



January Legislative Session (Tuesday, January 23, 2018)

Members present: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington
Also present: Superintendent, Dr. Linda J. Iverson; Assistant to the Superintendent, Dr. Cathleen Cubelic; Director of Finance and Operations, Rick Liberto; and Solicitor, Matt Hoffman

Meeting called to order at 7:05 PM

An Executive Session was held immediately prior to the Legislative Session for the discussion of legal matters.

1. INTRODUCTION

Board President LaTonya Washington called the meeting to order, followed by the pledge of allegiance and salute to the flag.

2. PRESENTATIONS

Reports: A. Students of the Month -- LaTonya Washington

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

3. REPORTS

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

no report

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

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

4. APPROVAL OF THE MINUTES

Action (Consent), Minutes: A. Approval of the Minutes of the November 28, 2017 Legislative Session. -- LaTonya Washington

Action (Consent), Minutes: B. Approval of the Minutes of the December 5, 2017 Board Reorganization meeting. -- LaTonya Washington

Action (Consent), Minutes: C. Approval of the Minutes of the December 5, 2017 Special Voting and Other Business meeting. -- LaTonya Washington

Action (Consent): D. Consent vote to approve November and December Board Minutes -- LaTonya Washington

Board action is requested to approve consent agenda items 4. A-C, as presented.

Motion by Michael A Johnson, second by Edward J Donovan.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Debra Raubenstrauch Abstained from A. Approval of the Minutes of the November 28, 2017 Legislative Session

5. EDUCATION/CURRICULUM

Action: B. Ed Leader 21 -- Dr. Iverson

Board action is requested to approve Dr. Linda J. Iverson as the District's representative to Ed Leader 21 and authorize the District's membership in Ed Leader 21 for the 2018-2019 school year, at a cost of \$1,000 to be paid from the general fund budget.

Motion by Edward J Donovan, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action: C. Memorandum of Understanding for Translation Services -- Dr. Iverson

Board action is requested to approve the Memorandum of Understanding for Translation Services with the Allegheny Intermediate Unit, at an annual fee of \$120, from February 10, 2018 through February 10, 2019, at a cost not to exceed \$2,500.00 to be paid from the general fund budget.

Motion by Michael A Johnson, second by Edward J Donovan.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action: D. 2017-1018 Academic Calendar Revision -- Dr. Iverson

Board action is requested to approve the following revisions to the 2017-2018 School Calendar: (a) To accommodate the snow day on Friday, January 5, 2018, the snow make-up day will be June 11, 2018, which will now be the last day of school. (b) The Clerical Day scheduled for June 7, 2018 will move to June 8, 2018. (c) March 26 and 27, 2018, which were initially listed as ½ days will now be full days.

Motion by Michael A Johnson, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

6. TREASURER'S REPORT

December and January Treasurer's Report -- Michael Johnson

Board action is requested to ratify and confirm the December 2017 General Fund: List of Payments -- \$1,141,513.05, Wire Transfers -- \$1,258,716.21 and Capital Fund Expenditures -- \$0 and the January 2018 General Fund: List of Payments -- \$1,146,070.99, Wire Transfers -- \$431,911.20 and Capital Fund Expenditures -- \$56,721.96.00

Motion by Kathy Firestine, second by Joshua Miller.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

No: Edward J Donovan

The following reports as of December 30, 2017 and January 23, 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
4. Balance Sheet

7. FACILITIES

Reports: A. Facilities Report -- Rick Liberto

none

Discussion: B. Discussion of Building Construction Options -- LaTonya Washington

Mark Follen of Facilities Maintenance Services, Inc. and Pete Szymanski of J.C. Pierce and Associates provided information to help the Board make a decisions about completing the Elementary Construction Project.

Action: C. Building Permit Request -- Sanctuary Project Art and Talent Show for Peace -- Rick Liberto

Board action is requested to approve the permit for use of school property from the Wilkinsburg Sanctuary Project to use the Kelly multipurpose room on Saturday, March 18, 2018 from 11:00 am to 5:00 pm, with the fees in the current policy.

