

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG  
LEGISLATIVE MEETING  
October 28, 2014**

The October 28, 2014 Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the Board President, Ed Donovan at 8:05 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. Phil Martell, Director of Business Affairs and the Gavin Robb, of the firm Tucker Arensberg, P.C., were also present.

The Board met for 25 minutes prior to the meeting in an Executive Session about legal issues.

**STUDENTS OF THE MONTH**

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

**PRESENTATION**

Amy Divoky, Secondary Special Education Teacher shared a summary of the Disability Mentoring Day with students.

**SECRETARY'S REPORT**

A motion was made by Michael Johnson, seconded by Richard Bradford to approve the minutes of the September 23, 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

Parent involvement was discussed. What alumni can do to support the schools will be discussed at the next meeting.

**CURRICULUM, INSTRUCTION, AND ASSESSMENT COMMITTEE**

Ed Donovan, Chairperson

Wilkinsburg School District  
Committee on Curriculum, Assessment and Instruction  
Report for Thursday October 9, 2014 6:00 P.M.

Attending: Ed Donovan and Jean Dexheimer, co-chairs; Dr. Matsook, superintendent, and Director Kevin Urda

Dr. Matsook announced that principals and other staff were excused from the meeting because the agenda did not seem to warrant their attendance. This resulted in a discussion on practical formats for future CIA meetings. Dr. Matsook offered to create an annual timeline showing the peaks and valleys in terms of CIA activity and identify the months in which full participation by principals and other staff would be required.

The meeting centered on technology and the new iPad initiative for Turner and Kelly. Second semester, students in one room in grades one through six will be issued iPads which are loaded with apps focusing on reading and literacy. This may be expanded to Mathematics in the future. "Technology integrators", teachers who will serve as leaders for the initiative, will partner with Elizabeth-Forward SD teachers and visit their classes. While we are calling the iPad project a pilot, the Board should be aware that funds will be needed to expand the project to the rest of the elementary students next year if it is successful.

Dr. Matsook also reported on progress monitoring in the elementaries and the 15-day cycle we have implemented for reporting. Students on the prior year "watch list" are a special focus. Currently, teachers in the schools are using their own forms, with the approval of their respective principals; the goal is to have a single, uniform form used across all buildings and grades. Progress monitoring began as a process for tracking skill development of special education students and those with learning challenges but has been widely adopted by general education teachers as well. It relies on frequent curriculum-based assessment of students to measure progress and identify different interventions where appropriate; in our case, every fifteen days each student's status will be assessed, results recorded on a standard form to be reviewed by the principal and the superintendent.

Additional discussion focused on the ripple effect costs of incorporating new technologies. Providing a literacy-loaded iPad for each student is exciting, but having the infrastructure in place to support them (Wi-Fi, bandwidth, access points) becomes critical, especially in older buildings such as ours. We will also need a plan for replacement/replenishment/refurbishing of every piece of equipment, even when the grant funding expires. Administration is keeping the teachers focused on instruction, measurement, sticking to eligible content, and making use of new laptops to access PDE materials.

**EASTERN AREA SPECIAL SCHOOLS JOINT COMMITTEE**

Michael Johnson, Chairperson

EASTERN AREA SPECIAL SCHOOLS JOINT COMMITTEE -- September 25, 2014

The meeting was called to order at 5:30.

Items discussed were the approval of the minutes, also the Treasurer's Report in the amount of \$103,688.39 as well as the approval of bills in the amount of \$ 20,542.19.

Approval of the 2013-2014 Gym Renters, pending completion of all paperwork and insurance.

Also the review of reports from Mr. Friedman, from the AIU, Mr. DeStefano, from Building and Grounds and the Solicitor's report.

There are 19 Full-Time Students from Wilkinsburg.

The Administrative Report Includes:

Current Amount Raised for playground is \$28, 210  
Current Quotes for the playground are \$60, 736  
Waiting on Quotes for fencing and additional security camera

Grants:

The AIU holds these funds since they were received from grant applications directly to Sunrise School. The funds will be used to purchase equipment pieces.

