

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG
LEGISLATIVE MEETING
September 23, 2014**

The September 23, 2014 Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the Board President, Ed Donovan at 7:03 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: LaTonya Washington, Richard Bradford, Klara K. Brown, Michael A. Johnson, Tiffany Lumpkin, Karen E. Payne, Debra Raubenstrauch and Kevin C. Urda, in a non-voting capacity. Solicitor Matthew Hoffman, of the firm Tucker Arensberg, P.C., was also present.

SECRETARY’S REPORT

A motion was made by Michael Johnson, seconded by Karen Payne to approve the minutes of the August 26, 2014 Legislative meeting.
The motion carried by unanimous vote.

COMMUNICATIONS/CORRESPONDENCE

none

PUBLIC FORUM

none

COMMITTEE REPORTS

COMMUNITY RELATIONS/EXTRA CURRICULAR ACTIVITIES/ATHLETICS/PARENT INVOLVEMENT COMMITTEE

Richard Bradford, Chairperson

No report.

CURRICULUM, INSTRUCTION, AND ASSESSMENT COMMITTEE

Ed Donovan, Chairperson

Wilkinsburg School District
Committee on Curriculum, Instruction and Assessment
July-August-September, 2014

Curriculum and associated issues was the focus of WSD from late spring through the beginning of school, and will continue to be the focus for much of this year.

We held three curriculum meetings in July, one in August. The September meeting was cancelled to allow the Superintendent time to prepare additional information.

On July 10, Dr. Hippert walked participants through the curriculum assessment conducted by Allegheny Intermediate Unit experts. The bottom line is that while our texts are fine, the curriculum

looks good and our teachers work hard, our efforts and resources are not aligned. Eligible content, if addressed at all, is being presented in the wrong grades much of the time. This means that students are being tested (PSSAs, keystones, etc.), often on material that they have not yet been taught. The full assessments -Math, Science, and Reading - were made available to all directors.

On July 22, Dr. Hippert announced that she had put a halt to new curriculum writing based on the assessments as well as her discovery that the proposed MS/HS revisions we were working on were more of a "wish list" than an actual plan for offering desirable electives and honors courses. (For example, one proposed elective at the HS was a class on guitar, and the district does not even own any guitars.)

On July 24, Dr. Hippert laid out a revised plan calling for double periods of Math, Reading and Language across the board and a scaled down program for developing electives, calling upon our own teachers to design elective courses about which they were passionate and which they thought students would respond to. She worked with the new Acting Superintendent, Dr. Matsook, to assure the plan could be implemented on time.

By August 19, Dr. Matsook had collated a list of 40-some electives previously approved by the board but never offered, along with the plan for encouraging teachers to develop their own new courses after meeting with Mr. Puskar. Letters were sent to all students indicating the courses for which they were already scheduled and listing the elective and/or honors courses from which they could choose to fill empty spots on their schedules. The balance of scheduling would be completed during the first week(s) of school. Dr. Matsook also walked committee members through plans for focusing on eligible content, training teachers on use of the PDE SAS Portal, development of binders for each grade and subject area detailing material to be taught, and intensive training on new laptops to further enable faculty to assure alignment of efforts, resources and materials to the state exams and PA Core, and access to the SAS Portal.

The CIA meeting scheduled for September 11 was cancelled in favor of a report by the Superintendent at the September 16 Board Planning Meeting,

Submitted September 16, 2014

Ed Donovan

EASTERN AREA SPECIAL SCHOOLS JOINT COMMITTEE

Michael Johnson, Chairperson

EASTERN AREA SPECIAL SCHOOL JOINT COMMITTEE --- 8-28-2014

Meeting was called to order at 5:30

Items discussed were Approval of Minutes for June, which was tabled until next month, also approval of the Treasurer's Report in the amount of \$79, 672.65, as well as the approval of bills, in the amount of \$15,991.62.

