

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG  
LEGISLATIVE MEETING  
January 24, 2012**

The November 2011 Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the President, Karen Payne at 7:05 p.m., in the Administration Building, 718 Wallace Avenue, with the Pledge of Allegiance. The following board members were in attendance: Jerome Garrett, Shannon Bennett, Richard Bradford, Raymond Griffith, Nanet Hamlin-Black, and Tiffany Lumpkin. Archie D. Perrin, Superintendent, Bruce Dakan, Director of Business Affairs and the Solicitor Matthew Hoffman, of the firm Tucker Arensberg, P.C., were also present.

**INVITATION TO PUBLIC TO ADDRESS THE BOARD**

There were no request to address the board.

**APPROVAL OF MINUTES**

Motion was made by Richard Bradford, seconded by Nanet Hamlin-Black to approve the minutes from the November 22, 2011 Legislative meeting and the December 7, 2011 Reorganization meeting.

Motion carried by unanimous vote.

**COMMITTEE REPORTS**

**COMMUNITY RELATIONS AND SCHOOL IMAGE COMMITTEE**

Nanet Hamlin-Black, Chairperson, Richard Bradford, Co-Chair  
No Report

**EASTERN AREA SPECIAL SCHOOLS JOINT COMMITTEE**

Shannon Bennett, Chairperson  
No Report

**FINANCE, OPERATIONS AND PERSONNEL COMMITTEE**

Karen E. Payne, Chairperson  
**FINANCE, BUDGET, AND OPERATIONS  
DECEMBER 13, 2011**

In attendance:

Karen Payne, Chair; Jerome Garrett, Shannon Bennett, Tiffany Lumpkin, Richard Bradford, all Board Members, Bruce Dakan, Business Manager, Archie Perrin, Superintendent, and Ken Chambon, Building and Grounds Director

Meeting began 5:35 pm

While all other committee meetings were cancelled during the month of December, it was very important to have this meeting.

Agenda for meeting included:

**Facility Management:**

Brian Hays with Kimball Architects was in attendance. All board members were given two binders to review for the upcoming months. Mr. Hayes and Mr. Chambon went over some of the details in the binders for board members to look at regarding the district buildings. Mr. Perrin, Mr. Dakan, and these two gentlemen will schedule several meetings over the next several months to discuss the facilities in greater detail.

**Preliminary Budget:**

The preliminary budget was discussed briefly and will be discussed in more detail at the January meeting.

Anti-Virus Protection was discussed. There were questions that arose, so this item will be referred back to John Staudacher, Director of Technology.

**Other:**

A discussion on the Business Department Agenda for December will be presented at the Board Planning Session in January. The committee will recommend that these items be approved pending any questions from Board Members. All members are asked to call Mr. Dakan or Mr. Perrin with questions prior to the Planning Session or Board Meeting.

Meeting adjourned

**LEGISLATIVE**

Raymond Griffith, Chair

**GET REPORT**

**POLICY AND PLANNING COMMITTEE**

Tiffany Lumpkin, Chair

No Report

Meeting will be held on Monday, February 13, 2012

**CURRICULUM, INSTRUCTION, AND ASSESSMENT COMMITTEE**

Board Curriculum Committee

Karen E. Payne, Interim Chairperson

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December, 2011

Curriculum Report

**Curriculum**

*Pre-K-12 Literacy*

The Pre-K-12 Literacy Curriculum is being implemented at the elementary and secondary schools.

### Assessments

In preparation for the PSSAs, teachers continue using periodic benchmark assessments to target their instructional interventions to improve students' achievement in the Eligible Content areas Reading and Math. To best prepare teachers and students for the optimum test-taking PSSA environment, Benchmark Assessments are planned for and given in an environment that mirrors that of the PSSAs. A 40-Day Plan was developed to intensify teachers' instruction on the Eligible Content, preparing students with effective testing-taking strategies, and through their Learning Communities, reinforcing in students the importance of the PSSAs. Patricia Grey and Ms Francis will be attending required PSSA trainings and will be preparing mandated PSSA trainings for our Building Test Coordinators, teachers and principals.

### Professional Development

The Harcourt vendor's trainings for teachers, coaches and principals is now implemented at the building level to support the new Reading Curriculum's effective implementation using the new Journey's Reading Program materials with our instructional strategies of differentiation, effective use of assessment outcomes and intervention decisions.