Pittsburgh Penguins Foundation - \$15,000

Highmark Creating a Healthy Living Environment - \$ 5,000

Fundraising:

Funds currently held in our student activity account. AIU recommends that this be held in an account associated with EASPJC.

Donations/ Golf Outing/ Fundraisers - \$ 8,210

Biondi motors, on Rt. 22, will be holding an event to raise funds for playground.

The meeting was adjourned at 6:00 pm, the next meeting is on October 23, 2014 at 5:30 pm.

**FORBES ROAD CAREER & TECHNOLOGY CENTER**

Tiffany Lumpkin, Chairperson

A meeting was held on October 23, 2014. There are currently 19 WDS students participating at Forbes Road, 1 full day, 14 in the AM session, 4 in the PM session. Forbes Road has two new programs a CDL Truck Driving certification program – a 150 hour program and an Oil and Gas 101: Energy Job Training and Safety certification program – a 40 hour course.

**FINANCE, BUILDING AND GROUNDS COMMITTEE**

Deb Raubenstrauch, Chairperson

The Finance Committee met on Tuesday, October 14 at 5:00 pm.

Board members attending: Deb Raubenstrauch (Chair), Klara Brown, Karen Payne, Kevin Urda, Latonya Washington

Staff attending: Phil Martell, Ken Chambon

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

The October Planning and Legislative meeting agenda items were reviewed. Questions regarding specific checks issued are to be sent to Mr. Martell. Mr. Martell reviewed and answered questions regarding the Treasurer's report, EIT, tax collection, deed transfer, statement of revenue and expenditures, and student activity reports. September's delinquent tax collections will be updated for the planning session.

We agreed to look at our policy regarding checks to ensure that we are in compliance.

It was agreed that Klara Brown, the district's Treasurer, will review the Treasurer's report at the board meetings.

Mr. Martell reviewed the contracts/agreements that are the action items needing approval at the October legislative meeting. Four of the contracts deal with technology issues, including the upgrades of wireless technology needed at Kelly and Turner, the purchase of 300 iPads for the elementary schools, covers for the iPads, and an agreement to prepare our E-rate submissions for Priority 1 and 2 services.

- The Finance Committee recommends approval of the E-rate contract for Priority 2 services.
- Mr. Martell was going to get information on what the cost is of cabling outlined on p. 9 of the Aruba contract and to find out what costs would be the responsibility of the district.
- Mr. Martell was going to check on the needs for wireless upgrades to the High School.

Mr. Martell will also be asking for approval of a contract with PS Security Solutions to purchase a new security system server and core switch to replace the existing one which is failing and a maintenance agreement which is needed to maintain the security systems that we already have in place. Currently, out of 61 cameras, only 35 of them are operable. Mr. Chambon will do a walk-through to ensure that the cameras are positioned appropriately. Mr. Martell will find out if the server can be paid for out of capital funds.

Mr. Chambon reviewed the two invoices requesting payment for repairs to the floor drain at Turner. The boiler room was flooded as a result of a broken drain line. In addition, they had to replace corroded pipe to deal with water/rain issues at the high school.

Mr. Martell reviewed cash flow through October that will be passed out at the board meeting.

Mr. Martell reviewed the charter school reconciliation sheet showing balances due for 13-14 and estimates of what our costs will be for 14-15. As of this time, no additional deductions for last fiscal year were withheld from this year's state disbursements.

The Borough asked the district to consider changing tax collectors. Our current contract with Berkheimer, as Deputy Tax Collector, is for the current term of the elected tax collector, who was elected last December. It was agreed that Mr. Martell will ask Berkheimer to come to the next Finance meeting in November.

Mr. Martell reviewed a letter that the district received from PDE regarding the PlanCon part B approved in 2012 and questioning whether it is still an active project. Mr. Martell was writing a letter to ask for a 60 day extension that will give the board time to meet with the Architects and the bond counsel and develop a plan.

