



## **Legislative Session Minutes (Tuesday, April 25, 2017)**

### **Members present**

Klara K Brown, Edward J Donovan, Kathy Firestine, Michael A Johnson, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

### **Meeting called to order at 7:04 PM**

### **1. INTRODUCTION**

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

### **2. PRESENTATIONS**

#### Students of the Month

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

### **3. REPORTS**

Reports: A. Facilities Report -- John Frombach -- Ed Donovan asked about progress in cleaning up the High School. Mr. Frombach reported that it has already started. Jermaine Beckford is working on getting rid of obsolete computers. Mr. Frombach will make sure that Waste Management will wipe data from computers or he will contact another company to do so.

The house at Graham Field was vandalized. Mr. Donovan recommended that discussion, about what the district will do about the house at Graham Field, be placed on the May agenda. Mr. Frombach will get pictures.

Reports: B. Superintendent's Report -- Dr. Iverson -- For the May Planning Session the cost of bringing back Special Education students will be presented by Dr. Iverson and Lisa Kellick.

Dr. Iverson and Tanya Smith met with Alschuler Communications about a marketing plan for transitioning Turner students to the High School. The following tentative dates were set:  
May 17th -- Passport to the future - for Turner parents and students to visit the next grade level  
May 21st -- Field Trips to the High School -- lower grades in the morning, upper grades in the afternoon  
June 5th -- Open House -- model classroom  
July 1st -- Registration  
August 14th Open House, repeated

Alschuler Communications will work to put all of the ideas into a completed plan.

Dr. Matsook gave a doctoral student permission to collect Wilkinsburg School District data. Dr. Iverson shared the survey with the Board and a draft of her letter to the student requiring that he share his data and findings with the Board. The Board has requested a copy of the IRB protocol and approval.

Discussion: C. Solicitor's Report -- Matt Hoffman -- Mr. Hoffman didn't have anything to add to the report already received by the Board.

#### **4. Approval of the Minutes**

Action, Minutes: A. March 28, 2017 Board Minutes -- Ed Donovan

Board action is requested to approve the minutes of the March 28, 2017 Legislative Session.

Motion by Michael A Johnson, second by Kathy Firestine.

Final Resolution: Motion Carries

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

#### **5. EDUCATION/CURRICULUM**

#### **6. TREASURER'S REPORT**

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

Board action is requested to ratify and confirm the March 2017 General Fund: List of Payments -- \$1,160,814.04 and Wire Transfers -- \$308,933.01

Motion by Kathy Firestine, second by Joshua Miller.

Final Resolution: Motion Carries

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

The following reports as of March 31, 2017 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 Summary Report -- Revenue

#### **7. FINANCE**

Reports: A. Finance Report -- Joshua Miller

Finance Committee Report: April 18<sup>th</sup> 2017

Time: 5:35 – 6:49

Attendance: J. Miller, K. Firestine, L. Iverson, R. Liberto, E. Kitzerow

- Focused on expense budget items presented by Rick Liberto
  - Task: Linda to prepare cost/benefit analysis on bringing Special Education services in-house
    - Current cost to district \$3M
  - Task: Rick securing bids for transportation
    - Current cost to district \$1.4M
  - Discussion:
    - General agreement on securing bond to raise \$4M for elementary school projects, as opposed to any cash payment
  - Discussion:
    - Budget of savings.
      - Current overage of ~3.6M.

- 8% of budget maximum allowed by state for reserve
    - Dependent on millage reduction plans
  - Discussion:
    - Significant reduction of Millage possible
      - ~\$5M under budget in 15-16
        - All debts paid off
        - ~\$2.8 down
        - ~\$3.2 remain
        - ~0.4M positive
        - Budget padded
        - 2% reserve
      - Charter school costs reduce based on our per-student cost
- Reviewed standard agenda
  - No outlier items

Discussion: B. Elementary Construction Project -- John Frombach

Action: C. Budget for Transfer of Turner Students to the High School -- John Frombach

Board action is requested to approve the budget prepared by John Frombach to transition Turner Elementary students to the High School for the 2017-2018 school year, at a cost not to exceed \$279,356, to be paid from the general fund budget.

Motion by Klara K Brown, second by Joshua Miller.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Michael A Johnson, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzzerow, Leigh Corrigan-Owens

Action: D. PlanCon Parts D, E, and F for Kelly Elementary School -- John Frombach

Board action is requested to approve PlanCon Parts D: Project Accounting based on Estimates, E: Design Development, and F: Construction Documents for the Additions and Renovations to Kelly Elementary School, and authorize submission to the Pennsylvania Department of Education.

Motion by Kathy Firestine, second by Klara K Brown.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Michael A Johnson, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzzerow, Leigh Corrigan-Owens

Action: E. PlanCon Parts D, E, and F for Turner Elementary School -- John Frombach

Board action is requested to approve PlanCon Parts D: Project Accounting based on Estimates, E: Design Development, and F: Construction Documents for the Additions and Renovations to Turner Elementary School, and authorize submission to the Pennsylvania Department of Education.

