

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG
LEGISLATIVE MEETING
April 28, 2015**

The April 28, 2015 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: LaTonya Washington, Klara K. Brown, Michael A. Johnson, Karen E. Payne, Debra Raubenstrauch and Kevin C. Urda. Phil Martell, Director of Business Affairs and the Solicitor Matthew Hoffman, of the firm Tucker Arensberg, P.C., were also present.

STUDENTS OF THE MONTH

Students of the month were recognized for Kelly Elementary, Turner Elementary, Middle School, and High School.

APPROVAL OF BOARD MINUTES

A motion was made by Karen Payne, seconded by Kevin Urda to approve the minutes of the March 24, 2015 Legislative meeting.

The motion carried by unanimous vote.

COMMUNICATIONS/CORRESPONDENCE

none

PUBLIC FORUM

Jean Dexheimer, 1227 Rebecca Avenue, urged the Board to acquire culturally relevant materials to supplement the current curriculum

BOARD AGENDA ITEMS

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve option B as the 2015-2016 Academic Calendar.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve the following official local school district holidays for the 2015-16 school year: November 27, 2015, December 24, 2015, December 31, 2015, February 15, 2016 and March 25, 2016, pursuant to Section 1502 of the Public School Code.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Karen Payne to approve the proposed 2015/2016 Allegheny Intermediate Unit Program of Services Budget as presented. The Budget totals \$4,005,898. There is no increase in the total Allegheny County district allocation. The

Wilkesburg Borough School District's expected contribution to the AIU Program of Services budget is \$12,039.17.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Kevin Urda to approve the adjudications for student A and student B. The hearings were held on April 15, 2015.

The motion carried by unanimous vote.

A motion was made by LaTonya Washington, seconded by Michael Johnson to approve the **Notice of Adoption of Policies, Procedures and Use of Funds by School District and IDEA-Part B Use of Funds Agreement 2015-2016** for the Allegheny Intermediate Unit.

The motion carried by unanimous vote.

TREASURER'S REPORT

A motion was made by Debra Raubenstrauch, seconded by Karen Payne to ratify and confirm the March 2015 General Fund payments of \$1,931,029.21 for payroll, benefits, and other operational expenses.

The motion carried by unanimous vote.

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

Treasurer's Report	Attachment Bus. #2
EIT/EMST Report	Attachment Bus. #3
Current R.E. Collections Report	Attachment Bus. #4
Delinquent R.E. Collections Report	Attachment Bus. #5
Deed Transfer Tax Report	Attachment Bus. #6
Monthly Statement of Expenditures and Revenues	Attachment Bus. #7
Student Activity Report – Secondary	Attachment Bus. #8
Student Activity Report – Elementary	Attachment Bus. #9
Bond Fund – Budget Vs. Actual Expense Report	Attachment Bus. #10

FINANCE COMMITTEE REPORT

The Finance Committee met on Tuesday, April 14, 2015 at 6:00 pm.

Board members attending: Deb Raubenstrauch (Chair), Klara Brown, Ed Donovan, Michael Johnson, Karen Payne, Kevin Urda

Staff attending: Phil Martell, Dr. Dan Matsook

Preliminary FY 16 Budget Review

The committee spent most of the time examining the preliminary budget for FY16. Mr. Martell reviewed the preliminary budget and answered questions about the detailed reports for technology, district operations, textbooks and school buildings. Schools were asked to take 10% cuts in their operating budgets. The plan for textbooks will be discussed at the curriculum meeting and the administration is still working with the AIU on securing a more

detailed technology plan. The district is being very conservative and is not anticipating any additional funds from the state. Currently, the preliminary budget shows a balanced budget, but there are still a lot of unknowns. Mr. Martell and Dr. Matsook will continue to refine the details of the budget as more information is received.

Next month, transportation and food service budgets will be reviewed. Also, next month a preliminary budget needs to be approved.

The regular business reports, cash flow and charter school enrollment reports were also reviewed. Ms. Raubenstrauch asked that the Treasurer's report be changed to show a comparison to last year's information.

There are 2 action items for board approval that the committee is recommending.

- The committee is recommending that the board authorize Mr. Martell to solicit quotes for the Tax Anticipation Note for the 2015-16 school year. The purpose of the short-term loan is to help cover the costs of the district until tax receipts are received in August.
- The committee is also recommending approval of the necessary budget transfers for FY15.

Other Items

Mr. Martell gave an update on the sale of Johnston School, the state budget and the bond agreement. He will also prepare a draft RFP for auditing services.

Ms. Raubenstrauch and the committee thanked Mr. Martell for his work with the district and helping us get on the right track financially. Mr. Martell outlined his plan for helping the district finalize the FY16 budget while transitioning to his new job.

The meeting was adjourned at 7:30pm.

