



WILKINSBURG SCHOOL DISTRICT Legislative Session Minutes (Tuesday, August 22, 2017)

Members present

Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow. Business Manager, Rick Liberto and Solicitor, Matt Hoffman were also in attendance.

Meeting called to order at 7:13 PM

1. INTRODUCTION

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

2. PRESENTATIONS

Reports: A. Foreman Group -- Phillip Foreman

Representatives of the Foreman Group and J.C. Pierce Architects addressed the Board. There are concerns that the bids came in high. The Forman Group will be holding a meeting with contractors on Thursday, August 24, 2017 to ascertain why the bids came in the way they did, Mr. Liberto will attend.

3. REPORTS

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

Dr. Iverson shared PSSA and Text Dependent Analysis data. The data show that there was a positive impact from the work done with the students last year.

A candidate for the part time Instrumental Music position will be interviewed on Thursday, August 24, 2017.

Steering Committee -- The guidelines were shared for the Board Members' information and feedback. *These were written by Paul Long, who was appointed by PDE to facilitate the Steering Committee.*

Dr. Iverson will present more extensive data at a separate meeting focused on curriculum and test scores.

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

Mr. Hoffman had nothing to add to the written report.

4. Approval of the Minutes

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

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

Motion by Debra Raubenstrauch, second by Klara K Brown.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

5. EDUCATION/CURRICULUM

Reports: A. Partnership & Curriculum Reports -- Dr. Cubelic

Pittsburgh Superintendent, Dr. Hamlet and members of his team came to meet with Dr. Iverson and Dr. Cubelic. Dr. Cubelic shared that the Pittsburgh team was very open and forthcoming. They shared events that they want Wilkesburg to participate in and are very open to Wilkesburg students coming over for shadowing opportunities.

There was discussion about marketing and Pittsburgh was asked to share talking points about Westinghouse. Dedicated Facebook pages and connecting our Public Relations personnel was suggested.

There will be a Back to School Block party held on September 9th at Westinghouse.

We will receive student demographics monthly, grades quarterly, information on athletics and activities seasonally.

Curriculum building will begin as early as Thursday, August 24, 2017 at the teacher level.

Action: B. District Local Holidays -- Ed Donovan

Board action is requested to approve the following official local school district holidays for the 2017-2018 school year: November 24, 2017, December 22, 2017, December 29, 2017, February 18, 2018 and March 30, 2018, pursuant to Section 1502 of the Public School Code.

Motion by Joshua Miller, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: C. Eastern Area Special Schools Joint Committee -- Ed Donovan

Board action is requested to approve the following resolutions of the Eastern Area Special Schools Joint Committee:

1. RESOLVED, that as authorized by Section 1704 of the Public School code of 1949, as amended, all voting on the affairs of the Joint Board of School Directors of Eastern Area Special Schools shall be conducted by mail ballot. (Resolution No. 2017-1)

2. RESOLVED, that the budget of Eastern Area Special Schools for the 2017-2018 school year in the form appended hereto is hereby approved. (Resolution No. 2017-2)

Motion by Joshua Miller, second by Klara K Brown.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

6. TREASURER'S REPORT

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

Board action is requested to ratify and confirm the July 2017 General Fund: List of Payments -- \$1,338,707.70 and Wire Transfers -- \$159,948.32.

Motion by Klara K Brown, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

7. FACILITIES AND TRANSPORTATION

Reports: A. Facilities Transportation Report -- John Frombach

Mr. Frombach was not in attendance, a the written report was shared on the Board on the agenda.

Action: B. Agreement with St. Moritz for Security Services -- John Frombach

Board action is requested to approve the Security Services Contract with St. Moritz Security Services, Inc. for services at Kelly and Turner Elementary Schools (at the High School building) for the 2017-2018 school year (estimated cost of \$142,450.00/yearly), to be paid from the general fund budget, upon review and approval by the district solicitor.

Motion by Kathy Firestine, second by Klara K Brown.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

8. FINANCE

Reports: A. Finance Report -- Debra Raubenstrauch

The Finance Committee did not meet in July or August. Ms. Raubenstrauch shared the minutes from the July Joint Tax Committee.

The Joint Tax Committee met on Monday, July 31 at 5:30

Attendees: Amanda Ford, Donn Henderson, Michael Lefebve, Joshua Miller, Debra Raubenstrauch, Patrick Shattuck, Jennifer Cerce and Lawrence Maiello

The minutes from May 22 were approved.

A tax abatement application was approved for 2329 Orlando Place. An enhanced tax abatement application was approved for a bakery on 609 South Trenton Street.

