

MT. LEBANON SCHOOL DISTRICT
7 HORSMAN DRIVE
PITTSBURGH PA 15228

DISCUSSION MEETING
OF THE
BOARD OF SCHOOL DIRECTORS

MONDAY, JUNE 11, 2018
MT. LEBANON HIGH SCHOOL, ROOM D205
7:30 P.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Recognition of Odyssey of the Mind Teams
- IV. Action Items for June 18, 2018, Board Meeting
 - A. Financial Items
 - 1. Treasurer's Report – The treasurer's report reflects cash transactions for the month of May, 2018. The report is typical for this time of year and the Superintendent recommends it for approval.
 - 2. Monthly List of Bills – The monthly list of bills reflects checks authorized to be drawn between May 16 and May 31, 2018. All checks have been reviewed by the administration and are typical of this time of year. The Superintendent recommends approval of this list.
 - 3. June 30 List of Bills – Annually, the Board is requested to approve payment of bills prior to our June 30 year end so we can get as many bills allocated to the correct fiscal year as possible. The list of checks for these payments will be presented for ratification at the August board meeting. The Superintendent recommends approval of this action.
 - 4. Budgetary Transfers to Close the School Year - Annually, the Board is requested to approve budgetary transfers necessary to close the fiscal year. This list will be presented for ratification prior to approval of the audit in October. The Superintendent recommends approval of this action.
 - 5. List of Donations to the Schools – Annually, a list of donations to the schools is compiled and presented to the Board for acceptance. The list shows the commitment of the community to our schools and our programming and we are grateful for their support. The Superintendent recommends acceptance of these donations from our constituents.
 - 6. Sale of Unusable Equipment - The list of unusable equipment is lengthy and includes books, a kiln, technology equipment and athletic equipment. The Superintendent recommends approval of this list.

7. School District Insurance Policies – Annually, the District’s Insurance agent, Jonathan Kelly, bids out our insurance for Property and Liability, Workers’ Compensation and Directors and Officers coverages. This year’s low bid for the Property and Liability and D&O insurance is with Utica at their bid price of \$252,447 (down from \$253,939) and with Brickstreet/HM for Workers’ Compensation at \$310,690 (down from \$319,146.) Student Athletic Accident Insurance had no change in cost at \$11,853. All insurers are the same companies as the current year. The Superintendent recommends approval of the insurance policies for next year.
8. Food Service Budget and Lunch Prices –The budget for the Food Service Department is presented at \$1,915,153 (\$1,802,769 last year) which is a 6% increase based on increased costs and good student participation. US Department of Agriculture regulation of lunch prices recommends that our lunch prices increase 7 cents per meal. We are only recommending 5 cents per meal which will also cover the change from styrofoam trays to compostable trays. The lunch prices for the 2018-2019 school year are presented for Board consideration at that small price increase. Note that any profit made by the Food Service Department must go towards payment for all their equipment and smallware needs. Additionally, they must pay for all the high school equipment in the new kitchen. The Superintendent recommends approval of these actions.
9. Capital Campaign Disbursements - The Board is being asked to disburse donor designated gifts from the Capital Campaign. These requests have been reviewed by administration and endorsed by the Philanthropic Advisory Panel to ensure that they are aligned to the donor’s request and the District’s Strategic Plan. The Superintendent recommends approval of these disbursements.

Furniture and Storage	\$11,800
Equipment	23,350
Programs	3,700
Consumable Materials	<u>19,250</u>
Total	\$58,100

B. Personnel Items

1. Personnel Report – The Personnel Report details personnel appointments, changes in assignments, leaves of absences, resignations, retirements and teachers to tenure to be considered by the Board. The Superintendent recommends approval of this report.
2. Approval of List of Annual Salaries for 12-Month Secretaries – The Superintendent recommends the Board approves the negotiated annual contract salaries for 12-month secretaries as listed effective July 1, 2018, reflecting an average increase of 3.5% over the duration of the contract.
3. Approval of List of Annual Salaries for Custodial/Maintenance Employees – The Superintendent recommends the Board approves the negotiated annual contract salaries for custodial/maintenance employees as listed effective July 1, 2018, reflecting an average increase of 2.9% over the duration of the contract.
4. Approval of List of Annual Salaries for Administrative Assistants/Supervisors – The Superintendent recommends that the Board approve the annual salary adjustments for administrative assistants/supervisors effective July 1, 2018, reflecting an average increase of 2.9%.

