

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG
LEGISLATIVE MEETING
May 24, 2016**

The May 24, 2016 Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the Board President, Ed Donovan. 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, Kevin Urda, LaTonya Washington. Substitute Superintendent, John Frombach, Rick Liberto, Business Manager and the Solicitor Matthew Hoffman, of the firm Tucker Arensberg, P.C., were also present.

STUDENTS OF THE MONTH

Students from the Middle School, High School, Kelly Elementary School and Turner Elementary School were recognized.

COMMUNICATIONS/CORRESPONDENCE

none

PUBLIC COMMENT

none

APPROVAL OF BOARD MINUTES

A motion was made by Klara Brown, seconded by Michael Johnson to approve the minutes of the April 27, 2016 Legislative meeting.

The motion carried by unanimous vote.

EDUCATION

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to recognize and approve the Wilkinsburg High School 2016 Graduating class.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Joshua Miller to approve the Supplemental Agreement to the Letter of Agreement (LOA) between the Pittsburgh Public Schools and the Wilkinsburg School District.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Kathy Firestine to ratify approve the professional development online courses entitled "Types of Learning" and "Meaningful Instruction to Improve Student Achievement" for teachers. Costs for teacher enrollment will be funded by the Race to the Top grant.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Beth Slaby to approve the Agreement between the AIU #3 and Wilkinsburg School District for technology support for the period of July 1, 2016 through June 30, 2017. Total cost to the district, not to exceed \$125,000.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve the Letter of agreement between the Pittsburgh-Mt. Oliver Intermediate Unit #2 and the Wilkinsburg School District for Title I services for the period from August 31, 2015 through June 30, 2016. The total cost to the district is \$44,899.88 and is paid from Title I funds.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Kevin Urda to approve the Memorandum of Understanding between the Allegheny County Department of Human Services and the Wilkinsburg School District. There is no cost to the district.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Kathy Firestine to approve the Administration to use Follett Education Services to purchase used books from the Wilkinsburg School District, in accordance with the proposal dated May 21, 2016.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Kevin Urda to approve the Kelly School Improvement Plan as presented.

Mr. Donovan abstained. The motion carried.

TREASURER'S REPORT

A motion was made by Michael Johnson, seconded by Kathy Firestine to ratify and confirm the May 2016 General Fund payments of \$1,583,127.26 for benefits, and other operational expenses.

Attachment Bus. #1

The following reports as of April 30, 2016 will be made a matter of record in the minutes:

- Year to Date Expenditure Summary - Function **Attachment Bus. #2**
- Year to Date Expenditure Summary – Object **Attachment Bus. #3**
- Year to Date Summary Report – Revenue **Attachment Bus. #4**
- Statement of Revenue & Expenditures **Attachment Bus. #5**

The motion carried by unanimous vote.

Finance Report

The Finance Committee met on Tuesday, May 17, 2016 at 5:45p.m.

Board members attending: Deb Raubenstrauch (Chair), John Frombach, Joshua Miller, Kathy Firestine, and LaTonya Washington

Staff attending: Rick Liberto

Mr. Liberto reported the following:

- The petition for court approval of the sale of Johnston School was filed and Mr. Frombach will attend the hearing on behalf of the District that is scheduled for May 19.
- Discussions with Verizon about placing a cell phone tower on top of the high school continue.
- A budget for the PPS transition funds was reviewed. The committee would like to see a budget for the entire \$975,000 that was given to Pittsburgh.

Review of Audit Findings

1. Financial Reporting systems
 - Staff is entering all transactions into ProSoft as they occur
 - Monthly board reports are generated from ProSoft
 - Bank reconciliations are reviewed regularly at Finance Committee meetings
2. Payroll
 - New processes and procedures have been put in place to ensure checks and balances
 - Payroll files are kept separately from personnel files and are located in the Business office
 - Payroll inputs and edits are reviewed by the Assistant to the Business Manager
 - Supporting documentation is kept in the employee’s payroll file for review by auditors
 - 2nd verification of direct deposit is being done by the Assistant to the Business Manager under a separate login.
 - All taxes and withholdings are initiated by payroll and approved by the Assistant to the Business Manager
 - Payrolls are only done twice a month unless there are extreme and unusual circumstances.
3. Title I Federal Reporting
 - A consultant has been hired to oversee federal programs and ensure that all funds are being tracked and expensed within the requirements of each program.
 - Regular reports will be generated and shared with the Board.
4. Bank Reconciliations
 - The PSDLAF account is reconciled through April.
 - Still working through issues reconciling the General fund and payroll accounts. These are only reconciled through August. Sept/October reconciliations may still be challenging but once they are reconciled, it shouldn’t take long to finish for the year. Auditors are aware of this situation.

Review of Current Financial Statements

Cash Flow

Mr. Liberto reviewed cash flow report through June 30. Forecast shows \$185,926 cash on hand by June 30. Due to a coding glitch, the state is treating \$1.8M PPS transition as part of the District’s June subsidy. If not fixed by year-end, there is \$775,000 in the transition account that might have to be tapped.

Monthly Financial Reports

Although they were distributed, due to time constraints, the following reports generated directly from the Prosoft/ accounting system were not reviewed.

- Treasurer's Report
- YTD Expenditure Summary by Function
- YTD Expenditure Summary by Object
- YTD Summary Report – Revenue
- Statement of Revenues and Expenditures

Review of FY2016-17 Proposed Revenue and Expenses

Mr. Liberto reviewed and answered questions regarding key changes made to the proposed FY17 revenue budget. Ms. Washington wanted assurance that there were funds in the budget for extra-curricular activities for the children. It was also noted that there were additional funds put in the budget to cover getting both a reading and math curriculum.

