

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

The April 27, 2016 Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the Board Vice President, Klara K. Brown. 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: Kathy Firestine, Michael A. Johnson, Joshua Miller, Debra Raubenstrauch, Beth Slaby, Kevin Urda, and LaTonya Washington. Substitute Superintendent, John Frombach, Rick Liberto, Business Manager and the Solicitor Gavin Robb, of the firm Tucker Arensberg, P.C., were also present.

A motion was made by Klara Brown, seconded by Debra Raubenstrauch to appoint Rick Liberto as temporary Board Secretary for the meeting.

**STUDENTS OF THE MONTH**

Students of the month from Kelly Elementary School, Turner Elementary School, Wilkinsburg Middle School, and Wilkinsburg High School.

**COMMUNICATIONS/CORRESPONDENCE**

Mr. Frombach received a letter from the President of the Wilkinsburg Borough Council re: Graham Field being transferred to the Borough for a nominal sum.

**APPROVAL OF BOARD MINUTES**

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve the minutes of the March 22, 2016 Legislative Session and the March 28, 2016 Special voting Session. *The motion carried by unanimous vote.*

**BOARD AGENDA ITEMS**

A motion was made by Kevin Urda, seconded by Debra Raubenstrauch to approve the **Notice of Adoption of Policies, Procedures and Use of Funds by School District** and **IDEA-Part B Use of Funds Agreement 2015-2016** for the Allegheny Intermediate Unit. *The motion carried by unanimous vote.*

A motion was made by Deb Raubenstrauch, seconded by Kevin Urda to approve the Allegheny Intermediate Unit 2016-17 Services Agreement. *The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Kevin Urda to ratify the Police Detail Contract with the Borough of Wilkinsburg.

*Ms. Brown, Mr. Johnson, and Ms. Washington voted no. The motion carried 5-3.*

A motion was made by Michael Johnson, seconded by Kathy Firestine to authorize a resolution with the Pennsylvania Department of Education authorizing Substitute Superintendent, John Frombach to have electronic signature authority with the Pennsylvania Department of Education. *The motion carried by unanimous vote.*

A motion to **TABLE** was made by Kevin Urda, seconded by Klara Brown for the board action to approve a letter of agreement between Wilkinsburg School District and Pittsburgh-Mt. Oliver Intermediate Unit #2. Upon review and approval by the district solicitor. *The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to authorize Piper Jaffray, 503 Martindale Street, 7<sup>th</sup> floor, D.L. Clark Building, Pittsburgh, PA 15212, as Investment Banker, and Dinsmore & Shohl, LLP, 301 Grant Street, Suite 2800, Pittsburgh, PA 15219, as Bond Counsel to proceed with the preparation of documents for the potential refunding of the District's 2011 outstanding General Obligation Bond issue. There will be no cost to the Wilkinsburg School District unless a Bond Purchase Agreement for such refinancing is accepted by subsequent action of the Board of School Directors. *Ms. Washington voted no. The motion carried.*

**TREASURER'S REPORT**

A motion was made by Debra Raubenstrauch, seconded by Kevin Urda to ratify and confirm the April 2016 General Fund payments of \$1,636,915.46 for benefits, and other operational expenses. *The motion carried by unanimous vote.*

The following reports as of March 31, 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. #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**

The Finance Committee met on Tuesday, April 19, 2016 at 5:30 p.m.

Board members attending: Deb Raubenstrauch (Chair), John Frombach, Ed Donovan, Kathy Firestine, Joshua Miller

Staff attending: Rick Liberto

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Mr. Liberto reported the following:

- The petition for court approval of the sale of Johnston School was filed and that he will attend the hearing on behalf of the District that is scheduled in May.
- Verizon is revising the lease agreement to place a cell phone tower on top of the high school. Kathy Firestine wanted to make sure that the agreement included a transfer of ownership clause, and that Verizon be held accountable for all costs i.e. the cost of electricity, insurance, et. Ed Donovan expressed concerns about the building being a historical landmark. Drawings have been sent to Matt Hoffman who is working on the language with Verizon attorneys.
- PPS transition funds and expenditures are being reviewed by the steering committee team comprised of Dr. Paul Long, Dr. Dan Matsook, Tom Orr, Dean Kaplan (PFM), Dr. Paul Rock, Mr. Liberto, John Frombach, Matt Hoffman and the president and vice president of the board. The funds are in a separate bank account and the Board will start to see monthly expenditure reports. To date, 60% of the \$3M in transition funds have been received. Funds remaining will roll over into next fiscal year.

