

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG  
LEGISLATIVE MEETING  
March 22, 2016**

The March 22, 2016 Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the Board President, Ed Donovan. 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, Beth Slaby, Kevin Urda, LaTonya Washington. Substitute Superintendent, John Frombach, Business Manager, Rick Liberto and the Solicitor Matthew Hoffman, of the firm Tucker Arensberg, P.C., were also present.

A motion was made by Kathy Firestine, seconded by Michael Johnson to appoint Mr. Liberto as Board Secretary *pro-tem* for the remainder of the meeting.

**PRESENTATION**

A report on the Audit prepared by Maher Duessel was presented.

A representative from Verizon wireless spoke about the lease agreement for an antenna mounted at the High School.

**COMMUNICATIONS/CORRESPONDENCE**

Former Principal, Rosalind Fisher, expressed her appreciation for the opportunity to speak with the Board.

**APPROVAL OF BOARD MINUTES**

A motion was made by Michael Johnson, seconded by Joshua Miller to approve the minutes of the February 23, 2016 Legislative meeting.

*The motion carried by unanimous vote.*

**BOARD AGENDA ITEMS**

A motion was made by Klara Brown, seconded by Joshua Miller to approve the following items:

- A. The proposed 2016/2017 Allegheny Intermediate Unit program of services Budget in the amount of \$2,021,185.00. The Wilkinsburg School District contribution to the Program of Services Budget is estimated to be \$12,566 and will be determined by PDE according to District Aid Ratio and Weighted Average Daily Membership.
- B. A vote for Salvatore Colella to serve as School Board Trustee from the Eastern Region of the Allegheny County Schools Health Insurance Consortium.

- C. The current drivers for our contracted transportation provider, SD Transit.
- D. The 2015-2016 Agreement to Host Coro Fellow, January 12, 2016 – March 4, 2016. There is no cost to the district.
- E. The 2016-2017 Academic Calendar.
- F. The following official local school district holidays for the 2016-17 school year: November 25, 2016, December 23, 2016, January 2, 2017, February 20, 2017 and April 14, 2017, pursuant to Section 1502 of the Public School Code.
- G. The suspension of Board Policy Number: 005, Section: Local Board Procedures, Title: Organization -- Committees, pending revisions to reflect adoption of the Committee of the Whole. This suspension applies only to the section entitled "Committees".

*The motion carries by unanimous vote for items A through F. Ms. Washington opposed item G. Item G is also carried.*

**TREASURER'S REPORT**

A motion was made by Joshua Miller, seconded by Kathy Firestine to ratify and confirm the following items:

- A. February 2016 General Fund payments of \$ 1,380,933.20 for benefits, and other operational expenses.
- B. March 2016 General Fund payments of \$ 974,817.68 for benefits, and other operational expenses.

*The motion carried by unanimous vote.*

The following reports as of February 29, 2016 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. #7</b>
Budget History Revenue	<b>Attachment Bus. #8</b>
Budget History Expenditure	<b>Attachment Bus. #9</b>
State Subsidy Breakdown	<b>Attachment Bus. #10</b>
Travel Activity Report	<b>Attachment Bus. #11</b>

**FINANCE COMMITTEE REPORT**

**Finance Committee Report**

<p>In Attendance at meeting start:</p> <ul style="list-style-type: none"> <li>• Joshua Miller, acting Chair</li> <li>• Edward Donovan</li> <li>• Klara Brown</li> <li>• John Frombach</li> <li>• Rick Liberto</li> <li>• Kevin Urda</li> <li>• Kathy Firestine</li> </ul>	<p>In attendance as Audience:</p> <ul style="list-style-type: none"> <li>• LaTonya Washington (late)</li> <li>• Michael Johnson (late)</li> </ul>
<p><b>Meeting Time:</b></p>	<p>March 15<sup>th</sup> 2016. 5:30pm to 6:54pm</p>

**Summation:**

- **2014/15 Audit Update:** The auditors will meet with the Board on March 22<sup>nd</sup> prior to the legislative meeting. The auditors full report will be submitted at this time
- **Sale of Johnson Elementary:** John Frombach raised concerns about cost, staffing, and time to clear out Johnson Elementary.
- **Kelly/Turner Renovation:** John Frombach raised concerns about securing construction bids (electrical, plumbing, etc) at this time. The quality of contractors secured now would be potentially/likely inferior to the bids secured by May. His suggestion was to hold off on securing bids until then
- **Verizon Cell Tower:** Verizon is expected to provide a presentation about adding a cell phone tower on top of the high school. They are aware that previous contract items were not reviewed with the board.
- **Finance Reports:** A standard review of budget items was had. Of note:
  - Rick Liberto has provided enhanced descriptions to invoice items
  - February-2016 and March-2016 invoices/payments were reviewed
    - Board concern was given on page 7 of February List of Payments for Nutrition, Inc
      - December invoice twice as high. Suspected to be Nov/Dec combined. Rick will examine
    - Board Concern was given page 8 of March List of Payments for Sprint
      - Cell Phone cost breakdown unclear. Rick will examine.
        - Potential Board Action required
  - Rick Liberto has enabled invoices to be examined in legislative session for the month they are due, instead of the previous month.
    - This method is a standard practice
    - March Legislative meeting will vote on Feb/March invoices. Moving forward, board votes will be made on the current month invoices
- **Taxation Policy:** Joshua Miller presented to the board his recommendation for an equitable taxation policy based off of his research into Wilkinsburg parcel data.
  - Assessments pegged to County 2012 assessment
  - Sales after/on 2012 assessed at 65% of sale value
  - Board action will be required to ratify the proposed policy.

