



## **Legislative Session Minutes (Tuesday, May 23, 2017)**

### **Members present**

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

### **Meeting called to order at 7:01 PM**

### **1. INTRODUCTION**

Ed Donovan called the meeting to order followed by the pledge of allegiance and salute to the flag. He welcomed Dr. Cathleen Cubelic, new Assistant to the Superintendent and she shared why she is excited to join the Wilkinsburg School District.

### **2. STUDENTS OF THE MONTH**

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

### **3. PRESENTATION**

Dr. Steve Biancaniello spoke about his work with the teachers and students at Kelly and Turner on Text Dependent Analysis over the past several months. He believes an impact has been made in this short period of time. He will return in August to give an overview of where the district is in terms of professional development progress.

### **4. REPORTS**

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

As part of the transition plan for Turner students, Pre-K through 3rd grade students will visit the High School on May 24th, and 4th through 6th grade students will visit on the 25th. A press release was sent out on Friday to parents about the transition. On June 7th a Parent Open House will be held, where two model classrooms will be setup to be toured, refreshments will be served. A draft flyer about the Open House was shared with the Board.

The High School Library is being used for training on June 1 for the Instructional Leadership team on the Standards Aligned System (SAS) portal. Wilkinsburg School District will be hosting staff from the Duquesne School District, along with Dr. Linda Lane and Paul Long.

Dr. Iverson and Rick Liberto participated in the Title I Monitoring visit on May 17th, along with the Principals. The team from the state was very pleased with our evidence, there were no findings. A final

report is forthcoming. Dr. Iverson will be meeting with Dr. Cubelic and Barb Mehalov to start that transition and discuss an opportunity to apply for a grant to support the STEAM initiative.

Reports: B. Solicitor's Report -- Matt Hoffman

An item was added to the agenda at 8.I. -- the approval of an addendum to the agreement of sale for Johnston Elementary School, as discussed at the Planning Session. Mr. Hoffman also emailed an additional item to the Board.

Reports: C. Facilities/Transportation Report -- John Frombach

All of the PlanCon documents were filed the prior week. The Lead Testing of the water at the High School came back, and no lead was found.

Three proposals for bus transportation were received, ABC Transit, Krise Transportation, and AJ Meyers.

Mr. Frombach will meet with each company and bring a recommendation to the Board on June 19th.

He feels that all 3 were good proposals. All are 5-year proposals. Mr. Frombach will provide a spreadsheet with all of the options and a summary of each provider. The current transportation provider, SD Transit, did not submit a proposal.

The bus routes will be determined in house, Mr. Frombach is working on that.

## **5. Approval of the Minutes**

Action, Minutes: A. April 25, 2017 Minutes -- Ed Donovan

Board action is requested to approve the minutes of the April 25, 2017 Legislative Session.

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, LaTonya Washington, Ellen Kitzerow, Leigh Corrigan-Owens

Action, Minutes: B. May 15, 2017 Special Voting and Other Business Minutes -- Ed Donovan

Board action is requested to approve the minutes of the May 15, 2017 Special Voting and Other Business Session.

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 Kitzerow, Leigh Corrigan-Owens

## **6. EDUCATION/CURRICULUM**

Action: A. 2017-2018 Academic Calendar -- Dr. Iverson

Board action is requested to approve the revised 2017-2018 Academic Calendar, pending review of March 26 & 27, 2018.

Motion by LaTonya Washington, 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: B. Adjudication of Student A -- Ed Donovan

Board action is requested to approve that the actions of the Board of School Directors at the student disciplinary hearing (for student A), conducted on May 2, 2017, are hereby accepted and that the Adjudication in that matter is hereby ratified in all respects as the action of the Board of School Directors of the Wilkinsburg School District.

Motion by Joshua Miller, 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: C. Adjudication of Student B -- Ed Donovan

Board action is requested to approve that the actions of the Board of School Directors at the student disciplinary hearing (for student B), conducted on May 2, 2017, are hereby accepted and that the Adjudication in that matter is hereby ratified in all respects as the action of the Board of School Directors of the Wilkinsburg School District.

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

## **7. TREASURER'S REPORT**

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

Board action is requested to ratify and confirm the April 2017 General Fund: List of Payments -- \$1,021,013.89 and Wire Transfers -- \$682,928.31.

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 Kitzerow, Leigh Corrigan-Owens

## **8. FINANCE**

Action: A. Finance Report -- Debra Raubenstrauch

Finance Committee met on Tuesday, May 15 at 5:30.

Attendees: Ed Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, Rick Liberto (staff)

Mr. Liberto gave an update on cash flow and year-end projections. Will end the year with a surplus that will allow the District to move from having a negative fund balance of \$2.5M to a positive fund balance of approximately \$1.5 M.

Reviewed PPS expenses through March.

Reviewed 2017/18 budget. No change from what was already presented. Mr. Liberto will be asking for approval of a preliminary budget that has to be submitted to the state by May 30.

