

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG  
LEGISLATIVE MEETING  
October 25, 2011**

The October 2011 Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the President, Karen Payne at 7:15 p.m., in the Administration Building, 718 Wallace Avenue, with the Pledge of Allegiance. The following board members were in attendance: Jerome Garrett, Jean Dexheimer, Carole Lee, Raymond Griffith, Nanet Hamlin-Black, and Barbara Thompson. Donora Craighead arrived at 7:55 pm. LaTonya Washington was absent from the meeting. Archie D. Perrin, Superintendent, Bruce Dakan, Director of Business Affairs and the Solicitor John Vogel, of the firm Tucker Arensberg, P.C., were also present.

**INVITATION TO PUBLIC TO ADDRESS THE BOARD**

No one requested to address the board.

**APPROVAL OF MINUTES**

Motion was made by Nanet Hamlin-Black, seconded by Carole Lee to approve the minutes from the September 27, 2011 Legislative meeting.

Motion carried by unanimous vote.

**COMMITTEE REPORTS**

**COMMUNITY RELATIONS AND SCHOOL IMAGE COMMITTEE**

Carol Lee, Nanet Hamlin-Black, Co-Chairs  
No Report

**EASTERN AREA SPECIAL SCHOOLS JOINT COMMITTEE**

Barbara Thompson, Chairperson  
No Report

**FINANCE, OPERATIONS AND PERSONNEL COMMITTEE**

Karen E. Payne, Chairperson  
Meeting Date: October 11, 2011, 5:30 pm

In attendance: Karen E. Payne, Chair, James Richard, Board Treasurer. Bruce Dakan, Business Manager, and Ken Chambon, Director of Building and Grounds.  
Guest: Brian W. Hayes, Architect from L.R. Kimball and Brenda West-Evans, community resident.

**Business Department Agenda:**

Ken Chambon introduced Mr. Hayes the newest addition to L.R. Kimball Architects.

Discussion was help and updates given on the last two projects: The Kelly Boilers and the Walk-in freezers at Kelly and the High School.

Mr. Hayes also talked about the priority list for repairs in the district. All board members, Mr. Richard, and Mrs. West Evans will be notified when meeting is planned for updates on the priority lists.

The committee then reviewed and discussed the balance of the items appearing on the business agenda and recommended that the items be approved, pending any questions from the board.

The meeting was adjourned.  
Mr. Richard and Mrs. West-Evans left at this time.

### **Personnel Department**

In attendance: Karen Payne, Chair; Bruce Dakan, Business Manager and Archie Perrin, Superintendent.

### **Personnel Department Agenda:**

The committee reviewed and discussed the items appearing on the personnel agenda. Mr. Perrin stated that this report may change for the Planning Session. The Personnel Report will be recommended for approval, pending any questions from the board.

Note: The items appearing on the Personnel Agenda may be changed.

Meeting adjourned at 7:00 pm

Submitted by Karen E. Payne, Chair

All Board Members are invited to attend!  
**Next Meeting will be held on Monday, November 7, 2011 at 5:30 pm**  
(Due to Election Day Tuesday, November 8)

**Advertised Executive Board Meeting**  
**Thursday, October 13, 2011 at 5:30 pm**

In attendance: Board Members: Karen Payne, President; Jerome Garrett, Vice President; Jean Dexheimer, Ray Griffith, and Carol Lee. Archie Perrin, Superintendent.

The School Board was called for an executive Board meeting to discuss several Personnel Issues.

Meeting adjourned at 6:15 pm

**LEGISLATIVE**  
Raymond Griffith, Chair  
No Report

**POLICY AND PLANNING COMMITTEE**

Barbara Thompson, Chair

No Report

**CURRICULUM, INSTRUCTION, AND ASSESSMENT COMMITTEE**

**Board Curriculum Committee**

**Karen E. Payne, Interim Chairperson**

**Meeting Date: Thursday, October 13, 2011, 6:15 pm**

In attendance: Karen Payne, Chair; Jean Dexheimer, Ray Griffith, Carol Lee, all board members; Dr. Patricia Gray, Director of Curriculum and Instruction; Dr. Dan Morrow, District Evaluator.

Dr. Gray passed out the agenda and she and Dr. Morrow went over each item

The eStrategic Plan was submitted on September 30 as planned. Dr. Gray had binders on hand for members to review.

