

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG  
LEGISLATIVE MEETING  
January 26, 2016**

The January 26, 2016 Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the Board President, Ed Donovan at 8:01 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.

**An Executive Session was held on January 12, 2016 at 6:30pm to discuss personnel matters.**

**STUDENTS OF THE MONTH**

Students of the Month were recognized from both Elementary schools and from the Middle and High School.

**APPROVAL OF BOARD MINUTES**

A motion was made by Debra Raubenstrauch, seconded by Joshua Miller to approve the minutes of the November 24, 2015 Legislative meeting.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Beth Slaby to approve the minutes of the December 8, 2015 Board Reorganization meeting.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve the minutes of the December 8, 2016 Joint Planning and Legislative meeting.

*Kathy Firestine and Beth Slaby abstained. The motion carried.*

**BOARD AGENDA ITEMS**

A motion was made by Kathy Firestine to suspend Board Policy Number: 005, Section: Local Board Procedures, Title: Organization -- Committees, until the February 2016 Legislative meeting. This suspension will be brought to the Board for renewal monthly thereafter, per Board policy, pending revisions to reflect adoption of the Committee of the Whole. This suspension applies only to the section entitled "Committees".

*LaTonya Washington abstained. The motion carried.*

A motion was made by Joshua Miller, seconded by Debra Raubenstrauch to approve pass through monies, from the Wilkinsburg/Pittsburgh Transition fund, to Pittsburgh Public Schools for the purpose of supporting transition activities for Wilkinsburg and Westinghouse students. The

amount will be up to \$975,000., pending receipt from Pittsburgh Public Schools of an approved Transition Budget. Pittsburgh Public School agrees to submit monthly reconciliation statements to account for all expenditures related to the Partnership.

*The motion carried by unanimous vote.*

A motion was made by Klara Brown, seconded by Debra Raubenstrauch to approve Richard Liberto as Affirmative Action Officer, commencing immediately through December 31, 2016.

*Michael Johnson voted no. The motion carried.*

A motion was made by Joshua Miller, seconded by Debra Raubenstrauch to approve Sheila Lubert as the Title IX Compliance Coordinator, commencing immediately through December 31, 2016.

*The motion carried by unanimous vote.*

**TREASURER’S REPORT**

A motion was made by Joshua Miller, seconded by Debra Raubenstrauch to ratify and confirm the December 2015 General Fund payments of \$1,570,766.09 for benefits, and other operational expenses.

*The motion carried by unanimous vote.*

The following reports as of December 31, 2015 will be made a matter of record in the minutes:

Accounting Summary Expenses & Revenue	<b>Attachment Bus. #2</b>
Profit / Loss Statement	<b>Attachment Bus. #3</b>
Budget Comparison Graph	<b>Attachment Bus. #4</b>
Accounts Payable Aging Report	<b>Attachment Bus. #5</b>
Budget Transfers	<b>Attachment Bus. #6</b>
Travel Activity Report	<b>Attachment Bus. #7</b>
Budget History Revenue	<b>Attachment Bus. #8</b>
Budget History Expense	<b>Attachment Bus. #9</b>
State Subsidy Breakdown	<b>Attachment Bus. #10</b>

**FINANCE COMMITTEE REPORT**

The Finance Committee met on Tuesday, January 26, 2016 at 5:30 p.m.

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

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Mr. Liberto reviewed the status of the FY15 audit that has not yet been finalized. We finally have a good cash balance as of 6/30/15 and the AFR should be filed by the 31<sup>st</sup> of January. He noted that the cash balance of over \$5M includes the capital money borrowed last spring that needs to be transferred to the correct bank account. 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. Bank account summaries will not be available until after the audit is completed and the appropriate transfers are made.

Mr. Liberto informed the committee that he met with MBM to discuss the possible sale of tax liens and presented a draft resolution for the Committee's review. The Committee agreed to put this on hold until we had a better understanding of the district's financial position for last year along with this year's financial position.

The regular business and treasurer's reports were reviewed and Mr. Liberto answered questions.. 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
- Charter School report

Mr. Liberto reported that State subsidies were received in January with some charter school payments taken out and that the tax anticipation note that we borrowed last summer was repaid in January.

There were 3 action items for board approval including a contract with Andrews Network Enterprises to provide internet security software, an agreement to extend the contract with the Western PA Electricity consortium and the sale of Johnston School. Mr. Miller asked to see the Earthlink contract and any other invoices for technology.

