

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG
LEGISLATIVE MEETING
February 24, 2015**

The February 24, 2015 Legislative Meeting, of the Wilkinsburg School District Board of Directors was called to order, by the Board President Ed Donovan at 7:17pm. 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, 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.

An Executive Session was held prior to the Legislative Session to discuss legal matters.

STUDENTS OF THE MONTH

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

COMMUNICATIONS/CORRESPONDENCE

none

PUBLIC FORUM

none

BOARD AGENDA ITEMS

A motion was made by Klara Brown, seconded by Richard Bradford to approve Edward Donovan as a candidate for the AIU Board.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve the Resolution in Support of Continued Participation in AlleghenyCONNECT Regional Wide Area Network, for the One-Year period ending June 30, 2016

The motion carried by unanimous vote.

TREASURER’S REPORT

A motion was made by Ed Donovan, seconded by LaTonya Washington to ratify and confirm the January 2015 General Fund payments of \$ 1,808,521.14 for payroll, benefits, and other operational expenses.

The motion carried by unanimous vote.

The following reports as of December 31, 2014 will be made a matter of record in the minutes:

Treasurer’s Report
EIT/EMST Report
Current R.E. Collections Report

Attachment Bus. #2
Attachment Bus. #3
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, Feb 7, 2015 at 6:00 pm.

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

Staff attending: Phil Martell, Dr. Dan Matsook

Community members attending: Jean Dexheimer, Kate Luxemburg, Jim Richard

Mr. Martell distributed the general fund payments for review. There was one question about the description for Direct Energy payments that Mr. Martell will look into.

The February Planning and Legislative meeting agenda items were reviewed. Mr. Martell reviewed and answered questions regarding the Treasurer’s report, EIT, tax collection, statement of revenue and expenditures, and student activity reports. Real estate tax refunds were reviewed.

The cash flow statement through June 30 was reviewed and a plan for paying outstanding bills to the AIU from prior years was discussed. The enrollment report which shows both district students and those at charter schools was also reviewed. Mr. Martell commented on the progress being made with the system being developed by Josh Miller to check charter school invoices against Wilkinsburg addresses.

As a result of an internal audit conducted by Ramona Pope, it was noted that the district received a refund of \$9873 for overpayments to Workmen’s Comp.

Mr. Martell and Dr. Matsook met with REMAX to discuss the listing and sale of Johnston School. The listing price was reduced to \$449,000 and the board will be asked to approve a contract after the recommended changes from Matt Hoffman are made.

Action Items/Items Needing Board Approval:

Single Audit – The board is being asked to acknowledge receipt of the annual audit and management letter for the fiscal year ending June 30, 2014 (the Financial and Compliance Report) and to authorize Mr. Martell to file the report with the relevant agencies. The committee recommends approval.

A motion to approve the commercial listing agreement with REMAX for the listing and sale of Johnston School.

Other Items

Ms. Raubenstrauch attended the Borough’s capital projects meeting on February 4th. The Borough is asking for a letter of support from the school district for their application to Allegheny County’s Community Infrastructure and Touring Fund (CITF) for strategic demolition of vacant and abandoned properties along the Ardmore Boulevard corridor. The

proximity of the identified properties is in the area of Johnston School. The committee is recommending that we support the project.

Preliminary FY 16 Budget Review

Mr. Martell began reviewing the preliminary budget for FY16. He has been working with Dr. Matsook on changing the format from last year. Local, state and federal revenues were reviewed. On the expense side, athletics, maintenance, transportation, utilities and debt service were reviewed. At the March meeting, salaries, benefits, and special education will be reviewed. The preliminary budget as of February 2015 shows a deficit of over \$899,000, so there's a lot of work to do.

Meeting was adjourned.

The Joint Committee on Administrative Process to Reclaim Vacant Properties Report

The Joint Committee on Administrative Process to Reclaim Vacant Properties met on Feb. 23, 2015 at 5:30 pm. Phil Martel, Karen Payne and Deb Raubenstrauch attended representing the School District. Amanda Ford and Michael Lefebvre attended (Michael by phone) representing the Borough.

It was agreed that individuals interested in purchasing properties before they are scheduled to go to sheriff sale could contact MBM, our delinquent tax collector. For the purchase to be considered, the person/company interested must:

- Be current on taxes, water, sewage and refuse bills on all properties they own in Allegheny County. MBM can check this.
- Have no outstanding code violations in Allegheny County. The Borough Manager can check this.
- Have no municipal liens on properties in Allegheny County. MBM can check this.
- Have a plan to improve the property
- Have a minimum bid of \$5,000, and depending upon the condition of the property, be able to escrow \$10-25,000 for improvements.

MBM will use their discretion to determine guidelines on free and clear orders as long as the Borough and School District are notified.

