenditures	<b>Attachment Bus. #8</b>
Budget History Revenue	<b>Attachment Bus. #9</b>
Budget History Expenditure	<b>Attachment Bus. #10</b>
State Subsidy Breakdown	<b>Attachment Bus. #11</b>
Travel Activity Report	<b>Attachment Bus. #12</b>

**FINANCE COMMITTEE REPORT**

The Finance Committee met on Tuesday, February 16, 2016 at 5:30 p.m.

Board members attending: Deb Raubenstrauch (Chair), Klara Brown, Ed Donovan, Kathy Firestine, Michael Johnson, Joshua Miller, Elizabeth Slaby, Latonya Washington (late)

Staff attending: Rick Liberto

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Mr. Liberto reported that the auditors are preparing to meet with the Board to discuss the FY15 audit on February 23<sup>rd</sup> at 5:30. A presentation to the public will be made in March. Although it's not final, the preliminary results show that the general fund is showing a loss of over \$1.6 million bringing the total fund balance deficit to \$2.5 million. The AFR is still not filed. Ms. Raubenstrauch asked that a copy of the letter asking that the District be allowed to file the AFR late be sent to the Board.

Integrity Construction has agreed to accept the Board's counter-offer to purchase Johnston School for \$235,000. Mr. Hoffman will draw up the paperwork to include an agreement that prohibits the property from being used for another school that would compete for Wilkinsburg students. The sale requires court approval as stated in the Public School Code. Mr. Johnson addressed a concern about the lights being on a lot at Johnston School. Mr. Liberto will talk to the realtors about making sure that the lights are turned off after showing the building.

The state and federal payments that were finally received from PDE were reviewed along with the charter school payments that were withheld. Effective July 1, it was discussed and agreed that the District will ask that we get out of the state intercept program so we can control when charter school payments are made. Mr. Liberto reviewed the charter school report showing 278 regular education students and 55 special education students enrolled in charters as of the end of January.

Of the regular business and treasurer's reports the following reports were reviewed:

- List of Payments and Wire Transfers – Mr. Liberto answered questions regarding specific payments to vendors.
- YTD Expenditure by Object report – Mr. Miller asked to see the detail of payments to consultants in the 300 and 500 object codes for the March meeting
- YTD Summary Revenue report – Ms. Raubenstrauch noted that some of the revenue items such as earned income tax and real estate tax that was reported hadn't changed from last month's report. Mr. Liberto will look more closely into the revenue detail and report back to the board next month.

The following reports generated directly from the Prosoft/ accounting system were distributed but not reviewed:

- YTD Expenditure Summary by Function
- Statement of Revenues and Expenditures
- Budget comparison
- Invoices Payable
- Budget History
- Budget Comparison to prior year

Ms. Raubenstrauch suggested that the Board focus on the YTD Expenditure by Object report, the YTD Summary Revenue report and the Statement of Revenues and Expenditures Report for future meetings as there just isn't enough time to review all of the reports. In addition, she would like to see a balance sheet and bank reconciliation report.

Mr. Liberto reviewed the travel activity report and budget transfers.

Mr. Liberto passed out a draft resolution for the Board to consider refinancing the 2011 general obligation bond. Because of lower interest rates, he believes the district could save \$300,000-\$400,000. The committee agreed to have Mr. Liberto shop it around and select someone to present to the Board.

Mr. Liberto discussed the need for alternatives for finding substitutes in the District and asked that the Board consider entering into an agreement with Kelly Services to provide substitute services. Their call-off system is web-based and can be tied to the District's Pro-Soft system so it will be easy to track and monitor call offs.

The meeting adjourned at approximately 7:00 p.m.

### **FINANCE AGENDA ITEMS**

A motion was made by Joshua Miller, seconded Kathy Firestine to approve an agreement for Educational Staffing with Kelly Services, Inc., 999 West Big Beaver Road, Troy, Michigan 48084, subject to review and approval by the solicitor.