Johnston School Update

An offer that is significantly less than the asking price was made. The committee asked Mr. Martell to look at other realtors.

Delinquent Tax Collection

Kate Luxemburg suggested that the board consider a strategic approach to collecting taxes on properties whose taxes exceed the value of their home but are still viable properties. She suggested that the joint delinquent tax committee set minimum bids of properties that no one wants and are up for “free and clear” sales. She also suggested that property owners might want to consider reverse mortgages rather than face losing their home to sheriff sales.

Finally, she asked that Mr. Martell check with the company who purchased our tax liens in 2013 to see if they will subordinate the liens they purchased. The subordination agreement prioritizes the payments to the lienholders.

Meeting was adjourned at 6:50. The committee went into Executive Session.

\*\*\*\*\*

The Joint Committee on Administrative Process to Reclaim Vacant Properties met on Monday, October 27 at 5:30 pm. Karen Payne, Deb Raubenstrauch and John Vogel from the school district, Vanessa McCarthy Johnson, Marla Marcinko and Michael Lefebve (via skype) from the Borough attended, along with Lawrence Maiello and Jen Cerce from Maiello, Brungo & Maiello (MBM) and several community members.

Terms for payment plans and hardship cases were discussed. MBM recommended that the Borough and the School District have:

- Separate but consistent policies regarding payment plans for delinquent taxpayers.
- A common hardship policy for both entities.
- Coordinate properties that are going to sheriff sale.

For delinquent taxpayers wanting payment plans, the following was recommended:

Balances Owed	Term
\$500 or less	Paid in full
One year of taxes	Payment plans no greater than 12 months.
Multiple years of taxes	Payment plans no greater than 2 years.

MBM will work with the taxpayer on monthly payments. Communication with MBM is critical.

Taxpayers can apply for hardship with one application for both entities. MBM would allocate payments based on a pro-rata share of what is owed to each entity. However, the taxpayer would be required to write separate checks to the Borough and to the School District.

Businesses and landlords will be treated differently. It was agreed that businesses should be caught up with payments within 12 months and that landlords should be pushed for immediate payment.

John Vogel, representing the school district, was available to discuss issues and answer questions regarding real estate assessment appeals.

The roles and responsibilities of the committee were briefly reviewed. Per Borough ordinance, the committee should only review tax compromise and tax exemption situations. It was mentioned that the Borough might want to expand the responsibilities to be able to include the establishment of subcommittees to address specific issues such as blight and abandonment.

The meeting adjourned at 7:00pm.

The next meeting will be held on November 24<sup>th</sup> at 5:30.

**PERSONNEL COMMITTEE**

LaTonya Washington, Chairperson

An Executive Session was held prior to the Planning Session about some items that appear on the Legislative Agenda.

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

Richard Bradford, Chairperson

No report

**POLICY AND PLANNING COMMITTEE**

Tiffany Lumpkin, Chairperson

The next meeting will be held on November 10, 2014 at 6:00pm. There was no meeting in October.

**PARKS & RECREATION COMMITTEE**

Richard Bradford, Chairperson

There was a Ribbon cutting at Ferguson Park.

**SUPERINTENDENT'S REPORT**

School enrollment is 891 students. Charter school data budgeted for just over 400, the reconciled list reveal 364.

We are in the process of getting a third quote for the technology upgrades at the Elementary Schools.

**CONSENT AGENDA ITEMS**

**POLICIES**

A motion was made by Michael Johnson, seconded by Tiffany Lumpkin to approve the second of two readings of the following policy: **Policy No. 008**, Section: Local Board Procedures, Title: Organization Chart.

