

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG  
JOINT PLANNING/LEGISLATIVE MEETING  
December 16, 2014**

The December 16, 2014 Joint Planning/Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the Board President, Ed Donovan at 6:52 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 Solicitor Matthew Hoffman, of the firm Tucker Arensberg, P.C., were also present.

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

**COMMUNICATIONS/CORRESPONDENCE**

Dr. Matsook shared a press release from the Challenge program which offers cash incentives to High School students for Attendance, STEM education, Community Service, Academic Improvement and Academic Excellence.

Wilkinsburg Community Ministries has been awarded a \$50,000 Heinz Endowments grant and will partner with the district for 12 months to provide appropriate cold weather clothing and resources to students. This effort will be coordinated and tracked by Velma Parker.

Mr. Donovan shared a letter from Imani Christian Academy, clarifying that only Spring sports (Track and Field, Baseball) are included in the new agreement for varsity sports.

Mr. Donovan and Ms. Brown sent a letter to Chief Coleman requesting more information about Borough programs serving youth, for possible collaboration.

Former Board Director Cheryl Pierce was hospitalized; Mr. Donovan will send a card.

**PUBLIC FORUM**

none

**APPROVAL OF MINUTES**

A motion was made by Richard Bradford, seconded by Michael Johnson to approve the minutes of the November 25, 2014 Legislative meeting.

*The motion carried by unanimous vote.*

A motion was made by Richard Bradford, seconded by Klara Brown to approve the minutes of the December 3, 2014 Board Reorganization meeting.

*The motion carried by unanimous vote.*

**BOARD AGENDA ITEMS**

A motion was made by Richard Bradford, seconded by Michael Johnson to approve the Board Committees for 2015.

*The motion carried by unanimous vote.*

A motion was made by Debra Raubenstrauch, seconded by Karen Payne to approve the Alternative Education student roster, as presented by High School Administration and upon review and approval by the district solicitor.

*The motion carried by unanimous vote.*

**TREASURER’S REPORT**

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to ratify and confirm the November 2014 General Fund payments of \$ 1,584,210.70 for payroll, benefits, and other operational expenses, and Bond Fund payments of \$2,107.00.

*The motion carried by unanimous vote.*

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

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

**FINANCE REPORT**

There was no meeting.

**FINANCE AGENDA ITEMS**

A motion was made by Klara Brown, seconded by Richard Bradford to approve budget transfers for the 2014/2015 fiscal year for the month of November 2014.

*The motion carried by unanimous vote.*

A motion was made by Richard Bradford, seconded by Klara Brown to approve acceptance and filing of PDE-2058 (Annual Financial Report) for the 2013-14 fiscal year.

*The motion carried by unanimous vote.*

**COMMUNITY RELATIONS AND PARENT INVOLVEMENT REPORT**

There was no meeting, the January meeting will address alumni participation, Fun Fair, and the April PSO concert. The Borough Council and the School Board have a friendly competition for

which group sells the most tickets for the April PSO concert. The losing group will buy and serve pizza to the losing group at the meeting of their choice.

Mr. Hoffman will determine how the marquee money, sitting since 2002, can be spent.

**ATHLETICS AND EXTRACURRICULAR ACTIVITIES REPORT**

There was no report.

**CURRICULUM, INSTRUCTION AND ASSESSMENT REPORT**

There was no meeting.

**CURRICULUM, INSTRUCTION AND ASSESSMENT AGENDA ITEM**

A motion was made by Michael Johnson, seconded by Karen Payne to approve on-site training from Harris School Solutions for Bridget Burgwin, at a cost of approximately \$375.

*The motion carried by unanimous vote.*

**BUILDING AND GROUNDS REPORT**

Dr. Matsook, Mr. Martell, and Mr. Chambon met on December 16<sup>th</sup> with the Architect about a preliminary schedule for the upcoming renovations. The schedule will be shared in the Superintendent's Board Brief on December 19<sup>th</sup>. The next meeting of the Building and Grounds committee will be on January 20, 2015 at 5:30pm.

**PERSONNEL REPORT**

There was no meeting.

