

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG  
LEGISLATIVE MEETING  
September 27, 2016**

The September 27, 2016 Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order at 7:03pm 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, Debra Raubenstrauch and LaTonya Washington. Superintendent, Linda J. Iverson, Business Manager, Rick Liberto and Solicitor, Matthew Hoffman, of the firm Tucker Arensberg, P.C., were also present.

An Executive Session was held at the end of the Planning Session on September 20, 2016 to discuss personnel matters.

**STUDENTS OF THE MONTH**

Students of the month were recognized for Kelly and Turner Elementary Schools.

**COMMUNICATIONS/CORRESPONDENCE**

none

**PUBLIC COMMENT**

none

**APPROVAL OF BOARD MINUTES**

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve the minutes of the August 23, 2016 Legislative Session, as amended.

*The motion carried by unanimous vote.*

**BOARD GOVERNANCE**

A motion was made by Michael Johnson, seconded by Joshua Miller to approve the BoardDocs End User Agreement, at a cost not to exceed \$9,000.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve the attendance of Dr. Linda Iverson at the 2016 PSBA School Leadership Conference, at a cost not to exceed \$1500.27.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Kathy Firestine to approve the attendance of Dr. Linda Iverson at the AIU Superintendent's Professional Development program on October 5-7, 2016 at the Fred Rogers Center at St. Vincent College, Latrobe, PA., at a cost not to exceed \$332.35.

*The motion carried by unanimous vote.*

A motion was made by Joshua Miller, seconded by Debra Raubenstrauch to authorize a resolution with the Pennsylvania Department of Education authorizing Superintendent, Linda J. Iverson, Ph.D. to have electronic signature authority with the Pennsylvania Department of Education.

*The motion carried by unanimous vote.*

A motion was made by Joshua Miller, seconded by Kathy Firestine to approve the Revised Academic Calendar.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve the donation of High School Band Uniforms to *Men With a Vision Performance Arts Ensemble*, directed by Wilkinsburg resident Henry Sowell.

*The motion carried by unanimous vote.*

A motion was made by Kathy Firestine, seconded by Joshua Miller to suspend Board Policy 000-005 through the next session of this Board.

*The motion carried by unanimous vote.*

### **EDUCATION/CURRICULUM**

A motion was made by Kathy Firestine, seconded by Debra Raubenstrauch to approve the Houghton Mifflin Harcourt Professional Development proposal, at a cost not to exceed \$5,900, to be paid with RTT funds.

*The motion carried by unanimous vote.*

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

1. Kelly teachers: Barb Kebe, Diane Meszaros, and Cindy Fligger to attend Push, Pull and Go: New Science Module Training, September 12 and 13 in Pittsburgh, included in Asset STEM agreement, at no additional cost to the district.
2. Turner teachers: Stacey Mazak, Jennifer Davis, and Kristen Depofi Carrey to attend Push, Pull and Go: New Science Module Training, September 12 and 13 in Pittsburgh, included in Asset STEM agreement, at no additional cost to the district.
3. Pamela Drane, SpellRead Interventionist to attend AIU Training for SpellRead, September 13-15, 2016, at a cost not to exceed \$750.
4. Michael Kosor, Math Coach to attend Math Coach Network, September 15 and November 21, 2016, February 14 and March 30, 2017, at no cost to the district.
5. Jennifer Marazas, Turner Teacher to attend Taking a Deeper Look at Attendance, September 23, 2016, at no cost to the district.
6. Jennifer Marazas, Turner Teacher to attend Concrete Representational Abstract Early Numeracy, September 28, 2016, at no cost to the district.

7. Shawn Johnston, Cally Dixon, and Don Graham to attend Education for Children and Youth Experiencing Homelessness Program, September 26, 2016, at no cost to the district.
8. Linda Kleinhans to attend Concrete Representational Abstract: Fractions, November 2, 2016, at no cost to the district.
9. Linda Kleinhans to attend Concrete Representational Abstract: Integers, Expressions and Equations, November 9, 2016, at no cost to the district.
10. Jill Welsh to attend Concrete Representational Abstract: Multiplication and Division at the Allegheny Intermediate Unit on October 4, 2016, at no cost to the district.
11. Jill Welsh to attend Concrete Representational Abstract: Addition and Subtraction at the Allegheny Intermediate Unit on October 6, 2016, at no cost to the district.
12. Kerry Francis and Summer Pendro to attend the National Institute of School Leadership: Creating Inspired Leadership Program at the Allegheny Intermediate Unit on October 18, 19, December 13, 14, 2016 and March 28 & 29, 2017, at no cost to the district.
13. Cally Dixon to attend the Chapter 339 Plan-Data meeting at Forbes Road Career and Technology Center, on September 29, 2016, at no cost to the district.
14. Lisa Fortier, Christina Longo, and Michelle Lukas to attend Cultivating Comprehension I or II at the Allegheny Intermediate Unit on October 11 and November 9, 2016 and January 24 and March 1, 2017, at a cost not to exceed \$2226, to be paid with KTO funds.
15. Kelly Polosky and Tim Weinstein to attend Teaching Writing at the Allegheny Intermediate Unit on October 12, 2016 and January 19, February 16, and March 14, 2017, at a cost not to exceed \$1484, to be paid with KTO funds.