Motion by Klara K Brown, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Michael A Johnson, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzzerow, Leigh Corrigan-Owens

Action: F. E-Rate Legal and Consulting Services Proposal and Letter of Agreement -- Rick Liberto

Board action is requested to approve a consulting proposal and letter of agreement with Debra M. Kriete Esq, for E-Rate Legal and Consulting Services for Priority/Category 1 Services for fiscal year 2017. The cost will not exceed \$3,000.

Motion by Klara K Brown, second by Michael A Johnson.

Final Resolution: Motion Carries

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

## **8. INSTRUCTIONAL STAFF**

### Action: A. Student Handbook Committee -- Dr. Iverson

Board action is requested to approve 6 teachers (3 from Kelly Elementary School and 3 from Turner Elementary School) to work on the editing/revising the Student Handbook. Teachers will be paid \$17 per hour for work between June 13, 2017 and June 26, 2017, for a cost not to exceed \$6,000, to be paid from the general fund budget.

Motion by Michael A Johnson, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Michael A Johnson, Joshua Miller, Debra Raubenstrauch, Ellen Kitzerow, Leigh Corrigan-Owens

No: LaTonya Washington

### Action: B. Pre-K Lunch Aide -- Rick Liberto

Board action is requested to approve Latoya Butler as Pre-K Lunch Aide for Kelly Elementary School, at a rate of \$10 per hour, to be paid from the general fund budget.

Motion by Debra Raubenstrauch, second by Klara K Brown.

Final Resolution: Motion Carries

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

### Action: C. Special Education Teaching Assistant -- Rick Liberto

Board action is requested to approve the hiring of Jodeah Evans as a 10-month, Special Education Teaching Assistant at Kelly Elementary School for the 2016-17 school year, pro-rated, at the salary of \$15.24 per hour, with benefits according to the provisions of the collective bargaining agreement and paid out of Special Education funds.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

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

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

### Action: A. Bus Transportation RFP -- John Frombach

Board action is requested to approve the Request for Proposals for Contracted Pupil Transportation Services for the 2017-2018 school year.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: Motion Carries

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

### Action: B. Donation of server for use in WSD datacenter -- Ed Donovan

Board action is requested to approve the donation of a server to the Wilkinsburg School District by Joshua Miller for use in the WSD datacenter, so that software products developed by Mr. Miller can be kept internal for staff use.

Motion by Michael A Johnson, second by Klara K Brown.

Final Resolution: Motion Carries

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

Discussion: C. Summer Program Survey -- Ed Donovan

## **10. POLICY AND PLANNING**

Action: A. Policy 005 -- Organization -- Ed Donovan

Board action is requested to approve the second and final reading of Policy Number: 005, Section: Local board Procedures, Title: Organization.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

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

Action: A1. Suspension of Board Policy 003

Board action is requested to approve the suspension of Policy Number: 003, Section: Local board Procedures, Title: Functions, until the next session of this Board.

Motion by Kathy Firestine, second by Michael A Johnson.

Final Resolution: Motion Carries

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

Action (Consent): A2. Federal Programs Policies -- Rick Liberto

Resolution: Board action is requested to approve items 10. **B-G**, subject to modifications as discussed.

Motion by Kathy Firestine, second by Joshua Miller.

Final Resolution: Motion Carries

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

Action (Consent): B. Policy 626.1 -- Travel Reimbursement - Federal Programs -- Rick Liberto

Board action is requested to approve the first and final reading of Policy Number 626.1, Section: Finances, Title: Travel Reimbursement - Federal Programs.

Action (Consent): C. Policy 626.2 -- Cash Management -- Rick Liberto

Board action is requested to approve the first and final reading of Policy Number 626.2, Section: Finances, Title: Cash Management.

Action (Consent): D. Policy 626.3 -- Allowability of Cost -- Rick Liberto

Board action is requested to approve the first and final reading of Policy Number 626.3, Section: Finances, Title: Allowability of Cost.

Action (Consent): E. Policy 626.4 -- Procurement -- Rick Liberto

Board action is requested to approve the first and final reading of Policy Number 626.4, Section: Finances, Title: Procurement.

Action (Consent): F. Policy 827 -- Conflict of Interest -- Rick Liberto

Board action is requested to approve the first and final reading of Policy Number 827, Section: Operations, Title: Conflict of Interest.

Action (Consent): G. Policy 918 -- Title I Parent/Family Involvement -- Rick Liberto

Board action is requested to approve the first and final reading of Policy Number 918, Section: Community, Title: Title I Parent/Family Involvement.

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

Reports: A. Travel Investment Activities Report -- Rick Liberto

Action (Consent): B. Consent Vote -- Ed Donovan

Resolution: Board action is requested to approve consent agenda items 11. **C-Q**, as presented.

Motion by Michael A Johnson, second by Klara K Brown.

