

**SCHOOL DISTRICT OF THE BOROUGH OF WILKINSBURG
LEGISLATIVE MEETING
October 27, 2015**

The October 27, 2015 Legislative Meeting, of the Wilkinsburg School District Board of Directors, was called to order, by the Board President, Ed Donovan at 7:05 pm. The meeting was held in the High School Auditorium at 747 Wallace Avenue, starting with the Pledge of Allegiance. The following board members were in attendance: LaTonya Washington, Klara K. Brown, Michael A. Johnson, Tiffany Lumpkin, Joshua Miller, Debra Raubenstrauch, Kevin C. Urda, and Karen Payne via telephone. Acting Superintendent, Joe Petrella, Rick Liberto, Business Manager and the Solicitor Matthew Hoffman, of the firm Tucker Arensberg, P.C., were also present.

APPROVAL OF BOARD MINUTES

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve the minutes of the September 22, 2015 Legislative meeting.

The motion carried by unanimous vote.

PUBLIC FORUM

Rev. Clifton Anthony, of 1518 Center Street, expressed concern about how school taxes will be affected by Partnership with Pittsburgh.

Sabrina Anthony, of 1518 Center Street, is supportive of whatever decision will benefit children's education. Mrs. Anthony also offered her assistance to the district.

Rebecca Pope, of 1418 Center Street, expressed concern about the decline of the district over the years. She also offered her assistance.

Denise Edwards, of 118 Peebles Street, expressed concern that residents are getting the message that they are not wanted. She also offered her assistance.

Richard Wertheimer, of 403 West Street, believes there are better alternatives to partnering with Pittsburgh Public Schools.

Dan Bonga, of 1059 Old Gate Road, commended the School Board on their transparency.

Jordan Manos, of 4733 Verona Road, a long-time staff member of the district expressed her support for Wilkinsburg teachers and students and disappointment in the partnership.

Mike Evans, of 605 North Avenue, asked that the compassion shown for Wilkinsburg students be extended to Wilkinsburg teachers.

James Randolph, of 305 Hays Street, expressed concerns about the safety of students going to Westinghouse Academy.

Kate Grannemann, of 622 Whitney Avenue, expressed concerns about safety, access to Magnet schools, and the Pittsburgh Promise.

Melvin Hubbard El, of State Representative Ed Gainey’s Office, recommended that families from both communities come together to ensure that the partnership is successful.

Anita Harvey, of 1912 Beech Street, recommended that children be transitioned through the process.

Benita Blackwell, of 471 Ella Street, sought details about the safety plan.

BOARD AGENDA ITEMS

A motion was made by Klara Brown, seconded by Michael Johnson to approve the Wilkinsburg School District and Pittsburgh Public Schools Partnership Agreement.

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 September 2015 General Fund payments of \$1,694,793.72 for payroll, benefits, and other operational expenses.

The motion carried by unanimous vote.

The following reports as of September 30, 2015 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
Bond Fund – Budget Vs. Actual Expense Report	Attachment Bus. #10

FINANCE COMMITTEE REPORT

The Finance Committee met on Tuesday, October 13, 2015 at 6:20 p.m.

Board members attending: Deb Raubenstrauch (Chair), Klara Brown, Ed Donovan, Tiffany Lumpkin, Joshua Miller, Karen Payne, Latonya Washington, Kevin Urda. Staff attending: Dr. Joseph Petrella, Pete Camarda, Rick Liberto

Rick Liberto updated the committee on the status of the audit. Cash balances for 2014-15 are being finalized. The auditors have been asked to expand their audit to address some concerns about procurement processes and internal controls.

The regular business and treasurer's reports were reviewed. Josh Miller had several questions about the list of payments. Klara Brown, Treasurer, requested that management be provided with more detail for travel reimbursements before approval. In addition, she suggested that we consider limitations on travel for multiple staff attending the same conference and encourage them to share transportation/travel costs.

Deb Raubenstrauch reviewed the treasurer's, EIT, delinquent tax collection, current tax collection, deed transfer, and the elementary and secondary activity reports. She suggested that these reports be replaced with a set of new reports that Mr. Liberto can generate directly from the Prosoft/ accounting system. The new reports are as follows:

- Invoices Payable – This report shows invoices in the Prosoft system that have not yet been paid. It was requested that the last column (release date) be removed from the report.
- Account Summary /Revenue – This report shows budgeted, YTD and % received revenue by function code.
- YTD Expenditure Summary by Object – This report shows budgeted, YTD and % expenditures used by object code.
- Statement of Revenues and Expenditures – This report shows a combined revenue/expense statement by function code
- Budget Comparison Graphs – Revenue and Expenditures

The committee unanimously agreed that these reports can/should replace the previous treasurer's reports. In addition, Mr. Liberto will be providing the board with a bank reconciliation report along with a copy of the bank statement that it was reconciled to, so we can ensure that bank reconciliations are done in a timely fashion.