*The motion carried by unanimous vote.*

A motion was made by Tiffany Lumpkin, seconded by Michael Johnson to approve the second of two readings of the following policy: **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 Ed Donovan to ratify and confirm the September 2014 Finance Report payments of \$1,803,216.00 for payroll, benefits, and other operational expenses, and Bond Fund payments of \$3500.  
*The motion carried by unanimous vote.*

The following reports as of July 30, 2014 will be made a matter of record in the minutes:

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

A motion was made by Richard Bradford, seconded by Michael Johnson to approve a two (2) year lease purchase of 300 iPads with Apple Financial Services for \$173,058.60. Paid for with budgeted Keys to Opportunity (KTO) Year 2 and Year 3 funds. Purchased through the joint purchasing agreement with the Central Susquehanna IU 16 PEPPM-S76202.  
*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Richard Bradford to approve the consulting agreement for E-Rate services with Debra Kriete for the 2015-2016 year. This includes application for Priority One and Two funding. The cost will not exceed \$8,000.  
*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to accept the settlement agreement with UniFirst Corporation.  
*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Richard Bradford to approve a **(36) month agreement** with CINTAS for acquisition of custodial and maintenance uniforms. The amount not to exceed \$5,715.14 per year. Pending final approval by the district solicitor.  
*The motion carried by unanimous vote.*

A motion was made by Richard Bradford, seconded by Michael Johnson to approve a service agreement with **PS<sup>x</sup>** Incorporated for an amount not to exceed \$5,500 for a maintenance contract on the security systems.  
*The motion carried by unanimous vote.*

A motion was made by Richard Bradford, seconded by Debra Raubenstrauch to approve the proposal from **PS<sup>x</sup>** Incorporated for the acquisition of Security System Server and Core Switch. The amount not to exceed \$9,900. To be paid for by the Capital Projects Fund.

*The motion carried by unanimous vote.*

A motion was made by Richard Bradford, seconded by Debra Raubenstrauch to approve the purchase with CDW for iPad Mini Covers at a cost not to exceed \$4,800. To be paid for by Keys to Opportunity Grant Year 3 Funds.

*The motion carried by unanimous vote.*

A motion was made by Karen Payne, seconded by Michael Johnson to authorize Maiello, Brungo and Maiello, LLP, the district's delinquent real estate tax collector, to file writs of execution on each of the properties, as per the attached and to schedule the properties for Sheriff sale.

*The motion carried by unanimous vote.*

#### FACILITIES AND MAINTENANCE

A motion was made by Michael Johnson, seconded by Richard Bradford to approve Invoice #PA-014750 Sembower-Mikesell for the repair/replacement Turner Boiler Plates floor drain. The invoice total is \$2107. Paid for by Capital Projects Funds.

*The motion carried by unanimous vote.*

A motion was made by Richard Bradford, seconded by Karen Payne to approve Invoice #5717 American Drain Cleaners for the repair/replacement High School Drain Issue. The invoice total is \$3500. Paid for by Capital Projects Funds.

*The motion carried by unanimous vote.*

A motion was made by Tiffany Lumpkin, seconded by LaTonya Washington to approve the lease terms for district property at 1125 Princeton Blvd, Wilkinsburg, PA 15221 as defined by the district Solicitor. The rate of \$675 plus utilities is established for the term of the lease.

*The motion carried by unanimous vote.*

#### PERSONNEL

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

- Devas Simmons, Assistant Varsity Football Coach, effective 9/20/2014. The stipend awarded at the rate of \$1608.00 will be pro-rated in the amount of \$653.25.
- Aaron Altemus, Middle/High School English Teacher, \$41,170/yr, effective 11/03/2014.
- Jillian Martinez, Middle School English/Special Education Teacher, \$46,920/yr, effective 11/10/2014.\*

*The motion carried by unanimous vote.*

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

- Rachel Webster, Middle/High School English Teacher, \$36,670/yr, effective 11/3/2014. The vacated position due to the English MS/HS resignation is being filled by a recalled furloughed teacher.\*