The committee discussed how to prioritize which properties to take to sheriff sale as follows:

- Commercial properties that are occupied with either an active business and/or rental
- Properties in good and/or transition areas as outlined by the WCDC
- Owners whose tax address is different from the property address
- Rental properties
- Properties whose assessed value is greater than \$25,000
- Properties in foreclosure

The committee discussed over-assessed properties in Wilkinsburg that are limiting economic development. Johnston School was one property identified as being over-assessed at \$2.6M. It was suggested that the Borough and School District jointly appeal these assessments. Patrick Shattuck agreed to identify 25 properties that are over-assessed for review at the March meeting. Any appeals have to be submitted by March 31.

The committee also discussed that the school district hold off appealing residential property sales greater than \$400,000 until the Committee can review the policy.

Amanda Ford notified us that there were two applications for tax abatement in process that she was aware of, however, she has not received anything formal.

Karen Payne suggested that we send a letter to delinquent accounts that are less than \$250. Jen from MBM will send us a list and draft a letter for the next meeting.

Next meeting will be Monday, March 23 at 5:30 pm.

FINANCE AGENDA ITEMS

A motion was made by Ed Donovan, seconded by Richard Bradford to acknowledge receipt of the "Financial And Compliance Report" (Single Audit) for the fiscal year ending June 30, 2014 as audited by the CPA firm of Maher Duessel, and to authorize the Director of Business Affairs to file said report with all relevant local, state, and federal agencies.

The motion carried by unanimous vote.

BUILDING AND GROUNDS REPORT

Wilkinsburg School District Building & Grounds Committee 2/7/2015

The Building & Grounds Committee met on February 7, 2015 at 7:30 pm. There were four members from the community present with questions and concerns. Dr. Dan Matsook started out by explaining to the community members that the district had only a few months left to use the \$6.2 million or it would need to be returned with a penalty. It was also explained that the district would need to borrow another \$3.5 million dollars to complete the projects, and due to Plan Con, there would be a reimbursement to the district over time.

Paperwork to PDE will need to be approved in February in order to get started.

March, the Board will need to start discussions on borrowing the \$3 ½ million dollars.

J.C. Pierce received utility data from the district, required to complete Part A Energy Analysis.

J.C. Pierce has begun execution of Part A/B form documents (entered information on all buildings).

J.C. Pierce has begun update of district-wide feasibility study (has started, but needs to be approved).

Review of Renovation Timeline

Programming and Schematic Design for Turner and Kelly is proceeding concurrently

Programming complete: 2-28-15

Schematic Design Complete: 4-28-15

Turner

Design Development Complete: 6-23-15

Advertise for Bidding: 8-18-15

Bids Due: 9-15-15
 Board Awards Bids: 9-22-15
 Construction Commences: 9-30-15
 Occupancy: August 2016

Kelly

Design Development Complete: 11-24-15
 Advertise for Bidding: 1-26-16
 Bids Due: 3-8-16
 Board Awards Bids: 3-22-16
 Construction Commences: 5-4-16
 Occupancy: August 2016

Review of Programming Phase Status

All On-Site Interviews are complete
 Teacher/Administrator Surveys are complete and have been returned to JCP
 Space Program Draft Document is nearly complete
 Space Program will be reviewed with Building and District Administrators, comments incorporated, and then presented to the Board.

From JCP Board Action Schedule the Board will need to vote to give authorization to submit Plan Con Parts A&B (Turner & Kelly)
 Authorization to proceed to schematic design phase (Turner & Kelly)
 Ratification of Geotechnical Engineer's Contract (Turner & Kelly)

BUILDING AND GROUNDS AGENDA ITEMS

A motion was made by Richard Bradford, seconded by Michael Johnson to adopt the Updated District Wide Facility Study, with the *Energy Star Portfolio Manager* and *Target Finder* supplement, dated February 24, 2015.
The motion carried by unanimous vote.

A motion was made by Richard Bradford, seconded by Karen Payne to approve PlanCon Parts A and B, for the Additions and Renovations to Turner Elementary School, and authorize submission to the Pennsylvania Department of Education.
The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Richard Bradford to approve PlanCon Parts A and B, for the Additions and Renovations to Kelly Elementary School, and authorize submission to the Pennsylvania Department of Education.
The motion carried by unanimous vote.

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

- | | |
|--------------------------|-------------|
| 1. Invoice 2900-13-03-02 | \$10,420.62 |
| 2. Invoice 2900-14-04-02 | \$ 5,639.30 |

(Capital Fund: balance **\$6,245,367.90** after invoices paid.)

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Richard Bradford to approve *Ideal Integrations, Inc.* to upgrade the wireless infrastructure at Turner and Kelly Elementary Schools, at a cost of \$55,713.08, pending legal review.