Deb Raubenstrauch gave an update on the joint tax committee's meeting on September 28 (See attached meeting minutes). Josh Miller demonstrated the database that he developed for the joint tax committee along with highlighting and explaining 3 of the charts and a google map that graphically show where the delinquent properties are concentrated in the Borough.

There are no board action items for October.

The meeting adjourned at 7:45 p.m.

Note – the next joint tax meeting will be held on Monday, October 26 @ 5:30.

The Wilkesburg Joint Committee on Administrative Process to Reclaim Vacant Properties met on Monday, September 28, 2015.

Attending: Amanda Ford, Wilkesburg Borough Manager; Michael Lefebvre, Wilkesburg Council; Debra Raubenstrauch, Wilkesburg School Board; Rick Liberto, Wilkesburg School District Director of Business Affairs; Jennifer Cerce - MBM Collections; Larry Maiello - MBM Collections

The meeting was called to order at 5:50 pm by Michael Lefebvre.

The July 27 meeting minutes were approved.

Amanda Ford reported that Pittsburgh History and Landmark's Foundation application for tax

abatement that was conditionally approved in April was now complete. The conditional approval was dependent upon PHLF securing all building permits that were missing at the time the application came to the Committee. Eric Parrish, Director of Code Enforcement, confirmed that all permits were secured. Copies of the entire application were emailed to the Committee members.

Elvira Makarov commented on a tax abatement application for a property at 423 Whitney that she and her husband have been renovating. All of the documents required have been submitted, however, according to the instructions, the application was supposed to be submitted 30 days prior to the issuance of a building permit. The original building permit was acquired in March 2014, however, the Makarov's were not aware of the ordinance until recently. Although the permit was acquired more than a year ago, they are still working on the house after putting a considerable amount of money into it and are asking for consideration. While the new application and instructions for tax abatement will be distributed to anyone requesting a building permit through the Borough, it was agreed that there was little to no effort to let the community know of this program in the past. To be fair to others who have made improvements to their home, Mr. Parrish agreed to compile a list of names of everyone who has requested building permits since the ordinance was passed. It was suggested that those applicants be sent a notice with information about the program and give them 60 days to submit an application to the committee. Since this is an exception to the ordinance, Ms. Raubenstrauch requested time to take the recommendation for approval to the School Board and asked that the application be considered again at the October meeting. Moving forward, there will be no need to have exceptions to the 30-day requirement.

Ms. Ford noted that the Borough has been working with the WCDC to create new applications for both Tax Abatement and Tax Compromise that included an applicant checklist, instructions, frequently asked questions and a flow chart outlining the process. Ms. Ford is requesting that the Committee review the updated applications and provide feedback to her with any suggestions and/or changes.

Jen Cerce sent the Committee a list of potential sheriff sale properties. Mr. Parrish reviewed the condition of each property and provided a summary of his findings. It was recommended that the following properties proceed/not proceed to sheriff sale:

PROCEED TO SALE	DO NOT PROCEED TO SALE
1017 Ross Avenue	1502 Laketon Road
1249 Franklin Avenue	603 Princeton Boulevard
1911 Bruscliff Road	487 Ella Street
1300 Wood Street	2309 Laketon Road
1515 Wood Street	1308 Wood Street
2218 Laketon Road	812 Franklin Avenue
456 Biddle Avenue	1116 Sherman Street
421 Rebecca Avenue	812 Penn Avenue
204 South Avenue	
1318 Singer Place	
1613 Maplewood Avenue	

The properties not recommended to go to sheriff sale are properties that are either in poor condition and/or have rehab costs that far exceed any after-rehabbed value of the property.