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

### **Joint Tax Committee Update - January 25<sup>th</sup> 2016**

The Joint Tax committee met on Monday January 25<sup>th</sup> @ 6:30pm

In attendance:

- Patrick Shattuck (Borough Council)
- Michael Lefebvre (Borough Council)
- Joshua Miller (WSD)
- Debra Raubenstrauch (WSD)
- Rick Liberto (WSD)
- Jennifer Cerce (MBM Lawyer)

The following agenda items were addressed:

- Previous meeting minutes were approved. Joshua Miller abstained due to not being on the committee at that previous meeting
- Tax lien discussion. There are properties waiting to go to sheriff sale. See attachment #1 for the full list of properties. Board Action is requested to approve the sheriff sale of the properties in attachment #1
- Tax lien discussion. There exists a list of properties that are delinquent by 2 or less cumulative

years. Potentially 41 of the properties can be eligible for sheriff sale. Code Enforcement is verifying the properties for listing on sheriff sale. The remaining properties will be presented to WSD Board for sheriff sale approval

- The current cutoff applied to create 41 properties was a delinquency of \$2000+.
- A board policy guiding this procedure will need to be created in the near future
- A buyer interested in 605 Mill Street was in the audience and asked to secure the property for renovation. The building is not-waterproof and currently \$100K delinquent against a \$5k assessment. The committee agreed to allow the buyer to move forward given a \$5000 Escrow to protect the district in the event of no renovations, while providing free/clear status on the property so that the buyer can move forward
  - MBM drafting legal document
- Meeting adjourned ~7:30pm

#### **FINANCE AGENDA ITEMS**

A motion was made by Debra Raubenstrauch, Kathy Firestine to approve a motion to participate in **Western Pennsylvania Electricity Consortium Extension**. It is recommended that the board authorize participation of the Wilkinsburg School District in the Western Pennsylvania Electricity Consortium Extension for the purchase of electricity from Direct Energy **only** if the price is **at** or **below** current price. The extended agreement will begin after the final meter read date in January 2018 under our current agreement for a period of 12 months and the price will include all costs except distribution, sales taxes, and other local utility charges as contained in the original agreement. Current rate as of 12/31/2015 is set at 6.905 cents/kWh which includes Pa Gross Receipts Tax.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Kathy Firestine to approve a 3-year agreement with Andrews Network Enterprises, Inc., at a cost not to exceed \$11,165.00 to provide internet security services.

*The motion carried by unanimous vote.*

A motion was made by Joshua Miller, seconded by Beth Slaby to authorize MBM Collections to process to Sheriff's sale the delinquent properties listed in Attachment FIN #3. Costs to be equally shared by Wilkinsburg Borough and Wilkinsburg School District.

*The motion carried by unanimous vote.*

A motion was made by Klara Brown, seconded by Joshua Miller to approve the following resolution: Whereas the Board of School Directors has determined that the former Johnston Elementary School is unused and unnecessary for school purposes; Now, therefore, the Board of School Directors hereby approves the sale of the former Johnston Elementary School, located at 1256 Franklin Avenue, Pittsburgh, PA 15221, Parcel ID #233-K-40, to Integrity Construction, Inc., for the purchase price of \$235,000, subject to an agreement of sale acceptable in form to the solicitor and subject to

approval of the Court of Common Pleas of Allegheny County in accordance with Section 707 (3) of the Public School Code.

*The motion carried by unanimous vote.*

## **BUILDING AND GROUNDS REPORT**

This is a status report on the renovation projects at Kelly Elementary School and Turner Elementary School.

### **Meeting – December 7, 2015 at Administration Building**

Attending: Ryan Pierce, Pete Szymanski, Matt Pfenning, Dr. Joe Petrella, Rick Liberto, John Frombach

Topics for Discussion:

- Timeline for Project
  - Is the existing timeline feasible?
  - Timeline for project needs to be revised. Based upon current project design schedule, bidding will probably need to be delayed.
- PlanCon Status/Approvals
  - PlanCon A and B have been submitted and approved by PDE.
  - PlanCon D and E have not been submitted to PDE.
- Wilkinsburg Planning Approval
  - Meeting with Eric Parrish has been scheduled on Monday, December 14, 2015 at 10:00 a.m. John Frombach will attend with architects.
- Kitchen Renovations
  - No plans to renovate kitchen and serving areas in either Turner or Kelly.
  - Ceiling needs to be installed in Kelly kitchen.
  - Many pieces of the existing kitchen equipment need to be replaced.
  - The food service management company does not purchase and install equipment on behalf of the school district. The district is responsible for purchase and maintenance of kitchen equipment.
  - Kitchen design consultant needs to be engaged to address needs in kitchen.
- Technology
  - Additional guidance on technology is necessary.
  - Telephone system and equipment must be defined for Voice over IP communications needs to be resolved.
- Budget
  - Is the current budget of \$10,000,000 sufficient to complete the project?
  - Because of changes in design, architects requested that the budget be increased by \$1.5 million.
  - The following changes have impacted the need for increased budget:
    - Addition of skylights in lower level Pre-K classrooms