The committee discussed criteria regarding hardship applicants and reviewed MBM's proposal that the taxpayer meet one of the following criteria:

1. Taxpayers that have been laid off. Must provide proof of termination letter from recent employer
2. Taxpayer with recent death of spouse. Must provide death certificate.
3. Taxpayer unable to work/serious illness. Must provide note from a physician
4. Taxpayers who are disabled. Must provide SSI information
5. Taxpayers that are 65 years or older that, based on income, would be eligible for PA rent rebate.
6. Taxpayers who are unemployed. Must provide proof of unemployment compensation

Proof for each criteria would be reviewed again on an annual basis to ensure that the hardship is still valid.

All members present except for Josh Miller agreed to allow MBM to use their professional discretion in allowing payments up to 5 years for those MBM approves as a hardship applicant. To accept greater than 3 years, Josh preferred that this decision be brought to the entire school board to discuss.

MBM distributed the list of delinquent properties and their collection status. They asked that the committee pick 15-20 properties for August and 15-20 properties for September that did not respond to collection efforts to move forward to Sheriff Sale. Mr. Henderson will ask the Code Enforcement Director, Eric Parrish, to identify the properties for MBM.

Donn Henderson asked that all parties (MBM, the School District and the Borough) pull together whatever written policies for delinquent tax collection and tax appeals that they have so they can be kept in a single place and ensure that everyone is on the same page.

The next meeting will be held on Monday, August 28 at 5:30 pm.

Action: B. MBM Hardship Claims Guideline -- Debra Raubenstrauch
Board action is requested to authorize Maiello Brungo & Maiello, LLP (MBM) to grant hardship claims of up to five years, when processing delinquent taxpayer payment arrangements.

Motion by LaTonya Washington, second by Kathy Firestine.

Final Resolution: *Motion Carries*

Yes: Klara K Brown, Edward J Donovan, Debra Raubenstrauch, LaTonya Washington

No: Kathy Firestine, Joshua Miller, Ellen Kitzerow

9. INSTRUCTIONAL STAFF

Action: A. Seaman Intermittent FMLA -- Ed Donovan

Board action is requested to approve intermittent leave for Lori Seaman, Accounts Payable Secretary, authorized by the Family Medical Leave Act, for the 2017-2018 school year, effective August 7, 2017.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: *Motion Carries*

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: B. Warhola Resignation -- Ed Donovan

Board action is requested to approve the resignation of Denise Warhola, Special Education Teacher at Kelly Elementary School, effective July 26, 2017.

Motion by Debra Raubenstrauch, second by Joshua Miller.

Final Resolution: *Motion Carries*

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: C. Kimmerle Retirement -- Ed Donovan

Board action is requested to approve the retirement of Joyce Kimmerle, Interventionist at Kelly Elementary School, effective August 18, 2017.

Motion by Klara K Brown, second by Debra Raubenstrauch.

Final Resolution: *Motion Carries*

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: D. Resignation of Part-Time Instrumental Music Teacher -- Ed Donovan

Board action is requested to approve the resignation of Caesandra Burgh as a Part-Time Instrumental Music Teacher, in a 10-month position, effective immediately.

Motion by Debra Raubenstrauch, second by Kathy Firestine.

Final Resolution: *Motion Carries*

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: E. Eve Chambon Maternity Leave

Board action is requested to approve maternity leave for Eve Chambon, Turner 5th Grade Teacher, effective approximately September 15, 2017.

Motion by Debra Raubenstrauch, second by LaTonya Washington.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

10. NON-INSTRUCTIONAL SERVICES

Action: A. Givner-Lewis Retirement -- Ed Donovan

Board action is requested to approve the retirement of Karla Givner-Lewis, Administrative Secretary at Kelly Elementary School, effective December 29, 2017.

Motion by Klara K Brown, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: B. Administrative Salary Increases -- Dr. Iverson

Board action is requested to approve 2017-2018 Administrative Salary Increases, as of July 1, 2017.

Motion by Debra Raubenstrauch, second by Klara K Brown.

Final Resolution: *Motion Carries*

Yes: Klara K Brown, Edward J Donovan, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

No: Kathy Firestine, Ellen Kitzerow

Action: C. Hiring of Full-Time Probationary Custodians -- John Frombach

Board Action is requested to approve the hiring of George H. Brown and DaJuan Williams as full-time probationary custodians effective August 23, 2017 at the rate of \$14.58 per hour in accordance with the provisions of the collective bargaining agreement with the Wilksburg Educational Support Professional Association, ESPA-PSEA-NEA with salaries to be paid from the general fund budget.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: D. Approval of A. J. Myers, Inc. employees -- Ed Donovan

Board action is requested to approve the AJ Myers & Sons, Inc. employees for the 2016-17 school year, per the attached list. A. J. Myers & Sons, Inc. has submitted all clearances and licenses as required by law. Such clearances and licenses will be retained on file in the District offices.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: E. PA-Educator.net Contract of Service -- Dr. Iverson

Board action is requested to approve the PA-Educator.net Contract of Services, for the 2017-18 school year, at a cost not to exceed \$1,750, to be paid from the general fund budget.

