

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG
JOINT PLANNING AND LEGISLATIVE MEETING
December 8, 2015**

The December 8, 2015 Joint Planning and Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the Board President, Ed Donovan at 8:22 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. Acting Superintendent, Joe Petrella, Rick Liberto, Business Manager and the Solicitor Matthew Hoffman, of the firm Tucker Arensberg, P.C., were also present.

APPROVAL OF BOARD MINUTES

A motion was made by Joshua Miller, seconded by Debra Raubenstrauch to table the approval of the minutes of the November 24, 2015 Legislative meeting.
The motion carried by unanimous vote.

TREASURER’S REPORT

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to ratify and confirm the November 2015 General Fund payments of \$2,065,893.64 for payroll, benefits, and other operational expenses.
Kathy Firestine and Beth Slaby abstained. The motion carried.

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

Accounting Summary Expenses & Revenue	Attachment Bus. #2
Profit/Loss Statement	Attachment Bus. #3
Budget Comparison Graph	Attachment Bus. #4
Accounts Payable Aging Report	Attachment Bus. #5
Budget Transfers	Attachment Bus. #6
Travel Activity Report	Attachment Bus. #7

FINANCE COMMITTEE REPORT

The Finance Committee met on Tuesday, Dec. 8, 2015 at 7:00 p.m.

Board members attending: Deb Raubenstrauch (Chair), Klara Brown, Ed Donovan, Kathy Firestine, Michael Johnson, Joshua Miller, Elizabeth Slaby, Latonya Washington. Staff attending: Dr. Joseph Petrella, Rick Liberto

Mr. Liberto reviewed the offers to purchase Johnston School with the Committee. Five offers were made, each with different terms and prices. Mr. Liberto will email copies of the offers to the Board and will discuss all of the follow-up questions with the real estate agent.

Mr. Liberto reviewed the lease agreement with Verizon Wireless regarding the use of the high school. It was agreed that Mr. Liberto and Mr. Hoffman send a letter to Verizon stating that the board never approved the agreement and ask them to come in to discuss their needs and their proposal at a future board meeting.

Mr. Liberto reviewed the status of the FY15 audit that has not yet been finalized. The capital projects fund and the majority of the cafeteria fund has been finalized, however, they are still working on the general fund. Major issues they are dealing with are the monthly bank reconciliations and the reconciliation of transfers between funds. 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. There have been discussions with the state to ask for additional assistance.

The regular business and treasurer's reports were reviewed. In addition to the listing of checks, wire transfers and voided checks were also included with the reports. Bank account summaries will not be available until after the audit is completed.

The following reports generated directly from the Prosoft/ accounting system were also reviewed:

- Account Summary Expense /Revenue – This report shows budgeted, YTD and % received revenue by function and object code.
- Profit/Loss Statement
- Budget comparison Graph and Summary
- Accounts Payable Aging Report
- Budget Transfers
- Travel Activity Report

Deb Raubenstrauch gave an update on a meeting with Brian Jensen of the Pennsylvania Economy League (PEL). The PEL will be providing some pro-bono assistance to help the District develop a fair and consistent delinquent tax collection policy.

The meeting adjourned at approximately 8:20 p.m.

FINANCE AGENDA ITEMS

A motion was made by Michael Johnson, seconded by Klara Brown to authorize a resolution with the Pennsylvania Department of Education authorizing Superintendent, Joseph A. Petrella, Ed.D. to have electronic signature authority with the Pennsylvania Department of Education.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to authorize a resolution with the Pennsylvania Department of Education authorizing Director of Finance and Business Operations, Richard Liberto to have electronic signature authority with the Pennsylvania Department of Education.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve General Fund Budget Transfers in the sum of \$430,305.26 for month ending October 31, 2015.

The motion carried by unanimous vote.

