

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG
LEGISLATIVE MEETING
November 25, 2014**

The November 25, 2014 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, 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 Solicitor Matthew Hoffman, of the firm Tucker Arensberg, P.C., were also present.

The Board conducted an Executive Session from 6:30pm to 7:00pm to discuss legal matters.

STUDENTS OF THE MONTH

Students from Kelly, Turner, Middle and High School were recognized along with their families.

PRESENTATIONS

Lois Clark, Suzanne Perinno of the Pittsburgh Symphony Opera spoke about the ongoing 12 year partnership with the school district and the upcoming annual concert on April 23, 1015. Wilkinsburg Day at the PSO will occur on December 21st with buses leaving from Wilkinsburg to Heinz Hall.

Samantha Murphy, of the Allegheny County Department of Human Services, talked about an opportunity for the school district to partner with the County to share data.

SECRETARY'S REPORT

A motion was made by LaTonya Washington, seconded by Michael Johnson to approve the minutes of the October 28, 2014 Legislative meeting.
The motion carried by unanimous vote.

COMMUNICATIONS/CORRESPONDENCE

none

PUBLIC FORUM

none

BOARD BUSINESS

A motion was made by Michael Johnson, seconded by Richard Bradford to add a motion to the agenda concerning adjusting the hourly rate for Tucker Arensberg.
The motion carried by unanimous vote

A motion was made by Michael Johnson, seconded by Richard Bradford to approve Board agenda items A, B, and C.

- A. An agreement with the Allegheny Intermediate Unit for Alternative Education Services. For

regular education students the fee will be \$56.00 per day session that the student is enrolled. For special education, the fee will be \$72.00 per day session the student is enrolled.

B. Early dismissal at 1:30 on Monday, November 17, 2014 for the Middle School and High School only.

C. The request of Tucker Arensberg to adjust the hourly rate for legal services from \$105 to \$115, effective January 1, 2015.

The motion carried by unanimous vote.

TREASURER'S REPORT

A motion was made by Richard Bradford, seconded by Ed Donovan to ratify and confirm the October 2014 General Fund payments of \$1,622,979.22 for payroll, benefits, and other operational expenses and Bond Fund payments of \$3,500.

The motion carried by unanimous vote.

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

Treasurer's Report	Attachment Bus. #A
EIT/EMST Report	Attachment Bus. #B
Current R.E. Collections Report	Attachment Bus. #C
Delinquent R.E. Collections Report	Attachment Bus. #D
Deed Transfer Tax Report	Attachment Bus. #E
Monthly Statement of Expenditures and Revenues	Attachment Bus. #F
Student Activity Report – Secondary	Attachment Bus. #G

FINANCE COMMITTEE REPORT

The Finance Committee met on Tuesday, November 11 at 6:00 pm.

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

Staff attending: Phil Martel

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

Guest: Shawn Perry from Berkheimer Tax Services

Mr. Perry from Berkheimer discussed the tax collection process and answered questions regarding timing of bills being sent out, the arrangement of payment plans, district costs, compilation of the exoneration list and the renewal of the district's contract.

The November Planning and Legislative meeting agenda items were reviewed. Questions regarding specific checks issued are to be sent to Mr. Martel. It was agreed that for the Finance Meetings, the list of payments will be provided instead of the check register as it provides more information about the purpose and where the expense is charged. Mr. Martel will check to see if the report can be sorted by vendor name and date instead of by date and vendor.

Mr. Martel reviewed and answered questions regarding the Treasurer's report, EIT, tax collection, statement of revenue and expenditures, and student activity reports. It was noted

that the format of each report has changed slightly. In addition, each report shows a chart with the data to easily see trends.

Delinquent tax collections are still behind, however, MBM is finally getting things sorted out after transitioning from Portnoff. Mr. Martel noted that MBM allows for online reporting and is able to classify properties by type. Deed transfer revenue and the elementary student activities information was not available for October and will be updated for the planning and legislative meetings.