Joint Tax Committee Report

The Wilkesburg Joint Tax Committee on Administrative Process to Reclaim Vacant Properties met at 5:30 pm on Monday, April 27, 2015.

Attendees: Karen Payne and Deb Raubenstrauch from the School District; Vanessa Johnson, Amanda Ford and Michael Lefebvre from the Borough; Jennifer Cerci from MBM.

Tracey Evans and Tom Hardy discussed the proposal for an Enhanced Abatement schedule for targeted areas within the business district. They presented a proposed flow chart to outline the tax abatement process and answered questions. In addition, they distributed flyers on vacant property acquisition options and also on how to acquire vacant and tax delinquent properties. They will be working with the county to make changes to the current ordinance and then will be looking for a resolution from the school district by the end of June.

The Pittsburgh History and Landmarks Foundation (PHLF) submitted an application for a tax abatement for the Falconhurst development. PHLF has secured everything that is required under the ordinance with the exception of the building permits which can't be obtained until they have a closing on their financing. They asked for a conditional approval of the application so they can

secure their financing. The committee approved the resolution to read: subject to the conditions that requirements A-G of the application are met and furnished to the Joint Committee on Administrative Process to Reclaim Vacant Properties.

Karen Payne recommended an amended ordinance first reading for May 13, 2015 and asked for copies to the School District for the solicitor and board. Wilkinsburg School District will prepare a follow-up Resolution after the approval of the ordinance in June.

Jennifer Cerci from MBM requested guidance on when to file liens on delinquent properties. The committee asked Jennifer to provide a list of the properties owing \$250 to either the School District and/or the Borough along with the assessed value of the property and the total tax obligation so we can determine whether or not it's worthwhile to file liens on properties whose tax delinquencies already exceed their assessed and/or market value.

Jennifer also noted that MBM has been getting calls from owners of rental properties who want to negotiate payments and/or set up payments for their back taxes. The committee felt strongly that landlords should be pushed for immediate payment.

Deb Raubenstrauch gave an update on the properties that were targeted for a reduction in the tax assessment. Per advice from the district solicitor, the only appeal that was submitted was for Johnston School, since that is the only property owned by the District.

Amanda Ford reported that she contacted the county to get a list of properties providing Section 8 Vouchers and was told to request a "right to know". We want to compare the list against our delinquent tax list.

Tracey Evans reminded everyone of the Vacant Property Home Tour and Workshops at the Housing Resource Center on May 9 from 11 am – 3 pm. Anyone interested in the workshops must register.

The next meeting will be held on June 1st at 5:30 pm in Council chambers. This is a make-up meeting for the May 25th meeting. The June meeting is scheduled for June 22 at 5:30 pm. The meeting adjourned at 7:45 pm.

FINANCE AGENDA ITEMS

A motion was made by Klara Brown, seconded by Karen Payne to approve budget transfers for the 2014/2015 fiscal year for the Month of March 2015.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Karen Payne to authorize the Director of Finance and Operations to solicit quotes for the Tax Anticipation Note (TAN) for the 2015-2016 school year.

The motion carried by unanimous vote.

A motion was made by Karen Payne, seconded by Michael Johnson to approve a 3rd year renewal of a five year contract for the Food Service Management with The Nutrition Group. The term is July 1, 2015 to June 30, 2016, pending approval by the solicitor.

The motion carried by unanimous vote.

BUILDING AND GROUNDS REPORT

April 14, 2015, 7:30-8:30pm

Building and Grounds Committee Meeting

Attendees: Kevin Urda, Michael Johnson, Ed Donovan, Deb Raubenstrauch, Karen Payne, Klara Brown, Dan Matsook, Ryan Pierce, Jean Dexheimer, Ken Chambon

- Design schematics for Kelly and Turner Elementary Schools will be ready on April 28. Ryan Pierce is looking into the status of the start date of the construction drilling.
- Bond Sale/Debt Services impact of the elementary schools construction project to the budget will be \$50,000/yr. Please note that there is a chance that there may be another moratorium on PlanCon projects, *although this is seen as unlikely*. In the event of a moratorium, the debt services impact would be \$160,000/yr, and this contingency has been planned for in the budget.
- Dr. Matsook and Architect Ryan Pierce had a conference call with the Pennsylvania Department of Education on Wednesday, April 15 to review PlanCon Parts A/B in detail.
- Ideal Integration and JC Pierce met on March 24 to coordinate blueprints for the wireless project that will take place mid-July 2015 and last approximately two weeks.
- You now have a copy of the IT Disaster Recovery Plan that was developed by the AIU.