The Administrative Report included:

- > ESY Program provided service to 76 students

- > First day for staff was August 22, 2014
- > First day for students was August 27, 2014
- > Open House -- October 23, 2014
- > Currently, 20 full time students from Wilkinsburg enrolled

Updates on Playground:

- > Golf Outing raised \$ 8,210
- > Total amount raised is \$ 23,210
- > \$ 15,000 from the Penguins Foundation
- > \$ 60-80,000 more is needed to cover completion of the Park.

The meeting was adjourned at 6:00, the next meeting will be September 25th at 5:30.

FORBES ROAD CAREER & TECHNOLOGY CENTER

Tiffany Lumpkin, Chairperson

No report.

FINANCE, BUILDING AND GROUNDS COMMITTEE

Deb Raubenstrauch, Chairperson

The Finance Committee met on Tuesday, September 9 at 6:00 pm.

Board members attending: Deb Raubenstrauch (Chair), Klara Brown, Karen Payne,
 Staff attending: Phil Martell
 Community members attending: Jean Dexheimer, Kate Luxemburg and Jim Richard

The September Planning and Legislative meeting agenda items were reviewed. Questions regarding specific checks issued are to be sent to Mr. Martell. The Treasurer's report, EIT, tax collection reports and student activity reports were handed out.

Karen Payne asked about the status of the uniform company. Mr. Martell said that either he or the Solicitor would report on it at the planning/legislative session.

Technology Support

Mr. Martell passed out and is recommending that the district accept the proposed contract with the AIU for technology support through the end of the fiscal year. The 2014-15 budget includes salary and benefit expenses for one full time technology employee. The contract with the AIU is less than the amount budgeted and, in addition to providing an on-site level 2 technician, the contract involves the continued use of the AIU's help desk along with oversight by the AIU's Chief Technology Officer and other support. In addition, they will develop a 2-year technology plan for the district. At the same time, the district needs to ensure that the appropriate infrastructure is in place to support the technology.

Facilities

The committee discussed the proposed lease agreement for the property the district owns at Graham Field. The proposed lease has been updated with new language to reflect specific tenant responsibilities in lieu of reduced rent.

Cash Flow

Mr. Martell reported the following:

Cash flow reports will be presented to the committee next month.

No additional deductions for charter schools were taken out of the August payment from the state.

As of June 30th, \$900K is owed to charter schools which is much less than we have owed at this point in time in past years.

The district has disputed payments for students from 3 charter schools and are waiting for PDE to assign a hearing officer.

The district currently has enough cash to pay the tax anticipation note back monthly, rather than in one lump sum.

Johnston School Update

A developer may be interested in turning Johnston School into apartments.

Pre-K Counts and 21st Century Learning Grants

The district remitted Letters of Intent for additional funds. If applications for the funds are submitted, it is possible that the district may be able to add an additional 50 students to participate in the program.

Delinquent Tax Collection

Dr. Matsook, Karen Payne and Phil Martell met with Mailo, Brungo and Mailo. MBM is working on transferring the data and cleaning it up. Karen will report on the meeting. Kate Luxemburg passed out a report that Portnoff gave to the Borough regarding delinquent tax accounts. She emphasized the importance of reviewing the properties and classifying them appropriately for tax sales.

Karen Payne's Ad-Hoc Delinquent Tax committee will continue to work with the Borough to identify properties not only for tax sales, but to develop other strategies for collecting delinquent taxes.

Meeting was adjourned.

AD HOC: DELINQUENT TAX COLLECTION COMMITTEE

Karen Payne, Chairperson

The committee met with Borough Council on September 22 The Ad Hoc Tax Delinquent committee will not need to continue since the Joint Tax committee will . . .

PERSONNEL COMMITTEE

LaTonya Washington, Chairperson

New employees were introduced: Megan Tramaglino, Physical Education Teacher at High/Middle School, Caitlin Painter, Physical Education Teacher at Turner Elementary, Sharon Merlack, Long

Term Substitute Teacher, Reading Specialist at Kelly Elementary and Peter Simpson, Assistant Principal at the High School/Middle School.

LEGISLATIVE CHAIRPERSON & P.S.B.A. LIAISON

Richard Bradford, Chairperson

No report.