### Other

#### *Striving Readers Comprehensive Literacy Grant*

In 2010, 35 states competed for \$180M federal funds for comprehensive reading improvement. In 2011, PDE was awarded \$38M for statewide competitive grant awards to school districts (Georgia \$25.65M, Louisiana \$28.5M, Montana \$7.6M, Nevada \$14.25M, and Texas \$66.5M. The feds require 15% use of the funds for birth – age 5, 40% for middle school and high school and 5% remains with the state for its grant administration. Pennsylvania funds will support programs that advance literacy skills through professional development, screening and assessment, targeted interventions for students reading below grade level, and other research-based methods of improving classroom instruction and practice.

Patricia Grey and four teachers participate with six other school districts in Harcourt's November 17 Striving Readers' Comprehensive Literacy Grant training in Canonsburg. In early December, Wilkinsburg submitted a Letter of Interest to the State to initiate its intent to submit a Pre-Application Proposal for the Striving Readers Comprehensive Literacy grant. At that time, a team of four teachers and the Pre-K Counts Coordinator worked with Patricia Grey and Dan Morrow to complete PDE's Pre-Application Keystones to Opportunity Comprehensive Literacy Needs Assessment requirement that will be submitted with the Pre-Application eGrant proposal on January 13, 2012. The districts invited by PDE to develop a full-fledged proposal will be notified on February 1, 2012 and will have until March 2, 2012 to submit it to PDE. Districts will be selected based on their need, capacity, comprehensive literacy plan (birth through 12<sup>th</sup> grade), quality of proposed or existing program, target population, and quality of data.

### **FORBES ROAD CAREER & TECHNOLOGY CENTER**

Jerome Garrett, Chair

The Combined Planning/Board Meeting of the Forbes Road Career and Technology Center was called to order at 6:05 p.m. in the Restaurant Building by Solicitor Bill Andrews. A representative from all nine partner districts was in attendance. Mr. David Magill of the Gateway

School District will be Board President for the 2012 school year. Mr. Robert Tomasic of the Woodland Hills School District will be Vice-President for the 2012 school year. The Pittsburgh Post Gazette, Tribune Review, and Gateway Press will be the schools official newspapers. Board meeting dates for the 2012 year were approved. Committee assignments were also approved for the 2012 year. Andrews and Price were chosen as solicitors for the Center. The Minutes of the November 2011 meeting were approved. Recruitment Tours will be conducted on January 24, 2012 for Gateway Middle School students and on February 3, 2012 for Highland High School students. Mr. Balint reported that we have received recertification from National Automotive Technical Education Foundation for the Automotive Technology Program and we are currently working to achieve National Institute for Metalworking Skills accreditation for the Machine Tool Technology Program. Ms. Kayla Demko, a Boyce Middle College/Woodland Hills and Forbes Road Culinary student won the Annual Gingerbread House Contest sponsored by the Monroeville Recreation Department. The next meeting will be January 26, 2012 at 6:00 p.m. The meeting was adjourned at 6:15 p.m.

**OTHER BOARD MEMBER REPORTS**

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SUPERINTENDENT'S DEPARTMENT REPORT

Legislative Session – January 24, 2012

Action Items:

Motion was made by Nanet Hamlin-Black, seconded by Richard Bradford to approve the "Proposed Preliminary Budget" for the 2012/2013 fiscal year, as per ACT 1 requirements, with budgeted expenses of \$26,047,613, and budgeted revenues of \$26,047,613, as per PDE-2028 so advertised as being available to the public.

Motion carried by unanimous vote.

Motion was made by Jerome Garrett, seconded by Raymond Griffith to approve the professional agreement between the Wilkinsburg School District and Barbara Mehalov "consultant", for professional services to assist the school district in the area of improvement of daily instruction and student achievement. The term of this agreement will commence on January 1, 2012 and conclude on December 31, 2012. This contract amount will not exceed \$20,000. Attachment Supt. #1 was in planning session packet.

Motion carried by unanimous vote.

Motion was made by Nanet Hamlin-Black, seconded by Jerome Garrett to approve the addendum to the contract between the Wilkinsburg School District and Daniel Morrow "Consultant" to (a) manage the cyber education program in accordance with the attached description of essential duties of the Cyber Education Program Manager; (b) manage all grant activities in accordance with the attached essential duties of the Grants Manager; (c) manage all web-based aspects of assessment, including maintenance of data bases for DIBELS, Acuity, and 4Sight, assisting building staff in test administration and data entry, and spearheading interpretation and use of test results to drive instruction; and (d) act as the superintendent's administrative assistant for special projects (collectively, the "Additional Services"). The term of the addendum remains the same as the contract July 1, 2011 and concluding on June 30, 2012 and the amount of the addendum is \$16,300. Attachment Supt. #2 was in planning session packet.

