SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG
LEGISLATIVE MEETING
July 28, 2015

The July 28, 2015 Legislative Meeting of the Wilkinsburg School District Board of Directors was called to order by the Board President, Ed Donovan at 7:52 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, Karen E. Payne, Debra Raubenstrauch and Kevin C. Urda. Acting Superintendent, Joe Petrella, Ramona Pope, Human Resources Consultant and the Gavin Robb, of the firm Tucker Arensberg, P.C., were also present.

APPROVAL OF BOARD MINUTES

A motion was made by Michael Johnson, seconded by Karen Payne to approve the minutes of the June 30, 2015 Legislative meeting.

The motion carried by unanimous vote.

A motion was made by Richard Bradford, seconded by Michael Johnson to approve the minutes of the July 15, 2015 Special Board meeting.

The motion carried by unanimous vote.

PUBLIC FORUM

none

BOARD AGENDA ITEMS

A motion was made by Richard Bradford, seconded by Karen Payne to appoint Kevin Urda and Michael Johnson as voting delegates for the 2015 PSBA Delegate Assembly. This year’s meeting of the Assembly will be held on Tuesday, October 13, 2015, the day prior to the opening session of the PASA-PSBA School Leadership Conference.

The motion carried by unanimous vote.

TREASURER’S REPORT

A motion was made by Richard Bradford, seconded by Debra Raubenstrauch to ratify and confirm the June 2015 General Fund payments of $2,308,880.53 for payroll, benefits, and other operational expenses.

The motion carried by unanimous vote.

The following reports as of June 30, 2015 will be made a matter of record in the minutes:

- Treasurer’s Report
- EIT/EMST Report
- Current R.E. Collections Report
- Attachment Bus. #2
- Attachment Bus. #3
- Attachment Bus. #4
FINANCE COMMITTEE REPORT

The Finance Committee met on Tuesday, July 14, 2015 at 6:00 p.m.

Board members attending: Deb Raubenstrauch (Chair), Klara Brown, Karen Payne, Kevin Urda.
Staff attending: Pete Camarda

The regular business and treasurer’s reports were reviewed. Of particular note is the total delinquent tax collection of over $1 million by year-end.

Ms. Raubenstrauch asked Mr. Camarda to look at why state revenues are only at 74.9% of the budget at June 0th. Mr. Camarda is currently looking at reconciling bank statements and checking to ensure that all transactions are accounted for.

Mr. Camarda reported that cash flow would be a concern for the District if the state budget standstill goes on for a long time. Although the district received $1.8 million of the TRAN proceeds in July, the state withheld over $708,000 of the $770,000 subsidy payment in June for charter school tuition. Additional Revenue Anticipation Loans may be needed. Tax bills went out in July and are due in early September.

Staff is still reviewing outstanding invoices from the AIU and hopes to present a payment plan to the board in September. In response to a question from Karen Payne, Mr. Camarda reported that Carrie Francis would continue to review and approve special education invoices.

Board Action Items include approving the general fund and bond fund payments for June 2015 and approval of a lease renewal with Pitney Bowes.

Mr. Camarda reported that he received an email from John Vogel about attending an upcoming tax hearing for 3 properties that the District had previously appealed. The committee discussed the recommendation from the joint tax committee to hold back from appealing tax assessments until a fair policy can be developed. Ms. Raubenstrauch sent a follow-up email to board members.

Ms. Raubenstrauch noted that Mr. Hoffman was preparing a modification to our existing commercial abatement resolution to align to the Borough’s ordinance. Consequently there will be no need for a new “enhanced abatement” ordinance.

The meeting adjourned at 7:00 p.m.

The Wilkinsburg Joint Committee on Administrative Process to Reclaim Vacant Properties met on

Attending: Vanessa McCarthy Johnson, Wilkinsburg Council; Michael Lefebvre, Wilkinsburg Council; Debra Raubenstrauch, Wilkinsburg School District; Karen Payne, Wilkinsburg School District; Jennifer Cerce - MBM Collections; Larry Maiello - MBM Collections

The meeting was called to order at 5:50 pm by Michael Lefebvre and a quorum was established. Vanessa McCarthy Johnson joined the meeting at 6:00 pm.

Tax Base Expansion Applications

- A Tax Base Expansion application for 1714 Montier Street was withdrawn from the agenda due to insufficient application materials.
- A Tax Base Expansion application for 128 Peebles Street, submitted by Manuel and Beatriz Nzambi was introduced. Mr. and Mrs. Nzambi introduced themselves and their project. They clarified that they are acquiring the property through the Vacant Property Recovery Program, thus not needing to use this program. It was clarified that the applicants will have their $2500 program fee refunded upon confirmation of the review of materials.

Eric Parrish, Director of Code Enforcement provided an update on potential sheriff sale properties as presented by Jennifer Cerce of MBM Collections at the June meeting. He checked all properties, photo documented them, and provided a summary of his findings. It was decided that 326 Franklin, a vacant lot and 752 Hill would be removed from the list, but that 512 Franklin, 416 Ella, 411 and 417 Whitney, 1309 Woodlawn, 728 Rebecca, 723 Franklin and 1550 Montier would proceed to sale.