POLICY AND PLANNING COMMITTEE

Tiffany Lumpkin, Chairperson

Policy and Planning Committee Meeting Minutes
September 16, 2014

The Policy and Planning committee met briefly on Monday, September 8, 2014 and again for an extended time on Tuesday, September 16, 2014. Tiffany Lumpkin and Jeanne Taylor were in attendance at both meetings.

Mrs. Taylor will contact PSBA to determine if policies which are reviewed and found to have no changes, should be submitted to PSBA. Policies 103, 103.1, 104, 105, 105.1, 106, 107, 108, and 109 were reviewed. There were no PSBA updated versions of 103, 104 and 105.2, Mrs. Taylor will be contact PSBA their updates or for samples from other school districts.

There is currently a policy 103: Nondiscrimination in School and Classroom Practices and not currently a policy 103.1 Nondiscrimination – Qualified Students with Disabilities. Both policies will be sent to Kerry Francis, Special Education Director for her recommendation of whether Policy 103 is comprehensive enough or if Policy 103.1 is needed to address students with disabilities.

The current and PSBA recommended versions of Policy 108: Adoption of Textbooks, will be shared with the Curriculum committee for review in October.

The current and PSBA recommended versions of Policy 109: Resource Materials, will be shared with the district librarians for comments and review by the Policy and Planning committee in October.

Pending further discussion at the October Policy and Planning committee meeting, the committee will propose that the board adopt the PSBA recommended changes to the following policies: 105: Curriculum Development, 106: Guides for Planned Instruction, and 107: Adoption of Planned Instruction.

PARKS & RECREATION COMMITTEE

Richard Bradford, Chairperson

**Wilkinsburg Parks and Recreation Advisory Board
Minutes September 18, 2014**

Attendance: Patrick Shattuck - Chair, Mike Milberger, Denise Sheffey, Vanessa McCarthy-Johnson, no guests present

Patrick Shattuck called the meeting to order at Approval of Minutes from August 21, 2014

Current Projects

Ferguson Park

- Schedule of ribbon cutting - October 17, 2014 at NOON
- Park should be completed and ready for presentation. We will create a flyer, press release and invitation to send out
- Would like to see the school children from Wilkinsburg School District, Pittsburgh Urban Christian School and Sister Thea Bowman participate - role needs to be developed or decided rather quickly
 - o Patrick will make contact with the schools and Vanessa will contact WPSD
- Press Release will be written by Vanessa and sent to the Board for review by 9/22/14
- An electronic invitation will be created by Vanessa and sent to the Board for review by 9/22/14
 - o Invitation to be emailed by 10/01/14
 - o Invite DCED, Ed Gainey, Heinz Endowments
- Refreshments - see if we can get some cookies and drinks donated
 - o Vanessa will check with Turners and Giant Eagle/Get Go/Save A Lot/ Wilkinsburg Beverage, etc.
 - o Denise will check on refreshments and getting Wilkinsburg Family Support involved and invited
- Check on a double-sided banner that promotes the community meeting about Whitney Master Plan and the Ribbon-Cutting
 - o Check with Lionswork (Vanessa)

Master Planning of Whitney Park - October 16th

- Lami Grubb has agreed to this date and will facilitate the meeting
- Meeting agenda will be directed by Vanessa and will be time cop
- The meeting will start at Whitney Park, 6:00 pm and then reconvene at another location, either Second Presbyterian Church or Mifflin Avenue Methodist Church - Mike is working on this
- Flyer will be created and needs to be ready for the Community Conversation on September 24th
- Meeting agenda will be directed by Vanessa and will be time cop
- Press Release also needs to be written - Vanessa will work on it and get it to the Board by 9/29
- Mike has a good invitation list he can use to send out a meeting notice

There was no additional business.

Motion to adjourn by Denise Sheffey, seconded by Mike Milberger, the meeting was adjourned at 7:15 PM.

Next meeting date: October 16 - Whitney Master Plan community discussion

SUPERINTENDENT'S REPORT

Dr. Matsook shared school enrollment numbers and explained the differences between those and the head count numbers. A summary of the School Performance Profile data handout was shared with and explained to the Board.