*The motion carried by unanimous vote.*

A motion was made by Kathy Firestine, seconded by Joshua Miller to approve Summer Pendro, Cally Dixon, Donald Graham, and Shawn Johnston to attend Taking a Deeper Look at Attendance, September 23, 2016, at no cost to the district.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded LaTonya Washington to approve the following Request for Field Trip Approval:

1. Pre-K to Frick Park on September 30<sup>th</sup>, at no cost to the district.
2. Pre-K to Simmons Farm on October 7<sup>th</sup>, at a cost not to exceed \$812.50, to be paid from Pre-K funds.
3. Turner First Grade to Triple B Farms on October 26<sup>th</sup>, at a cost not to exceed \$336.37, to be paid from Pre-K funds.

*The motion carried by unanimous vote.*

The Travel Investment Activities Report was discussed.

**TREASURER’S REPORT**

A motion was made by LaTonya Washington, seconded by Kathy Firestine to approve the September 2016 General Fund payments: wire transfers: \$455,567.77 and checks: \$3,298,526.67. *The motion carried by unanimous vote.*

The following reports as of August 30, 2016 will be made a matter of record in the minutes:

1. Statement of Revenue & Expenditures
2. Year to Date Expenditure Summary – Function
3. Year to Date Expenditure Summary – Object
4. Year to Date Summary Report – Revenue

**FINANCE**

A motion was made by Kathy Firestine, seconded by Michael Johnson to approve a resolution of Wilkinsburg Borough School District authorizing the administration to work with appointed professionals in connection with the acquisition and execution of an Intercept agreement with the Pennsylvania Department of Education and the Pennsylvania State Treasurer’s Office in connection with the issuance of its 2016 bonds, as stated in the attached document. *The motion carried by unanimous vote.*

**Ms. Raubenstrauch shared the following Finance Committee report:**

The Finance Committee met on Tuesday, September 20, 2016 at 5:45 p.m.

Board members attending: Deb Raubenstrauch (Chair), Klara Brown, Ed Donovan, Kathy Firestine, Joshua Miller, Kevin Urda  
Staff attending: Rick Liberto

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Jim Geronimo from Municipal Revenue Service Inc. (MRS) and Lawrence Maiello from MBM, the District’s delinquent tax collector, discussed the status of the sale of delinquent real estate liens sold on August 30, 2013 to Northwest PA Incubator Assoc. The sale resulted in the District receiving \$2,485,221 in cash that was to be repaid over a 4 year period by collections made by the District’s delinquent tax collector. MBM was given misinformation about which years to send to repay the note which resulted in the District receiving approximately \$600K in collections over the last 2 years that should have gone to repay the note. Consequently, the district still owes \$1.2M that has to be paid in full by September, 2017. Mr. Geronimo noted that the bank involved with the transaction (FNB) says that the District is already in default. Thus, he is proposing that the district refinance the note for the amount owed plus whatever else the district needs in cash to meet their delinquent tax collection budget.

Mr. Liberto reported the following:

- Discussions with Verizon about placing a cell phone tower on top of the high school continue with the attorneys.

- Need to find a medical doctor to bill for ACCESS funds. Ms. Brown addressed concerns about staff billing correct codes. The Allegheny Intermediate Unit will be training Paul in the business office.
- Title I funds continue to come in for the 15-16 and 16-17 school years.
- Auditors plan to start on Sept. 26 and anticipate being completed by the end of October. Ms. Raubenstrauch asked that all adjusting entries made by the auditors be seen by the Board and that the Board sees the DRAFT audit BEFORE it is bound.
- Cash flow continues to look good through Feb 2017. There are still some charter school payments being withheld from district subsidies, even though the schools have been notified to send the invoices directly to the District.
- PPS Transition Funding - No July/August finance report from Pittsburgh. The committee overseeing this will add this to their next meeting's agenda. WSD still only showing expenses. Ms. Raubenstrauch asked that the next report show the budget along with the expenses in the same categories as their respective budgets for both PPS and WSD.
- Piper Jaffrey will provide an update on the bond refinancing at the September Planning Session.
- The 16-17 Statement of Revenue and Expenses, the YTD Expenditure summaries by function and object codes, and the Balance Sheet were reviewed.