Dr. Morrow discussed the Wilkinsburg Cyber Classroom protocols.

He will work and submit a job description for the Cyber Education Manager for Mr. Perrin and Board to review and adopt. This is not a new position, but a position that must go along with the program for success.

Protocols will be written and put in place for:

1. Procedures for at home
2. Student Handbook
3. Scope of Work for Cyber Education Manager

More will be discussed at the next meeting.

Dr. Gray also let everyone know that the PreK-12 Literacy Curriculum Rollout, Resource Use and Training will begin soon. This is for Math and Literacy Training.

Questions were asked and answered.

At the next meeting we will discuss next steps to curriculum improvements.

Meeting Adjourned

All board members and community are invited to attend!

**The next Curriculum Meeting will be held on  
Thursday, November 10, at 6:00 pm**

**FORBES ROAD CAREER & TECHNOLOGY CENTER**

Jerome Garrett, Chair

The Thursday, September 22, 2011 Planning /Board Meeting was called to order at 6:30 p.m. Ms. Fox from Highland School District seconded Mr. Zacchia of the Penn Hills School District to approve the minutes of the August meeting. Mr. Balint asked the members to remind their counselors, Principals, and other administrators about the Discovery Days scheduled for this year. The New Student/Parent Orientation and Open House was held on September 13, 2011. There were approximately 400 students and parents in attendance. Two electronic welcome signs have been installed in the entrance of the driveway. The next meeting will be held on Thursday October 27, 2011 at 6:30 p.m. The meeting adjourned at 7:00p.m.

**OTHER BOARD MEMBER REPORTS**

Board Director Barbara Thompson reminded the board and audience about the upcoming Holiday Parade scheduled for Saturday, December 3, 2011. The next scheduled Holiday Parade meeting is scheduled for October 26, 2011 at 5:30 in the board room at the Administration Building.

SUPERINTENDENT'S DEPARTMENT REPORT

Legislative Session – October 25, 2011

Action Items:

Motion was made by Nanet Hamlin-Black, seconded by Barbara Thompson to approve the 2011-2012 Academic Calendar to reflect the May 30, 2012 Act 80 Day to be changed to June 1, 2012. This change is requested so that all teachers and staff can attend Duquesne University's Urban Education Conference all day on June 1, 2012.

Motion carried by unanimous vote.

DRAFT

## BUSINESS OFFICE AGENDA

Legislative Meeting – October 25, 2011

### Action Items:

- A. Motion was made by Raymond Griffith, seconded by Jean Dexheimer to ratify and confirm the September 2011 General Fund payments of \$2,731,161.27 for payroll, benefits, and other operational expenses.  
– Attachment Bus. #1

- B. The following reports as of September 30, 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

- C. Motion was made by Raymond Griffith, seconded by Nanet Hamlin-Black to authorize the Director of Business Affairs to apply to PDE for any and all exceptions (i.e. pension and special education, et cetera) for real estate tax millage increase ABOVE the 2012/2013 PDE Act 1 index.  
–Attachment Bus. #10

**D. FOR INFORMATION PURPOSES ONLY:**

As provided by the Pennsylvania Department of Education (PDE), the ACT 1 budget timeline for 2012/2013 is attached. By January 5, 2012, the proposed preliminary budget MUST be available for public inspection OR resolution must be adopted that real estate taxes will not be raised above the index.  
–Attachment Bus. #11

**E. FOR INFORMATION PURPOSES ONLY:**

As calculated by the Pennsylvania Department of Education (PDE), the ACT 1 index for 2012/2013 is 2.4%, or 0.84 of one mill. As one mill generates approximately \$265,000.00 in real estate tax revenue, then 0.84 of a mill would generate approximately \$222,600.00.  
– Attachment Bus. #12

**F. FOR INFORMATION PURPOSES ONLY:**

As provided by the Pennsylvania Public Schools Employees Retirement System (PSERS), the employer contribution rate for 2012/2013 will be 12.19% of payroll. Based on current annual payroll costs, this will result in a cost increase of approximately \$213,000.00 for the 2012/2013 fiscal year.  
–Attachment Bus. #13