An Athletics report was sent to the Board via email. The girls volleyball team had to be disbanded because of lack of interest, despite efforts to encourage more girls to attend practice.

Dr. Matsook announced that he will be looking to gather information about the uniform company supplying the district, to be addressed at the Finance committee.

CONSENT AGENDA ITEMS

BOARD ACTION ITEMS

A motion was made by Richard Bradford, seconded by Michael Johnson to approve the Kevin C. Urda for the vacant Board seat.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Richard Bradford approve the revision of the 2014-2015 School Calendar.

The motion carried by unanimous vote.

POLICIES

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

- a. **Policy No. 009**, Section: Local Board Procedures, Title: Nepotism
- b. **Policy No. 100**, Section: Programs, Title: Comprehensive Planning
- c. **Policy No. 102**, Section: Programs, Title: Academic Standards
- d. **Policy No. 217**, Section: Pupils, Title: Graduation Requirements
- e. **Policy No. 237**, Section: Pupils, Title: Electronic Devices

The motion carried by unanimous vote.

A motion was made by Richard Bradford, seconded by Karen Payne to approve the first of two readings of the following policies:

- a. **Policy No. 008**, Section: Local Board Procedures, Title: Organization Chart
- b. **Policy No. 246**, Section: Pupils, Title: Student Wellness

The motion carried by unanimous vote.

FINANCE AND OPERATIONS

A motion was made by Richard Bradford, seconded by Michael Johnson to ratify and confirm the August 2014 Finance Report payments of \$ 4,074,063.69 for payroll, benefits, and other operational expenses.

The motion carried by unanimous vote.

The following reports as of August 31, 2014 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

A motion was made by Michael Johnson, seconded by Karen Payne to approve the agreement with the Allegheny Intermediate Unit for technology services from October 1, 2014 through June 30 2015. The amount not to exceed \$111,540.00, pending final approval by the district solicitor.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Karen Payne to approve a firm to be determined, as described by the Superintendent, to complete wireless technology and infrastructure improvements at Kelly and Turner Elementary Schools. The amount not to exceed \$53,000.00. The funds will be taken from the Capital Improvement Bond funds.

The motion carried by unanimous vote.

PERSONNEL

A motion was made by Michael Johnson, seconded by Karen Payne to ratify and confirm the following appointments:

- A. Megan Tramaglino, Physical Education Teacher, High/Middle School, effective September 12, 2014, Bachelor Step 1 at the rate of \$38,420.00 per year. A Temporary Professional Contract will be issued and the employee enrolled in the teacher induction program.
- B. Caitlin Painter, Physical Education Teacher, Turner Elementary, effective September 12, 2014 Bachelor Step 1 at the rate of \$38,420.00 per year. A Temporary Professional Contract will be issued and the employee enrolled in the teacher induction program.
- C. Sharon Merlack, Long Term Substitute Teacher, Reading Specialist Kelly Elementary, for Jennifer Connelly, Child Rearing Leave at the rate of \$44,720.00 per year pro-rated in the amount of \$16,159.39, effective September 12, 2014 thru December 19, 2014.
- D. Gregory Anderson, Girls Middle School Basketball Coach, effective September 10, 2014 at the rate of \$1,273.00.
- E. Walter Wilson, Boys Varsity Basketball Coach, for the 2014-2015 season, effective September 23, 2014, at the rate of \$3,216.00.
- F. Peter Simpson, Assistant Principal High School/Middle School, effective September 24, 2014, at a rate of \$65,000.00*

The motion carried by unanimous vote.

A motion was made by Richard Bradford, seconded by Karen Payne to ratify and confirm the following resignations:

- A. Raymond Clemons, Girls Middle School Basketball Coach, effective September 9, 2014.

- B. Danielle Williams, Pre-K Lunch Aide Kelly Elementary, effective July 10, 2014.

The motion carried by unanimous vote.