- New electrical switchgear at Kelly School
- Requirement to sprinkle Kelly School to meet code requirements
- Kitchen renovations
  
- Status of Drawings and Administrative Support
  - District administration does not have any progress drawings for either project.
  - Until this past fall, there has been minimal administrative review or oversight of the project since the project inception.
  
- Construction Management
  - Who will be the district contact person throughout design and construction?
  - Who the district us for on-site project supervision during construction?

**Meeting - December 14, 2015 at Municipal Building**

Attending: Pete Szymanski, Matt Pfenning, Eric Parrish, John Frombach

Topics for Discussion:

- Municipal Review of Projects at Kelly and Turner
  - Borough uses a third party company, Plans Examiners, Inc., to review building construction drawings. Complete drawings must be submitted. The cost for the third party is approximately \$30,000.
  - Architects indicated the need to request a variance at Turner School.
  - Review will probably take 4 to 6 weeks.

**Meeting - January 13, 2016**

Attending: Pete Szymanski, Matt Pfenning, Dr. Joe Petrella, Rick Liberto, John Frombach, John Vogel

Topics for Discussion:

- Timeline
  - Existing timeline needs to reviewed and revised.
  - Architect will provide a revised timeline on January 27, 2016.
- Budget
  - Can the project be completed for the \$10,000,000 provided in the district's capital project fund?
  - What can be done to ensure that bids come in within the budget?
  - What are the add and deduct bids?
  
- Status of Consulting Contracts
  - Proposal has been received from McFarland Associates for kitchen review and design and will be presented to Board for approval at January meeting.
  - Proposal has been received from Allegheny Global Environmental, Inc., for asbestos design and air monitoring and will be presented to Board for approval at January meeting.
  
- Administration Review of Project

- Meetings will be scheduled with John Frombach at Kelly and Turner to review progress drawings.
- PlanCon Status/Approvals
  - PlanCon A and B have been submitted and approved by PDE.
  - PlanCon D and E will need to be revised and approved by the Board and submitted to the PDE for review and approval. With addition of kitchen consultant and other increased, financial data must be revised on Plancon D. With modifications in design, Plancon E must be revised and submitted to PDE with revised drawings.

### **Meeting – January 15, 2016 at Kelly Elementary School**

Attending: Pete Szymanski, Matt Pfenning, John Frombach

Topics for Discussion:

- Reviewed Progress Drawings for Kelly School
  - Reviewed classroom layouts including casework, wall finishes, floor materials, ceilings, lighting, etc.
  - Reviewed toilet room modifications.
  - Reviewed corridor walls, ceilings, floors, etc.
  - Reviewed multipurpose room layout, lighting, ceilings, etc.
  - Reviewed HVAC and Electrical systems.
  - Reviewed exterior walls and windows.
  - Conducted a walk-through of building.
- Received set of drawings for Kelly School.

### **Meeting – January 26, 2016 at Turner Elementary School**

Attending: Pete Szymanski, Matt Pfenning, John Frombach

Topics for Discussion:

- Reviewed Progress Drawings for Turner School.
  - Reviewed classroom layouts including casework, wall finishes, floor materials, ceilings, lighting, etc.
  - Reviewed toilet room modifications.
  - Reviewed corridor walls, ceilings, floors, etc.
  - Reviewed multipurpose room layout, lighting, ceilings, etc.
  - Reviewed HVAC and Electrical systems.
  - Reviewed exterior walls and windows.
  - Conducted a walk-through of building.
- Received set of drawings for Turner School.
- Future Directions.
  - Additional meetings will be scheduled with architects.
  - Continue to review options for reducing the costs for the project.

- Meet with representatives of McFarland Associates and Tyrone Bennett to review kitchen design. Provide kitchen design to electrical and mechanical engineer consultants.
- Review various floor materials, ceiling panels, lighting fixtures, wall coverings, window systems, door hardware, etc., for cost effectiveness.
- Make decisions of add and deduct alternates for each of the contracts – General Construction, HVAC, Electrical, and Plumbing.