- Jennifer Hermes, Mid-level English, Mid-level Math, Mid-level Civics Teacher, \$42,170/yr, effective 11/10/2014. The vacated position due to the English/Special Education MS resignation is being filled by a recalled furloughed teacher.\*
- Thomas Tibbs, Maintenance III, District Wide, effective 11/17/2014 at the rate of \$22.30/hr, pro-rated according to the W.E.S.P.A. approved contract schedule.
- Brandon Ferguson, Pre-K Lunch Aide, effective 10/29/2014 at the rate of \$10.00/hr, 3-hours per day.\*

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Richard Bradford to ratify and confirm the following Athletic appointments:

- Christopher Cord, Assistant Coach, Girls Varsity Basketball, effective 10/01/2014 at the rate of \$1,608.00 for the 2014-15 season.
- Christopher Cord, Assistant Varsity Football Coach, effective 10/01/2014. The stipend amount of \$1,608.00 for the 2014-15 season will be pro-rated in the amount of \$806.00.
- Richard Hardy, Assistant Varsity Coach Boys Basketball, at the rate of \$1,608.00 for the 2014-2015 season.\*
- Wilfred Dennis, Varsity Head Coach Girls Basketball, at the rate of \$3,216.00 for the 2014-2015 season.\*
- Scott Bachar, Head Coach Middle School Boys Basketball, at the rate of \$1,300.00 for the 2014-2015 season.\*

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Karen Payne to ratify and confirm unpaid leave for Takiyah Spivey, Guidance Counselor High/Middle School, from October 24-27, 2014.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Karen Payne to ratify and confirm paid leave for Rosalind Fisher, Principal, Kelly Elementary, effective 11/10/2014 through January 2015.\*

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Richard Bradford to ratify and confirm retirement for Wanda Ponder, 5<sup>th</sup> Grade Elementary Teacher, Kelly Elementary, \$78,070.00/yr, effective 1/26/2015.

*The motion carried by unanimous vote.*

#### PROFESSIONAL DEVELOPMENT

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

- Phil Martell to participate in the **Transporting Homeless Students** webcast presented by the Pennsylvania Association of School Business Officials on November 12, 2014 from 9:00 am through 11:00 am. The cost for the webcast is \$75.00. **Karen Payne and Velma Parker will participate at no additional cost.**
- **ASSET STEM Training** for all Third Grade Teachers on October 16 and 17, 2014. The cost was included in the purchase of the curriculum.
- Peter Simpson to attend **Teacher Effectiveness Training** at the Allegheny Intermediate Unit on January 27-28, 2015. There is no cost to the district.

*The motion carried by unanimous vote.*

### **NEW BUSINESS**

LaTonya Washington announced that the 12<sup>th</sup> Annual Pittsburgh Symphony Orchestra Concert will be on April 23, 2015. A Special Event where Wilkinsburg is recognized at Heinz Hall will take place on December 12, 2014. Ms. Washington also commended Mrs. Clark and Mrs. Agatston for taking students to the PSO events.

Karen Payne asked Velma Parker to talk about new programs. A student activity enrichment program, with a literacy component was started to provide respite for homeless families and children. The program is in partnership with the Homeless Education Network, at no cost to the district.

A group will be presenting the district with 100 hand-knitted hats on November 4<sup>th</sup> to be given out to kids.

Tiffany Lumpkin reminded the group that Councilwoman Marita Garrett has books available.

Michael Johnson shared that what he learned at the PSBA conference is that there are school districts across the Commonwealth that are rooting for Wilkinsburg and hold Dr. Matsook in high esteem.

Richard Bradford shared that he spoke with representatives from Penn Hills and Woodland Hills about School Board Directors having a social gathering to begin conversations, since all three districts are dealing with some of the same students.

### **SOLICITOR'S REPORT**

Any questions about the written report should be directed to Dr. Matsook.

### **ADJOURNMENT**

A motion was made by Richard Bradford, seconded by LaTonya Washington to adjourn the meeting at 9:18 pm.

*The motion carried by unanimous vote.*

Minutes Respectfully Submitted by:

*Jeanne E. Taylor*

School Board Secretary