Joshua Miller updated the Committee on the August Joint Tax Committee. Josh presented his plan to the Committee and will be updating his presentation to put rules/guidelines in place to prioritize collections for MBM.

Treasurer's Report – The check register for September was reviewed.

The meeting adjourned at 6:50 p.m.

### **PERSONNEL**

A motion was made by Michael Johnson, seconded by Kathy Firestine to authorize the Superintendent to assign additional duty to a Special Education Teacher in the role of PASA Coordinator at a rate of \$16/hour, not to exceed a total of \$250.

*The motion carried by unanimous vote.*

A motion was made by LaTonya Washington, seconded by Michael Johnson to approve the PASA Coordinator, to be named, to attend PASA training in the month of October, at no cost to the district.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve the position of Supervisor of Elementary Curriculum, Instruction and Assessment.

*The motion carried by unanimous vote.*

A motion was made by Kathy Firestine, seconded by Michael Johnson to approve Kelly Services addendum for substitute paraprofessionals.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by LaTonya Washington to approve the resignations of the following furloughed teachers:

1. Caitlin Farr
2. John Myers
3. Elizabeth Pearsall
4. Bret Plavchak
5. Cami Plymire
6. Corey Hauser
7. Stephen Sylves

*The motion carried by unanimous vote.*

A motion was made by Joshua Miller, seconded by Kathy Firestine to approve the resignation of Gina Johnson, Substitute Secretary.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Kathy Firestine to approve the resignation of Alise Hayes, Kelly Lunch Aide.

*The motion carried by unanimous vote.*

A motion was made by Kathy Firestine, seconded by Michael Johnson to approve a leave of absence for Jennifer Connelly under the FMLA from August 29, 2016 through September 30, 2016, then as an unpaid leave of absence from October 1, 2016 through December 31, 2016.

*The motion carried by unanimous vote.*

A motion was made by Kathy Firestine, seconded by Michael Johnson to approve the hiring of Sharina Poteat as Kelly Pre-K Lunch Aide, effective September 20, 2016, at the rate of \$10/hour, paid out of Pre-K funds.

*The motion carried by unanimous vote.*

## **POLICY AND PLANNING**

A motion was made by Michael Johnson, seconded by Kathy Firestine to approve the first of two readings of Policy No. 823, Section: Operations, Title: Naloxone Policy.

*The motion carried by unanimous vote.*

## **PUBLIC COMMENTS**

Jean Dexheimer, of 1227 Rebecca Avenue, spoke about the closing of the Wilkinsburg Boys and Girls Club. Board members discussed reaching out to local organizations about establishing a new after school program in Wilkinsburg.

## **SOLICITOR'S REPORT**

Any questions about the Solicitor's Report should be directed to Dr. Iverson.

### **SUPERINTENDENT'S REPORT**

Dr. Iverson talked about focusing on attendance and enrollment and working with Principals to get an accurate count for October 1, 2016.

### **BOARD MEMBER COMMENTS**

The Joint Tax Committee did not meet in September, Council members agreed to give Mr. Miller direct feedback so that he will be able to report to the Board next month.

Mr. Johnson would like Dr. Matsook's reports about Westinghouse to include any updates on safety and student conflict issues. Dr. Iverson reported that she and Dr. Matsook spoke with the Westinghouse Academy Principal about an incident with students, they are confident that the situation was handled properly.

Mr. Donovan and Ms. Brown will be meeting with representatives of Borough Council regarding DCNR issues and the district's responsibility around those.

A motion was mad by Michael Johnson, seconded by Debra Raubenstrauch to excuse Kevin Urda and Beth Slaby from the meeting.

*The motion carried by unanimous vote.*

### **ADJOURNMENT**

A motion was made by Klara Brown, seconded by Debra Raubenstrauch to adjourn the meeting at 8:45 pm.

*The motion carried by unanimous vote.*

Minutes Respectfully Submitted by:

*Jeanne E. Taylor*

Jeanne E. Taylor  
School Board Secretary