5. Approval of Annual Salaries for Specialists – The Superintendent recommends that the Board approves the annual salary adjustments for specialists effective July 1, 2018, reflecting an average increase of 2.9%.
6. Approval of Salaries for Head Custodians – The Superintendent recommends that the Board approves the annual salary adjustments for head custodians effective July 1, 2018, reflecting an average increase of 2.9%.
7. Approval of Administrative Salaries – The Superintendent recommends that the Board approves the annual negotiated salary adjustments for administrators effective July 1, 2018, reflecting an average increase of 2.9%.
8. Salary Increase for Assistant Superintendents – Annually, the Board is required to review the performance of the Assistant Superintendents, Dr. Ronald Davis, Assistant Superintendent of Secondary Education, and Dr. Marybeth Irvin, Assistant Superintendent of Elementary Education. In accordance with statutory requirements, the performance of each has been rated satisfactory for the 2017-2018 school year. The recommended salary increases are within the 2.9% average salary increases identified in the Act 93 administrator increase. The Superintendent recommends approval of this salary increase.

C. Other

1. Approval of 2018 List of Graduates – The Board is asked annually to approve the list of graduates for the current school year. This list has been reviewed and the students recommended by the High School Administration of meeting the requirements for graduation. The Board will take action on the approved list of students who graduated on June 13, 2018.
2. Approval of Building Permit and Stadium Use Fee Schedules – The fee schedules are presented with an increase of 3% on most rates, and some rates holding steady due to market comparability. We studied the actual cost of the facilities being rented and are comfortable the rental rates are in line with our cost for the facilities. The Superintendent recommends approval of these schedules.
3. Approval of List of Leases – The list of leases is presented for approval at a 3% increase since there was no increase last year. The Superintendent recommends approval of this action.
4. Aqua Club Contract - The Aqua Club Contract is presented for Board consideration at a 2.5% rate increase due to a 3% labor cost increase offset by lower pool chemical costs. The Sunday Tournament Rate was kept the same since it was adjusted last year to better reflect our costs. The Superintendent recommends approval of this contract.
5. Copier Lease Agreement – We are entering the final year of a five year contract with ComDoc for lease of copying machines and printer maintenance. We have negotiated a new contract for five years which lowers our annual fees by 8% on both equipment as well as copy costs. This new lease will save us about \$23,500 each year due to lower costs. It also provides for new copiers including replacement of color copiers at all buildings to replace existing equipment which are not adequate. Due to the significant savings, the Superintendent recommends approval of this new contract.

6. Upper Practice Field Turf Bid – The District opened bids to resurface the upper practice field on June 4, 2018. Two bids were received. Both bids were over the budgeted amount of \$1,510,000. Subsequently, the District was able to negotiate a direct purchase agreement with Astro-Turf Corporation based upon pricing bid to the CoStars cooperative bidding program in the amount of \$1,570,531 with the potential for an additional \$47,000 savings depending on construction site conditions and Authorities Having Jurisdiction. The Superintendent will be recommending that the Board reject all bids and award a direct purchase agreement to Astro-Turf Corporation in the amount of \$1,570,531.
7. District Wide Asphalt Sealing and Paving Bid - The District opened bids to pave and seal asphalt driveways and parking areas throughout the District on June 5, 2018. Three bids were received. The lowest bidder meeting the specifications was from T.A. Robinson Asphalt Paving in the amount of \$102,870. The budget amount from the capital projects list for this project was \$115,910. The superintendent will be recommending award to the low bidder T.A. Robinson Asphalt Paving in the amount of \$102,870.
8. District Wide Brick Tuck-pointing and Sealing Bid - The District opened bids to tuck-point and seal brick at multiple locations throughout the District on June 5, 2018. One bid was received. The low bid meeting the specifications was from Mariani-Richards, Inc. in the amount of \$49,400. The budget amount from the capital projects list for this project was \$54,600. The Superintendent will be recommending award to the low bidder Marianni-Richards, Inc. in the amount of \$49,400.
9. Designation of Voting Delegates to PSBA Conference – It has been the practice of the Board to approve up to three voting delegates to the Annual PSBA Delegate Assembly Meeting held during the annual School Leadership Conference in Hershey PA, October 17-19, 2018.

D. Discussion

1. School Resource Officer – The School Board will discuss the High school Resource Officer position proposed for the 2018-2019 school year.
2. Lebo Gives - Bill Moorhead and Noelle Conover will present the board with a proposal for the board to consider moving forward with the Capital Campaign rebranded as Lebo Gives. The board will then consider moving this item to the action agenda for next week.

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

VI. Upcoming Public Meetings

June 18, 2018 – 7:30 p.m.	Board Regular Meeting Room D205, Mt. Lebanon High School
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No Meeting in July

August 13, 2018 – 7:30 p.m.	Board Discussion Meeting Room D205, Mt. Lebanon High School
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August 20, 2018 – 7:30 p.m.

Board Regular Meeting
Room D205, Mt. Lebanon High School

VII. Adjournment