Motion by Michael A Johnson, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

8. FINANCE

Reports: A. Finance Report -- Joshua Miller

Finance Committee (FC) Report for Jan/2018

This is a companion document for the FC Presentation.

Meeting Date/Time: January 16th 2018 from 5:34 to 7:05

Attending: Edward Donovan, Linda Iverson, Michael Johnson, Rick Liberto, Joshua Miller (chair), Debra Raubenstrauch, LaTonya Washington

Topics Discussed:

- Debra R. requested Year-over-year financial reference information be provided
- Based upon reviewing the Federal revenue expectations from slide 4 (2017-2018 Revenue Received to Date), Debra R. requested of Rick L. to perform an examination on KTO funds
- Various discussion points on improving the current presentation
 - Slides 4/6/8 to list specific date
 - Reference information for slide 7
 - Remove "Projection" from slides 10-13
 - Appendix section clearly labelled.

- Rick L. provided analysis on costs for Special Ed. Students. Admin team expected to provide a more detailed report in February
 - Members attending requested a more detailed breakout of the costs per student, as well as a 'total costs' column.
- It was determined that WSD no longer has a copy of the JTC resolutions. Action is needed to rebuild those resolutions to continue our involvement with JTC
 - Debra R. was able to locate a personal copy of the resolutions passed
 - A review of the resolutions will be requested for the February Planning Meeting
- Public Comment: Kate Luxemburg questioned the validity of the sheriff sale values provided by MBM.

Action: B. Joint Tax Committee Meeting Schedule -- Joshua Miller

Board action is requested to approve the Joint Tax Committee meeting Schedule, where the Joint Tax Committee will meet on the last Monday of every month in 2018.

Motion by Edward J Donovan, second by LaTonya Washington.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action: C. Final Audit Approval -- Rick Liberto

Board action is requested to approve the 2017 Final Audit.

Motion by Debra Raubenstrauch, second by Michael A Johnson.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action: D. Act 1 Resolution -- Rick Liberto

Board action is requested to adopt the School Real Property Taxes Limited to the Index Resolution, as presented. This Resolution certifies that the Board of School

Directors will limit any school district tax increase for the 2018-2019 school year, to the index as calculated by the Pennsylvania Department of Education of 3.1%.

Motion by Debra Raubenstrauch, second by Joshua Miller.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action: E. Joint Purchasing Agreement -- Rick Liberto

Board action is requested to approve the Joint Purchasing Agreement with the Allegheny Intermediate Unit and authorize participation in the Joint Purchasing Program, including the appointment of primary and alternative representatives.

Motion by Edward J Donovan, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action: F. Comply by Edulink Software -- Rick Liberto

Board action is requested to approve the purchase of Comply by Edulink Software as a District-wide tracking software. At a cost not to exceed \$3,100 annually. Cost to include software, continuous training/support and software upgrades, to be paid from the general fund budget.

Motion by **TABLE** item 8.F was made by Edward J Donovan, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Information: G. Food Service Report -- Rick Liberto

A copy of the December 2017 report was provided by David Pribish.

Action: H. Food service RFP -- Rick Liberto

Board Action is requested to authorize the issuance of a Request for Proposals for a Food Service Management Contractor for the 2018-2019 school year, per state mandate.

Motion by Debra Raubenstrauch, second by Joshua Miller.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

9. INSTRUCTIONAL STAFF

Action: A. Lech Leave request -- LaTonya Washington

Board action is requested to approve unpaid leave for Barbara Lech, Pre-Kindergarten Teacher, Turner Elementary School for February 7 through 9, 2018.

Motion by Debra Raubenstrauch, second by Joshua Miller.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action (Consent), B. Allen Retirement -- LaTonya Washington

Board action is requested to approve the retirement of Michael Allen, Special Education Teacher, Turner Elementary School, effective August 31, 2018.