### **The Joint Tax Committee Report**

The Joint Tax Committee met on Feb 29th @ 6:00. The meeting started at 6:15 due to a delay in printing items. In attendance were Amanda Ford, Patrick S, Joshua Miller, Debra R. In the audience was John F, and Jen Cerce (MBM)

An application for tax abatement was provided for 920 Mifflin. The required documentation was largely incomplete. The request was tabled.

An application for tax abatement was provided for 325 Pitt. The request was approved, pending Tax delinquency records be provided.

Sheriff Sale discussion items were tabled due to Eric being sick.

Jen @ MBM requested guidance on how to proceed with liens. We were unable to answer her request, as we had no notes on the school boards position on any liens.

The Board agreed to review and improve the language for participating in the Tax Abatement process to streamline the applications presented to the board, as well as to reduce the number of exceptions that we would need to approve.

Discussion needs to be had on the 2014 liens.

The meeting ended @ 7:05.

### **FINANCE AGENDA ITEMS**

A motion was made by Kevin Urda, seconded by Kathy Firestine to approve the following professional development activities:

1. Lois Clark, to attend the Pennsylvania Music Educator's Conference, March 30 through April 2, 2016 in Hershey, Pennsylvania. There is no cost to the district.
2. Daryl Givner, to attend the 2016 Promising Practices –Proven Strategies: Extra Learning Opportunities (ELO) Conference, March 30-31, 2016 in Harrisburg, PA. This is a mandatory conference for 21<sup>st</sup> Century Community Learning Center grantees. The cost to the district is \$391.98 to be paid with 21<sup>st</sup> Century funds.
3. John Frombach and Rick Liberto, to attend the Allegheny Intermediate Unit's 128th Annual Convention of School Directors and dinner, on March 31, 2016. The cost to the district is \$100.
4. Summer Pendro and Heather Mayhew, to attend the 2016 Annual Pittsburgh Association for the Education of Young Children Celebration Dinner, April 20, 2016 in Pittsburgh. The cost to the district is \$32.56.

*The motion carried by unanimous vote.*

A motion was made by Kathy Firestine, seconded by Kevin Urda to enter into the attached Service Order and sign an E-rate Letter of Agency with Allegheny Intermediate Unit 3 at a cost not to exceed

\$335 per month (\$1730 prior to E-rate discounts) effective July 1, 2016 through June 20, 2021, in accordance with the terms and conditions of Service Order; that the Board authorizes AIU3 to enter into a Master Service Agreement with DQE Communications, and authorizes AIU3 apply for E-Rate funding on behalf of the District for the RWAN services. The Board further authorizes the extension of the Service Order for up to an additional five years in the event that the Allegheny Intermediate Unit in consultation with the District exercises the right to extend the Master Service Agreement with DQE Communications. Subject to review and approval by the district solicitor.

*The motion carried by unanimous vote.*

A motion was made by Beth Slaby, seconded by Kathy Firestine to approve the 2014-2015 Local Audit conducted by Maher Duessel.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Kathy Firestine to approve the following Field Trips:

1. Kelly and Turner Elementary School Pre-K students to visit the Pittsburgh Zoo and Aquarium on April, 15, 2016.
2. Middle School/High School students to visit Westinghouse High School for Band practice on April 15 and May 6, 2016.
3. Kelly Elementary School 6<sup>th</sup> Grade students to visit Indiana University of Pennsylvania for Career Exploration on April 28, 2016.
4. Turner Elementary School 6<sup>th</sup> Grade students to visit Indiana University of Pennsylvania for Career Exploration on April 28, 2016.
5. Kelly and Turner Elementary School Pre-K students to visit Frick Park on May 20, 2016.
6. Turner Elementary 2<sup>nd</sup> Grade students to visit Phipps Conservatory and Botanical Gardens on May 27, 2016.

*The motion carried by unanimous vote.*

*Mr. Miller presented information from the Sprint account for Board member and Contractor cell phones and iPads. The topic will be on a future agenda.*

## **BUILDING AND GROUNDS REPORT**

*It was recommended that a meeting be scheduled to discuss the future of Graham and Turner Fields. Mr. Frombach explained that an outside organization had ordered a dumpster and other equipment to be delivered to Turner field and billed to the district. This had been a past practice, which Mr. Frombach has informed the organization will not continue.*

**BUILDING AND GROUNDS AGENDA ITEMS**

A motion was made by Kathy Firestine, seconded by LaTonya Washington to approve the following (2) invoices from J.C. Pierce and Associates for the capital project at Kelly and Turner Elementary Schools.