(85% e-rate refund expected at \$47,356.12, for a net out-of-pocket cost of \$8,356.96)

(Capital Fund: balance **\$6,237,010.94** after invoices paid.)

The motion carried by unanimous vote.

A motion was made by Richard Bradford, seconded by Michael Johnson to approve the commercial listing agreement with RE/MAX Select Realty for the listing and sale of Johnston School, pending review and consideration by the district solicitor.

The motion carried by unanimous vote.

COMMUNITY RELATIONS AND PARENT INVOLVEMENT REPORT

Mr. Bradford began discussion with the Borough about setting up a Government Day for students. Students would get a feel for how government works by serving as Mayor for a day, Council Member for a day, School Board member for a day, etc. The Community Relations Committee will work with a Civics teacher to work out the details.

CURRICULUM, INSTRUCTION AND ASSESSMENT REPORTS

Eastern Area Special Schools Report

The Eastern Area Schools Board met on February 26 at 530 pm. Ed Donovan is new representative for WSD. A brief budget update was presented and a facility report was discussed, focusing on impact of bad weather on heating and roof systems. There was a brief discussion on enrollment and how to stabilize, now that many districts are bringing certain high-incidence student populations such as autistic learners back into their own buildings. Elections were held for a new president and vice president of the committee. The meeting adjourned at 7 pm.

Forbes Road Career and Technology Center

no report

CURRICULUM, INSTRUCTION AND ASSESSMENT AGENDA ITEMS

A motion was made by Michael Johnson, seconded by LaTonya Washington to approve the 2015-2016 Middle School and High School Program of Studies.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Richard Bradford to approve Lois Clark to attend the **Pennsylvania Music Educators Conference** on March 25 through 27th at the Hershey Lodge and Conference Center. All cost will be covered by a grant from Carnegie Mellon University.

The motion carried by unanimous vote.

PERSONNEL REPORT

no report

PERSONNEL AGENDA ITEMS

A motion was made by Richard Bradford, seconded by Michael Johnson to approve the following retirements:

1. Sharon Tate, Elementary Librarian /Teacher at Kelly/Turner Elementary, \$78,070.00/yr., effective June 12, 2015.
2. Mary Cattani, ABC Teacher, Kelly Elementary, \$78,070.00/yr., effective June 12, 2015.
3. Charles Chambon, Director Facilities Maintenance, District -wide, \$76,500.00/yr., effective June 30, 2015.

The motion carried by unanimous vote.

A motion was made by Karen Payne, seconded by Michael Johnson to ratify and confirm Amy Divoky, Department Chair Special Education, effective December 1, 2014, at the rate of \$485.75, pro-rated in the amount of \$315.36. (Ms. Divoky is replacing Jillian Martinez, who resigned 11/10/14.)

The motion carried by unanimous vote.

POLICY AND PLANNING REPORT

no report

POLICY AND PLANNING AGENDA ITEMS

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

1. Policy No. 204, Section: Pupils, Title: Attendance
2. Policy No. 302, Section: Employees, Title: Employment of Superintendent/Assistant Superintendent
3. Policy No. 304, Section: Employees, Title: Employment of District Staff
4. Policy No. 305, Section: Employees, Title: Employment of Substitutes
5. Policy No. 306, Section: Employees, Title: Employment of Summer School Staff
6. Policy No. 307, Section: Employees, Title: Employment of Student Teachers/Interns
7. Policy No. 309, Section: Employees, Title: Assignment and Transfer

The motion carried by unanimous vote.

NEW BUSINESS

Jean Dexheimer asked about a grant that had been obtained for Green Street Park and if it would prevent the District from selling the property. Mr. Hoffman reported that a grant was made to the Borough. Since the School District was not a party to the grant, it will not affect the sale of the property.

Dr. Matsook recommended that as community organizations submit requests to use district facilities, those requests should be put on the Board agenda under Community Relations. He added that Ms. Burgwin will create a calendar of all district activities and events, to be shared with the Board on a monthly basis.

A motion was made by Karen Payne, seconded by Richard Bradford to excuse Tiffany Lumpkin from the meeting.

The motion carried by unanimous vote.

SUPERINTENDENT'S REPORT

Dr. Matsook presented current school enrollment data for students in the District and at Charter Schools. Winter Concerts scheduled for the upcoming week have been postponed until March.

SOLICITOR'S REPORT

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

ADJOURNMENT

A motion was made by LaTonya Washington, seconded by Michael Johnson to adjourn the meeting at 8:09 pm.

The motion carried by unanimous vote.

Minutes Respectfully Submitted by:

Jeanne E. Taylor

Jeanne E. Taylor
School Board Secretary