Mr. Lefebvre explained that there was a new list of 24 properties that were identified by MBM because there had been no response whatsoever from these owners. Mr. Lefebvre said that he had compiled a list of 800+ properties that are delinquent and compared them to assessed values and suggested that we use this list to direct how sales are initiated. He will distribute the list via email.

Ms Raubenstrauch said that she felt that there should be consistent guidelines for how properties are brought to sale. She suggested setting up policies by property type: underwater; definite demo, etc. and then develop criteria for each by condition, location, etc.

Ms. Payne asked about the ability to get compensation from properties on the list owned by LLCs, corporations or family trusts. Ms. Cerce said that you could collect and she couldn’t respond related to historical data or experience from Portnoff.

It was agreed that assessed values are all over the place and that we need to be careful to make decisions. Code enforcement feedback will be very important. Eric Parrish is meeting with the Borough Engineer to update the demo list and will forward it to MBM so they can code the files accordingly.

While no formal decision was made based on process, it was agreed that once word gets out that the Borough and School District are serious about collecting delinquent taxes, people will begin to pay.

Ms. Raubenstrauch asked that for the next meeting, the issue of when to appeal assessments based upon sales data, be discussed. Ms. Cerce will see if there are some model policies which she can provide.

It was confirmed that the 2013 delinquent properties were liened jointly as discussed.
The next meeting will be held on September 28th at 5:30pm.

The meeting was adjourned at 6:58pm.

FINANCE AGENDA ITEMS

Vote for School Board Treasurer, for the term of July 1, 2015 to June 30, 2016

A motion to open nominations for Board Treasurer was made by Richard Bradford, seconded by Michael Johnson.  
*The motion carried by unanimous vote.*

A motion to nominate Klara Brown for Board Treasurer was made by Richard Bradford, seconded by LaTonya Washington. 
*The motion carried by unanimous vote.*

A motion to close nominations for Board Treasurer was made by Richard Bradford, seconded by Michael Johnson.

**Roll Call Vote:**

- Director Donovan votes – yes
- Director Washington votes -- yes
- Director Bradford votes – yes
- Director Brown votes – yes
- Director Johnson votes – yes
- Director Lumpkin votes – (absent)
- Director Payne votes – yes
- Director Raubenstrauch votes – yes
- Director Urda votes – yes
*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Richard Bradford to approve the renewal of the 60 month lease effective July 1, 2015 with Pitney Bowes for the postage meter and equipment utilizing State of PA contract pricing #4400008703.  
*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Richard Bradford to approve the Wilkinsburg School District Tax Base Expansion Resolution #2015-1.  
*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Karen Payne to direct the Solicitor’s office to cease participation in all property tax assessment appeal proceedings, effective immediately through December 31, 2015. 
*The motion carried by unanimous vote.*
BUILDING AND GROUNDS REPORT

none

BUILDING AND GROUNDS AGENDA ITEMS

A motion was made by Michael Johnson, seconded by Karen Payne to approve the following (2) two invoices from J.C. Pierce and Associates for the capital project at Kelly and Turner Elementary Schools.

1. Invoice 2900-13-03-07 $20,599.39
2. Invoice 2900-14-04-07 $11,288.53

The motion carried by unanimous vote.

Capital Fund balance after Invoices 2900-13-03-07, 2900-14-04-07 ($31,887.92): $9,967,796.13

COMMUNITY RELATIONS AND PARENT INVOLVEMENT REPORT

none

COMMUNITY RELATIONS AND PARENT INVOLVEMENT AGENDA ITEMS

A motion was made by LaTonya Washington, seconded by Karen Payne to approve a permit for use of school property for Robert Murray of the Prince Hall Masonic Temple for a Kids Fest and Health Fair at Graham Field on August 8, 2015 from 8:00 am to 7:00 pm.

The motion carried by unanimous vote.

A motion was made by Karen Payne, seconded by Debra Raubenstrauch to approve a permit for use of school property for Tyrone Bennett, Nutrition Inc. to provide Serve Safe Certification Testing on July 22, 2015 from 9:00 am to 2:00 pm.

The motion carried by unanimous vote.

CURRICULUM, INSTRUCTION AND ASSESSMENT REPORTS

Board Committee on Curriculum, Instruction and Assessment
Wilkinsburg School District
August 18, 2015

In attendance: Dr. Petrella, Mr. Donovan (chair), Jean Dexheimer (honorary co-chair), Ms. Payne, Ms. Raubenstrauch, Principals Smith, Francis and Puskar, Summer Pedro.

Building Readiness
Dr. Petrella shared photos and commentary on Kelly and Turner Elementary Schools, where the grounds, classrooms, corridors, offices and public areas have been cleaned, painted where appropriate, and prepared for the start of school. This was a significant effort on the part of Mr. Chambon and the maintenance staff, who were recognized for prompt attention to last-minute details for the opening of school.
At the MS/HS, the gym, classrooms, corridors and offices have been spruced up as well, and repainting was completed to brighten public areas. The trophy case should be repaired and back in place for the start of school.