List of bills were reviewed. More information was requested on bills to Foreman.

The District is in year three of a five year contract with Nutrition Inc. The Committee is recommending approval of the Nutrition Inc. budget as presented.

Mr. Liberto reviewed the responses to the RFP and is recommending that the District change insurance brokers saving approximately \$8,000/year

Mr. Liberto recommended that the District continue working with Maurer Duessel as the District's auditors and will be asking for a 3 year commitment.

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The Joint Tax Committee met on Monday, May 22 at 5:30.

Rick Liberto, Josh Miller and Deb Raubenstrauch attended on behalf of the School District.

April minutes were approved

A tax abatement application for 438 Biddle was unanimously approved.

The Committee had a discussion about "hardship" requests. Currently, MBM uses age and/or illness as the extraordinary circumstances to meet hardship guidelines. It was suggested that the criteria be expanded to use the IRS guidelines that include other circumstances such as divorce, death in the family, employment, etc. MBM will look at the guidelines and make suggestions to discuss at the next meeting.

Action: B. Purchase of Combi Oven -- John Frombach

Board action is requested to approve the purchase of one Rational Model No. B128106.12 electric Self CookingCenter® Combi Oven/Steamer from Curran-Taylor, Inc. (300 Huston Square, Canonsburg, PA 15317) in accordance with the provisions of Pennsylvania CoStars Contract No. 36, at a cost not to exceed \$26,944.72. The cost of the equipment will be reimbursed.

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: C. Forbes Road Career and Technical Center Budget -- Rick Liberto

Board action is requested to approve the Forbes Road Career and Technical Center Operating and Administrative Budgets for 2017-2018 in the amount of \$6,667,218.00 The Wilkinsburg share is \$12,204.05 for the Administration fee.

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

No: Leigh Corrigan-Owens

Action: D. Western Pennsylvania Electricity Consortium Extension -- Rick Liberto

Board action is requested to approve the continued participation of the Wilkinsburg School District in the Western Pennsylvania Electricity Consortium for the purchase of electricity from Direct Energy, only if the price is at or below our current price. This extension to the original agreement will begin on the meter read date in January 2019, for a period of twenty-four (24) months and the price will include all costs except distribution, and other related delivery utility charges as contained in the original agreement.

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: E. Preliminary 2017-2018 General Fund Budget -- Rick Liberto

Board action is requested to approve the 2017-18 Proposed Preliminary General Fund Budget setting the expenditures and revenues at \$30,301,672.00.

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

No: Leigh Corrigan-Owens

Action: F. Maher Duessel Auditor Agreement -- Rick Liberto

Board action is requested to approve to approve a 3-year agreement with Maher Duessel, Certified Public Accountants, for 2017-2018, 2018-2019, and 2019-2020 at an annual fee not to exceed

\$28,150.00, to be paid from the general fund budget, including AFR preparation and filings, upon review and consideration by the district solicitor.

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, Ellen Kitzerow

No: LaTonya Washington, Leigh Corrigan-Owens

Action: G. Fedele Insurance Services, Inc. Brokerage Proposal -- Rick Liberto

Board action is requested to approve a 3-year agreement with Fedele Insurance Services, Inc. for insurance brokerage services for 2017-2018, 2018-2019, and 2019-2020 at an annual fee not to exceed \$8,450.00, to be paid from the general fund budget, upon review and consideration by the district solicitor.

Motion by Kathy Firestine, second by Ellen Kitzerow.

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: H. Food Service Budget -- Rick Liberto

Board action is requested to approve the food service budget for 2017-2018.

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

Action: I. Johnston Elementary School Addendum -- Matt Hoffman

Board action is requested to approve the Addendum to the Agreement of Sale with Community Forge LLC for the sale of the former Johnston Elementary School, providing for a credit to the purchaser at closing in the amount of \$12,500 in consideration of anticipated roof maintenance and repairs.

Motion by Joshua Miller, 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

## **9. INSTRUCTIONAL STAFF**

Action: A. Lech Unpaid Leave Request -- Ed Donovan

Board action is requested to approve Barb Lech for 10 days of unpaid leave from November, 6-10 and 13-17, 2017.

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

No: Leigh Corrigan-Owens

Action: B. KTO Kindergarten Boot Camp Teachers -- Rick Liberto

Board action is requested to approve the hiring of two (2) KTO Kindergarten Boot Camp Teachers, one for each school, to work from June 14, 2017 through June 28, 2017, at the salary of \$17 per hour, not to exceed \$1,900, to be paid from KTO funds.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: Motion Carries

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

Not Present At Vote: Edward J Donovan

Action: C. KTO Kindergarten Boot Camp Aides -- Rick Liberto

Board action is requested to approve the hiring of two (2) KTO Kindergarten Boot Camp Aides, one for each school, to work from June 14, 2017 through June 28, 2017, at the salary of \$15.24 per hour, not to exceed \$1,750, to be paid from KTO funds.