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

Action Items/Items Needing Board Approval:

- Budget Transfers – The large number of transfers are a result of setting up new federal grant accounts. The committee recommends approval.
- Resolution 2014-010 - Mr. Martel reviewed the resolution to limit any increase in school district taxes to the PDE index for 2015-16. The committee recommends approval.
- Continued membership in the Joint Purchasing Board with the Allegheny Intermediate Unit. Continuation in this program allows the district considerable savings in costs of preparing, advertising for bids and purchasing supplies and bulk items. The committee recommends approval.
- Resolution 2014-011- Mr. Martel reviewed the resolution to participate in the Municipalities Continuing Disclosure Initiative offered by the SEC regarding district bonds to submit self-reporting questionnaires and other documentation. The committee recommends approval.
- Amendment to the District's agreement with MBM Collections recommended by our solicitor for MBM to accept credit card payments. The committee recommends approval.

Informational Items:

- The district was notified by the state that there is \$1.2M leftover from KTO Monday. Consequently, the district will be applying for additional money to finish the IPAD initiative in the elementary schools. The deadline for the application is November 26.
- The district is anticipating to get reimbursed for 85% of the expenses spent on the infrastructure improvements through the E-rate program.
- Mr. Martel reviewed and answered questions regarding the timeline to submit the 2015-16 budget. He also discussed some of the challenges for the budget including the increase in PSER's contributions from 21.4% to 25% and increased health insurance premiums. He will provide a list of the Health Consortium board members to the school board and encouraged the board to write to or contact the Health Consortium board members to encourage them to use their fund balance to help keep rates low.
- The FY14 audit will be finalized this week
- Mr. Martel reviewed cash flow through February 2015.
- Mr. Martel reviewed the status charter school expenditures.

- Mr. Martel provided a listing of current tax assessment appeals
- Mr. Martel noted that the district will actively be looking for another realtor to handle the sale of Johnston school. The committee discussed some concerns as to whether or not the sale price is realistic.

Kate Luxemburg provided a list of section 8 housing in Wilkinsburg that is currently tax delinquent. Many of the properties are not appropriately identified as being in Wilkinsburg. The Joint Tax Committee will address the issues at the next meeting on November 24th.

Meeting was adjourned.

Addendum to report: The Joint Tax Committee met.

The purpose of the formation of the Joint Tax committee was discussed, only tax abatement and tax compromise. A new Ad Hoc Tax committee has been formed, procedures will be developed to deal with delinquent taxes and section.

FINANCE AGENDA ITEMS

A motion was made by Richard Bradford, seconded by Michael Johnson to approve Finance agenda items A through E.

- A. Budget transfers for the 2014/2015 fiscal year for the month of October.
- B. Resolution 2014-010 'School Real Property Taxes Limited to the Index', as presented. This is to certify that the Board of School Directors will limit any school district tax increase for the 2015-16 school year to the index as calculated by the Pennsylvania Department of Education.
- C. District to continue participation in the Allegheny Intermediate Unit #3 (AIU) joint purchasing program for the 2015/2016 fiscal year, and appoints Phil Martell, Director of Finance and Operations, as the regular member, and Lori Seaman, Accounts Payable Clerk, as the alternate member, as per the attached.
- D. Resolution 2014-11 that allows the district to participate in the Municipal Disclosure Initiative.
- E. Amendment to the agreement with Maiello, Brungo and Maiello, LLC for delinquent tax collection.

The motion carried by unanimous vote.

COMMUNITY RELATIONS AND PARENT INVOLVEMENT

The Community Relations meeting with Coach Mitchell will be rescheduled.

ATHLETICS AND EXTRA CURRICULAR ACTIVITIES AGENDA ITEMS

A motion was made by Debra Raubenstrauch, seconded by Tiffany Lumpkin to approve Athletics and Extracurricular agenda items A and B.

- A. A cooperative agreement with Imani Christian Academy for the 2014-2015 and the 2015-2016 Spring Varsity Boy's and Girl's Track and Field Team seasons. Pending review and approval by the Imani Christian Academy Governing Board of Directors and the PIAA.

- B. A cooperative agreement with Imani Christian Academy (Imani) for the 2014-2015 and the 2015-2016 Spring Varsity Baseball seasons. Pending review and approval by the Imani Christian Academy Governing Board of Directors and the PIAA.

The motion carried by unanimous vote.

CURRICULUM, INSTRUCTION AND ASSESSMENT AGENDA ITEMS

A motion was made by Michael Johnson, seconded by Richard Bradford to approve Curriculum, Instruction and Assessment agenda items A, B, and C.