Motion by Kathy Firestine, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

11. POLICY AND PLANNING

Action: A. Nondiscrimination - Transgender and Gender Expansive Students Policy -- Ellen Kitzerow
Board action is requested to approve the first of two readings of Policy Number: 102.3, Section: Programs, Title: Nondiscrimination - Transgender and Gender Expansive Students Policy.
Motion by Kathy Firestine, second by Debra Raubenstrauch.
Final Resolution: Motion Carries
Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: B. Draft of 218 Student Discipline Policy -- LaTonya Washington
Board action is requested to approve the first of two readings of Policy Number: 218, Section: Pupils, Title: Student Discipline.
Motion by Joshua Miller, second by Debra Raubenstrauch.
Final Resolution: Motion Carries
Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: C. Draft of 325, 425, and 525 -- Administrative Employees, Professional Employees, and Classified Employees: Dress and Grooming Policy -- LaTonya Washington
Board action is requested to approve the first of two readings of Policy Number: 325, Section: Administrative Employees, Title: Dress and Grooming, Policy Number: 425, Section: Professional Employees, Title: Dress and Grooming, and Policy Number: 525, Section: Classified Employees, Title: Dress and Grooming.
Motion by Debra Raubenstrauch, second by Kathy Firestine.
Final Resolution: *Motion Carries*
Yes: Klara K Brown, Edward J Donovan, Joshua Miller, Debra Raubenstrauch, LaTonya Washington
No: Kathy Firestine, Ellen Kitzerow

12. BOARD GOVERNANCE/BOARD RESOLUTIONS

Action: A. Shawn Johnston and Don Graham to Attendance Conference -- Ed Donovan
Board action is requested to approve Shawn Johnston and Don Graham to attend the training "Caring Relationships to Change Attendance" at the United Way of Southwestern PA on August 25, 2017, at no cost to the district.
Motion by Kathy Firestine, second by Joshua Miller.
Final Resolution: Motion Carries
Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: B. Voting on PSBA 2018 Officers -- Ed Donovan
Board action is requested to authorize the Board Secretary to cast the online ballot with the Board's choices from the PSBA Slate of Candidates for 2018.
Motion by Debra Raubenstrauch, second by Joshua Miller.
Final Resolution: Motion Carries
Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

The Board will provide their votes to the Board Secretary at a later time, but prior to the October deadline.

13. PUBLIC COMMENTS

Jean Dexheimer, of Rebecca Street, raised the concern that the Social Studies curriculum was not representative of African American students and their experience, supplemental materials will need to be utilized. Dr. Cubelic will be addressing this in curriculum development.

David Pribish, of Nutrition Group, shared samples of Wow butter, a peanut butter alternative. He got permission to use this because Wilkinsburg is a nut-free school district.

Wilkinsburg resident, Rayden Sorock addressed comments made at the Planning session regarding the Nondiscrimination policy.

14. BOARD MEMBER COMMENTS

Discussion: A. District Marketing Plan and Budget -- Ed Donovan

15. EXCUSAL OF ABSENT BOARD MEMBER(S)

Action: A. Excusal of Absent Board Member(s)

Board action is requested to excuse Leigh Corrigan-Owens from attending the August Legislative Session.

Motion by Joshua Miller, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

Action: B. Excusal of Absent Board Member(s)

Board action is requested to excuse Michael Johnson from attending the August Legislative Session.

Motion by Joshua Miller, second by Kathy Firestine.

Final Resolution: Motion Carries

Yes: Klara K Brown, Edward J Donovan, Kathy Firestine, Joshua Miller, Debra Raubenstrauch, LaTonya Washington, Ellen Kitzerow

16. ADJOURNMENT

Action: A. Meeting Adjournment -- Ed Donovan

Board action is requested to adjourn.

Motion by Edward J Donovan, second by Klara K Brown.

Final Resolution: Motion Denied

Yes: Joshua Miller, LaTonya Washington, Ellen Kitzerow

No: Klara K Brown, Edward J Donovan, Kathy Firestine, Debra Raubenstrauch,

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