BUILDING AND GROUNDS REPORT

no report

BUILDING AND GROUNDS AGENDA ITEMS

A motion was made by Debra Raubenstrauch, seconded by Klara Brown to approve the following (2) two invoices from J.C. Pierce and Associates for the capital project at Kelly and Turner Elementary Schools.

- 1. Invoice 2900-13-03-12 (Turner) \$33,110.20
- 2. Invoice 2900-14-04-12 (Kelly) \$26,746.95

Kathy Firestine and Beth Slaby abstained. The motion carried.

Capital Fund balance after Invoices 2900-13-03-12, 2900-14-04-12 (\$59,857.15):

\$ 9,743,709.76

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 a permit for use of school property for Barbara Thompson for the Wilkinsburg Holiday Parade Committee meeting in the Cafeteria of the High School on Saturday, December 12, 2015 from 9:30am to 1:30pm.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by LaTonya Washington to approve a permit for use of school property for Ray Strobel for the Winter Concert in the High School/Middle School Auditorium on Wednesday, December 16, 2015 from 6:00pm to 8:00pm. The concert begins at 7:00pm.

The motion carried by unanimous vote.

CURRICULUM, INSTRUCTION AND ASSESSMENT REPORTS

no report

Eastern Area Special Schools Report

no report

Forbes Road Career and Technology Center

no report

CURRICULUM, INSTRUCTION AND ASSESSMENT AGENDA ITEMS

none

PERSONNEL REPORT

no report

PERSONNEL AGENDA ITEMS

A motion was made by Michael Johnson, seconded by Joshua Miller to approve an agreement with Kelley Majersky as Contracted Psychologist, at a cost not to exceed \$45,000, effective on December 9, 2015. Terms and conditions per contract, upon review and consideration by the district solicitor. *Kathy Firestine and Beth Slaby abstained. The motion carried.*

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve Kimberly Winters as long-term sub, as per the collective bargaining agreement, effective December 7, 2015. Ms. Winters is replacing William McWilliams who resigned as Sixth Grade Teacher at Kelly Elementary.

The motion carried by unanimous vote.

A motion was made by Joshua Miller, seconded by LaTonya Washington to approve Shawn Johnston as Interim Principal, Turner Elementary School, effective December 8, 2015, through February 16, 2016, not including Winter Break. At a cost of a \$1,200 stipend per month, pro-rated for December by day.

Michael Johnson and Debra Raubenstrauch opposed. The motion carried.

POLICY AND PLANNING REPORT

no report

POLICY AND PLANNING AGENDA ITEMS

none

SUPERINTENDENT'S REPORT

Dr. Petrella provided an update on the Pittsburgh Public School (PPS) Partnership regarding the Local Education Agency (LEA) designation. The original term of the partnership had PPS serving as the LEA for Wilkinsburg students. The Department of Education has determined that Wilkinsburg needs to be the LEA for Wilkinsburg students. There are associated costs and other ramifications which move the partnership out of the cost neutral realm for PPS. Dr. Petrella has petitioned for

PPS to serve as the LEA. A letter has been sent to legislators, we are waiting for a response from Senator Costa.

Ed Donovan announced that, by consensus, the Board approves travel to Harrisburg for Dr. Petrella and Mr. Liberto regarding the LEA designation. Board members expressed agreement.

John Frombach, Interim Director of Building and Grounds, held a professional development session for Custodial and Maintenance staff and created an employee handbook. He is also researching a more cost effective call off system.

Dr. Petrella is scheduled to participate in mediation with the Leaders in Learning for a student coming into the district.

SOLICITOR'S REPORT

The scheduled employee hearing has been postponed. Any questions about the Solicitor's Report should be directed to Dr. Petrella.

ADJOURNMENT

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to excuse Kevin Urda's absence from the meeting.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Joshua Miller to adjourn the meeting at 9:10 pm.

The motion carried by unanimous vote.

Minutes Respectfully Submitted by:

Jeanne E. Taylor

Jeanne E. Taylor
School Board Secretary