Joshua Miller, Wilkinsburg School Board member, presented several charts showing data he

compiled after combining data from the Allegheny County website for all Wilkinsburg properties with the delinquent tax data provided by MBM. The charts showed that there are 2775 parcels (more than 1/3 of all Wilkinsburg properties) that are tax delinquent owing over \$37.6 million to the Borough and School District. In one chart, Mr. Miller compared the total tax owed to both the Borough and School District with the assessed value per the Allegheny County website and created an assessment ratio score that can be used to help the Committee develop polices for which of the 2,775 parcels to focus collection efforts.

The committee felt that it would be most beneficial to focus collection efforts on the properties with up to 2 cumulative years to ensure that collection efforts are made early and before the property accumulates delinquencies that far exceed their property values. Mr. Miller will send the list of properties in that category with lot/block numbers to MBM. The committee agreed that there should be consistent guidelines for how properties are brought to sale.

The committee also discussed data that could be used to help decide when the Borough/School District should appeal assessments based on sales data. For the next meeting, Mr. Miller will provide the Committee with a list of all properties in Wilkinsburg that were purchased along with the sale price and the assessed value of the property. Patrick Shattuck suggested that the Committee consider creating a type of tax abatement for properties whose sale price far exceeds the assessed value to help offset the shock of taxes doubling or tripling in one year.

Jen Cerce reported that she gave a list of Section 8 properties to the county that were tax delinquent. The county will be sending the owners letters and will give them until November to pay their taxes. Jen will send a list of those properties and the amount owed to the Committee members.

Jen Cerce also reported on a property at 1315 Clark Street that will be going to sheriff sale. The owners are deceased and there is only about \$3,000 in delinquent taxes. Because it is unlikely that the heirs can be found, it was agreed that the minimum bid for the property should include the delinquent taxes.

The next meeting will be held on October 26th at 5:30pm. The meeting was adjourned at 8:00pm.

FINANCE AGENDA ITEMS

There were no action items.

BUILDING AND GROUNDS REPORT

October 13, 2015: 7:45-8:45pm
Building and Grounds Committee Meeting

ATTENDEES: Joe Petrella, Pete Camarda, Rick Liberto, Kevin Urda, Ed Donovan, LaTonya Washington, Deb Raubenstrauch, Tiffany Lumpkin, Klara Brown, Karen Payne, Josh Miller

SECURITY

Options are being explored to improve security at the MS/HS.

FACILITIES MANAGEMENT

We discussed going forward with hiring an interim Facilities Manager who will be supervised by Rick Liberto.

ELEMENTARY PRESENTATION TO TEACHERS

The architects presented the current architectural drawings to the teachers of Kelly and Turner Elementary Schools on Wednesday, October 21, for feedback.

JOHNSTON SCHOOL

There has been recent interest in Johnston School, but no offers that have been productive or acceptable.

BUILDING AND GROUNDS AGENDA ITEMS

A motion was made by Klara Brown, seconded by Debra Raubenstrauch to approve the following:

- acknowledgement of PDE approval of PlanCon Part A: Project Justification, Project No: **3854**, Project Building Name: Turner Elementary School, Type Work: Additions/Alterations, County: Allegheny, Board Action: February 24, 2015.
- acknowledgement of PDE approval of PlanCon Part A: Project Justification, Project No: **3855**, Project Building Name: Kelly Elementary School, Type Work: Additions/Alterations, County: Allegheny, Board Action: February 24, 2015.
- acknowledgement PDE approval of PlanCon Part B: Schematic Design, Project No: **3854**, Project Building Name: Turner Elementary School, Type Work: Additions/Alterations, County: Allegheny.
- acknowledgement PDE approval of PlanCon Part B: Schematic Design, Project No: **3855**, Project Building Name: Kelly Elementary School, Type Work: Additions/Alterations, County: Allegheny.
- approval of PlanCon Parts D: Project Accounting based on Estimates and E: Design Development, for the Additions and Renovations to Turner Elementary School, and authorize submission to the Pennsylvania Department of Education.
- approval of PlanCon Parts D: Project Accounting based on Estimates and E: Design Development, for the Additions and Renovations to Kelly Elementary School, and authorize submission to the Pennsylvania Department of Education.

The motion carried by unanimous vote.

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

Invoice 2900-13-03-10	\$16,651.75
Invoice 2900-14-04-10	\$ 9,038.00

The motion carried by unanimous vote.

Capital Fund balance as of September 30, 2015: **\$9,912,328.28**

Capital Fund balance after Invoices 2900-13-03-10 and 2900-14-04-10: **\$9,886,638.53**

COMMUNITY RELATIONS AND PARENT INVOLVEMENT REPORT

No report, no October meeting.

