



## **WILKINSBURG SCHOOL DISTRICT Legislative Session Minutes (Tuesday, July 25, 2017)**

### **Members present**

Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens. Also in attendance were Superintendent Dr. Linda J. Iverson; Assistant Superintendent Dr. Cathleen Cubelic; Business Manager, Rick Liberto, and Gavin Robb from Tucker Arensberg.

***Meeting called to order at 7:02 PM***

### **1. INTRODUCTION**

Ed Donovan called the meeting to order, followed by the pledge of allegiance and salute to the flag.

### **2. REPORTS**

Reports: A. Superintendent's Report -- Dr. Linda Iverson

Dr. Iverson introduced Caesandra Burgh, the candidate recommended for the part-time Instrumental Music Teacher position and Eletta Cameron, the candidate recommended for the Social Worker position.

Dr. Iverson shared the Comprehensive Marking Plan timeline and budget, developed with Steve Alschuler. Letters are being sent home to parents that we learn are planning to send their students to charter schools. Follow up phone calls are also being made to those parents. Data on charter schools is currently being compiled by staff. Ms. Washington has some recommendations pertaining to the WAMO quote. Mr. Donovan recommended that a more in-depth discussion be held at the August Planning session about the details of the Marketing Plan, including timeline and budget.

Reports: B. Solicitor's Report -- Gavin Robb

none

### **3. Approval of the Minutes**

Action, Minutes: A. June 27, 2017 Minutes -- Ed Donovan

Board action is requested to approve the minutes of the June 27, 2017 Legislative Session.

Motion by Kathy Firestine, second by Ellen Kitzerow.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, Ellen Kitzerow

Not Present At Vote: LaTonya Washington

#### **4. EDUCATION/CURRICULUM**

Reports: A. Partnership & Curriculum Updates -- Dr. Cubelic

10 students participated in Waterfront Learning last year, grades haven't been determined yet.

Waterfront Learning will be on the August agenda with the data requested by the Board. The Partnership report was shared.

Action: B. PA-Etep Revised Amendment -- Dr. Cubelic

Board action is requested to approve an amendment to the Agreement with PA-Etep to add the Student Learning Objectives module and Principal and Non Teaching Professional Employees module, at a cost not to exceed \$1,434, to be paid from the general fund budget.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, Ellen Kitzerow, Leigh Corrigan-Owens

Not Present At Vote: LaTonya Washington

Action: C. Waterfront Learning Agreement -- Dr. Cubelic

Board action is requested to approve the 2017-2018 Waterfront Learning Services Contract with the Allegheny Intermediate Unit, to be paid from the general fund budget.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, Ellen Kitzerow

No: Leigh Corrigan-Owens

Not Present At Vote: LaTonya Washington

#### **5. TREASURER'S REPORT**

Action: A. Treasurer's Report -- Michael Johnson

Board action is requested to ratify and confirm the June 2017 General Fund: List of Payments -- \$562,988.08 and Wire Transfers -- \$425,988.98

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

The following reports as of June 30, 2017 will be made a matter of record in the minutes:

1. Statement of Revenue & Expenditures, unaudited
2. Year to Date Expenditure Summary -- Function, unaudited
3. Year to Date Summary Report -- Revenue, unaudited

#### **6. FACILITIES AND TRANSPORTATION**

Reports: A. Facilities Transportation Report -- John Frombach

Mr. Frombach held a pre-bid conference on July 10th, with about 20 contractors attending. A second pre-bid meeting was held on July 13th with general construction contractors. The district has a good pool of contractors interested in bidding on our construction project. Bids will be opened on August 10th. Recommendations will be presented to the Board on August 15th.

The district received the approvals for PlanCon D for Turner and Kelly and PlanCon E for Turner and Kelly, there is a motion on this agenda to acknowledge the receipt of these approvals in the minutes.

The sale of Johnston School has been finalized, the locks have been changed and new keys handed over. The building has been taken off of the district's security system and utilities.

Transportation Update: Mr. Frombach will be working on routing with A. J. Meyers and contacting Woodland Hills School District about sharing cost for some vehicles. Mrs. Ionadi has been verifying the students who will be attending Westinghouse. There will now be two different schedules for High School and Middle School students.