Motion carried by unanimous vote.

Motion was made by Richard Bradford, seconded by Raymond Griffith to approve Dr. Jacquelyn Webb as acting high school principal at a daily rate of \$370.

Motion carried by unanimous vote.

Motion was made by Shannon Bennett, seconded by Nanet Hamlin-Black to approve the purchase of PSBA's Policy on the Web Program. The cost of this program is \$2500, which includes one free year of online policy maintenance. Payment for this service is divided into two separate installments of \$1250 each over two fiscal years. At the start of the second year, an annual fee of \$400 is charged for server utilization and maintenance of the online policy manual. Attachment Supt. #3 was in planning session packet.

Motion carried by unanimous vote.

Motion was made by Raymond Griffith, seconded by Jerome Garrett to accept the letter of resignation from Barbara Thompson as a Wilkinsburg School Board Director effective, January 9, 2012. Attachment Supt. #4

Motion carried by unanimous vote.

Motion was made by Richard Bradford, seconded by Nanet Hamlin-Black to approve the adjudication for student "A". The hearing was held on December 15, 2011. Attachment Supt. #5

Motion carried by unanimous vote.

Motion was made by Nanet Hamlin-Black, seconded by Shannon Bennett to approve the adjudication for student "B". The hearing was held on January 5, 2012. Attachment Supt. #6

Motion carried by unanimous vote.

Motion was made by Raymond Griffith, seconded by Richard Bradford to approve the resolution expressing opposition to the ongoing court-ordered reassessment and asking the Court of Common Pleas to stop the process immediately. Attachment Supt. #7

Motion carried by unanimous vote.

**BUSINESS OFFICE AGENDA**

Legislative Meeting – January 24, 2012

**Action Items:**

Motion was made by Nanet Hamlin-Black, seconded by Richard Bradford to ratify and confirm the November 2011 General Fund payments of \$2,237,113.46 for payroll, benefits, and other operational expenses. – Attachment Bus. #1

Motion carried by unanimous vote.

Motion was made by Raymond Griffith, seconded by Richard Bradford to ratify and confirm the December 2011 General Fund payments of \$2,476,943.83 for payroll, benefits, and other operational expenses. – Attachment Bus. #1A

Motion carried by unanimous vote.

The following reports for November 2011 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

The following reports for December 2011 will be made a matter of record in the minutes:

Treasurer's Report	Attachment Bus. #2A
EIT/EMST Report	Attachment Bus. #3A
Current R.E. Collections Report	Attachment Bus. #4A
Delinquent R.E. Collections Report	Attachment Bus. #5A
Deed Transfer Tax Report	Attachment Bus. #6A
Monthly Statement of Expenditures and Revenues	Attachment Bus. #7A
Student Activity Report – Secondary	Attachment Bus. #8A
Student Activity Report – Elementary	Attachment Bus. #9A

Motion was made by Raymond Griffith, seconded by Nanet Hamlin-Black to approve budget transfers for the 2011/2012 fiscal year for the month of November 2011. –Attachment Bus. #10

Motion carried by unanimous vote.

Motion was made by Richard Bradford, seconded by Nanet Hamlin-Black to approve budget transfers for the 2011/2012 fiscal year for the month of December 2011.

–Attachment Bus. #10A

Motion carried by unanimous vote.

Motion was made by Shannon Bennett, seconded by Raymond Griffith to approve a four (4) year agreement with Trebon Company, Inc. for District wide anti-virus protection with a total cost of \$13,088.00, or \$3,272.00 per year effective January 30, 2012 through January 29, 2016, as recommended by Mr. John Staudacher, Director Of Technology, as per the attached.

–Attachment Bus. #11

Motion carried by unanimous vote.

Motion was made by Raymond Griffith, seconded by Richard Bradford to approve a resolution for the continuance of the Local Services Tax (LST) and clarifies that the collection responsibility is that of Wilkinsburg Borough or its appointed tax collector.

–Attachment Bus. #12

Motion carried by unanimous vote.