*The motion carried by unanimous vote.*

A motion was made by Joshua Miller, seconded by Beth Slaby to authorize the delinquent tax collector Maiello Brungo & Maiello, LLP to institute sheriff sale actions for properties located at **605**

**Mill and 740 Hill** once fully executed and Interested Purchaser Agreements are obtained; down payments are provided and other necessary conditions are met.

*The motion carried by unanimous vote.*

A motion was made by Beth Slaby, seconded by Joshua Miller to approve Sheila Lubert to attend the Pennsylvania Association of School Business Officials (PASBO) Annual Conference, March 8-11, 2016 at the Hershey Lodge and Convention Center in Hershey, PA. The cost to district is \$604.05, see attached.

*Mr. Johnson opposed. The motion carried by unanimous vote.*

A motion was made by Michael Johnson seconded by Kathy Firestine to approve Karla Givner Lewis to attend the Education Support Professionals Region Board of Directors meeting on February 26, 2016 and the National Education Association-Education Support Professionals National Conference on March 10 and 11, 2016. PSEA-ESP will reimburse the district for expenses. The expenses to be reimbursed are \$90/day for a Substitute Secretary, if available.

*The motion carried by unanimous vote.*

A motion was made by LaTonya Washington, seconded by Kathy Firestine to approve January 2016 Budget Transfers.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson seconded by Kathy Firestine to approve Summer Pendro to attend the Month of the Young Child Conference on April 13, 2016 at Hosanna House. The cost to the district is \$45.

*The motion carried by unanimous vote.*

A motion was made by Kathy Firestine, seconded by Beth Slaby to approve Diane Ionadi to attend the Attendance/Child Accounting Professional Association Conference on April 1, 2016 at the Pittsburgh Marriott North. The cost to the district will be \$90.71.

*The motion carried by unanimous vote.*

**BUILDING AND GROUNDS REPORT**

no report

**BUILDING AND GROUNDS AGENDA ITEMS**

A motion was made by Joshua Miller seconded by Beth Slaby to approve the following (4) four invoices from J.C. Pierce and Associates for the capital project at Kelly and Turner Elementary Schools.

- |                                   |             |                         |
|-----------------------------------|-------------|-------------------------|
| 1. Invoice 2900-13-03-13 (Turner) | \$24,903.90 | <b>Attachment BG #2</b> |
| 2. Invoice 2900-14-04-13 (Kelly)  | \$22,462.60 | <b>Attachment BG #3</b> |
| 3. Invoice 2900-13-03-14 (Turner) | \$ 3,527.59 | <b>Attachment BG #4</b> |
| 4. Invoice 2900-14-04-14 (Kelly)  | \$ 6,460.89 | <b>Attachment BG #5</b> |

*The motion carried by unanimous vote.*

Capital Fund balance as of January 31, 2016: **\$9,696,342.96**

**COMMUNITY RELATIONS AND PARENT INVOLVEMENT REPORT**

no report

**COMMUNITY RELATIONS AND PARENT INVOLVEMENT AGENDA ITEMS**

A motion was made by Debra Raubenstrauch seconded by Joshua Miller to approve the permit for use of school property for Chip McClellan, Wilkinsburg CISP program for Youth Basketball Practice in the Kelly Elementary School Gym on Fridays from 6:00pm to 8:00pm from February 26, 2016 through March 18, 2016, pending receipt of required documents.

*The motion carried by unanimous vote.*

A motion was made by Joshua Miller seconded by Michael Johnson to **table** the approval of the permit for use of school property for Candace Jackson, New Vision Ministries, to hold basketball practice in the Kelly Elementary School Gymnasium from 6:30pm to 8:00pm March 1, 2016 through June 1, 2016.

*The motion carried by unanimous vote.*

**CURRICULUM, INSTRUCTION AND ASSESSMENT REPORTS**

**Eastern Area Special Schools Report**

no report.

