

MT. LEBANON SCHOOL DISTRICT  
7 HORSMAN DRIVE  
PITTSBURGH PA 15228

BOARD DISCUSSION MEETING

MONDAY, MAY 13, 2013

JEFFERSON MIDDLE SCHOOL LIBRARY

7:30 P.M.

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AGENDA

I. Call to Order

II. Roll Call

III. Action Items for May 20, 2013, Board Meeting

A. Financial Items

1. Approval of 2013-2014 Budget – A final budget for the 2013-14 school year will be presented and discussed at the meeting.
2. Treasurer's Report – The treasurer's report reflects cash transactions for the month of April, 2013. This month reflects the budgetary change from the construction contingency to the appropriate prime contract areas for change orders back to the beginning of the high school project. The superintendent recommends acceptance and approval of this report.
3. Monthly List of Bills – The monthly list of bills reflects checks authorized to be drawn between April 18 and 30, 2013. All checks are typical for this time of year and have been reviewed and approved by administrative staff. The superintendent recommends approval of this list for payment.
4. List of Tax Refunds – The list of tax refunds is again very small totaling only \$712.54 for one refund. This list is reviewed by the solicitor's office which recommends its approval. The superintendent recommends approval of this list.
5. List of Unusable Equipment – The list of unusable equipment includes come older computers no longer needed for our programs. The superintendent recommends approval of this list for sale.
6. Appointment of Real Estate Tax Collector – Annually, the District is required to appoint the Municipal elected treasurer as our real estate tax collector for the upcoming year. John Ferguson has been and continues to hold this position at the rate of \$10,000 per year. The superintendent recommends approval of this appointment.
7. Appointment of Delinquent Real Estate Tax Collector – With the appointment of John Ferguson as the District's real estate tax collector, it is recommended we continue to appoint him as our collector of delinquent real estate taxes at no remuneration. The superintendent recommends approval of this appointment.
8. Appointment of School District Treasurer – Jan Klein has been performing the functions of the District treasurer at no remuneration. It is recommended that she be

appointed to continue in this role for the upcoming year. The superintendent recommends approval of this appointment.

9. Exoneration of Real Estate Tax Collection for Listed Properties – There is one District property for which we would like to exonerate the real estate tax collector from collecting property taxes. This action is approved annually by the Board and is recommended for action by the superintendent.
10. Bids for 2013-2014 General School Supplies – Annually, the District solicits bids for general school supplies and equipment. This year's list was selected based on the lowest responsible bidders meeting specifications for each item and has been verified to be within budget categories. The superintendent recommends approval of these bids.
11. Food Service Budget and Lunch Rates - There is a federal requirement which requires families who do not qualify for free and reduced lunches be charged the difference between the free lunch subsidy and the subsidized portion of the meal. Currently that price is \$2.59 per meal. We charge various prices at the elementary and secondary levels which calculate to a weighted average lunch price of \$2.41. The requirement last year was to either raise our lunch prices to get to the \$2.59 per meal charge in one year or over two years. We chose to implement the price increase over two years. Therefore, this year we have to raise our meal prices \$.15 for all meals except for the premium meals at the secondary level which are already at \$3.00. This increase in lunch rates is included in the food service budget presented at \$1,527,555 for 2013-14. The superintendent recommends approval of the budget and the lunch prices as detailed above.

B. Personnel Items

1. Personnel Report – The Personnel Report dated May 9, 2013, details personnel appointments, changes in assignments, leaves of absences, sabbatical requests for next school year, resignations, and retirements to be considered by the Board. The superintendent recommends approval of this report.

C. Other

1. Extended School Year Services Provided by The Children's Institute – This is an agreement with The Children's Institute for the 2013 Extended School Year for the placement of special education student(s) from July 1 to July 31, 2013. The cost is \$200 per day, not to exceed \$3,600 for no more than two students.
2. Appointment of Board Secretary – Every four years, the Board must appoint a secretary to perform specific functions as required by law. Cissy Bowman has performed this function for the past year and is recommended to continue for the upcoming four year term at no remuneration. The superintendent recommends approval of this action.
3. Standardized Testing Schedule for 2013-2014 – Annually, the Board approves the standardized testing schedule for the next school year. The Superintendent recommends approval of the schedule.
4. Approval of Lease and Fee Schedules for 2013-2014 – The District charges individuals and groups using our facilities at standard rates approved annually by the Board. This year, we are recommending approval of lease rates at a 3% increase over last year for dedicated use of space. We are recommending no increase in the hourly cost of leasing space until January of 2014 so that we can assess the cost of the high school facilities once they are complete and ready for use. This would be an eighteen month period at current rates. We would then recommend an approval of eighteen months beginning in January of 2014 until July of 2015 to get us back on a school year schedule. The

superintendent recommends approval of this increase in lease rates and delay of fee rate changes until January, 2014.