REMINDER: Construction Open Houses

Tuesday, May 5, 6:00-7:00pm – Turner Elementary School (Tanya Smith)

Wednesday, May 6, 6:00-7:00pm – Kelly Elementary School (Rosalind Fisher)

Presentations will cover:

1. Issues and Challenges: Principals Smith and Fisher will welcome attendees at their respective school and discuss the need for the renovations.
2. Program and Design: Ryan Pierce will walk through the design schematics.
3. Budget and Finance: Dr. Matsook and Business Manager Phil Martell will cover the economics of renovating the schools.

There will be an opportunity for attendees to take a tour of the schools after each presentation. Light refreshments will be served. Board members are encouraged to attend one or both sessions.

SITE VISITS

A school site visit is scheduled at Twin Rivers Elementary School (McKeesport) for Thursday, April 30. There will be tours at 4:30 and 6:00pm. Board members Michael Johnson, Karen Payne, Ed Donovan, and Kevin Urda plan to attend the 4:30 appointment. Please let me know if you plan to attend the 6:00pm appointment.

Address: 1600 Cornell Street, McKeesport, PA 15132

We are still waiting to hear back from Quaker Valley School District to reschedule a tour with them. The tour on Thursday, March 26, at 6:30pm was canceled.

BUILDING AND GROUNDS AGENDA ITEMS

A motion was made by Michael Johnson, seconded by Karen Payne to approve the following (2) two invoices with J.C. Pierce and Associates for the capital project at Kelly and Turner Elementary.

- 1. Invoice 2900-13-03-04 \$22,000.60
- 2. Invoice 2900-14-04-04 \$11,777.20

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 Karen Payne to approve the permit for use of school property for Michelle Agatston/Lois Clark for the Pittsburgh Symphony Orchestra committee, for a meeting on April 15, 2015, 3:30pm to 5:00pm in the Board Room at the Administration Building.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Edward Donovan to approve the permit for use of school property for Ray Strobel for the Pittsburgh Symphony Orchestra concert, on April 23, 2015, 12:00pm to 9:00pm in the High School Auditorium and selected classrooms.

The motion carried by unanimous vote.

A motion was made by Karen Payne, seconded by Klara Brown to approve the permit for use of school property for Phylicia Tarpley of the Wilkinsburg Athletic Association, for use of Turner Gym, Turner Field and Graham Field for practice, games and meetings, beginning of April 29, 2015 and following the attached schedule.

The motion carried by unanimous vote.

CURRICULUM, INSTRUCTION AND ASSESSMENT REPORTS

none

Eastern Area Special Schools Report

No report.

Forbes Road Career and Technology Center

Forbes Road Board Report
04/23/2015-6:30pm

The budget is being prepared for the 2015-2016 school year. Each school district will receive packets in the mail.

Forbes Road is asking that applications for the next school year be turned in ASAP! Please encourage students to register.

The certificate ceremony for graduating seniors will be held on 05/20/2015 at 7pm at Gateway High School Auditorium.

Mr. Balint, current Director of Forbes Road is retiring as of 06/30/15. The board is in process of a director search. Interviews will be held on 04/28 and 04/29.

2015-2016 Principals and Counselor's Meetings are as follows:

09/10/15
 10/16/15
 11/12/15
 01/22/16
 03/10/16
 05/12/16

CURRICULUM, INSTRUCTION AND ASSESSMENT AGENDA ITEMS

Curriculum and Instruction

A motion was made by Kevin Urda, seconded by Karen Payne to approve changes to the Middle School/High School Program of Studies to include a ½ credit course on Personal Finance, beginning in the 2015-2016 school year.

The motion carried by unanimous vote.

A motion was made by Kevin Urda, seconded by Karen Payne to approve the preliminary selection of an Elementary Social Studies curriculum from Houghton Mifflin Harcourt. The total cost to the district is \$29,194.67, paid from KTO funds.

The motion carried by unanimous vote.

Professional Development

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve Jason Boll and Dominic Woods to attend the **"Schools that Can" Conference** from May 18 through 20, 2015, at Loyola Marymount University in Los Angeles, California. There will be no cost to the district, all costs will be covered by the Allegheny Intermediate Unit through the Teacher Empowerment Grant.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Karen Payne to approve Michelle Agatston to attend the PA Pre-K Closing Grant meeting on May 18 and 19, 2015 at the Penn Stater, State College, PA. The cost to the district will be approximately \$704, for travel and lodging expenses.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve Barbara Kebe, Allison Sciuillo, and Karen Morrow to attend the **Foundations Level K Workshop** at the Sheraton Station Square, Pittsburgh. Ms. Kebe will attend on June 22, 2015, Ms. Sciuillo will attend on June 23, 2015, and Ms. Morrow will attend on both days. The cost is \$219/per day, per person, for a total cost to the district of \$876. To be paid from School Improvement funds.

The motion carried by unanimous vote.

A motion was made by Karen Payne, seconded by Debra Raubenstrauch to approve Bridget Burgwin to attend the **Developing New Markets for School Food Service** PASBO webcast on May 14, 2015 from 9:00 am to 10:30 am. The cost to the district is \$80.