**Review of Current Financial Statements**

Mr. Liberto reviewed the following reports generated directly from the ProSoft/ accounting system and answered questions.

- Treasurer’s Report
- YTD Expenditure Summary by Function
- YTD Expenditure Summary by Object
- YTD Summary Report – Revenue
- Statement of Revenues and Expenditures
- April 2016 Expenditures
- July bank reconciliations for all bank accounts

Follow-up items include looking into the following:

- public carrier (515) and field trip expenses (519)
- late invoices received from charter schools – charter school invoices for 14-15 were listed on the current check list and were questioned as to why they were being paid in April. Mr. Frombach and Mr. Liberto will contact other schools and find out how they handle late invoices from charter schools.
- check with Barbara Nelson to confirm future cash flow reports that include charter school withholdings.
- “tick and tie” every revenue and expense on the bank statements through April and ensure that they are recorded in ProSoft by the next meeting.

**Review of FY2016-17 Proposed Revenue**

Mr. Liberto reviewed and answered questions regarding the proposed FY17 revenue budget. Total proposed revenue is \$28,686,143. The following items will be checked:

- occupation privilege tax (6143) seemed low compared to prior year
- the IDEA proposed budget of \$150,000 is tenuous. Mr. Frombach discussed his concerns about IDEA and some of the other grants like the Ready to Learn Block Grant.
- Amounts for federal grants should be finalized in May
- It was estimated that the District could receive another \$250,000/year if we started to bill and keep records for medical assistance reimbursements.

#### **Other Items**

- Deb Raubenstrauch recommended that the District use the same guidelines the Borough used regarding liening delinquent 2014 properties. The Borough set a cap after which they would lien properties until they have 3 years of delinquencies liened (which is the requirement for participation in the Vacant Property Recovery Program) and the liens total 15% of the assessed value. Josh Miller will help identify those properties.
- Deb Raubenstrauch distributed a list of 24 properties that were reviewed by the joint tax committee and recommended that they be sent to sheriff sale.
- Deb Raubenstrauch asked that audit findings be included as regular items to report on at future Finance meetings.

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

### **FINANCE AGENDA ITEMS**

A motion was made by Michael Johnson, seconded by Joshua Miller to approve Karla Lewis to attend the Education Support Professionals Region Board Meeting and House of Delegates on April 14 and 15, 2016. PSEA-ESP will reimburse the district for expenses. The expenses to be reimbursed are \$90/day for a Substitute Secretary, if available. There is no cost to the district.  
*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Kevin Urda to approve Summer Pendro to attend the Pre-K Counts Grantee Orientation on May 2 and 3, 2016 in State College, PA. The cost is \$486.92, to be paid from Pre-K funds.  
*The motion carried by unanimous vote.*

A motion was made by Kevin Urda, seconded by Joshua Miller to approve Sheila Lubert to attend the Federal Programs Conference on May 2, 2016 in Champion, PA. The cost is \$295.60, to be paid from Federal programs funds.  
*The motion carried by unanimous vote.*

A motion was made by Kathy Firestine, seconded by Kevin Urda to approve Sheila Lubert to attend the Pennsylvania Association of School Business Officials Steel Eagle Leadership Institute on July 7 & 8, 2016 in Bedford Springs, PA. There is no cost to the district.  
*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Beth Slaby to approve the following field trips: *(All trips, and the arrangements, have been approved by the building principal and any district funding has been budgeted. Buses cost \$218.54 or slightly higher for trip outside of Allegheny County.)*

1. High School 9<sup>th</sup> grade students to visit the Andy Warhol Museum for a guided tour and participate in educational silk screen activities on April 26, 2016.
2. High School, 9<sup>th</sup> grade students to visit Carlow University for YMAP Youth Forum on April 28, 2016.
3. Middle and High School students will be delivering books to Elementary schools and will read to Kindergarteners on April 29, 2016.
4. Turner Elementary School, 4<sup>th</sup> through 6<sup>th</sup> grade students to visit Romp and Roll as a behavior trip for the 3<sup>rd</sup> Nine weeks on May 4, 2016.
5. Kelly and Turner Elementary School, Pre-K students to visit Round Hill Park to experience a working farm, see animals on the farm, and learn about agriculture on May 13, 2016.
6. Middle School/High School students to experience a tour of Pittsburgh relating their experiences to that of Pittsburgh author August Wilson on May 20, 2016.
7. Middle School/High School 7<sup>th</sup> through 12<sup>th</sup> grade students to visit Graham Field for a Field Day/End of the year Celebration on May 27, 2016.
8. High School, 8<sup>th</sup> through 12<sup>th</sup> grade students to visit Ohiopyle State Park for team building and teamwork on May 31, 2016.
9. Turner Elementary Kindergarten students to visit Round Hill Farm and park to explore different animals in their habitats that have been studied in the classroom in reading and science class, on May 20, 2016.
10. Kelly Elementary 3<sup>rd</sup> and 6<sup>th</sup> grade students to visit Romp and Roll as a reward and reinforcement for positive behavior on May 12, 2016.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve a 4<sup>th</sup> year renewal of a five year contract for the Food Service Management with The Nutrition Group. The term is July 1, 2016 to June 30, 2017, with a guaranteed profit or (loss) of (\$31,565.65).