**PERSONNEL AGENDA ITEMS**

A motion was made by Richard Bradford, seconded by Michael Johnson to approve the updated substitute list.

*The motion carried by unanimous vote.*

A motion was made by Richard Bradford, seconded by Karen Payne to approve The Patient Protection and Affordable Care Act (PPCA) Compliance Plan under the guidelines of the act, with pending changes, subject to approval by the solicitor.

*The motion carried by unanimous vote.*

A motion was made by Karen Payne, seconded by Michael Johnson to approve ratify and confirm Megan Conrad Stefanik, Long Term Substitute Teacher, 5<sup>th</sup> Grade Kelly, for Wanda Ponder, Retiring at the rate of \$42,160.00 per year pro-rated in the amount of \$21,416.18 effective January 22, 2015 thru June 12, 2015. Ms. Stefanik is a furloughed teacher.

*The motion carried by unanimous vote.*

A motion was made by Richard Bradford, seconded by Karen Payne to approve ratify and confirm Amy Divoky, Special Education Department Chair, at the rate \$485.75 which will be pro-rated to reflect \$377.81 effective December 15, 2014.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Karen Payne to approve ratify and confirm Cory Hauser, Long Term Substitute Guidance Counselor effective December 15, 2014 at the rate of Master, Step 1, \$39,670.00/year, pro-rated in the amount of \$23,677.38 thru June 12, 2015.

*The motion carried by unanimous vote.*

A motion was made by Richard Bradford, seconded by Karen Payne to approve ratify and confirm Vicki Ammer, Long Term Substitute Biology effective December 17, 2014 at the rate of \$39,670.00/year, pro-rated in the amount of \$23,261.99 thru June 12, 2015.

*The motion carried by unanimous vote.*

A motion was made by Karen Payne, seconded by Richard Bradford to approve ratify and confirm unpaid leave for Cami Plymire, MS/HS Math teacher, from February 9-13, 2015.

*The motion carried by unanimous vote.*

A motion was made by Richard Bradford, seconded by Michael Johnson to approve ratify and confirm the Finance and Operations/Human Resource Consulting services agreement with Ramona Pope for the period of January 1, 2015 through June 30, 2015. The daily rate will be \$300 per day not to exceed \$6700 per month.

*The motion carried by unanimous vote.*

A motion was made by Richard Bradford, seconded by Karen Payne to approve ratify and confirm an agreement for consulting with Barbara Mehalov for the period of January 1, 2015 through June 30, 2015. This will include serving as the Data Coordinator of the Keys to Opportunity Grant and Educational Liaison/Data Consultant. The daily rate will be \$300 per day not to exceed \$3900 (\$2340 KTO and \$1560 General Fund) per month.

*The motion carried by unanimous vote.*

## **POLICY AND PLANNING**

A motion was made by LaTonya Washington, seconded by Richard Bradford to approve the second and final readings of 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**

Aaron Altemus presented the Wilkinsburg Voices Oral History book that 10 High School boys worked on with the Saturday Light Brigade organization.

### **SUPERINTENDENT'S REPORT**

Dr. Matsook presented School Enrollment data and reported that Charter School data is still being confirmed.

Staff is being trained on iPads. The 300 iPads received have all been tagged and will be distributed in January. eSpark training is upcoming.

A \$35,000 Teacher Effectiveness grant was received, iPads were purchased for the Middle School/High School from those funds. Mr. Woods and Mr. Boll will be leading the initiative.

Administrators report that there is a tangible change for the better in the climate at the Middle School/High School.

Dr. Matsook will be meeting with AIU personnel from the Alternative program students have been sent to. Parents have reacted positively as Administrators have proposed this strategy as a collaborative effort.

### **SOLICITOR'S REPORT**

Mr. Hoffman referred to the written report, previously received by the Board. He reminded everyone that action will be taken on the Charter School application at the January meeting. He asked that any further questions about the report should be directed to Dr. Matsook.

### **ADJOURNMENT**

A motion was made by Michael Johnson, seconded by Richard Bradford to adjourn the meeting at 8:28 pm.

*The motion carried by unanimous vote.*

Minutes Respectfully Submitted by:

*Jeanne E. Taylor*

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School Board Secretary