Action (Consent), C. Johnston Retirement -- LaTonya Washington

Board action is requested to approve the retirement of Shawn Johnston, SAP/Attendance/Homeless/Foster Care Coordinator, effective August 31, 2018.

Action (Consent), D. M. Smith Retirement -- LaTonya Washington

Board action is requested to approve the retirement of Margaret Smith, 1st grade Teacher, Kelly Elementary School, effective at the conclusion of the 2017-18 school year.

Action (Consent), E. Carretta Retirement -- LaTonya Washington

Board action is requested to approve the retirement of Janice Carretta, 2nd Grade Teacher, Kelly Elementary School, effective August 31, 2018.

Action (Consent), F. Mannella Retirement -- LaTonya Washington

Board action is requested to approve the retirement of Laura Mannella, 2nd Grade Teacher, Kelly Elementary School, effective August 31, 2018.

Action (Consent), G. Botti Retirement -- LaTonya Washington

Board action is requested to approve the retirement of Sally Botti, 2nd Grade Teacher, Kelly Elementary School, effective August 31, 2018.

Action (Consent), H. Evans Retirement -- LaTonya Washington

Board action is requested to approve the retirement of Michael Evans, 4th Grade Teacher, Kelly Elementary School, effective at the conclusion of the 2017-2018 school year.

Action (Consent), I. Cox Retirement -- LaTonya Washington

Board action is requested to approve the retirement of Brenda Cox, Teaching Assistant, Turner Elementary School, effective August 30, 2018.

Action (Consent): Board action is requested to approve consent agenda items 9. B-I, for retirement at the conclusion of the 2017-2018 school year.

Motion by Debra Raubenstrauch, second by Joshua Miller.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action: J. Kelly Long Term Substitute Teacher -- Dr. Iverson

Board action is requested to authorize Dr. Iverson to hire a long term substitute teacher, in support of the Kindergarten at Kelly and ratify the actual hire at the February Legislative Board meeting. The Long Term Substitute Teacher will be hired at bachelors step 1 (\$41,170), according to the current collective bargaining agreement, pro-rated from February 5, 2018 through the remainder of the school year, to be paid from Title I funds.

Motion by Michael A Johnson, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action: K. Teaching Assistants and Library Assistant Work Day Memorandum of Understanding -- Dr. Iverson

Board action is requested to approve the Memorandum of Understanding modifying the contractual work day for elementary teaching assistants and library assistants, to six and one-half hours (not including a thirty-minute lunch period), at a cost of \$11,332.00 from January 24, 2018 through the remainder of the school year, to be paid from the general fund budget.

Motion by Joshua Miller, second by Michael A Johnson.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

10. NON-INSTRUCTIONAL SERVICES

Action: A. Maintenance II Job Description -- Dr. Iverson

Board action is requested to approve the revised Maintenance II job description.

Motion by Debra Raubenstrauch, second by Edward J Donovan.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action: B. Records Management Secretary -- Dr. Iverson

Board action is requested to approve the revised Records Management Secretary job description, with changes.

Motion by Debra Raubenstrauch, second by Edward J Donovan.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action: C. Turner Crossing Guard -- Dr. Iverson

Board action is requested to approve one additional crossing guard for Turner Elementary school, at a cost of \$11.25/hour, not to exceed 4 hrs/day, 50% to be paid by Wilksburg Borough and 50% to be paid by the district from the general fund budget.

Motion by Michael A Johnson, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Action: D. Approval of additional AJ Myers & Sons, Inc. employees -- LaTonya Washington

Board action is requested to approve the A. J. Myers & Sons, Inc. employees for the 2017-18 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 Michael A Johnson.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

11. POLICY AND PLANNING

Action: A. Policy 005 -- Organization (Board Committees) -- LaTonya Washington

Board action is requested to approve the first of two readings of Policy Number: 005, Section: Local Board Procedures, Title: Organization.