## PERSONNEL DEPARTMENT REPORT

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

## Personnel Report

NAME	Budget	APPOINTMENTS		
		POSITION	SALARY	EFFECTIVE DATE
Carla Corna	Y	Homebound Instructor	\$17.00/hr	2011/2012 year
Benjamin Rettig	Y	Homebound Instructor	\$17.00/hr	2011/2012 year
Clyde Gaunt	Y	Head Custodian/Johnston Elementary	\$18.29/hr	10-12-2011
Shaun McCarthy	Y	Teacher Assistant/Turner (Furlough Recall)	\$13.39/hr	10-17-2011
Sharon Terry	Y	Student Council/Kelly Elementary	\$500.00	2011/2012 year
William McWilliams	Y	Science Club Sponsor/Kelly Elementary	\$500.00	2011/2012 year
Barbara Baldwin	Y	Girls Basketball Coach/High School	\$3,216.00	2011/2012 year
Kevin Lane	Y	Assistant Girls Basketball Coach/ High School	\$1,608.00	2011/2012 year
Terra Lane	Y	Assistant Girls Basketball Coach (Volunteer) /High School	No Charge	2011/2012 year
Reuben Coleman	Y	Boys Basketball Coach/High School	\$3,216.00	2011/2012 year
Dennis Wofford	Y	Assistant Boys Basketball Coach/ High School	\$1,608.00	2011/2012 year
Ray Clemons	Y	Boys Basketball Coach/Middle School	\$1,273.00	2011/2012 year
Michael Fulmore	Y	Girls/Boys Track Coach	\$1,356.00	2011/2012 year
Darin Cole	Y	Boys Baseball Coach	\$1,356.00	2011/2012 year
Ralph Brandon	Y	Assistant Boys Baseball Coach	\$921.25	2011/2012 year
Brian Tarrant	Y	Boys Basketball Videographer	\$490.86	2011/2012 year
Damon Agurs	Y	Girls Basketball Videographer	\$499.84	2011/2012 year
George Williams	Y	Basketball Ticket Taker	\$640.00	2011/2012 year
Howard Ellerby	Y	Boys Basketball Statistician	\$680.00	2011/2012 year
Alexis Chandler	Y	Girls Basketball Statistician	\$680.00	2011/2012 year
<b>PAID LEAVE OF ABSENCE</b>				
Keri Boyer	Y	Reading Teacher/Middle School	\$54,420.00/year	11-29-2011/01-03-2012
Velma Parker	Y	Attendance Officer	\$46,728.16/year	11-16-2011/01-06-2012
Kristen Kiser	Y	Teacher/Turner Elementary	\$42,170.00/year	01-17-2012/06-03-2012
Melissa Andrews	Y	Secondary Literacy Coach/High School	\$42,770.00/year	10-24-2011/11-07-2011
Ella Rawlings	Y	Principal/High School	\$106,546.46/year	09/26/11 /12/26/11

<b>UNPAID LEAVE OF ABSENCE</b>				
Melissa Andrews	Y	Secondary Literacy Coach/High School	\$42,770.00/year	11-08-2011/12-01-2011
<b>RESIGNATIONS</b>				
Patricia Moorhead	Y	Associate Teacher/Middle School	\$100.00/day	10-21-2011
Alma Lucas	Y	Associate Teacher/Turner Elementary	\$100.00/day	10-21-2011
Christina Wilson	Y	Associate Teacher/Turner Elementary	\$100.00/day	10-21-2011

Motion carried by unanimous vote.

Motion was made by Nanet Hamlin-Black, seconded by Carole lee to approve the following teachers have achieved tenure, based upon satisfactory evaluation and approval of the Superintendent.

<b>Name</b>	<b>Seniority Date</b>	<b>Tenure Date</b>
Patricia Frey	10-01-2008	10-01-2011

**JOB OPENINGS**

Homebound Instructor (s) Special Education	
Secondary Activities Director	High School

Motion carried by unanimous vote.



**NEW BUSINESS**

Motion was made by Jean Dexheimer, seconded by Donora Craighead to excuse Board Director LaTonya Washington from this evening's legislative meeting.

Motion carried by unanimous vote

**STAFF REPORTS**

No Report

**SOLICITOR'S REPORT**

See File.

**ADJOURNMENT**

Motion was made by Carole Lee, seconded by Raymond Griffith to adjourn.

Motion carried by unanimous vote

Meeting adjourned at 8:35 p.m.  
Minutes Respectfully Submitted by:

*Andrea L. Williams*

Andrea L. Williams  
School Board Secretary