Final Resolution: Motion Carries

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

Action (Consent): C. Suspension of Board Policy 005 -- Ed Donovan

Resolution: Board action is requested to suspend Board Policy No. 005, Section: Local board Procedures, Title: Organization, through the next session of this Board.

Action (Consent): D. 2017-2018 Academic Calendar -- Dr. Iverson

Resolution: Board action is requested to approve the proposed 2017-2018 Academic Calendar.

Action (Consent): E. Jill Welsh to Working with Students Who Exhibit Behavioral Challenges: Effective Interventions for Tough Kids -- Ed Donovan

Resolution: Board action is requested to approve Jill Welsh to attend the Working with Students Who Exhibit Behavioral Challenges: Effective Interventions for Tough Kids training at the AIU on May 1, 2017, at no cost to the district.

Action (Consent): F. Kim Winters to Kindergarten Numeracy and Literacy -- Ed Donovan

Resolution: Board action is requested to approve Kim Winters to attend the Kindergarten Numeracy and Literacy training at the AIU on May 2, 2017, at a cost not to exceed \$142, to be paid from the general fund budget.

Action (Consent): G. Jennifer Connelly to Code Studio Workshop -- Ed Donovan

Resolution: Board action is requested to approve Jennifer Connelly to attend the Code Studio Workshop in Pittsburgh on May 16, 2017, at no cost to the district.

Action (Consent): H. Kelly Grade 6 to Indiana University of Pennsylvania -- Ed Donovan

Resolution: Board action is requested to approve Kelly Elementary 6th grade students to visit Indiana University of Pennsylvania for Career Awareness and Post Secondary Opportunities on May 2, 2017, at a cost not to exceed \$388.50, to be paid from the general fund budget.

Action (Consent): I. Turner Pre-K - 1st to Heinz Hall -- Ed Donovan

Resolution: Board action is requested to approve Turner Pre-K through 1st grade students to visit Heinz Hall on May 3, 2017, for the Pittsburgh Symphony Concert "Our Great Big Backyard", at no cost to the district.

Action (Consent): J. Turner 6th grade to Indiana University of Pennsylvania -- Ed Donovan

Resolution: Board action is requested to approve Turner Elementary 6th grade students to visit Indiana University of Pennsylvania to learn about Career Awareness and Post Secondary opportunities on May 9, 2017, at a cost not to exceed \$324.00, to be paid from the general fund budget.

Action (Consent): K. Turner 2nd to Phipps Conservatory -- Ed Donovan

Resolution: Board action is requested to approve Turner 2nd graders to attend Phipps Conservatory for a "hands on' class and tour on May 18, 2017, at a cost not to exceed \$480.10, to be paid from the general fund budget.

Action (Consent): L. Turner Kindergarten to Miracle Lanes -- Ed Donovan

Resolution: Board action is requested to approve Turner Kindergarten students to visit Miracle Lanes, Monroeville, PA on May 19, 2017, at a cost not to exceed \$475.10, to be paid from the general fund budget.

Action (Consent): M. Kelly and Turner Pre-K to White Oak Park -- Ed Donovan

Resolution: Board action is requested to approve Kelly and Turner Pre-K students to attend White Oak Park on May 19, 2017, at a cost not to exceed \$513.20, to be paid from the general fund budget.

Action (Consent): N. Kelly and Turner Pre-K to Frick Park -- Ed Donovan

Resolution: Board action is requested to approve Kelly and Turner Pre-K students to attend Frick Park on May 26, 2017, at a cost not to exceed \$225.10, to be paid from the general fund budget.

Action (Consent): O. Kelly and Turner to Round Hill Park and Farm -- Ed Donovan

Resolution: Board action is requested to approve Kelly and Turner Pre-K students to attend Round Hill Park and Farm on June 2, 2017, at a cost not to exceed \$450.20, to be paid from the general fund budget.

Action (Consent): P. Turner 2nd to Andy Warhol Art Museum -- Ed Donovan

Resolution: Board action is requested to approve Turner 2nd grade students to attend Andy Warhol Art Museum on June 2, 2017, at no cost to the district. The district was awarded a Warhol Workshop scholarship to cover all costs for this trip.

Action (Consent): Q. Kelly Pre-K - 2nd to Pgh Zoo -- Ed Donovan

Resolution: Board action is requested to approve Kelly Pre-K through 2nd grade students to visit the Pittsburgh Zoo on June 6, 2017, at a cost not to exceed \$1330.20, to be paid from the general fund budget.

## **12. PUBLIC COMMENTS**

## **13. BOARD MEMBER COMMENTS**

## **14. ADJOURNMENT**

Action: A. Meeting Adjournment -- Ed Donovan

Board action is requested to adjourn the April 25, 2017 Legislative Session.

Motion by Kathy Firestine, second by Michael A Johnson.

Final Resolution: Motion Carries

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

**Generated by Jeanne Taylor on Wednesday, April 26, 2017**