

MT. LEBANON SCHOOL DISTRICT
7 HORSMAN DRIVE
PITTSBURGH PA 15228

JOINT DISCUSSION/REGULAR MEETING
OF THE
BOARD OF SCHOOL DIRECTORS

MT. LEBANON HIGH SCHOOL, ROOM D205

MONDAY, JULY 20, 2015

7:30 P.M.

JOINT DISCUSSION/REGULAR MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Minutes: RESOLVED, That the Discussion Meeting held on June 8, 2015; and the Regular Meeting held on June 15, 2015.
5. Board President's Report
6. Superintendent's Report
7. Board Reports
8. Comments from Residents and Taxpayers Concerning Action Items for This Meeting Who Have Previously Requested to Speak—Presentations or comments are limited to four (4) minutes.
9. Comments from Residents and Taxpayers Concerning Action Items for this Meeting—Presentations or comments are to be limited to four (4) minutes.
10. Unfinished Business for Board Consideration or Action.
11. New Business for Board Consideration and Action.

A. Financial Items

- (1) Treasurer's Report – The treasurer's report reflects cash transactions for the month ended June 30, 2015. It is typical for this time of year and is recommended for approval by the Superintendent.
- (2) Monthly List of Bills – The monthly list of bills reflects checks authorized to be drawn between July 1 and 15, 2015. All checks are typical for this time of year and are recommended for approval by the Superintendent.

- (3) Ratification of June 30 List of Bills - The list of bills from June 11 through June 30 are those checks authorized to be drawn to close out the fiscal year and have been approved for payment by the Board at the June Board meeting. The list is presented for ratification at this meeting. All checks are typical for this time of year and are recommended for approval by the Superintendent.
- (4) List of District Bank Accounts – The State requires Board approval of all District bank accounts annually. The list is presented for Board consideration. There is one change to include an account approved by the Board to accept stock donations to the Capital Campaign Fund. There are no other changes from the list of accounts last year other than the signatories on the accounts. The list is recommended for approval by the Superintendent.
- (5) Sale of Unusable Equipment List – The list of items available for sale includes a number of books no longer needed for the instructional program. The list is recommended for approval by the Superintendent.
- (6) Tax Refunds – The list of tax refunds totals \$15,077.95 for 47 refunds. This brings the total of all refunds from last fiscal year to \$696,659.14. The list has been reviewed by the solicitor’s office which recommends its approval. The list is recommended for approval by the Superintendent.

Financial Reports: RESOLVED, That the Board approves, ratifies and accepts the following financial reports:

- a. **Treasurer’s Report dated June 30, 2015,**
 - b. **List of Bills dated July 15, 2015,**
 - c. **June 30, 2015, List of Bills,**
 - d. **List of District Bank Accounts dated July 13, 2015,**
 - e. **Sale of Unusable Equipment List dated July 1, 2015, and**
 - f. **List of Tax Refunds dated June 30, 2015.**
- (7) Publication of Listing of Liened Taxes – Annually the Board takes action to make the list of liened property taxes available for public view. The list is recommended for public view by the Superintendent.

List of Liened Taxes: RESOLVED, That the Board approves for public display the list of liened taxes for the 2014 tax year.

- (8) Filing of Liened Taxes on Properties with Assessments of \$4,000 or Less – Annually, the Board takes action to approve the list of delinquent properties to be liened due to unpaid real estate taxes from the prior fiscal year. We ask the Board to approve removing delinquencies with assessments under \$4,000 from the list of properties to be liened because the cost to lien them exceeds the benefit. The delinquency remains on the property in case it is ever sold. The District and Municipality share the cost to file liens. Because of a doubling of the cost to file liens after July 1, 2015, the District and Municipality took action to file these prior to the increase in cost saving about \$2,500 this year for each taxing body. The action requested today is to ratify this action. The action is recommended for ratification by the Superintendent.

Filing of Liens on Properties with Assessments of \$4,000 or Less: RESOLVED, That the Board ratifies the authorization for the Tax Collector to remove all delinquent properties with assessments of \$4,000 or less from the properties to be liened for the 2014 tax year and approves the filing of liens on all remaining properties.

- (9) Real Estate Tax Office Audit – Annually, the Municipal Tax Office records are audited by a CPA firm and such audit is provided to the District for review and acceptance. The Real Estate Tax Office audit was given a clean audit opinion with no findings. Note that this audit is for calendar year 2014. The Superintendent recommends Board acceptance of this audit.

Acceptance of Tax Office Audit: RESOLVED, That the Board accepts for filing the audit by Maher Duessel, Certified Public Accountants of the Real Estate Tax Office for the year ending December 31, 2014.