The motion carried by unanimous vote.

PERSONNEL REPORT

None

PERSONNEL AGENDA ITEMS

A motion was made by Debra Raubenstrauch, seconded by Kevin Urda to ratify and confirm the following appointments:

1. JoAnne Bova, 21st Century After School Tutor, effective 03/30/15 at the rate of \$17.00 per hour.
2. Karla Givner-Lewis, 21st Century After School Tutor, effective 03/30/15 at the rate of \$17.00 per hour.
3. Bridget Burgwin, Payroll Secretary, at the rate of \$19.20/hr, with a contractual 60-day probationary period, effective July 1, 2015.
4. Toyann Spruiel, Summer Food Service Worker, at the rate of \$12.00/hr, effective June 15, 2015.

The motion carried by unanimous vote.

A motion was made by Kevin Urda, seconded by Michael Johnson to ratify and confirm the following leaves:

1. Barbara Kebe, Teacher Kelly Elementary, paid leave, effective 03/30/15 thru 05/01/15.
2. James Gibbs, Custodian Kelly Elementary, paid leave, effective 03/18/2015 thru 05/31/2015.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Karen Payne to approve the resignation of Phil Martell, Director of Finance and Operations, effective May 29, 2015.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve Peter J. Camarda, as Interim Business Manager, at a rate of \$400 per day. Terms of contract as per attachment. Upon review by the district solicitor.

The motion carried by unanimous vote.

A motion was made by Klara Brown, seconded by Debra Raubenstrauch to approve the following resolutions:

The Board of School Directors concurs in the recommendation of the Acting Superintendent for the curtailment or alteration of the secondary science program by the elimination of one science teaching position effective June 30, 2015, to conform to standards of organization and due to a substantial decline in pupil enrollments. The Board hereby directs the Administration to notify the Pennsylvania Department of Education in accordance with Section 1124(2) of the Public School Code of the curtailment of the secondary science program. The Board further approves the furlough or non-renewal of the affected employee on the grounds of substantial decrease in pupil enrollment within the District and the curtailment or alteration of the secondary science program effective June 30, 2015.

The motion carried by unanimous vote.

A motion was made by Klara Brown, seconded by Edward Donovan to approve the elimination of two Child Study positions within Kelly and Turner Elementary Schools. Affected employees will be reassigned to other positions.

The motion carried by unanimous vote.

A motion was made by Kevin Urda, seconded by Debra Raubenstrauch to approve the elimination of two ABC positions within Kelly and Turner Elementary Schools. One position has been vacated by retirement and will not be replaced and the other affected employee will be reassigned to another position.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Karen Payne to approve the elimination of the position of Parent and Community Liaison for reasons of economy and the alteration of programs and the furlough of the affected employee effective June 30, 2015.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve the elimination of the position of Confidential Secretary to the Director of Finance and Operations for reasons of economy and the furlough of the affected employee effective June 30, 2015.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Karen Payne to approve Lisa Fortier for a sabbatical (438.1 Compensated Professional Leave) for the 2015-2016 school year, as per WEA contract.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Kevin Urda to ratify and confirm the creation of the Deputy Superintendent position, effective April 28, 2015. Starting salary to be determined based upon educational level and experience.

Ms. Payne abstained. The motion carried.

A motion was made by Michael Johnson, seconded by Klara Brown to approve the retirement of Rosalind Fisher, Principal Kelly Elementary, \$96,549.41/yr, effective June 30, 2015.

The motion carried by unanimous vote.

POLICY AND PLANNING REPORT

none

POLICY AND PLANNING AGENDA ITEMS

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve the second of two readings of the following policies:

1. Policy No. 317, Section: Administrative Employees, Title: Conduct/Disciplinary Procedures
2. Policy No. 317.1, Section: Employees, Title: Educator Misconduct
3. Policy No. 818, Section: Operations, Title: Contracted Services

The motion carried by unanimous vote.

NEW BUSINESS

A motion was made by Karen Payne, seconded by Michael Johnson to excuse the absence of Tiffany Lumpkin.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by LaTonya Washington to excuse the absence of Richard Bradford.

Ms. Payne and Mr. Donovan abstained. The motion carried.

SUPERINTENDENT'S REPORT

Dr. Matsook shared current enrollment numbers. He also offered a welcome to Mr. Pete Camarda, as the Interim Business Manager and congratulations to Ms. Rosalind Fisher, on her retirement.

SOLICITOR'S REPORT

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

ADJOURNMENT

A motion was made by Michael Johnson, seconded by Kevin Urda to adjourn the meeting at 7:59 pm.

The motion carried by unanimous vote.

Minutes Respectfully Submitted by:

Jeanne E. Taylor

Jeanne E. Taylor
School Board Secretary