**Forbes Road Career and Technology Center**

report

**CURRICULUM, INSTRUCTION AND ASSESSMENT AGENDA ITEMS**

*No agenda items this month.*

**PERSONNEL REPORT**

none

**PERSONNEL AGENDA ITEMS**

A motion was made by Michael Johnson seconded by Joshua Miller to approve the following resignations:

1. Peter Simpson, Assistant Principal, Middle School/High School, effective February 12, 2016.

2. Amy Divoky, English/Special Education Teacher, High School, resigned on January 26, 2016. The district will be holding Ms. Divoky for up to 60 days as per the collective bargaining agreement.
3. Tom Washington, Substitute Custodian, effective immediately.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch seconded by Joshua Miller to approve paid leave for Dr. Joseph Petrella, effective February 2, 2016, not to exceed 6 weeks.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve the following leaves:

1. Ken Chambon, 6<sup>th</sup> Grade Teacher at Turner Elementary for intermittent FMLA leave, effective on or about February 24, 2016 through the end of the school year. Estimated to begin on March 1, 2016.
2. Eve Chambon, 5<sup>th</sup> Grade Teacher at Turner Elementary for FMLA leave, starting on or about March 1, 2016, through the end of the school year.
3. Nicole Green, Registration Secretary for Intermittent FMLA leave extended, through June 30, 2016.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Kathy Firestine to ratify and confirm the following appointments:

1. Raymond Graham, Regular Custodian, Wilkinsburg High School, 2<sup>nd</sup> Shift, effective March 1, 2016, at a rate of \$18.48/hour. (replacement for Joe Anderson)
2. Roosevelt Gaines, Substitute Custodian, effective February 24, 2016, at a rate of \$12/hour.
3. Marvin A. Rawlings, Substitute Custodian, effective February 24, 2016, at a rate of \$12/hour.
4. Sharon Lane, Substitute Custodian, effective, February 24, 2016, at a rate of \$12/hour.
5. Chuck Jacks, Day-to-day Substitute Teacher in Music, at a rate of \$100/day, effective February 24, 2016 (replacing Ray Strobel).
6. Daryl Givner, 21<sup>st</sup> Century After School Program Director, at a rate of \$22.74/hour, 4 hours/day, 4 days/week (when the program is in operation), effective February 24, 2016, to be paid from 21<sup>st</sup> Century funds.

*The motion carried by unanimous vote.*

A motion was made Kathy Firestine, seconded by Debra Raubenstrauch to approve the recall of Kimberly Winters, 4<sup>th</sup> grade Teacher at Kelly Elementary as a permanent teacher, effective February 24, 2016, at the salary as of date of furlough (\$38,920).

*The motion carried by unanimous vote.*

A motion was made by Joshua Miller seconded by Debra Raubenstrauch to approve the separation agreement with Peter Kasich.

*The motion carried by unanimous vote.*

**POLICY AND PLANNING REPORT**

none

**POLICY AND PLANNING AGENDA ITEMS**

*No agenda items this month.*

**NEW BUSINESS**

Marlene van Es, 126 41<sup>st</sup> Street, Pittsburgh, Attorney for Friends of Green Street Park.

Kate Luxemburg, 432 Rebecca Avenue, Lara Tikarski, 201 Green Street, and Jim Frank, 211 Union Street, all expressed the opinion that the sale of Green Street Park was illegal.

Sara Jackson, 2012 Alumni, announced a Black History Cultural Explosion on February 29<sup>th</sup> at 1pm in the High School Auditorium.

Page Trice, 1415 Clark Street, asked if there was an agreement between the School District and the Police Department for security services.

Nicole Green, Resident, Alumni, Employee, Highlighted several actions she believes represent a hostile working environment for her in the district.

**SUPERINTENDENT'S REPORT**

no report

**SOLICITOR'S REPORT**

no report

***The Board went into Executive Session from 8:12 to 8:24pm to discuss legal matters.***

**ADJOURNMENT**

A motion was made by Michael Johnson, seconded by Joshua Miller to adjourn the meeting.  
*The motion carried by unanimous vote.*

Minutes Respectfully Submitted by:

*Jeanne E. Taylor*

Jeanne E. Taylor  
School Board Secretary