COMMUNITY RELATIONS AND PARENT INVOLVEMENT AGENDA ITEMS

A motion was made by Debra Raubenstrauch, seconded by Joshua Miller is requested to approve the permit for use of school property for DaVonna Graham, Coro Center, for the following locations and dates from 5:00pm to 9:30pm:

1. Turner Elementary School on October 15, 2015
2. Kelly Elementary School on November 5, 2015
3. Middle High School on November 12, 2015
4. Board Room on November 19, 2015

The motion carried by unanimous vote.

A motion was made by Tiffany Lumpkin, seconded by Debra Raubenstrauch to approve the permit for use of school property from Pamela Drane for the Middle/High School Auditorium, Music Room, Rooms 116, 117, 118, 119, and Library on October 22, 2105, 2015 from 2:45pm to 9:30pm for the Pittsburgh Symphony Orchestra Community Engagement Concert.

The motion carried by unanimous vote.

A motion was made by Tiffany Lumpkin, seconded by Debra Raubenstrauch to approve the permit for use of school property from Vanessa McCarthy-Johnson for a tour of Wilkinsburg Middle School/High School on October 16, 2015 from 4:30pm to 6:00pm and alumni Celebration Wilkinsburg activities at Graham Field on October 17, 2015 from 4:00pm to 6:00pm.

The motion carried by unanimous vote.

CURRICULUM, INSTRUCTION AND ASSESSMENT REPORTS

Wilkinsburg School District
Committee on Curriculum, Instruction and Assessment
October, 2015 Report

The curriculum Council met on October 20 at 6:00 PM. Present were Dr. Petrella, Ed Donovan (chair), Karen Payne, Kevin Urda, Deb Raubenstrauch.

I. Special Education Report

Leaders in Learning - Mary Lou Conroy and Karen Williams - provided an update on Special Education consultation and services provided to date. Thirty-six outside placement IEPs have been

reviewed onsite as of October 20 with several students possibly appropriate for returning to the District. An in-service program for Special Ed teachers focused on compliance and professional development; participating teachers were very engaged and appreciative. Parental involvement and engagement has been very high -100% to date. General Education teachers and administrators are very interested in ways to eliminate barriers to Special Ed services and collaborate with Special Ed teachers. They noted that many requests for evaluation are coming directly from parents. WSD outplacements for the categories for intellectual disability and emotionally disturbed are approximately twice the state average.

II. Proposal for Director of Integrated Services

Dr. Petrella presented a model and primary duties for a new position to be recommended with the above title. This will be discussed at Personnel and by the full board.

III. Public School Data Sharing Partnership

Allegheny County DHS has contacted the District again about participation at in the Public School Data Sharing Partnership, Pittsburgh Public Schools is one of many local participating districts and the Board may want to reconsider this when our secondary students are integrated into PPS.

IV. Rtl Update

Dr. Petrella provided an update on the District-wide Rtl initiative. Implementation is going relatively well although considerable professional development is needed. Important to remember that even data-driven and validated models such as this require at least two years and often longer to show the kids of results we know we need to achieve.

The next Curriculum, Instruction and Assessment Committee meeting will be on November 17. An easy way to remember CIA meeting dates is that they are scheduled immediately before Planning Sessions.

Eastern Area Special Schools Report

none

Forbes Road Career and Technology Center

none

CURRICULUM, INSTRUCTION AND ASSESSMENT AGENDA ITEMS

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve Joseph Petrella to attend a meeting with the Chief Recovery Officers in Harrisburg on October 30, 2015. The cost to the district will include mileage and hotel.
The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve Summer Pendro, Sharon Kura, Shawn Johnston, and Megan Tramaglino to attend **Student Assistance Training** on Oct 14 and 15, 2015 at Gateway Rehabilitation Center, the address is 311 Rouser Road, Moon Township PA 15108. The cost is \$250.00 per person, the total cost to the district will be \$1,000.00, from previously approved funds.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve Jackie Simon, Mike Evans, Jill Welsh, and Phyllis Loeffler to attend the **SpellRead** training on Oct 5, 6 and 7, 2015 at the Allegheny Intermediate Unit. The total cost to the district will be \$3,000 (\$750 per person).

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Tiffany Lumpkin to approve Jennifer Hermes Harding and Mitchell Zobb to attend the **Smithsonian Learning Lab Workshops** on November 5 and December 2, 2015 and February 23, May 11, and April 5, 2016 at either the Allegheny Intermediate Unit or Heinz History Center. There is no cost to the district and reimbursement will be provided for substitutes.