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

FINANCE

A motion was made by Michael Johnson, seconded by Kevin Urda to approve the Forbes Road Career and Technical Center Operating and Administrative Budgets for 2016-2017 in the amount of \$6,362,458. The Wilkinsburg share is \$12,146.69 for the Administration fee.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Joshua Miller to approve the three-year Agreement with Tebron Company, Inc., Seattle, WA, for Sophos Endpoint Protection Advanced Software in the amount of \$7,145.00 (the cost to the district is \$2,381.67 for each year of the 3-year agreement).

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Kathy Firestine to terminate all cell phone contracts for all individuals who are not employed by the school district (Board member, consultants).

The motion carried by unanimous vote.

A motion was made by Kathy Firestine, seconded by Klara Brown to **table** the motion to authorize each school board member to have a district-owned iPad. Use will be in accordance with provisions of school district policy. The administration is directed to prepare a draft policy for board review and approval.

The motion carried by unanimous vote.

A motion was made by Joshua Miller, seconded by Debra Raubenstrauch to authorize the administration to seek proposals for software to be used to develop agendas for board meetings in order to move toward "paperless" meetings.

The motion carried by unanimous vote.

A motion was made by Joshua Miller, seconded by Kathy Firestine to approve the 2016-17 Proposed Preliminary General Fund Budget setting the expenditures at \$25,812,432, and revenues at \$27,338,329, see PDE 2028.

The motion carried by unanimous vote.

A motion was made by Joshua Miller, seconded by Beth Slaby to approve a Resolution of the Board of School Directors of the Wilkinsburg Borough School District 2016-00# requiring formal action constituting a Debt Ordinance under the Local Government Unit Debt Act, as amended to require a minimum net present value savings of \$250,000.

The motion carried by unanimous vote.

PERSONNEL

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to accept the resignation of Dr. Joseph Petrella, effective May 1, 2016, and to approve the separation agreement as presented.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Kathy Firestine to change the status of John W. Frombach from Substitute Superintendent to Acting Superintendent, effective May 24, 2016. All other terms and conditions of the agreement between Frombach Consulting, LLC and the Wilkinsburg School District will not change.

Mr. Johnson and Ms. Washington abstained. The motion carried.

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve an unpaid leave of absence for Barbara Lech, Pre-K Teacher, Turner Elementary School, from October 31, 2016 through November 11, 2016.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve Summer Pendro, Jennifer Davis, Kristen Carey-Depofi to attend the KTO Literacy for Life Conference in Hershey, PA, June 20 to 23, 2016, at a total cost to the district of \$3, 529.27. The costs will be paid from the KTO grant funds.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Kevin Urda to approve the employment of the following individuals to work in the Pre-K Counts Boot Camp at Kelly and Turner Elementary schools:

- A. Teachers: Lori Rain and Heather Mayhew, and if needed, based upon enrollment Melanie Ackerman for 45 hours @ \$17/hour = \$765/teacher
- B. Aides: Alise Hayes and Markeia Craig for 45 hours @ \$15.24/hour = \$685.80/aide

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Kathy Firestine to accept the letter of retirement from Jerome King, Custodian, effective May 30, 2016.

The motion carried by unanimous vote.

FACILITIES

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve the Agreement with Industrial Appraisal Company to conduct an inventory of equipment in Wilkinsburg High School. The cost to the district is \$2,240.00.

The motion carried by unanimous vote.

COMMUNITY RELATIONS AND PARENT INVOLVEMENT

A motion was made by Joshua Miller, seconded by Kathy Firestine to approve the administration to request that the Borough of Wilkinsburg provide two uniformed police officers at Commencement on June 3, 2016. The cost to the district for two officers will be \$409.60.

Ms. Washington opposed. The motion carried.

PUBLIC COMMENTS

Jean Dexheimer made a request for use of the High School building, she was referred the Board Secretary to complete a building permit. She also shared that the Blessings in a Backpack program distributed over \$48 thousand worth of food to students at Kelly and Turner Elementary Schools this year and funds have been raised already for next year.

SOLICITOR'S REPORT

Mr. Hoffman gave a reminder that there would be a Special Voting meeting prior to the Planning Session on June 21, 2016. Any questions about the Solicitor's Report should be directed to Mr. Frombach.

SUPERINTENDENT'S REPORT

Mr. Frombach assured the board that he will coordinate the delivery of letterman jackets to the students who ordered them.

Mr. Frombach clarified that the district is not subsidizing the cost of the prom with taxpayer dollars.

The Middle School Field Day in collaboration with Westinghouse students was held at North Park. It was a great success with approximately 100 Wilkinsburg students in attendance, news media was present.

Mr. Frombach shared the Graduation program for Board member feedback and an update on preparations for the Graduation event.

House Bill Number 1552 was approved by the Senate, it has the \$3 million in transition funds for Wilkinsburg spelled out. The bill is currently with the House Education Committee, it should be on the calendar on June 6, 2016.

BOARD MEMBER COMMENTS

Ms. Washington shared that the Pittsburgh Symphony Orchestra still wants to work with the School District, even though the High School is closing. Ms. Washington and Summer Pendro participated in a successful community event.

ADJOURNMENT

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to adjourn the meeting.

The motion carried by unanimous vote.

Minutes Respectfully Submitted by:

Jeanne E. Taylor

Jeanne E. Taylor
School Board Secretary