Motion was made by Shannon Bennett, seconded by Raymond Griffith to acknowledge receipt of the “Financial And Compliance Report” (Single Audit) for the fiscal year ending June 30, 2011 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. It is understood that all Board members, and Board Treasurer, have been provided a copy of the Audit Report and the related “Management Letter”.

**FOR INFORMATION PURPOSES ONLY:**

For Board deliberation, attached is the Restated Jointure Agreement for the five (5) year term from July 1, 2012 through June 30, 2017 for Eastern Area Special Schools and the AIU timelines for approval, with voting to be accomplished between April and June of 2012.

–Attachment Bus. #14

**FOR INFORMATION PURPOSES ONLY:**

Attached is a Budget Calendar Timeline to comply with Act 1 as to the budget development for the 2012/2013 fiscal year.

–Attachment Bus.

#15



**PERSONNEL DEPARTMENT REPORT**

Motion was made by Nanet Hamlin-Black seconded by Richard Bradford to ratify and confirm the following appointments, leaves of absence and resignations:

Motion carried by unanimous vote.

Motion was made by Nanet Hamlin-Black seconded by Richard Bradford to amend the motion to ratify and confirm the following appointments, leaves of absence and resignation to reflect the deletion of Dr. Jacquelyn Webb. Dr. Webb's contract is approved on the Superintendent's January 24, 2012 Agenda.

**Personnel Report**

APPOINTMENTS				
NAME	Budget	POSITION	SALARY	EFFECTIVE DATE
Dr. Jacquelyn Webb	Y	Acting Principal/Middle School	\$370.00/day	12-05-2011/01-31-2012
Michele Topek	Y	Long Term Substitute Secretary/ Central Registration	\$18.20/hr	01-05-2012
Jeanne Dutel	Y	Associate Teacher/High School	\$100.00/day	01-05-2012
Toi White	Y	District Wide Substitute Secretary	\$8.00/hr	01-05-2012
Sophia Duck	Y	Girls Volleyball Coach/Middle School	\$1,356.00	2011-2012/year
Christopher Cord	Y	Volunteer Boys Basketball Coach	Non-Paid	2011-2012/year
Chadelle Jones	Y	Associate Teacher/Johnston Elementary	\$100.00/day	01-17-2012
PAID LEAVE OF ABSENCE				
Terri Ayers	Y	Principal/Middle School	\$75,000.00/year	12-01-2011/01-20-2012
Patricia Frey	Y	Teacher/High School	\$44,720.00/year	11-29-2011/12-15-2011
Wendy Drossman	Y	Teacher/Johnston Elementary	\$75,570.00/year	12-08-2011/02-23-2012
Velma Parker	Y	Attendance Officer/Central Registration	\$46,728.16/year	01-09-2012/01-13-2012
Lisa Fortier	Y	Teacher/High School	\$44,720.00/year	03-07-2012/06-06-2012
Ella Rawlings	Y	Principal/High School	\$113,035.14/year	01-05-2012/02-29-2012
UNPAID LEAVE OF ABSENCE				
Patricia Frey	Y	Teacher/High School	\$44,720.00/year	12-15-2011/01-31-2012
Wendy Drossman	Y	Teacher/Johnston Elementary	\$75,570.00/year	02-24-2012/05-17-2012
RESIGNATIONS				
Regan Cupps	Y	Teacher/Middle School	\$41,670.00/year	12-16-2011
Aaron Johnson	Y	Principal/High School	\$96,000.00/year	12-30-2011
Monique Brown	Y	Developmental Advisor/ Alternative Program	\$61,800.00/year	12-30-2011
Brian Tarrant	Y	Behavioral Health Support Staff/ Alternative Education Program	\$24,840.00/year	12-23-2011

Kevin Lane	Y	Assistant Girls Basketball Coach	\$1,608.00	01-06-2012
Jeanne Dutel	Y	Associate Teacher/High School	\$100.00/day	01-13-2012

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**NEW BUSINESS**

**STAFF REPORTS**

No Report

**SOLICITOR'S REPORT**

See File.

**ADJOURNMENT**

Motion was made by Nanet Hamlin-Black, seconded by Jerome Garrett to adjourn.

Motion carried by unanimous vote

Meeting adjourned at 9:23p.m.

Minutes Respectfully Submitted by:

*Andrea L. Williams*

Andrea L. Williams  
School Board Secretary