### **BUILDING AND GROUNDS AGENDA ITEMS**

A motion was made by Joshua Miller, seconded by LaTonya Washington to approve a contract for Asbestos Design and Air Monitoring with Allegheny Global Environmental, Inc., 37 West Main Street, Carnegie, PA 15106. Design costs are \$900/building, not to exceed \$1,800 for both Elementary Schools. Furthermore, the Board shall approve \$325/day, not to exceed 10 days or \$3,250 for asbestos removal monitoring and sampling, as well as air samples, subject to review and approval by the district solicitor.

*The motion carried by unanimous vote.*

A motion was made by Beth Slaby, seconded by Joshua Miller to approve a contract for Kitchen Review and Design with McFarland Kistler & Associated, Inc., 1130 Perry Highway, Suite 115, Pittsburgh, PA 15237, for a cost not to exceed \$1,900, subject to review and approval by the district solicitor.

*The motion carried by unanimous vote.*

### **COMMUNITY RELATIONS AND PARENT INVOLVEMENT REPORT**

none

### **COMMUNITY RELATIONS AND PARENT INVOLVEMENT AGENDA ITEMS**

A motion was made by Debra Raubenstrauch, seconded by Kathy Firestine to approve the permit for use of school property for Rev. Nancy Chalfant-Walker for the 4<sup>th</sup> annual Sanctuary Project Art and Talent Show for Peace in the Kelly Elementary School Multi-Purpose (Gym/Auditorium) Room on Friday, February 19, 2016 from 4:00 pm to 9:30 pm.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Joshua Miller to approve the permit for use of school property for DaVonna Graham, Coro Leadership Development Program, for the following locations and dates from 5:00pm to 9:30pm:

1. High School Library on February 4, 2016
2. Administration Building (Board Room) on February 11, 2016
3. Turner Library on February 18, 2016
4. Kelly School Library on February 25, 2016

Pending receipt of revised Building Use Permit.

*The motion carried by unanimous vote.*

**CURRICULUM, INSTRUCTION AND ASSESSMENT REPORTS**

**Eastern Area Special Schools Report**

no report

**Forbes Road Career and Technology Center**

no report

**CURRICULUM, INSTRUCTION AND ASSESSMENT AGENDA ITEMS**

A motion was made by Debra Raubenstrauch, seconded by Kathy Firestine to approve Bart Gadola to attend the Science Educator Network meeting at the Allegheny Intermediate Unit on March 22, 2015. The cost to the district is \$111.02

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Kathy Firestine to approve the purchase of PD In Focus, an online, on-demand professional development tool for Educators from the Association for Supervision and Curriculum Development (ASCD). The resource provides research-based, interactive resources and activities. The cost is \$1,695 per building for unlimited use, total not to exceed \$5,085.00. *To be paid for from General Fund Account created September 2015.*

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch Kathy Firestine to approve Pamela Drane to attend the 6<sup>th</sup> – 8<sup>th</sup> Grade ELA Symposium at the Allegheny Intermediate Unit on February 8, 2016. There is no cost to the district.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Joshua Miller to approve Shawn Johnston and Summer Pendro to attend the Positive Behavior Interventions and Supports (PBIS) training at PATTAN Pittsburgh on January 28, 2016. There is no cost to the district.

*The motion carried by unanimous vote.*

**PERSONNEL REPORT**

none

**PERSONNEL AGENDA ITEMS**

A motion was made by Debra Raubenstrauch, seconded by Beth Slaby to approve the retirement of Donice Andrews, Library Paraprofessional, Kelly Elementary School, \$21, 450/year, effective at the conclusion of the 2015-2016 school year.

*The motion carried by unanimous vote.*

A motion was made by Kathy Firestine, seconded by Joshua Miller to approve the following resignations:

1. Krista Steffey, 3<sup>rd</sup> Grade Teacher, Kelly Elementary School, \$51,120/year, effective December 22, 2015.
2. Kimberly Johnson, Pre-K Aide, Kelly Elementary School, \$14,800/year, effective December 31, 2015.
3. Michelle Mitchell, Lunch Aide, Turner Elementary School, \$10/hour, effective November 20, 2015.
4. Ray Strobel, Music and Band Teacher, Turner Elementary and Middle/High School, \$53,320/year, effective February 19, 2016.
5. Sam Leininger, English Teacher, Middle/High School, \$38,420/year, effective January 29, 2016.
6. Jeff Antoszewski, Math and Special Education Teacher, Middle/High School, \$41,920/year, effective February 12, 2016.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Kathy Firestine to approve FMLA leave for Denise Warhola, Special Education, Turner Elementary, \$77,070/year, effective January 20, 2016.