- (10) Local Services Tax (LST) Collections – The Municipal Tax Office currently processes the District’s LST collection. The cost of collection has been shared equally with the Municipality at \$18,000. We are recommending a contract with Jordan Tax Service to do this collection. Jordan’s fees are 1.8% of sums collected plus a sum of 10% or 20% on collection of delinquent LTS accounts (the fee depending on how soon the tax is paid) plus half of all penalties and fines collected in litigation plus costs of going after delinquencies. We anticipate this contract would cost the District under \$1,000 plus the cost to collect delinquencies. The Solicitor’s Office has reviewed the contract and recommends its approval. The Superintendent recommends approval of this contract.

Local Services Tax Collections: RESOLVED, That the Board approves the contract with Jordan Tax Services to collect Local Services Taxes at 1.8% of the collections plus additional cost to collect delinquencies in the form presented.

B. Personnel Items

- (1) Personnel Report – Enclosed is the Personnel Report dated July 20, 2015, detailing personnel appointments, changes of assignments, leaves of absence, resignations, retirements, and teachers to tenure to be considered by the Board. The Superintendent recommends approval of this list.

Monthly Personnel Report: RESOLVED, That the Board approves the July 20, 2015, list of personnel changes.

- (2) 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 as satisfactory. The recommended salary increases are within the 2.8% average salary increase as previously identified as the average Act 93 administrator increase. The Superintendent recommends the salary increases for satisfactory performance for each Assistant Superintendent.

Salary Increase for Assistant Superintendents: RESOLVED, That the Board rates the performance of the Assistant Superintendents as satisfactory and approves the salary of \$139,055 for Dr. Ronald Davis and \$122,127 for Dr. Marybeth Irvin effective July 1, 2015.

C. Other Items

- (1) Intervention Specialist Provided by Wesley Spectrum Services – In response to the need for specialized support for students with Individualized Education Programs (IEPs) at the high school and both middle schools, a contract with Wesley Spectrum Services would provide the position of intervention specialist. The intervention specialist would consult with the IEP team to design social-emotional supports needed to assist the student in the school setting and to prevent placement outside the district.

Additionally, students currently attending out of district placements would access the intervention specialist to transition back to the school district.

The cost for the intervention specialist would not exceed \$72,800 for the 2015-2016 school year. The specialist would report to the Director of Special Education and would be supervised by a Wesley Spectrum clinical supervisor which is included in the cost. This position would be funded through ACCESS funds with no cost to the District. The Superintendent recommends approval of this agreement.

Intervention Specialist Provided by Wesley Spectrum Services: RESOLVED, That the Board approves an agreement with Wesley Spectrum Services for an Intervention Specialist to provide specialized support for students with Individualized Education Programs (IEPs) in the high school and both middle schools at a cost not to exceed \$72,800 for the 2015-2016 school year.

- (2) AIU Educational Services Agreement - Annually, the AIU requires an agreement to provide special education services to special needs students as requested by the District. The fee schedule varies as students are assigned to AIU operated programs. The Superintendent recommends approval of the annual agreement.

AIU Educational Services Agreement: RESOLVED, That the Board approves the Educational Services Agreement with the Allegheny Intermediate Unit for special education services for the 2015-2016 school year in the form presented.

- (3) DonorPro Contract – Potential donors to the Capital Campaign are requesting the ability to make their payments with a credit card. We do not have a system that enables that payment at this time. DonorPro is a software we currently use for the Capital Campaign. They have a software addition which can process credit card payments seamlessly with our accounting system. We negotiated a cost of \$10 per month plus 2.89% plus \$.20 per credit card transaction. This is a small cost to have this payment flexibility. The Superintendent recommends approval of this contract.

DonorPro Contract: RESOLVED, That the Board approves the DonorPro Merchant Services Integrated Donation Processing contract at \$10 per month plus 2.89% plus \$.20 per credit card transaction for donations towards the Capital Campaign.

- (4) Athletic Trainer Services – Periodically we request proposals for contracted trainer services for our student athletes. This year the District requested proposals from local providers. The lowest cost response was from UPMC Sports Medicine for a five year contract totaling \$179,000. The next lowest quote was from Allegheny Health Network at a five year cost of \$212,500. We are recommending acceptance of the lowest responsible quote meeting specifications. The Superintendent recommends approval of this agreement.

Athletic Trainer Services: RESOLVED, That the Board accepts the proposal from UPMC Sports Medicine for athletic training services at their five year price of \$179,000 through June 30, 2020.