5. Approval of Lease Agreements for 2013-2014- If the 3% increase in lease rates is acceptable to the Board, the list of current lease agreements will be presented for approval by the Board next week. The superintendent recommends approval of the lease agreements.
6. Harris School Solutions Web Requisitions Agreement – The District is becoming more effective at using technology to process and approve purchase of goods and services. Our current software provider has recommended we transition to a web based requisition system as it is less expensive than adding additional licenses for identified users next year. The cost of the web based software including training and maintenance costs is \$4,930 for this year with only the maintenance cost recurring annually at \$630 per year. The superintendent recommends approval of this software upgrade.
7. OPEB Actuarial Valuation – Accounting requirements mandate that every two years an evaluation of the actuarial valuation of Other Post Employment Benefits (OPEB) be completed to meet audit and reporting requirements. The cost of this valuation report from Mockenhaupt Benefits Group is \$7,500. This is the group which completed our last valuation. The superintendent recommends approval of this contract.
8. Pathfinder Budget – The Pathfinder School (South Central Area Special Schools Jointure) requests Board approval of their annual budget for 2013-14 in the amount of \$224,500 with no contribution from member districts. The superintendent recommends approval of this budget.
9. Honeywell HVAC Preventative Maintenance Agreement - We are proposing that the District sign a preventative maintenance agreement with Honeywell Building Solution for \$3,717 for both Jefferson and Mellon middle schools. The District has maintenance contracts in place for the high school and elementary schools, but not at the middle schools. There have been several issues with the heating and cooling systems over the last year that would normally be covered with an agreement such as this. If work is performed beyond what this contract covers, the District will be charged a reduced parts and labor rate. Due to the aging of the middle school equipment, the superintendent recommends approval of this contract.
10. Change Orders for High School Renovation Project – The following change orders are presented for Board consideration. All the change orders listed below have been reviewed by the architect, PJ Dick and the District administration.
  - a. EL-26-84 to Farfield for \$3,038 to replace LED fixtures on Bldg F 5<sup>th</sup> floor Lobby,
  - b. GC-35-85 to Nello for \$2,857 for closure plate on H-4 stairs,
  - c. GC-36-86 to Nello for \$7,039 to remove diagonal bracing in F Building,
  - d. GC-37-87 to Nello for \$37,404 to finish stairwells and drywall in F Building on a time and materials basis (April work),
  - e. GC-38-88 to Nello for \$6,023 for bent plate modification at G Building where it meets F Building – unforeseen condition,
  - f. GC-39-89 to Nello for \$7,406 for south parking lot concrete wall height increase,
  - g. GC-40-90 to Nello credit for (\$550) for entry mat changes in all buildings,
  - h. GC-41-91 to Nello for \$1,749 to change swimming pool bulkhead in seating area,
  - i. GC-42-92 to Nello for \$2,003 for removal of steel from roofing,
  - j. GC-44-94 to Nello not to exceed \$26,911 for joist modification in the athletic facility on a time and materials basis,

- k. GC-45-95 to Nello for \$12,563 for temporary grading and asphalt to reopen Horsman Drive related to rework of loading dock,
- l. GC-46-96 to Nello for \$6,676 to shore roof in G Building at F Building for missed steel beam,
- m. GC-47-97 to Nello for \$847 for door and door hardware modifications and addition of four Knox boxes for fire department,
- n. GC-48-98 to Nello for \$16,275 for additional fire extinguishers added by Municipality,
- o. EL-27-99 to Farfield for \$5,318 for concrete around conduit instead of stone,
- p. EL-28-100 to Farfield \$3,231 to re-pull and terminate voice and video feeds in the Little Theatre, and
- q. GC-49-101 to Nello for \$75,000 for winterization costs.

11. Approval of Basic and Supplemental Textbooks for 2013-2014 – In accordance with Section 803 Pennsylvania School Laws, the following textbooks are listed for adoption and recommendation by the Superintendent.

SENIOR HIGH SCHOOL

**Subject: ENGLISH**

<b>Title</b>	<b>Grade</b>	<b>Publisher</b>	<b>Copyright Date</b>	<b>Author</b>
<i>On the Road</i>	12	Penguin	1991	Jack Kerouac
<i>The Road</i>	12	Vintage International	2006	Cormac McCarthy

MIDDLE SCHOOL

**Subject: ENGLISH**

<b>Title</b>	<b>Grade</b>	<b>Publisher</b>	<b>Copyright Date</b>	<b>Author</b>
<i>Day of Tear: a Novel in Dialogue</i>	8 co-taught	Permabound	2007	Julius Lester

D. Discussion

- 1. Textbook Adoption – In accordance with Section 803—Pennsylvania School Laws—the following basic textbooks are listed for adoption and are available for review in the Assistant Superintendent’s Office beginning May 14, 2013.

SENIOR HIGH SCHOOL

**Subject: BIT**

<b>Title</b>	<b>Grade</b>	<b>Publisher</b>	<b>Copyright Date</b>	<b>Author</b>
<i>Principles of Business</i>	9-12	Cengage Learning	2012	Dlabay/Burrow/ Klein
<i>Principles of Finance with Excel</i>	9-12	Oxford University Press	Sept. 2010	Simon Benninga
<i>Personal Financial Literacy</i>	9-12	Cengage Learning	2012	Ryan
<i>Business Math</i>	9-12	Cengage Learning	2010	Hanson

- IV. Questions or Comments from Residents – Presentations or comments are to be limited to five (5) minutes.

- V. Upcoming Public Meetings

May 20, 2013 – 7:30 p.m.	Board Regular Meeting Jefferson Middle School Library
June 4, 2013 – 5:00 p.m.	Policy Committee Meeting Jefferson Middle School Library
June 10, 2013 – 7:00 p.m.	Construction Update Jefferson Middle School Library
June 10, 2013 – 7:30 p.m.	Board Discussion Meeting Jefferson Middle School Library
June 17, 2013 – 7:30 p.m.	Board Regular Meeting Jefferson Middle School Library

VI. Adjournment

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