- 1. Invoice 2900-13-03-15 (Turner)                      \$ 1,896.37
- 2. Invoice 2900-14-04-15 (Kelly)                     \$ 2,043.09

*The motion carried by unanimous vote.*

**COMMUNITY RELATIONS AND PARENT INVOLVEMENT REPORT**

No report.

**COMMUNITY RELATIONS AND PARENT INVOLVEMENT AGENDA ITEMS**

A motion was made by Joshua Miller, seconded by Klara Brown to approve the permit for use of school property for Shawn Johnston for a Family Dinner Night Out at the Middle School High School from 6:00pm to 8:00pm on March 30, 2016, the cost to the district is \$591.64.

**CURRICULUM, INSTRUCTION AND ASSESSMENT REPORTS**

**Eastern Area Special Schools Report**

No report.

**Forbes Road Career and Technology Center**

No report.

**CURRICULUM, INSTRUCTION AND ASSESSMENT AGENDA ITEMS**

A motion to approve a change in the High School daily schedule was discussed and it was agreed to move the item to the Special Voting Agenda.

A motion was made by Joshua Miller, seconded by Michael Johnson to approve Science Summer Camp provided by Interactive Science Programs, funded by The Heinz Endowments.

*The motion carried by unanimous vote.*

**PERSONNEL REPORT**

No report.

### PERSONNEL AGENDA ITEMS

A motion was made by Kevin Urda, seconded by Klara Brown to approve the resignation of Hyun Hong, Contractor of Services for Athletic Training for the 2015-16 school year for all Wilkinsburg Athletics at a contract total of \$35,000, pro-rated, effective March 31, 2016.

*The motion carried by unanimous vote.*

A motion was made by Kathy Firestine, seconded by Michael Johnson to approve the following leaves:

1. Alicia Winwood, 3<sup>rd</sup> and 4<sup>th</sup> Grade Teacher at Turner Elementary School, \$46,920/year, for child rearing leave, effective March 23, 2016.
2. Eve Chambon, 5<sup>th</sup> Grade Teacher at Turner Elementary School, for a combination of sick, personal, and sick bank days followed by FMLA/Short Term Disability, effective on or about March 1, 2016.
3. Shirley McClung, for an unpaid leave of absence, effective March 15, 2016.

*The motion carried by unanimous vote.*

A motion was made by Kevin Urda, seconded by Michael Johnson to approve an extension of the agreement for consulting with Barbara Mehalov for the period of April 1, 2016 through June 30, 2016. This will include serving as the Educational Liaison/Data Consultant and overseeing Keystones to Opportunity (KTO), School Improvement, and 21<sup>st</sup> Century Cohort 6 and Cohort 8 at \$390/day, not to exceed the cost of \$3,900 per month. To be paid from KTO and other grant funds.

*The motion carried by unanimous vote.*

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

1. Kathy Williams, Substitute Custodian, effective March 23, 2016, at a rate of \$12/hour.
2. Angel Bradford, Substitute Custodian, effective March 23, 2016, at a rate of \$12/hour.
3. Dionne Jackson, Substitute Custodian, effective March 23, 2016, at a rate of \$12/hour.
4. Juanita Gomez, Substitute Custodian, effective March 23, 2016, at a rate of \$12/hour.
5. Daneen Morrison, Substitute Custodian, effective March 23, 2016, at a rate of \$12/hour.
6. Ramona Morrow, Substitute Custodian, effective March 23, 2016, at a rate of \$12/hour.

*The motion carried by unanimous vote.*

A motion was made by Joshua Miller, seconded by Michael Johnson to approve the following Basketball game coverage:

1. Jim Snyder, Public Address Announcer, 14 home games @ \$40/game, for a total of \$560.
2. John Coleman, Statistics (girls), 13 away games, ticket booth, 14 home games @ \$25/game, for a total of \$675.
3. Andrew Williams, ticket booth and statistics, 4 weekend games @ \$25/game, for a total of \$100.
4. Michael Fulmore, Varsity Basketball statistics, 8 away games @ \$25/game, for a total of \$200.
5. LaToya Hamm, Boys Varsity statistics, 21 games @ \$25/game, for a total of \$525.

*The motion was defeated by unanimous NO vote.*

**POLICY AND PLANNING REPORT**

No report.

**POLICY AND PLANNING AGENDA ITEMS**

none

**NEW BUSINESS**

Jean Dexheimer raised issues about planning and finances for transportation of 7<sup>th</sup> through 12<sup>th</sup> grade students next year.

Kate Luxembourg raised questions about student enrollment and requested that it be reported during Board meetings.

**SUPERINTENDENT'S REPORT**

Work has started to clean up Johnston School. Some very usable furniture as been found that can be relocated to Turner and Kelly Elementary Schools.

**SOLICITOR'S REPORT**

Any questions about the Solicitor's Report should be directed to Mr. Frombach. Mr. Hoffman asked for permission to proceed on closing out an estate for which the Board received details via email.

**ADJOURNMENT**

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

A motion was made by Klara Brown, 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