- (5) Waterfront Learning Services Contract - The Board is asked to consider a contract agreement with the Allegheny Intermediate Unit for its Waterfront Learning Services. Waterfront Learning provides a menu of flexible cyber education programs options. This agreement establishes, upfront, what costs the District would incur if it uses any of the services. In the past, Waterfront Learning Services has been used as a credit recovery option for students. The Superintendent recommends approval of this agreement.

Waterfront Learning Services Contract: RESOLVED, That the Board approves a contract with the Allegheny Intermediate Unit for its Waterfront Learning Services to provide cyber educational program options for Mt. Lebanon students.

- (6) Designation of Voting Delegates to PSBA Conference – It has been the practice of the Board to approve voting delegates to the Annual PSBA Legislative Policy Council Meeting held during the annual School Leadership Conference in Hershey, Pa, October 13-16, 2015. All members of the Board may vote by absentee ballot.

Designation of Voting Delegates at PSBA Conference: RESOLVED, That the Board authorizes Mary Birks to be a voting delegate at the Legislative Policy Council meeting on October 13, 2015, at the Annual PSBA Conference in Hershey, PA.

- (7) PSBA Candidate Endorsement – Board member, Mary Birks, is seeking Board support to become a candidate for the President-Elect position on the Pennsylvania School Boards Association (PSBA) Board.

PSBA Candidate Endorsement: RESOLVED, That the Board supports the candidacy of Mary D. Birks, a member of the Mt. Lebanon School District Board of School Directors, in her candidacy as President-Elect of the Pennsylvania School Boards Association.

- (8) Duplicating Paper Bid – Annually, the District requests bids for duplicating paper for the upcoming school year. This year's lowest bid is from W.B. Mason at their quoted price of \$69,058. The Superintendent recommends approval of this bid.

Duplicating Paper Bid Award: RESOLVED, That the Board awards bid number 2015-2016, Duplicating Paper to W.B. Mason at their bid price of \$69,058.

- (9) Postage Machine Lease – The District currently leases a Neopost Mailing machine at a cost of \$447.46 per month. While we still have until December on the existing lease, a new machine can be leased at \$431.18 per month for a 60 month period. This is a State contract price. Since this machine is used significantly in the District and the new machine will cost slightly less than the old machine, the Board is asked to approve entering into a lease for a new machine. The new machine has the same capabilities as the existing machine and would be one we would have recommended in a few months at the end of the existing lease. The Superintendent recommends approval of this lease.

Postage Machine Lease: RESOLVED, That the Board approves the lease with Neopost for a mailing machine at the quoted price of \$431.18 per month for 60 months and authorizes the Superintendent to sign the forms necessary to implement this lease.

- (10) Utility Refund Agency Contract – The District is proposing to enter in to an agreement with Utility Refund Agency to review the District's utility bills. The agency will make recommendations to the District with no obligation to implement for possible savings, credits or refunds on our utility bills. Any proposed recommendation that is implemented and a savings results would be shared with Utility Refund Agency on a one time basis at a 60% District, 40% Agency split. The Superintendent recommends approval of this agreement.

Utility Refund Agency Contract: RESOLVED, That the Board approves the agreement with Utility Refund Agency for a one time review of past utility bills in the form presented.

- (11) PlanCon Part I Submission – PlanCon Part I is a required submission for State review of the change orders in a construction project. There are two sets of Part I submissions for Board consideration and approval as recommended by our architect. The Superintendent recommends approval of these submissions.

PlanCon Part I Submission: RESOLVED, That the Board approves submission of PlanCon Part I in the forms presented.

- (12) Change Orders for High School Renovation Project –Change orders for Board approval for the month of July totaling \$37,464 from the Contingency and \$8,282 from the Capital Budget have been reviewed by the architect, PJ Dick and the District administration:
- a. GC-116-285 to Nello for \$37,464 for roof, window, wall and concrete work,
 - b. ME-34-286 to McKamish for \$2,235 for panels, and
 - c. ME 35-287 to McKamish for \$8,282 for ductwork for a fume hood.
- The Superintendent recommends approval of these change orders.

Change Orders for High School Project: RESOLVED, That the Board approves the following list of change orders for the High School Renovation Project:

- a. GC-116-285 to Nello for \$37,464 for roof, window, wall and concrete work,
- b. ME-34-286 to McKamish for \$2,235 for panels, and
- c. ME 35-287 to McKamish for \$8,282 for ductwork for a fume hood.

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

13. Upcoming Public Meetings

August 10, 2015 – 7:00 p.m.	Construction Update Mt. Lebanon High School, Room D205
August 10, 2015 – 7:30 p.m.	Board Discussion Meeting Mt. Lebanon High School, Room D205
August 17, 2015 – 7:30 p.m.	Board Regular Meeting Mt. Lebanon High School, Room D205

14. Adjournment