Action: B. PlanCon D and E Approval for Turner and Kelly Elementary Schools -- Rick Liberto  
Board action is requested to make the attached documents and any appended materials a matter of record in the minutes. (Pennsylvania Department of Education letters, from Jeannine J. Weiser, Chief, Division of Budget and School Facilities to the Board Secretary, giving general approval for: PlanCon Part D for Turner Elementary School and PlanCon Part D for Kelly Elementary School, PlanCon Part E for Turner Elementary School, and PlanCon Part E for Kelly Elementary School.) This approval is based on a limited review of the documents reviewed and approved. If information reviewed subsequent to this approval violates law, policy or procedure, the department reserves the right to rescind any and all approvals materially affected.

Motion by Kathy Firestine, second by Debra Raubenstrauch

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

Action: C. Contract for Moving Services -- John Frombach

Board Action is requested to award the contract, with item 2.2.2 removed, for Moving Services to Maroadi Transfer & Storage, Inc., 1801 Lincoln Highway, North Versailles, PA 15137, to relocate furniture, equipment, and other materials and supplies from Turner Elementary School to the former High School in the amount \$17,853.60, to be paid from the Capital Projects budget, subject to approval by the district solicitor. The work will be performed in August 2017.

Motion by Kathy Firestine, second by Ellen Kitzerow.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

Action: D. Permit Request (received by Kathy Firestine and John Frombach via email)

Board action is requested to authorize John Frombach to work with the Little League and the Borough of Wilksburg to facilitate the use Turner Field for Movie Night on Friday, July 28, 2017.

Motion by Kathy Firestine, second by Debra Raubenstrauch

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

***Mr. Frombach will ensure that all appropriate paperwork has been received before the permit is issued and notify the Borough that this approval is being made as an exception. All policy requirements will need to be met prior to any future approvals.***

## **7. FINANCE**

Reports: A. Finance Report -- Debra Raubenstrauch

Finance Committee met on Tuesday, July 18 at 5:40.

Attendees: Ed Donovan, Debra Raubenstrauch, Dr. Linda Iverson, Rick Liberto (staff)

Mr. Liberto reported on the following:

- Johnston School closed today with a net of approximately \$192K to the capital fund.
- The bond refinancing that was supposed to go to market last week will go to market tomorrow with anticipated savings of over \$200K. There was no new language added to the bond regarding the intercept program.
- Cash flow is tight due to some significant payouts in June. There were 3 payrolls in June and the lump sum payments to teachers who requested summer pay in advance; over \$1.492M in payments to charter schools; \$578K deduction from subsidy for approved private placements; \$699K payment for transportation. While there are still some Special Education and Federal reimbursements outstanding, payment of bills will be prioritized.
- Auditors are scheduled to be in District from July 30-August 3.
- Reviewed the YTD projections versus actual revenue/expenses. Projected year-end surplus is approximately \$2.5M and will allow the District to end the year with a small positive fund balance.

The list of bills and payroll transfers were reviewed. There were no questions.

The regular financial reports were also reviewed. Mr. Liberto will check on the balance sheet report in ProSoft.

Board action items will include approval of a tax anticipation note for Forbes Road.

The meeting adjourned at 6:35 pm.

Action: B. Forbes Road Revenue Anticipation Note -- Debra Raubenstrauch

Board action is requested to authorize the District to participate in the Forbes Road Career & Technical Center 2017/18 revenue anticipation note in the amount of \$4,400,000 with an interest rate of 1.89%.

Motion by Kathy Firestine, second by Michael A Johnson.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

## **8. INSTRUCTIONAL STAFF**

Action: A. STEAM training reimbursement -- Dr. Iverson

Board action is requested to approve the reimbursement of \$50 each to Russell Bush and Timothy Weinstein for registration fees that each teacher paid for Studio A: Designing Creative K-12 Project-Based Learning, July 11-13, 2017 at the Avonworth School District, at a cost not to exceed \$100, to be paid from the general fund budget.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

Action: B. STEAM Training -- Dr. Iverson

Board action is requested to approve STEAM Teachers Russell Bush and Timothy Weinstein to attend up to 5 days of summer training, prior to August 23, 2017, at a rate of \$17/hr, for a cost not to exceed \$1,500, to be paid from the general fund budget.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

Action: C. PBIS Training -- Dr. Iverson

Board action is requested to approve PBIS Coaches Randy Davis and Michelle Lukas to attend up to 5 days of summer training, prior to August 23, 2017, at a rate of \$17/hr, for a cost not to exceed \$1,500, to be paid from the general fund budget.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