Motion by Michael A Johnson, second by Joshua Miller.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

No: Edward J Donovan

12. BOARD GOVERNANCE/BOARD RESOLUTIONS

Action, Reports: A. Travel Investment Activities Report -- LaTonya Washington

Travel/Investment Activities Report (Includes Approval for Overnight Lodging)									
PROFESSIONAL DEVELOPMENT									
name/position	activity	date	registration	transportation	lodging	meals	sub	funding	total
Jennifer Marazas	DIBELS Math Essentials	2-15-18	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	general fund budget	\$100.00
Alexandra Hasis	DIBELS Math	2-15-18	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	general fund budget	\$100.00
Jill Welsh	CRA Fractions	1-9-18	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	general fund budget	\$100.00
Jill Welsh	CRA Integers, Expressions, and Equations	1-17-18	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	general fund budget	\$100.00
Eletta Cameron	Addressing Absenteeism & Truancy in Your School	1-24-18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	na	\$0.00
Jill Welsh	Supporting Students' Developing Place Value Understanding	2-14-18	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	general fund budget	\$100.00
Jill Welsh	DIBELS Math	2-21-18	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	general fund budget	\$100.00
Lisa Kellick	Educational Practices That Work	2-26-28-18	\$159.00	\$256.00	\$435.00	\$0.00	na	general fund budget	\$850.00
TOTAL			\$159.00	\$256.00	\$435.00	\$0.00	\$600.00		\$1450.00
FIELD TRIPS									

name	activity	date	registration	bus(s)	school(s)	funding	total
Barb Lech	Carnegie Museums of Art and Natural History	1-8-18	\$0.00	\$450.00	Turner and Kelly Pre-K	Millic Scholarship	\$450.00
Michelle Lukas	Children's Museum	2-2-18	\$0.00	\$450.00	Kelly K-2	general fund budget	\$450.00
Shawn VanMastrigt	Carnegie Music Hall	2-8-18	\$0.00	\$0.00	Turner 5th grade	CMU Urban Music Grant	\$0.00
Caitlyn McGaugh	Carnegie Music Hall	2-8-18	\$0.00	\$0.00	Kelly 5th grade	CMU Urban Music Grant	\$0.00
Randy Davis	PPG Paints Arena	2-5-18	\$0.00	\$900.00	Turner	general fund budget	\$900.00
TOTAL				\$1800.00			\$1800.00
TOTAL	\$3250.00	general fund budget		\$2800.00		Millic Scholarship	\$450.00

Board action is requested to approve all of the staff professional development and field trip activities listed on the Travel Investment Activities Report for January 2018, at a cost not to exceed \$3,250.00 (\$2,800.00 from the general fund budget and \$450.00 from the Millic Scholarship.)

Motion by Kathy Firestine, second by Michael A Johnson.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

13. PUBLIC COMMENTS

Kate Luxemburg, of 432 Rebecca Avenue, commented about the condition of the land around Turner Elementary school and uncollected taxes for vacant properties.

14. BOARD MEMBER COMMENTS

Joshua Miller reminded the audience that MBM was given a prioritization of categories for areas where they thought they could have the most success in collecting taxes.

LaTonya Washington said that she had a book for each Board member that did not attend the training on Saturday, January 20, 2018.

15. EXCUSAL OF ABSENT BOARD MEMBER(S)

none

16. ADJOURNMENT

Action: A. Meeting Adjournment -- LaTonya Washington

Board action is requested to adjourn the meeting.

Motion by Michael A Johnson, second by Debra Raubenstrauch.

Final Resolution: Motion Carries

Yes: Ashley R Comans, Edward J Donovan, Kathy Firestine, Michael A Johnson, Marcia L Jones, Joshua Miller, Debra Raubenstrauch, LaTonya Washington

Generated by Jeanne Taylor on Wednesday, January 24, 2018