*The motion carried by unanimous vote.*

A motion was made by Beth Slaby, seconded by Joshua Miller to ratify and confirm the reassignment of Linda Kleinhans, Special Education, Middle School/High School to Special Education, Turner Elementary School, effective January 20, 2016 at the current salary, \$78,070/year, as per collective bargaining agreement. (replacing Denise Warhola)

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Kathy Firestine to approve paid and unpaid leave for Lila Oukaci, Science Teacher, Middle School/High School, \$60,670/year, effective January 29, 2016 to May 1, 2016.

*The motion carried by unanimous vote.*

A motion was made by Joshua Miller, seconded by Beth Slaby to ratify and confirm the following appointments:

1. James Matthews, Teaching Assistant, Kelly Elementary School, effective January 27, 2016, at a salary of \$14.79/hour plus benefits. (replacing Kimberly Johnson)
2. Alise Hayes, Lunch Aide, Kelly Elementary School, effective January 27, 2016, at a rate of \$10/hour for 3½ hours per day. (replacing James Matthews, who moved from Lunch Aide to Teaching Assistant)
3. Mildred Laverne Sanders, Lunch Aide, Turner Elementary School, effective January 27, 2016 at a rate of \$10/hour for 3½ hours per day.

4. John Paul McFeeley, as a Long Term Substitute, Middle School/High School English/Math, effective January 27, 2016, at a rate of \$90.80/day with single coverage healthcare per collective bargaining agreement. (replacing Jennifer Hermes Harding)
5. Nicholas LaMantia, as Long Term Substitute, Middle School/High School Math/Special Education, effective January 27, 2016, at a rate of \$90.80/day with single coverage healthcare per collective bargaining agreement. (replacing Jeff Antoszewski)
6. Tyrone Risher, Substitute Custodian, effective January 27, 2016, at a rate of \$12/hour.
7. Hannah Lewis, as Long Term Substitute, Middle School/High School English, effective January 27, 2016, at a rate of \$90.80/day with single coverage healthcare per collective bargaining agreement. (replacing Sam Leininger)
8. Megan Schmitt, as Long Term Substitute, Middle School/High School Biology, effective January 28, 2016, at a rate of \$90.80/day with single coverage healthcare per collective bargaining agreement. (filling in for Lila Oukaci)

*The motion carried by unanimous vote.*

A motion was made by Beth Slaby, seconded by Joshua Miller to ratify and confirm Carla Miles, Activities Treasurer, High School at the rate of \$1,256.25.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Kathy Firestine to approve an extension of the agreement for consulting with Barbara Mehalov for the period of January 1, 2016 through March 31, 2016. This will include serving as the Educational Liaison/Data Consultant and overseeing Federal Programs at \$390/day not to exceed the cost of \$3,900 per month. To be paid from Title I funds.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Kathy Firestine to increase the hours for John Frombach, Interim Director of Facility Services at an hourly rate of \$50/hour, not to exceed 30 hour/week.

*The motion carried by unanimous vote.*

**POLICY AND PLANNING REPORT**

none

**POLICY AND PLANNING AGENDA ITEMS**

none

**NEW BUSINESS**

Jean Dexheimer, of 227 Rebecca Avenue, expressed serious concern about the pass through money going to Pittsburgh Public Schools. She stated that she would like to see a transition plan.

**SUPERINTENDENT'S REPORT**

Dr. Petrella discussed the communication efforts being made for the Wilkinsburg-Pittsburgh Partnership.

**SOLICITOR'S REPORT**

Any questions about the Solicitor's Report should be directed to Dr. Petrella.

**EXECUTIVE SESSION**

The Board went into Executive session from 9:19pm to 10:18pm.

**ADJOURNMENT**

A motion was made by Debra Raubenstrauch, seconded by Joshua Miller excuse Kevin Urda from the meeting.

*The motion carried by unanimous vote.*

A motion was made by Kathy Firestine, seconded by Beth Slaby to adjourn the meeting.

*The motion carried by unanimous vote.*

Minutes Respectfully Submitted by:

*Jeanne E. Taylor*

Jeanne E. Taylor  
School Board Secretary