Action: D. Contracted Provider of Compensatory Education Tutoring -- Dr. Iverson

Board action is requested to hire Donna Payne as a contracted provider of Compensatory Education Tutoring, effective July 26, 2017, at a rate of \$17/hour, not to exceed 161 hours for 4 Compensatory Education students, at a cost not to exceed \$2,737, to be paid from the general fund budget.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

Action: E. Contracted Provider of Extended School Year Tutoring -- Dr. Iverson

Board action is requested to hire Sarah J. Linan as a contracted provider of Extended School Year (ESY) Tutoring, effective July 26, 2017, at a rate of \$17/hour, not to exceed 35 hours for 2 ESY students, at a cost not to exceed \$595, to be paid from the general fund budget.

Motion by Ellen Kitzerow, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

Action: F. Contracted Provider of Extended School Year Tutoring -- Dr. Iverson

Board action is requested to hire Amy Repko as a contracted provider of Extended School Year (ESY) Tutoring, effective July 26, 2017, at a rate of \$17/hour, not to exceed 35 hours for 2 ESY students, at a cost not to exceed \$595, to be paid from the general fund budget.

Motion by Debra Raubenstrauch, second by Ellen Kitzerow.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

## **9. NON-INSTRUCTIONAL SERVICES**

Action: A. Business Manager contract -- Dr. Iverson

Board action is requested to approve a three (3) year contract extension with Richard Liberto as Director of Finance and Operations, effective on September 11, 2017. Terms and conditions per current contract, upon review and consideration by the district solicitor.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

No: Michael A Johnson

Action: B. Social Worker candidate -- Dr. Iverson

Board action is requested to approve the hiring of Eletta Cameron as Social Worker in a 12-month position, effective August 21, 2017, according to the terms and conditions of the Act 93 Agreement, at a salary of \$65,000, to be paid from the general fund budget.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

Action: C. Music Teacher candidate -- Dr. Iverson

Board action is requested to approve Caitlyn McGaugh as a Music Teacher, in a 10-month position, effective August 23, 2017, according to the terms and conditions of the Wilkinsburg Education Association Agreement, at a Step 3 salary of \$43,420, to be paid from the general fund budget.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

Action: D. Part-time Instrumental Music Teacher candidate -- Dr. Iverson

Board action is requested to approve Caesandra Burgh as a Part-Time Instrumental Music Teacher, in a 10-month position, effective August 23, 2017, according to the terms of the Wilkinsburg Education Association Agreement and based on the Memorandum of Understanding, at a Step 3 salary of \$43,420, pro-rated, to be paid from the general fund budget.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

Action: E. Lunch Aide Rate Increase -- Rick Liberto

Board action is requested to increase the hourly rate for Pre-K Lunch Aides from \$10/per hour to \$12/per hour, effective August 28, 2017, to be paid from Pre-K funds.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

## **10. POLICY AND PLANNING**

none

## **11. BOARD GOVERNANCE/BOARD RESOLUTIONS**

Action: A. Majersky to BiPolar Conference -- Ed Donovan

Board action is requested to approve Kelly Majersky (School Psychologist) to attend the Evidence-Based Therapy and Assessment Approaches for BiPolar Spectrum Disorders in Youth conference on October 19, 2017, at a cost not to exceed \$110, to be paid from the general fund budget.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

## **12. PUBLIC COMMENTS**

Discussion was held about the possibility of collaborating with Hosanna House to have School District students utilize their indoor pool.

## **13. BOARD MEMBER COMMENTS**

Ms. Corrigan-Owens raised a concern about the playground equipment being broken at Kelly Elementary School for an extended period of time (swings, including a wheelchair swing and a structure which appears to have been a water structure). Board members have requested that the broken equipment be repaired and the person responsible for monitoring the playground equipment be reminded of that duty.

The Board discussed staff and Board member access, mold, laptops, student records, janitors and security in the High School building. The administration was asked to follow-up on a number of items.

## **14. EXCUSAL OF ABSENT BOARD MEMBER(S)**

Action: A. Excusal of Absent Board Members

Board action is requested to excuse Klara Brown and Joshua Miller from attending the July Legislative Session.

Motion by Debra Raubenstrauch, second by Ellen Kitzerow.

Final Resolution: Motion Carries

Yes: Edward J Donovan, Kathy Firestine, Michael A Johnson, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

## **15. ADJOURNMENT**

Action: A. Meeting Adjournment

**Generated by Jeanne Taylor on Thursday, August 3, 2017**