A motion was made by Richard Bradford, seconded by Michael Johnson to ratify and confirm the Extra Curricular Activities Sponsor Appointments effective for the 2014-2015 school year:

- A. Douglas Argall, Yearbook Sponsor, High School, at the rate of \$2,077.00
- B. Jordan Manos, Senior Class Sponsor, High School, at the rate of \$753.75
- C. Christy Kotnik, Junior Class Sponsor, High School, at the rate of \$335.00
- D. Kenneth Chambon, Student Council, Turner Elementary, at the rate of \$368.50

The motion carried by unanimous vote.

A motion was made by Richard Bradford, seconded by Michael Johnson to ratify and confirm the following 21st Century Afterschool Tutors for the 2014-2015 school year effective September 8, 2014 at the rate of \$17.00/hour:

- A. Kimberly Harris
- B. Carmon Pomaibo
- C. Keri Boyer

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Ed Donovan to ratify and confirm the termination of employment between the Wilkinsburg School District and Andrea Williams, Director Human Resources, \$72,100/year, effective September 23, 2014.

Mr. Bradford abstained, the motion carried.

A motion was made by Richard Bradford, seconded by Karen Payne to ratify and confirm unpaid leave for Douglas Argall, Teacher, High School/ Middle School, from October 8th - 10th, 2014.

The motion carried by unanimous vote.

PROFESSIONAL DEVELOPMENT

A motion was made by Michael Johnson, seconded by Karen Payne to approve Dr. Daniel J. Matsook to attend **Teacher Effectiveness** training on January 27 and 28, 2015 at the Allegheny Intermediate Unit.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Tiffany Lumpkin to approve attendance at **Non-Teaching Professional Effectiveness Training** on October 1, 2014 for Rosalind Fisher and Tanya Smith and on February 11, 2015 for Stephen Puskar, at the Allegheny Intermediate Unit.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Karen Payne to approve the following administrators to participate in **KtO LoTi Using H.E.A.T. to Measure Digital Age Best Practices Online Course for Administrators**: Michelle Agatston, Rosalind Fisher, Tanya Smith, Stephen Puskar. The online course will run between October 27 and November 28, 2014. The cost is \$125 per person for at total of \$500.

The motion carried by unanimous vote.

A motion was made by Karen Payne, seconded by Tiffany Lumpkin to approve attendance at the **OCDEL Family Summit: Supporting Strong Partnerships for Children's School Readiness and Achievement** on October 6, 2014 at PaTTAN Harrisburg for Michelle Agatston. There is no cost to the district for the conference.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Tiffany Lumpkin to approve attendance at the **2014 PASA-PSBA School Leadership Conference**, October 21-24, 2014 at the Hershey Lodge and Convention Center for Board Directors Richard Bradford and Michael Johnson. The cost will be approximately \$1,800 for two days at the conference.

Mr. Bradford abstained, the motion carried.

A motion was made by Richard Bradford, seconded by Tiffany Lumpkin to approve attendance at the **Flipped Learning: Cutting Edge Practical Strategies for Igniting Student Engagement** training on November 24, 2014 at the Pittsburgh Sheraton Airport for Cami Plymire and Dominic Woods. The cost of \$235 per person will be covered by the Teacher Empowerment grant.

The motion carried by unanimous vote.

NEW BUSINESS

Marita Garrett, of 1080 Old Gate Road and Wilkinsburg Borough Council person announced that she had retrieved thousands of books from the closing of the Career Connections Charter School. Interested individuals are welcome to contact her regarding sorting through and taking books. Ms. Garrett also made a public invitation to the Community Conversation event that she is hosting on September 24th at the Eastridge Library, specifically for Ward 1. Board Directors Ed Donovan and Klara Brown will be speaking at the event.

Debra Raubenstrauch announced that the district received a donation of school supplies from the staff the Center for Rehab Services and UPMC Shadyside Hospital.

SOLICITOR'S REPORT

No report.

ADJOURNMENT

A motion was made by Michael Johnson, seconded by Tiffany Lumpkin to adjourn the meeting at 8:06 pm.

The motion carried by unanimous vote.

Minutes Respectfully Submitted by:

Jeanne E. Taylor

School Board Secretary