Staffing is complete at all buildings (three positions at the MS/HS await Board approval but the individuals have been selected). Room assignments and student schedules have been finalized, and classes balanced for appropriate size. See attachment A.

**Mission, Curriculum, Assessment, and Intervention**

The majority of the meeting was devoted to a presentation by Dr. Petrella and discussion with Board members. Beginning with the District’s Mission Statement, he updated directors on the connections (and disconnects) between our stated mission and the actual programs, personnel, processes and professional development in place that should be supporting it. Based on four clarifying principles and ten components of curriculum, we reviewed and discussed the fidelity with which we execute planning, instruction, assessment(s), and interventions across the District with the goal of having each learner working at or toward his/her maximum capability—not the perceived capability with which students are often painted (“he is doing as well as he can…”)

All of this led to what we have and what we need to flesh out and implement the “RTI Triangle” model. A proposal for funding, consisting of new materials to be acquired, will be presented at the August Legislative Session.

E Donovan
August 25, 2015

Eastern Area Special Schools Report
No report.

Forbes Road Career and Technology Center
No report.

**CURRICULUM, INSTRUCTION AND ASSESSMENT AGENDA ITEMS**

A motion was made by Michael Johnson, seconded by Richard Bradford to approve Resolution No. 2015-1: Resolved, that as authorized by section 1704 of the Public School code of 1949, as amended, all voting on the affairs of the Joint Board of School Directors of Eastern Area Special Schools shall be conducted by mail ballot.

*The motion carried by unanimous vote.*

A motion was made by Michael Johnson, seconded by Karen Payne to approve Resolution No. 2015-2: Resolved, that the Budget of the Eastern Area Special Schools for the 2015-2016 school year in the form appended hereto is hereby approved and Resolution No. 2015-3: Resolved, that the following are hereby *elected officers* of the Joint Board of School Directors of the Eastern Area Special School:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Loretta White (PL)</td>
<td>President</td>
</tr>
<tr>
<td>Mr. Stephen Puskar (ALV)</td>
<td>Vice President</td>
</tr>
<tr>
<td>Mrs. Marilyn Messina (WH)</td>
<td>Secretary</td>
</tr>
<tr>
<td>PNC</td>
<td>Treasurer</td>
</tr>
</tbody>
</table>
The motion carried by unanimous vote.

PERSONNEL COMMITTEE REPORT

none

PERSONNEL AGENDA ITEMS

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

1. Dajuan Williams, Substitute Custodian, effective July 15, 2015, at the rate of $12.00/hr.
2. Clyde Gaunt, Custodian, effective August 1, 2015, at the rate of $18.08 (pro-rated), during the four month probation period.
3. Daryl Givner, Substitute Teacher, effective August 15, 2015, at the rate of $100/day.
4. Crystal Grabowski, Substitute Teacher, effective August 15, 2015, at the rate of $100/day.

The motion carried by unanimous vote.

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

2. Rachel Webster, English Teacher, Middle/High School, at a salary of $40,670, effective August 20, 2015.
3. Douglas Argall, Middle/High School, Social Studies/Library, at a salary of $42,170, effective August 20, 2015.
4. Jason Boll, Middle/High School, English 7-12, at a salary of $41,670, effective August 20, 2015.

The motion carried by unanimous vote.

A motion was made by Karen Payne, seconded by Richard Bradford to ratify and confirm the following unpaid leaves:


The motion carried by unanimous vote.

A motion was made by Richard Bradford, seconded by Debra Raubenstrauch to ratify and confirm the following retirement:

1. Velma Parker, PIMS Administrator/Homeless Liaison/Attendance Officer, at a salary of $53,128.03, effective October 15, 2015.

The motion carried by unanimous vote.
POLICY AND PLANNING REPORT

none

POLICY AND PLANNING AGENDA ITEMS

A motion was made by LaTonya Washington, seconded by Karen Payne to approve the first of two readings or Policy No. 819, Section: Operations, Title: Suicide Awareness, Prevention and Response. The motion carried by unanimous vote.

NEW BUSINESS

Richard Bradford tendered his resignation from the Board, on the occasion of his relocation to Washington, D.C.

SUPERINTENDENT’S REPORT

Mr. Petrella shared that it had already been determined that one of the vacant positions will be able to be filled by existing staff. Math interventions which are needed will be discussed with the curriculum committee. PSSA scores have been received. Dr. Petrella shared discussion points on the data and will present more in the future.

SOLICITOR’S REPORT

Any questions about the Solicitor’s Report should be directed to Dr. Petrella.

ADJOURNMENT

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to excuse Tiffany Lumpkin from the meeting. The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to adjourn the meeting at 8:26 pm. The motion carried by unanimous vote.

Minutes Respectfully Submitted by:

Jeanne E. Taylor
Jeanne E. Taylor
School Board Secretary