*The motion carried by unanimous vote.*

A motion was made by Joshua Miller, seconded by Beth Slaby to approve the attached list of properties recommended for sheriff sale, with the sale of 1001 South subject to confirmation that they are current on payment plan.

*Klara Brown opposed, the motion carried.*

## **BUILDING AND GROUNDS REPORT**

Cleaning out the Johnston School building was discussed.

**BUILDING AND GROUNDS AGENDA ITEMS**

none

**COMMUNITY RELATIONS AND PARENT INVOLVEMENT REPORT**

A lease agreement with Imani Christian School for the use of Graham Field was discussed.

**COMUNITY RELATIONS AND PARENT INVOLVEMENT AGENDA ITEMS**

A motion was made by Joshua Miller, seconded by Kevin Urda to approve the permit for use of school property for Tanya Smith for an afternoon play performance in the Turner Elementary School Gym on May 21, 2016 at 1:00pm.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Kathy Firestine to approve the permit for use of school property for Shawn Johnston for a tailgate party on Wallace Avenue, in front of the Middle School/High School on April 27, 2016 from 11:30am to 2:30pm.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Beth Slaby to approve the permit for use of school property for Cliff McCaulley of the Wilkinsburg Athletic Association for use of Turner gym, Turner field, and Graham field for Baseball and Cheerleading practice, games, and meetings. (see attached schedules)

*The motion carried by unanimous vote.*

**CURRICULUM, INSTRUCTION AND ASSESSMENT REPORTS**

Kevin Urda agreed to represent the School District at Forbes Road Career and Technology Center meeting .

**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 Debra Raubenstrauch, seconded by Michael Johnson to approve Nancy Olenik, of Pittsburgh Education Consulting, as a consultant for Federal Programs coordination and management services, effective March 31, 2016, at a cost of \$1,000/month. To be paid with Federal Programs funds.

*The motion carried by unanimous vote.*

A motion was made by Beth Slaby, seconded by Kevin Urda to approve an agreement with Jim Bohan, of Intelligent Education LLC, for services on behalf of the Pennsylvania Department of Education to support the Wilksburg and Pittsburgh City School Districts., effective April 27, 2016, at a cost of \$600/day. To be paid with transition funds.

*The motion carried by unanimous vote.*

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

1. Brandon Randall, Substitute Custodian, at a rate of \$12/hour, effective April 27, 2016.
2. Johnisha Jackson, Substitute Custodian, at a rate of \$12/hour, effective April 27, 2016.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve unpaid FMLA for Shirley McClung, Custodian, from March 15, 2016 through June 30, 2016. This resolution amends the similar resolution adopted at the Board's March 22, 2016 Legislative Meeting.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve the following Basket ball 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. LaToya Hamm, Boys Varsity statistics, 21 games @ \$25/game, for a total of \$525.

*Ms. Washington voted no. The motion carried.*

A motion was made by Kevin Urda, seconded by Kathy Firestine to approve Robin Middleton, Substitute Secretary, effective April 28, 2016 at the rate of \$12.00/hour.

*The motion carried by unanimous vote.*

**POLICY AND PLANNING REPORT**

No report.

**POLICY AND PLANNING AGENDA ITEMS**

none

**NEW BUSINESS**

Jean Dexheimer of 1227 Rebecca Avenue, shared that the Kiwanis Club Administration is willing consider transferring the Key Club from Wilkinsburg to Westinghouse Academy, which doesn't have a Key Club.

A motion was made to excuse Ed Donovan from attendance at the meeting.  
*The motion carried by unanimous vote.*

**SUPERINTENDENT'S REPORT**

We currently have 284 regular education and 56 Special Education students in Charter Schools.

**SOLICITOR'S REPORT**

Any questions about the Solicitor's Report should be directed to Mr. Frombach.

**ADJOURNMENT**

Minutes Respectfully Submitted by:

*Jeanne E. Taylor*

Jeanne E. Taylor  
School Board Secretary