The motion carried by unanimous vote.

PERSONNEL REPORT

none

PERSONNEL AGENDA ITEMS

A motion was made by Joshua Miller, seconded by Kevin Urda to approve Diane Ionodi as PIMS/Food Service/Transportation Coordinator, on a temporary basis, starting October 23, 2015 at a daily rate of \$168, not to exceed \$840 per week. Terms and conditions as per Act 93 Agreement.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Kevin Urda to approve John Frombach, Interim Director of Facility Services, starting October 21, 2015 on a daily basis to be paid at an hourly rate of \$50, not to exceed \$1,000 per week.

The motion carried by unanimous vote.

A motion was made by Joshua Miller, seconded by Kevin Urda to approve a temporary position as Accountant/Benefits Coordinator, starting October 28, 2015 at a daily rate of \$280, not to exceed \$560 per week.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Debra Raubenstrauch to approve James Kappernaros, day to day Art Substitute Teacher, \$100/day, effective October 5, 2015.

The motion carried by unanimous vote.

A motion was made by Kevin Urda, seconded by Tiffany Lumpkin to approve the following employees:

1. Vicki Ammer, Middle School Science, Master Step 2, \$40,670/year pro-rated, effective August 24, 2015.
2. Bret Plavchak, High School English, Bachelors Step 1, \$38,420/year pro-rated, effective August 24, 2015.
3. Sam Leininger, Middle/High School English, Bachelors Step 1, \$38,420/year pro-rated, effective August 24, 2015.
4. Elizabeth Pearsall, 4th Grade Kelly Elementary, Recalled Furloughed Employee, Bachelors Step 4, \$40,420/year pro-rated, effective October 20, 2015.

The motion carried by unanimous vote.

A motion was made by Michael Johnson, seconded by Klara Brown to approve the resignation of Rasheeda Rice, 4th Grade Kelly Elementary Teacher, \$50,120/year, effective October 20, 2015.

The motion carried by unanimous vote.

A motion was made by Debra Raubenstrauch, seconded by Michael Johnson to approve child rearing leave for Elizabeth Pearsall, 4th Grade Kelly Elementary, Recalled Furloughed Employee, Bachelors Step 4, \$40,420/year pro-rated, effective October 20, 2015.

The motion carried by unanimous vote.

A motion was made by Klara Brown, seconded by Tiffany Lumpkin to approve intermittent FMLA leave for Nicole Green, Registration Secretary, from November 9, 2015 through February 12, 2016.

The motion carried by unanimous vote.

A motion was made by Klara Brown, seconded by Tiffany Lumpkin to approve the following Department Chairs:

John Myers, English Department Chair, at the rate of \$485.75/school year
 Cami Plymire, Math Department Chair, at the rate of \$485.75/school year
 Lila Oukaci, Science Department Chair, at the rate of \$485.75/school year
 Ray Strobel, Music Department Chair, at the rate of \$2,077.00/school year
 Mitchell Zobb, History Department Chair, at the rate of \$485.75/school year
 Pamela Drane, Library Department Chair, at the rate of \$485.75/school year
 Amy Divoky, Special Education Department Chair, at the rate of \$485.75/school year
 Janet Visk, Nurse Department Chair, at the rate of \$485.75/school year
 Marian Sullivan, Cycles Department Chair, at the rate of \$485.75/school year

The motion carried by unanimous vote.

POLICY AND PLANNING REPORT

Ms. Lumpkin and Mrs. Taylor meet to develop the draft of committee descriptions. The next meeting will be held on November 9th at 6:00pm.

POLICY AND PLANNING AGENDA ITEMS

No policies for approval this month.

NEW BUSINESS

none

SUPERINTENDENT'S REPORT

Dr. Petrella thanked the Administrators in attendance. He also commended Ms. Rice for meeting with him before her departure. The Cyber capabilities have begun for students. The Credit Recovery program has also started. This is critically important because each credit which is not recovered increases the chances that a student will not graduate.

The Pittsburgh Symphony Orchestra Concert was an uplifting event, not only because of the musicality of the professionals, but also our own students.

SOLICITOR'S REPORT

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

Mr. Johnson shared personal remarks about voting for the partnership with Pittsburgh will affect Wilkinsburg students, including his son.

ADJOURNMENT

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