- A. An agreement with eSpark for a blended learning solution to serve 300 students at a cost not to exceed \$33,300. Upon review and approval by the district solicitor.
- B. Peter Simpson to attend **Non Teaching Professional Effectiveness Training** at the Allegheny Intermediate Unit on February 11, 2015 from 8:30am - 11:30am. This is no cost to the district.
- C. Attendance at **The SAS Institute, The Power of Performance: Preparing Students for Post Secondary and Career Success** at the Hershey Lodge in Hershey, PA for Jason Boll, Pamela Drane, and Steve Puskar from December 7 through 9, 2014 and for Karen Morrow, Kelly Polosky, Rasheeda Rice, and Krista Steffey for December 7 through 10, 2014. The cost will be covered by the KTO grant.

The motion carried by unanimous vote.

BUILDINGS AND GROUNDS AGENDA ITEMS

A motion was made by Michal Johnson, seconded by Richard Bradford to approve Buildings and Grounds agenda items A and B.

- A. An agreement with JC Pierce llc, 360 Lincoln Avenue, Pittsburgh, PA 15020, for design and construction administration services for additions and renovations to Turner and Kelly Elementary Schools, retaining the current Pre-K-6th grade configurations for both buildings, and to authorize JC Pierce to commence Schematic Design of the project. To be paid for by Capital funds. Upon review and approval by the district solicitor.
- B. JC Pierce to update the District-wide Feasibility Study prepared by L. R. Kimball, and dated December 13, 2011, as required by the Pennsylvania Department of Education for initiation of the PlanCon process for the Turner and Kelly Additions/Renovation project at the hourly rates set forth in the owner-architect agreement and at a total cost not to exceed \$7,500.00. The cost of the feasibility study shall be credited against the architect's compensation for Schematic Design services. Upon review and approval by the district solicitor.

The motion carried by unanimous vote.

PERSONNEL AGENDA ITEMS

A motion was made by Michael Johnson, seconded by Richard Bradford to approve Personnel agenda items A and B.

- A. The updated substitute list, as attached.
- B. The following resignations:
 - a. Takiyah Polk, High School Guidance Counselor, effective November 28, 2014.
 - b. Carmon Pomaibo, Long Term Substitute Teacher, Family Consumer Science, High School, effective November 26, 2014. The regular teacher will return from leave on December 1, 2014.

The motion carried by unanimous vote.

POLICY AND PLANNING AGENDA ITEMS

A motion was made by Debra Raubenstrauch, seconded by LaTonya Washington to approve the first of two reading for the following policies.

1. **Policy No. 103**, Section: Programs, Title: Nondiscrimination in School and Classroom Practices
2. **Policy No. 103.1**, Section: Programs, Title: Nondiscrimination – Qualified Students with Disabilities
3. **Policy No. 104**, Section: Programs, Title: Nondiscrimination in Employment and Contract Practices
4. **Policy No. 105**, Section: Programs, Title: Curriculum
5. **Policy No. 105.1**, Section: Programs, Title: Review of Instructional Materials by Parents/Guardians
6. **Policy No. 105.2**, Section: Programs, Title: Exemption from Instruction
7. **Policy No. 106**, Section: Programs, Title: Guides for Planned Instruction
8. **Policy No. 107**, Section: Programs, Title: Adoption of Planned Instruction
9. **Policy No. 108**, Section: Programs, Title: Adoption of Textbooks
10. **Policy No. 109**, Section: Programs, Title: Resource Materials

The motion carried by unanimous vote.

NEW BUSINESS

Joshua Miller, of Biddle Avenue, had questions about AYP (Advanced Yearly Progress). Dr. Matsook explained that AYP is no longer used and has been replaced by SPP (School Performance Profile).

SUPERINTENDENT’S REPORT

Dr. Matsook shared that the President of the PSEA and the Vice President of the NEA visited Turner Elementary.

SOLICITOR’S REPORT

Mr. Hoffman referred to the written report received by Board members and asked that they direct any questions to Dr. Matsook.

ADJOURNMENT

A motion was made by Richard Bradford, seconded by Karen Payne to adjourn the meeting at 8:38 pm.

The motion carried by unanimous vote.

Minutes Respectfully Submitted by:

Jeanne E. Taylor

Jeanne E. Taylor
School Board Secretary