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 Kitzerow, Leigh Corrigan-Owens

*Ed Donovan left the meeting at this point.*

## **10. NON-INSTRUCTIONAL SERVICES**

Action: A. Substitute Custodians -- John Frombach

Board action is requested to approve the hiring of the following individuals as substitute custodians, at a rate of \$12 per hour without benefits, not to exceed \$97,920.00, effective May 26, 2017, to be paid from the general fund: George H. Brown, Hayward Ellis, Beatrice Gilbert, Charle Gilbert, Robert Morris, Brandon D. Randall, Sharon Rogers, Joyce Thomas, William C. Wallace, Zina Williams, Marissa Mason.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

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

Action: B. Imani Christian Academy Lease Agreement -- John Frombach

Board action is requested to approve the Lease Agreement with Imani Christian Academy at 2150 East Hills Drive, Pittsburgh, PA 15221, for the use of Graham Field at a cost of \$600 per month, effective August 1, 2017 through October 30, 2017.

Motion by Michael A Johnson, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

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

Action: C. Wilksburg Borough Police Memorandum of Understanding -- John Frombach

Board action is requested to approve the 2017-2018 Memorandum of Understanding with the Wilksburg Borough Police Department.

Motion by Michael A Johnson, second by Joshua Miller.

Final Resolution: Motion Carries

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

Action: D. AIU Technology Support Proposal and Managed Services Agreement -- John Frombach

Board action is requested to approve the proposal and agreement with the Allegheny Intermediate Unit for Technology Support for the 2017-2018 school year, at an amount not to exceed \$108,900, to be paid from the general fund budget.

Motion by Joshua Miller, second by Kathy Firestine.

Final Resolution: Motion Carries

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

Action: E. Board Secretary -- Klara Brown

Board action is requested to reappoint Jeanne Taylor as Board Secretary for a four-year term, commencing on July 1, 2017 through June 30, 2021.

Motion by Michael A Johnson, second by Ellen Kitzerow.

Final Resolution: Motion Carries

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

Action: F. Board Treasurer -- Klara Brown

Board action is requested to elect Michael Johnson as School Board Treasurer of the Wilkinsburg School District Board of Directors, to serve from July 1, 2017 through June 30, 2018.

Motion by LaTonya Washington, second by Joshua Miller.

Final Resolution: Motion Carries

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

Action: G. XPogo Building Permit Request -- John Frombach

Board Action is requested to approve the Permit Request from XPOGO, LLC to use the Johnston Elementary School parking lot on Saturday, May 27 and Sunday, May 28 as set forth in the attached permit request with all costs to be paid by XPOGO, LLC.

Motion by Michael A Johnson, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Klara K Brown, Kathy Firestine, Michael A Johnson, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

No: Leigh Corrigan-Owens

*XPogo has submitted an insurance certificate which names the school district as additional insured. Mr. Frombach will tell them that there are required to provide security, at their expense.*

## **11. POLICY AND PLANNING**

none

## **12. BOARD GOVERNANCE/BOARD RESOLUTIONS**

Reports: A. Travel Investment Activities Report -- Klara Brown

Action (Consent): B. Consent Vote -- Klara Brown

Resolution: Board action is requested to approve consent agenda items 10. C-D, as presented.

Board action is requested to approve consent agenda items 12. C-D, as presented.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

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

Action (Consent): C. Turner to The Frick House -- Klara Brown

Resolution: Board action is requested to approve Turner 1st through 6th grade students to visit The Frick House on June 6, 2017, at a cost not to exceed \$225.10, to be paid out of the general fund budget.

Board action is requested to approve consent agenda items 12. C-D, as presented.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

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

Action (Consent): D. Allegheny County Schools Health Insurance Consortium Trustee Ballot -- Klara

Brown

Resolution: Board action is requested to approve Joshua J. Miller, as Trustee for the Eastern Region, of the Allegheny County Schools Health Insurance Consortium.

Board action is requested to approve consent agenda items 12. C-D, as presented.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

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

### **13. PUBLIC COMMENTS**

none

### **14. BOARD MEMBER COMMENTS**

Kathy Firestine shared that the Summer Youth Program kickoff will be on June 19th at 10am at Hunter Park, Board members are invited to attend. There is a tentative schedule with soccer, poetry and other activities. The Borough is requesting that the Board lend or donate any athletic equipment that is available.

### **15. EXCUSAL OF ABSENT BOARD MEMBERS**

none

### **16. ADJOURNMENT**

Action: A. Meeting Adjournment -- Klara Brown  
Board action is requested to adjourn.

Motion by Michael A Johnson, second by Joshua Miller.

Final Resolution: Motion Carries

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

**Generated by Jeanne Taylor on Wednesday, May 24, 2017**